



FRC Event Schedule & Venue Selection Policy

Section I - Purpose and Overview

This policy defines the process for selecting the FMA FRC District Event Schedule each year and defines the process for prospective event hosts to review what FMA is seeking in a district event venue and how to state their intentions to host an FMA FRC District Event. It is the intention of the FRC Program Committee to establish a fair and equitable event selection process, and effectively communicate FMA's intentions with the membership in a timely and efficient manner.

Key Personnel

Local Event Coordinator (LEC). The lead person organizing, hosting, and running the event. The LEC may also be the Lead Person for the Local Event Committee.

Volunteer Coordinator (VC). The person responsible for recruiting, assigning, and overseeing event volunteers. The VC works closely with the LEC, local event committee and FMA Senior Volunteer Coordinator.

Related Policies

Responsibility Protocol between District Event Hosts and Mid-Atlantic Robotics

Protocol for the Use of *FIRST* Mid-Atlantic owned and *FIRST*-loaned Competition Field Equipment

Section II – Considerations in Venue Selection

The Program Committee uses a matrix of the following factors to determine the schedule for each FRC competition season. These items are not weighted; rather the Program Committee takes all factors into consideration to establish a diverse event schedule that tries to make events available and convenient for all FMA FRC participants.

Geography	FMA strives to geographically spread out venues based on team density.
Venue Availability	The availability of the venue. FMA also desires year-to-year consistency between venue availability.
Venue Size	Ideal venues have adequate space for the following: <ul style="list-style-type: none">• 36 teams minimum, 40 teams maximum• Seating for 1500 spectators• 10'x10' pits with 10' aisles In some cases, smaller venues may be selected. These venues must support a minimum capacity of 32 teams.

Venue Layout	<p>Optimal venue layout includes:</p> <ul style="list-style-type: none"> • Short path from pits to field for robot flow • Pits in one area • Entire event using limited area within the school
Parking Availability	<p>Adequate parking is required for teams, spectators, buses, and volunteers. Parking for 400 is preferred. If on-site parking is not adequate, there should be off-site parking available with a shuttle or within walking distance.</p> <p>Between 6-8 parking spots near the event space are required for PODS placement. PODS are on-site for about a week (inclusive of the event days).</p>
Bathrooms	Adequate bathrooms throughout the event space.
Hotel Availability	Some teams or key volunteers may require hotel accommodations. While this factor will not eliminate a venue from consideration, there is a need to identify the availability of hotel accommodations within a reasonable travel distance.
Local Volunteers	Volunteers are critical to running a successful FRC event. Venues will need to be able to recruit local volunteers to fill volunteer roles.
Previous Event Site	FMA values the partnership with our event hosts. We strive to maintain consistency in our events and have a desire for our event hosts to return year after year.
“Week 1” Venues	<p>The first district event of the year for each field route requires additional venue requirements in order to be considered.</p> <ul style="list-style-type: none"> • Strong Volunteer Recruitment • Strong School Support • On-site Machine Shop <p><i>*Week 1 events can be highly complex and require flexibility and strong on-site resources. As all Key Volunteers are learning the game, adequate coverage of FMA Key Volunteers is required across all Week 1 events if multiple Week 1 events are taking place.</i></p>
Food Services	Availability to provide concessions & local volunteer catering.
Items Required in Excess of Standard Event Configuration	Examples include bleachers, rental bathrooms, additional power, ability to store floor protection, and other non-traditional event expenses.

Partnership with Teams & Schools

The Program Committee relies on a strong partnership and relationship with the LEC, host team, and host venue to support its district events. From past practice, it is the preference of the Program Committee to partner with teams at their home venue rather than facility rentals from a non FMA team. This allows for a sense of ownership from the hosting team and full support from the start of event setup through completion of tear-down.

The Program Committee will consider venues that are not at host team’s schools, but will require that a team or group of teams be associated with the district event.

Section III – Timeline & Schedule Development

On a yearly basis, the FRC Program Committee follows the below timeline when making the event schedule:

Table 2 – Timeline	
November – December	Program Committee will reach out to existing LECs for venue availability for the following year’s events (ex. in November 2022, a survey for the 2024 season will be distributed)
December – May	Program Committee will evaluate the venue availability according to the Venue Selection Matrix and establish a preliminary event schedule.
May – June	The FRC schedule is presented to the FMA Board of Directors.
June - August	The FRC District Event Schedule is publicly released and submitted to FIRST HQ.
Year-Round	Interested teams and potential hosts can contact the program committee and fill out the “Request for Site Visit” form. The program committee will visit sites of potential venues and evaluate all interested facilities

Section IV – New Venue Selection

With the continued need to identify and evaluate event facilities, the Program Committee encourages all teams that have an interest in hosting a district event to follow the process outlined in this document. Each venue will be evaluated after their intention to host an event has been declared.

Along with the criteria listed in the Venue Selection Matrix, the below are additional topics that can be considered by the potential host.

- Recruitment of Local Volunteers



- Power Availability in Competition Gym
- Practice Field Location with adequate ceiling height
- Wired Ethernet drop
 - At scoring table of competition field
 - Judges Room
- Judges Room
- Volunteer Room
- Ability to have additional rooms available at the last minute

Request for Site Visit

A survey with the following questions will be posted on the FMA website for interested teams to complete:

- Name, email, phone number, host team
- Name of school venue / address
- Competition Field: The ideal gymnasium size for an FRC district event has seating for more than 1500 spectators and is at least the size of a standard basketball court when the bleachers are extended. Please describe the gymnasium or competition field area and how you believe it will be an ideal location for an FRC District Event.
- Pits: An area with space for (40) 10'x10' pits with 10' wide aisles makes an ideal pit arrangement for a district event. This includes a short path to the competition field for team and robot travel. Please describe your pit space and the traffic flow to and from the competition field.
- Parking: FMA recommends 400 parking spaces on site. Does the venue have this minimum number of spacing or is there a local parking lot where spectators can be shuttled?
- Floor Protection: Does your venue have or require floor protection? It is okay if it does not! FMA will provide masonite as floor protection if the venue does not have floor protection of their own that can be used for the event. However, each event venue will require the ability to store the FMA purchased floor protection at their venue for use each subsequent year.
- Venue Limitation: Are there any venue specific limitations such as limited ceiling height, limited availability, limited access times (during the the event), etc.
- Local Volunteers & Personnel: Do you have someone who is able to be your Volunteer Coordinator? Do you have local volunteers who volunteer with FMA/FIRST (FLL, FTC, or FRC) on an annual basis that are familiar with running any type of *FIRST* event? Do you have a plan to recruit local volunteers for your event? None of these are requirements, but are helpful.
- Any other information you would like to provide.

After receipt of the above survey, the Program Committee will evaluate the responses and contact the venue after review. The Program Committee may schedule a venue visit.

Revision History:

- October 26, 2013 – Adopted by BOD
- June 14, 2022 – Approved Revision by BOD