



DISTRICT EVENT PACKET 2024

1 GENERAL

This document supplements the *FIRST's* Event Rules and highlights rules and expectations that are applicable to all *FIRST* Mid-Atlantic District Events. *FIRST's* Event Rules are included in the Crescendo Game Rules.

A general event schedule is provided for both District Events and the District Championship to allow teams to plan buses & logistics accordingly. Event specific information will be provided to teams attending each event by the Local Event Coordinators closer to the respective events.

2 FIRST EVENT RULES – ADDENDUMS

The following rules are addendums to *FIRST's* Event Rules.

- E101. Safety Glasses.** Team members shall bring their own safety glasses. There are no safety glasses available to teams at events. If a team is bringing guests (e.g. Team Sponsors or parents), the team will be responsible for providing safety glasses for them. Some events may have safety glasses on-sale at concessions.
- E105. Teams Must Check In.** During Team Check-In, the Team Mentor must provide the Team Roster and any paper copies of the Consent and Release Forms.
- E402. Team Load-in.** There is no designated load-in period nor a limit of team members during load-in at district events. Only District Championship has a designated load-in period.
- E801. No Saving Seats.** Teams may not hang banners, ropes, etc., or use backpacks, totes, spirit items, etc. to designate seating. (Event staff will remove and discard any material used to designate seating). Do not leave items in the stands overnight to save seats (including signs, team promotional items, etc.). All items will be removed from the stands overnight by Event Staff. Event management may reserve seats for attendees who require accommodations.
- 10.6.5 Pit Crews.** Three additional pit crew members are permitted into the team queueing area during playoffs. Hand tools only may be brought into the playing field area. Pit Crew badges may or may not be provided. However, due to space limitations around the playing fields, additional pit crews must leave the playing field area after their team enters the field during Playoff Rounds 1, 2, & 3. Pit Crews may remain in the queueing area during Playoff Rounds 4 & 5 & during Finals.

3 VENUE POLICIES

No outside food is permitted in the District Event venues. The host teams are not compensated by *FIRST* Mid-Atlantic for hosting events. The sale of concession food is a fundraiser for the host teams. Please respect this by not bringing outside food to our venues; this includes tailgating, catered meals, meals prepared at home, etc. We understand that a small number of students have specific dietary requirements, therefore, please consult with the Local Event Coordinator on specific dietary requirements that would require those students to bring in outside food.



Standardized Food Prices. There are selected concession items that have standard prices across all FMA district events. These items are listed below. See Event Specific Packet for additional concession items.

Pizza Slice/Hot Dog \$3 | Water/Coffee/Tea \$1 | Case of Water, 24 bottles \$12 (pre order only)

Event Accommodations. *FIRST* and *FIRST* Mid-Atlantic strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. If you or your team needs an accommodation for the event, please reach out to the Local Event Coordinator and Team Support (teamsupport@midatlanticrobotics.org) so we can help. Wheelchair ramps for Driver Stations will be available at all events and can be requested from the Event Manager or FTA.

Health & Safety. *FIRST* Mid-Atlantic recognizes that the health and safety of *FIRST* teams, volunteers and staff must be our top priority. For the complete *FIRST* Mid-Atlantic COVID-19 Health & Policy, visit <https://midatlanticrobotics.com/covid-19/>

4 EVENT SAFETY

Teams. All students, coaches and mentors listed on a roster within *FIRST*'s system will be provided with an FMA badge that should be worn throughout the competition. Teams will be provided their badges at the first FMA event they attend and it is the team's responsibility to keep and maintain the badges throughout the season.

- FMA will be providing all teams with badges, lanyards and badge protectors. Badges are 3" wide x 2 ¼" tall paper badges, which can be inserted into the provided badge protectors and used on the FMA lanyards or a team sourced badge holder option.
- If a team needs a replacement badge, the Lead Mentor should visit Pit Admin at their event.

Visitors & Spectators. FMA District events are free and open to the public. However visitors & spectators to the event, or those individuals who are not listed on a team roster, will not be badged for the event. Visitors will enter the venue through the designated venue entrance, which will typically be the main entrance to the venue that teams and volunteers use.

Upon entering the venue, visitors will need to check in at the 'Visitor Check-In' desk. There, each individual over 16 will need to provide an ID to the Visitor Check-In Volunteer. This volunteer will scan the id (if possible) and provide an event specific, day specific, wrist band.

- Each visitor will only need to check-in once per day.
- Individuals without a scannable id will need to have their information manually entered into the system and should provide some form of identification confirming their name.
- Individuals under 16 will need to be accompanied by an adult and will receive a wristband when the adult checks in

A third party system (Raptor Technologies) will be used to facilitate check-in.

Designated Entrances. There will be designated entrances at each venue on Friday, Saturday and Sunday that teams should use. Do not enter the venue at any location except the designated entrances. Do not open the door to allow entry except at the designated entrances.



- Team & Volunteer Entrance: This entrance is for badged team members and volunteers only. Badges must be displayed upon entry. Teams will receive badges on Friday night to distribute prior to entrance on Saturday.
- Spectator Entrance: Any person that does not have a badge must enter through the Spectator Entrance and receive a wristband at the Spectator Check-in.

5 ADDITIONAL EVENT FEATURES

Pit Administration. Pit Administration is located in the Pit area. *FIRST* staff members and/or volunteers run this area to check teams in and help teams and visitors. Come to the Pit Administration to:

- Team Roster: Turn in your team's roster and any hard copy Consent and Release forms
- Registration Packet: Check-in and receive your envelope, Drive Team badges and Name Badges (first event only)
- Replacement Badges: the Lead Mentor 1 or 2 must go to Pit Admin and request any replacement Name Badges
- Questions: Get answers to most questions, including machine shop access
- Lost and Found: Can be found at Pit Admin
- Incident Reporting: Report an illness, injury, or other incident. A laptop will be available at Pit Administration for individuals to complete the online report forms

Driver's Meeting. The Driver's Meeting will take place on and around the playing field. Members from the drive team should attend to meet with the Head Referee, FTA, and field volunteers.

Team Flags. There is no storage by the competition field for team flags. Teams who wish to have the Emcee wave their flag during team introductions shall bring their flag to the playing field for each match and place it in front of their driver station. Field personnel will return the flag to the Technician or robot cart during the match. Any flags left behind at the conclusion of the event will be discarded.

Security. There have been occasions when items such as cameras and laptops have "disappeared" from the Pit or competition area. Use common sense and do not leave valuable items unattended. Neither the site, *FIRST* Mid-Atlantic, nor *FIRST* is responsible for any theft. Take valuable items with you or designate a team representative to remain with them in the team Pit or competition areas.

Media Pass. No media passes are distributed at any *FIRST* Mid-Atlantic events.

Do Not Block the Aisles. Be cognizant of those around you. No standing / taking pictures / socializing against the pipe and drape around the playing field. This blocks the view from the stands and creates a safety hazard. All photographers & videography **MUST** be taken from the stands or areas that do not block traffic or views.

Practice Field. Per rule E117, teams must have passed inspection prior to using the event practice field. The practice field will not be a full sized field, and typically contains wooden field elements provided by *FIRST* HQ. Practice field carpet is about 15'x30'. The layout and location of the practice field may vary event-to-event and teams should not plan on practicing auto routines at the practice field due to the size, space and layout of the practice field.



Teams will be limited to 8 minute practice field time slots with 2 minutes to enter and exit the field during Qualification Matches. There is a limit of 6 team members permitted on the practice field.

The Practice Field Attendants (volunteers) will be keeping a list of teams who are on the queue list to access the practice field. Teams can send a representative to the Practice Field to join the queue list. It is the team's responsibility to ensure their robot and necessary team members are at the practice field at their scheduled time or when it is their turn in the filler line. Volunteers will not make announcements or track down teams. If a team misses their assigned time or their spot in the filler line, they can sign up again for the queue list, but they will not jump other teams that are already on the list. Space in and around the practice field may be limited; please only send the number of people that are needed and do not have extra people crowding around the field.

The team version of the grid and substations are provided and an official charge station will be available. Official April tags are not available. It is recommended for teams to bring their own April Tags

Practice Field during Playoffs. In order to ensure that every alliance has an opportunity to use the Practice Field prior to the Playoff Tournament, each alliance will be given a dedicated 10 minute time slot to use the practice field as an alliance. Alliances will be allowed on the practice field in the order in which the matches are played, per the schedule listed below. The times displayed below are an estimate and will be adjusted accordingly based on timing for each specific event depending on how long Alliance Selection took.

| Time | Alliance |
|----------------------------------|------------|
| Alliance Selection Ends: 1:00 PM | |
| 1:05 - 1:15 PM | Alliance 1 |
| 1:15 - 1:25 PM | Alliance 8 |
| 1:25 - 1:35 PM | Alliance 4 |
| 1:35 - 1:45 PM | Alliance 5 |
| 1:45 - 1:55 PM | Alliance 3 |
| 1:55 - 2:05 PM | Alliance 6 |
| 2:05 - 2:15 PM | Alliance 2 |
| 2:15 - 2:25 PM | Alliance 7 |

The practice field will close at the conclusion of Alliance 7's designated time slot, or the end of Round 1, whichever is later.

Queuing. Teams should designate a team member to know the team's match schedule, carefully watch the clock, alert the team when a match is coming up, and review the Pit map or directional signs to find the preset traffic pattern. Pit Administration & Queue Volunteers do not make announcements or alert individual teams when drive teams and robots shall report for matches. It is up to the team to report to matches on time. A display showing which match is on the field will be set up near the Pit Area for teams to keep track of. With the new rules in the manual (H301) and our pit to field distance at events, FRC Nexus will not be utilized at FMA events.

If a team is in any of the first three matches of any day of competition, the team's robot and drive team are strongly encouraged to queue prior to the Opening Ceremony.



Senior / Alumni Photo. There will be a photo on the field during Saturday lunch break of current team seniors and of *FIRST* alumni at each event. The photo may be rescheduled if there are time limitations.

Lost and found. Contact the Local Event Coordinator for lost items. Any items left behind will be kept for 7 days. Arrangements must be made to pick up items in this time period.

Machine Shop. All events strive to have an on-site machine shop. The services available vary per event and the specific on-site equipment will be listed in the event-specific packet. Teams shall bring their own material to the Machine Shop. Any job for the machine shop should take no more than 30 minutes and the Machine Shop Attendant will have the authority to reject jobs that exceed a reasonable request.

Items Under the Bleachers. Only Event Staff are allowed under the bleachers. If a team member or spectator drops an item under the bleachers, they must wait for Event Staff to retrieve fallen items. Items will only be collected from under the bleachers during Lunch and at the end of the day. Items collected from under the bleachers will be taken to Pit Admin for individuals to collect.

Public Wi-Fi. All district event venues have a public wi-fi however wi-fi and online access are not guaranteed. The District Championship does not have public wi-fi.

Quiet Rooms. If the need for a Quiet Room arises for a student or member of your team, please go to Pit Admin and ask for the Event Manager and Event Coordinator. Event Management will then work with you on providing a quiet space as needed. If you know that a student on your team will require a Quiet Room, please reach out to Team Support (teamsupport@midatlanticrobotics.org) in advance, so we can ensure proper resources are available. A “Quiet Space” may be available for those who need a quieter area outside of the competition area; if a specific event will have this, it will be noted in their event specific packet. This area will be in a public location (e.g. cafeteria) and will not be staffed by volunteers. Activities (e.g. coloring books, puzzles, etc.) will not be provided in either the Quiet Space or the Quiet Room.

Non-Medical Incident Report Forms. If an incident occurs at an event that you would like to report to *FIRST*, please complete an electronic non-medical incident report form. Forms can be accessed by visiting the [FIRST Reporting Portal](#). As these forms go directly to *FIRST*, and it is rare that the information is passed along to local FMA leadership, we kindly ask you to forward a copy of the incident to us at teamsupport@midatlanticrobotics.org or alert the Event Manager to the issue. This way, we can work locally and quickly to address any issues. When completing the form online, you are able to forward a copy to yourself, and then forward along to FMA.

6 FIRST MID-ATLANTIC AWARDS

FIRST Mid-Atlantic has two community awards that are awarded prior to Alliance Selection at each District Event.

Donald Bowers Inspiration Award. This award recognizes individuals who instill the values of *FIRST* within their team and community. Each team may submit one individual for consideration at each District Event who has impacted and inspired their team. The candidate may be a mentor, volunteer, parent, or sponsor. The 500 word (maximum) essays will be collected at Pit Administration. The deadline for submission is the start of opening ceremonies. For additional information on this award, visit:



<https://midatlanticrobotics.com/downloads/donald-bowers-inspiration-award/>

Outstanding Volunteer. This award celebrates the dedication and service of volunteers within this *FIRST* Mid-Atlantic District. The phenomenal success of the *FIRST* Robotics Competition within the region is a reflection of the commitment and enthusiasm displayed by our volunteers. At each District Event, we will recognize one individual selected by the Local Planning Committee.



2024 FMA DISTRICT SCHEDULE

DISTRICT EVENT

Competition Schedule

| (Day 0) | |
|------------------|---|
| 4:00PM - 10:00PM | Pits Open, Load In |
| 5:00PM - 9:45PM | Practice Field Open |
| 5:00PM - 10:00PM | Robot Inspections |
| 6:00PM-7:00PM | Field Measurement & Calibration (if competition field is available) |
| 7:00PM - 9:00PM | Field Test Matches for fully inspected robots (limit 3 per team) |
| 9:00PM - 9:45PM | Off-Field Robot Connectivity Tests (all teams not fully inspected) |
| 9:45PM | Practice Field Closes |
| 10:00PM | Pits Close |

| (Day 1) | |
|--------------------|--|
| 8:00AM - 10:30AM | Pits Open, Load-in, Practice Rounds, Inspections |
| 10:00AM - 10:25AM | Driver's Meeting |
| 10:30AM - 10:50 AM | Opening Ceremonies |
| 10:55AM - 1:00 PM | Qualification Matches |
| 1:00PM - 2:00 PM | Lunch |
| 2:00PM - 6:30PM | Qualification Matches |
| 6:30PM | Practice Field Closes |
| 7:00PM* | Pits Close |

| (Day 2) | |
|------------------|---|
| 8:00AM | Pits Open |
| 9:00AM - 9:20AM | Opening Ceremonies |
| 9:25AM - 12:30PM | Qualification Matches |
| 12:30PM | Practice Field Closes (except for Playoff Alliances) |
| 12:30PM - 1:00PM | Alliance Selections |
| 1:00PM - 2:00PM | Lunch |
| 2:00PM - 5:00PM | Playoff Matches & Awards Ceremony |
| ~5:30PM* | Pits close 30 minutes following the close of the Closing Ceremony |

**Note: Schedule subject to change. All times are estimated based on flow of rounds. Playoff times may shift forward up to an hour. See Pit Administration table for updated times.*



2024 DISTRICT CHAMPIONSHIP SCHEDULE

FIRST MID-ATLANTIC DISTRICT CHAMPIONSHIP

Competition Schedule

| | |
|----------------------------|-------------------------|
| (Day 0 - Wednesday) | |
| 6:00PM - 8:00PM | Load In and Set Up Pits |
| 8:00PM | Pits Closed |

| | |
|---------------------------|---|
| (Day 1 - Thursday) | |
| 8:00AM | Pits, Machine Shop, Registration and Inspection Open; Arena Seating Open to Teams |
| 9:00AM-10:00AM | Field Open for Measurement and Calibration |
| 10:00AM | Driver's Meeting |
| 10:30AM-12:30PM | Practice Matches |
| 11:00AM | Safety Captains Meeting |
| 12:30PM-1:30PM | Field Break |
| 1:30-5:30PM | Qualification Matches |
| 6:30PM | Pits, Machine Shop & Arena Seating Close |

| | |
|-------------------------|--|
| (Day 2 - Friday) | |
| 8:00AM | Pits and Machine Shop Open; Arena Seating Open to Teams |
| 8:30AM - 8:50AM | Opening Ceremonies |
| 8:55AM - 1:00PM | Qualification Matches |
| 1:00PM - 2:00PM | Field Break/Lunch |
| 2:00PM - 5:30PM | Qualification Matches |
| ~6:00PM** | Pits, Arena and Machine Shop Close 30 minutes after the conclusion of the last match |

| | |
|---------------------------|---|
| (Day 3 - Saturday) | |
| 8:00AM | Pits and Machine Shop Open; Arena Seating Open to Teams |
| 8:30AM - 9:00AM | Opening Ceremonies; WFFA & VOY Awards Ceremony |
| 9:00AM - 12:30PM | Qualification Matches |
| 12:30PM - 1:00PM | Alliance Selections |
| 1:00PM - 2:00PM | Lunch |
| 2:00PM - 5:00PM | Playoff Matches & Awards Ceremony |
| ~6:00PM** | Pits close 30 minutes following the close of the Closing Ceremony |

**Schedule subject to change. All times are estimated based on flow of rounds.
See Pit Administration table for updated times.