

2022 Single-Day Event Plan

This document outlines the high-level plan for Single-Day Events. With smaller events, there are fewer volunteers needed. We recommend teams and volunteers in affected regions [contact their local leadership](#) for more specific details.

Event Schedule

- A sample schedule is below. It gives 5 hours of qualification match time (including breaks) which, for 18 teams and 10-minute cycle time, yields 10 matches per team.
 - The exact number of matches may change depending on the number of teams at the event.
 - The actual match schedule maximizes time between a team's matches for changing batteries and bumpers and other work on the robot, but time will be limited.
 - This schedule is subject to minor local modification. Teams should review the schedule specific to their event for details.
- At local discretion, teams may load-in the night before the event but are not required to. If allowed, it will be included on the event's published schedule.
- A self-inspection is required before an inspector will begin an official inspection using the [Abbreviated Inspection Checklist](#). As such, teams are strongly encouraged to self-inspect their robot using the [Inspection Checklist](#) before arriving at the event. The only official inspection is the abbreviated inspection performed by the Inspector at the event. Teams must go through this inspection at the event before they will be allowed to participate in qualification matches.
- All interviews for judged awards are remote, and are scheduled for the team's off-day. Events may have on-site match observers.

Sample Competition Schedule*

7:30AM	Pits and Venue Doors Open
7:30AM - 8:30AM	Team Load-In
7:30AM - 9:30AM	Connection Test and Final Robot Inspection (<i>self-inspection week before event</i>)
8:30AM - 8:45AM	Safety Captain's Meeting
9:00AM - 9:30AM	Opening Ceremony and Drivers' Meeting
9:30AM - 12:00PM	Qualification Matches
12:00PM - 12:30PM	Lunch
12:30PM - 3:00PM	Qualification Matches
3:00PM - 3:15PM	Pre-Alliance Selection Break
3:15PM - 3:30PM	Alliance Selections (4 x 3-team alliances)
3:30PM - 4:45PM	Playoff Matches (semis and finals)
5:00PM - 5:15PM	Awards Ceremony
5:00PM - 6:00PM	Team Load Out
6:00PM	Pits and Venue Doors Close

**Schedule subject to change.*

All times are in time zone of venue, and are estimated based match flow.

Judging and Awards

Teams at Single-Day Events are grouped with other teams competing at that venue on that weekend for the purposes of judged awards. For Districts, the two events that occur during a single weekend are grouped. For Regionals, the three events that occur during a single weekend are grouped.

Judged awards include:

- the Chairman's Award,
- the Woodie Flowers Finalist Award,
- the Dean's List Award,
- [Machine, Creativity, and Innovation Awards](#), and
- [Team Attribute Awards](#).

A single Highest Rookie Seed Award is awarded to the Rookie team (or teams) that ranks highest at that venue that weekend (i.e. not at each individual Single-Day Event).

Winners and Finalists are declared at each single-day event. Teams on the winning alliance are presented with a blue banner, trophy, plaque, and medals. Teams on the finalist alliance are presented with a trophy, plaque, and medals.

Judges evaluate teams as follows:

- Each team is scheduled for a single remote "pit" interview with judges assessing both Team Attribute and Machine, Creativity, and Innovation awards.
- All interviews are remote and hosted on Microsoft Teams.

A Microsoft Teams account is not required to join the call, but a free account can be used for remote interview practice. See [Using Microsoft Teams](#) for instructions.

- Interviews are scheduled for a day on which the team is not competing with their robot (i.e. if the team's robot competes on Saturday, their interview is on Sunday).

Judge Advisors are flexible and can accommodate if a team cannot interview on a certain day (i.e. travel or religious reasons limit when the team can interview).

- Teams eligible for the Chairman's Award and students eligible for a Dean's List Award participate in separate, additional remote interviews.
- Award winners are announced by the Tuesday following the event via a virtual awards ceremony.
- As these interviews are remote, if a team is unable to attend the event in person last minute due to COVID, they will still be eligible for awards at the event. Due to this, we highly suggest teams demonstrate their robot in the Remote "Pit" Interview to ensure judges have that information.

Remote "Pit" Interviews

Remote "pit" interviews are hosted via video conference, but a call-in number can be provided if needed.



- Remote “pit” interviews are limited to 25 minutes total; up to 10 minutes for the team’s presentation (which includes set-up) and 15 minutes (and any unused time from the presentation) for Q&A with the judges.
 - Teams are permitted a one (1) minute buffer before the interview officially starts to allow team members to join the call.
 - We recommended teams spend half of their presentation time on team attributes and the other half on the robot. Teams should reference the Award Guidelines ([Team Attribute Awards](#) and [Machine, Creativity & Innovation Awards](#)) to craft their presentation. Suggested topics are as follows:
 - Outreach activities
 - Team spirit, imagery, and branding
 - Business plan
 - What the robot was designed to do
 - The process used to design the robot
 - Why a specific robot feature was chosen and how it works
- Teams are invited (though not required) to send additional information to the Judge Advisor. Judge Advisors will provide instructions on how to provide this information closer to the event. Additional information must be formatted as follows:
 - no more than 2 pages,
 - no larger than 8.5 in. x 14 in. (~21cm x 35cm) (either portrait or landscape orientations),
 - readable at 100% zoom,
 - does not include links or redirects to additional content
 - PDF format, and
 - no larger than 10 MB.

This page size applies default settings used by most word processors and slide decks. Teams may use whatever file type they like as long as the submission is uploaded as a PDF and it meets the above requirements.

- Teams may also choose to submit the Summary Business Plan in addition to the 2 page allotment above. The Summary Business Plan is required to be eligible for the Entrepreneurship Award. Judge Advisors will provide instructions on how to provide this information closer to the event. The Summary Business Plan must be formatted as follows:
 - no more than 6 pages (3 pages of text plus 3 pages of appendices as noted in the [award description](#)),
 - no larger than 8.5 in. x 14 in. (~21cm x 35cm) (either portrait or landscape orientations),
 - readable at 100% zoom,
 - does not include links or redirects to additional content
 - PDF format, and
 - no larger than 10 MB.
- Interviews are conducted in English (with the exception of teams interviewing at events in China, Chinese Taipei, Israel, Mexico, Quebec, and Turkey).
 - Teams needing a translator or sign-language interpreter may include an additional person to act as that translator/ interpreter. This individual does not need to be a team member. In this case, the team is granted up to 2 additional minutes for the presentation and up to 3 additional minutes for the Q&A portion.

- Teams may share their screens and use video as part of their presentation.
- There is no limit on the number of team members permitted in an interview, but teams are encouraged to share a succinct presentation for the judges. We recommend no more than 5 team members.

We encourage all teams to be prepared to adapt to any technical difficulties by having additional team members prepared to present all materials.

- At least 1 adult mentor/parent must attend the interview.
 - Mentors are not allowed to provide any assistance during the interview. *FIRST* suggests the mentor provides feedback to the team after the interview based on observations and noting judges' questions. This feedback can be very valuable in helping teams hone their skills. If the mentor provides any assistance during the interview, the judges will respectfully remind the mentor of the rule.
 - **Exception:** If necessary, the adult mentor may provide translation services for students needing foreign language or sign language translation. This person does not necessarily count as the adult mentor observer.
- Recording video, audio or taking pictures (including screenshots) are prohibited during the interview.

In addition to *FIRST* prohibiting recording, there may be other legal restrictions governing recording.

Remote Chairman's Award Interviews

Teams eligible for the Chairman's Award at Single-Day Events are interviewed remotely. These interviews are hosted via video conference, but a call-in number can be provided if needed.

- Chairman's Award interviews are limited to 12 minutes total; up to 7 minutes for a presentation by the team (which includes set-up) and the remaining time (5 minutes) is for Q&A led by the judges. If teams use less time than 7 minutes for their presentation, judges may use the remaining minutes (out of 12) for Q and A.
 - Teams are permitted a one (1) minute buffer before the interview officially starts to allow team members to join the call.
- Chairman's Teams must provide the Chairman's Video to the Judge Advisor prior to the interview.
 - Chairman's Teams will be required to submit a Chairman's Award Video via a Microsoft Form to the Judge Advisor prior to the interview. Teams will be asked to provide links to their video.

Teams are encouraged to upload the video to a video hosting site (such as YouTube or another site) and ensure others can view this link prior to submitting to the judges.

- Teams are invited (though not required) to send additional information to the Judge Advisor. Judge Advisors will provide instructions on how to provide this information closer to the event. Additional information must be formatted as follows:
 - no more than 2 pages,

- no larger than 8.5 in. x 14 in. (~21cm x 35cm) (either portrait or landscape orientations),
- readable at 100% zoom,
- does not include links or redirects to additional content
- PDF format, and
- no larger than 10 MB.

This page size applies default settings used by most word processors and slide decks. Teams may use whatever file type they like as long as the submission is uploaded as a PDF and it meets the above requirements

- Interviews are conducted in English (with the exception of teams interviewing at events in China, Chinese Taipei, Israel, Mexico, Quebec, and Turkey).
 - Teams needing a translator or sign-language interpreter may include an additional person to act as that translator/ interpreter. This individual does not need to be a team member. In this case, the team is granted up to 2 additional minutes for the presentation and up to 3 additional minutes for the Q&A portion.
- Teams may share their screens and use video as part of their presentation.
- No more than 3 student team members are allowed to present information or answer questions from the judges.
- At least 1 adult mentor/parent must attend the interview.
 - Only the students are allowed to present information or answer questions from the judges. The adult may observe and later provide feedback to the team, but the mentor is not allowed to provide any assistance during the interview. If the mentor provides any assistance during the interview, the judges should respectfully remind the mentor of the rule.
 - **Exception:** If necessary, the adult mentor may provide translation services for students needing foreign language or sign language translation. This person does not count as the adult mentor observer
- Recording video, audio or taking pictures (including screenshots) are prohibited during the interview.

In addition to *FIRST* prohibiting recording, there may be other legal restrictions governing recording.

Remote Dean's List Award Interviews

Dean's List Award interviews are conducted remotely for Single-Day Events. Interviews must be conducted within 7 days prior to the event's load-in date (avoiding weekends only). As events are allowed to choose if they will be holding interviews remote for Dean's List, guidance on interviews is already published on the [Submitted Awards page](#) under the Dean's List section.

District Points

District Points awarded to teams attending Single-Day Events are awarded as follows:

- **Qualification Round Performance:** The formula remains the same as in [the 2019 manual](#). This yields 22 points for the top-ranked team and 5 points to the bottom-ranked team at an 18-



team event (this is similar to the values at more traditional events except that the lowest-ranked team at a traditional 40-team event earns 4 points).

- **Alliance Selection Results:** The #1 Alliance Captain receives 16 points (like at a traditional event), but the points step down by 2 for each subsequent captain, i.e. Alliance Captain #2 receives 14 points, Alliance Captain #3 receives 12 points, and Alliance Captain #4 receives 10 points. This is similar to the spread of points across 8-alliance events, except that the lowest-ranked alliance captain at a traditional event (#8) receives 9 points. Points for pick order also step down by 2 following the top pick, i.e. the first pick receives 16 points, second pick receives 14 points, etc., and the eighth pick receives 2 points. This is similar to the spread of points across 8-alliance events, with the exception that the final pick at a traditional event receives 1 point.
- **Playoff Round Performance:** The formula remains the same as in the 2019 manual but because there is no quarterfinal round, winning alliances earn up to 20 points and finalist alliances earn up to 10 points (assuming no backup robots are employed).
- **Awards:** No change.
- **Team Age:** No change.
- **Back-to-Back Events:** To compensate for the fact that a team playing Single-Day Events on a single weekend (i.e. back-to-back) is limited by the single pool of awards across their events, any team playing back-to-back events is awarded 2 points. To be eligible, the back-to-back events must be the team's first 2 they attend chronologically (because only the first 2 events a team attends chronologically count for points).
- **District Championship Points:** As all Districts doing Single-Day District Events are still planning multi-day District Championships, and because the changes above are not significant deviations from the current scheme, no changes to District Championship points are required.