

Overview:

To request *FIRST* Mid-Atlantic support for a 2023 off-season event, please review the **Protocol for the Use of FMA Equipment**, fill out the attached **2023 Request for Use of Off-Season Equipment** form and email it to the below Key Personnel. *Please note: requests will only be accepted from an MER.*

Key Personnel Contacts:

FRC Program Director: Joe Troy jtroy@midatlanticrobotics.org

FRC Program Committee Chair: Brian Sherman bsherman@midatlanticrobotics.org

Field Transportation & Delivery:

The off-season package is provided in three (3) 16’x8’ PODS containers. The Local Event Committee (LEC) shall secure a site (4-5 standard parking spaces) for PODS placement, provide a diagram of the location of the site in relation to nearby roads, and provide a phone contact for any delivery issues. PODS containers must be accommodated for a minimum of two days before and two days following the event date.

Provided Equipment:

FIRST Mid-Atlantic-owned Field Perimeter; field carpet; pipe & drape ensemble; Tool Case; *FIRST*-owned Field Management System electronics; Game Specific Cases; & Game Pieces. *Please note that FIRST Mid-Atlantic does not provide floor covering, signage, projector/screen, or a power distribution system for pits to off-season events. Any damaged field elements or game pieces must be reported by the FTA or Event Coordinator to FIRST Mid-Atlantic key personnel above. The LEC may be responsible for any costs associated with loss or damage.*

At the time of the issuance of this document, it is unknown the durability of the charge station ramps and if additional plastic ramps will be required. FMA is working to secure additional ramps and will cover the associated costs.

Required Event Personnel:

FIRST Mid-Atlantic wants to ensure that all events are successful for not only the hosts and attending teams, but also for the attending volunteer crews. For the 2023 season, (1) FTA & (1) MER are required to be present during set up, running the event, and at tear down. The above personnel cannot be the same person.

FIRST Mid-Atlantic FTAs	FIRST Mid-Atlantic Equipment Representatives (MERs) ¹		
Kevin Dieterle	Nick Acosta	Rich Gerdes	Brian Sherman
Rich Gerdes	Kara Bakowski	Ali Marinari	Joe Troy
Jenna Mollica	Garrett Dicken	Jenna Mollica	Mike Troy
Joe Troy	Kevin Dieterle	Debbie Musselman	Eric Zygmunt
Mike Troy	Trey Entwistle	David Parsons	

Contact information for the individuals listed above are not provided for privacy reasons. Please contact any of the above key personnel for inquiries.

¹MERs have gained experience with the *Charged Up* field setup and teardown at multiple 2023 FMA events and are familiar with *FIRST* Mid-Atlantic’s assets participating in multiple FMA events and organization sessions in the past 3 seasons. The list is reviewed annually by the FRC Program Committee for new and sustaining MERs.

Field Consumables:

Field consumables are provided by FMA in an effort to ensure consistency between events. Any remaining consumables shall be returned to the PODS and shipped to the next event.

Gaffers Tape: 2” & 3” Black, White, Red, Blue

Cable Ties: 11” & 8” 50 lbs cables & 150lbs heavy duty cables

Vinyl Floor Tape for queuing: Red & Blue

Field Power Requirements

The 2023 field **REQUIRES** two 20 AMP circuits, preferably without GFCI. Additional equipment such as DJ, projectors, etc. will require additional circuits in the event location. Questions on power requirements can be sent to Kevin Dieterle or Joe Troy.

Field Use Costs & Submission Procedure

In 2019, the **Protocol for the Use of FMA Equipment** was updated to include a fee for any event that charges teams attending the event greater than \$100. The 2023 Field Use cost is \$1000 which includes PODS transportation, Field Consumables listed on the first page, and game pieces.

Email the attached **Request for Use of Off-Season Equipment** form to the Key Personnel listed on the first page. After approval from the Program Committee, the Program Committee Chair will sign the form and send it to the Treasurer. The Treasurer will send an invoice with instructions for payment to the event MER. Payment is due 3 weeks prior to the event. The Treasurer will notify the Program Committee when payment has been received.



Request for Use of 2023 Event Shipment for an Off-Season FRC Event

Event Name _____

Event Date _____ Host Team _____

Venue Name _____

Venue Address _____

MER _____ Phone _____

Email _____

Site Contact (for Delivery) _____ Phone _____

Invoice Information *(if different from above)*

Billing Organization _____

Billing Address _____

Billing Contact _____ Phone _____

Billing Email _____

Event Outline

Attach Event Outline with this Form for any event that is not a traditional FRC Off-Season Event

Identify the following no later than 3 weeks prior to your event date.

Event FTA _____

Responsibility for Compliance. As FMA Equipment Representative (MER) of the Off-Season Event described above, I have read and understood this Guideline and the **Protocol for the Use of FMA-owned and FIRST-loaned Competition Field Equipment** and accept responsibility for compliance with its requirements.

Signature of MER _____ Date _____

Accepted on behalf of Mid-Atlantic Robotics. Approval of the Event Shipment Loan shall be signed by the Chair, Program Committee.

Name _____

Signature _____ Date _____

Please scan and email the signed document Joe Troy & Brian Sherman