



# DISTRICT CHAMPIONSHIP EVENT PACKET 2024

## 1 WELCOME

Welcome and congratulations for advancing to the *FIRST* Mid-Atlantic District Championship at Lehigh University! This event marks the culmination of months of hard work, creative problem solving, and incredible teamwork. The CRESCENDO competition was fierce, and your design, strategy, and fabrication skills will continue to be tested again at this District Championship. You have learned what it means to be part of a team and you have contributed to its success. We wish all of the participating team members great success, volunteers amazing fun, and spectators the best in show. Good luck to everyone!

This event packet supplements the *FIRST's* Event Rules and highlights rules and expectations that are applicable to this event. *FIRST's* Event Rules are included in the Crescendo Game Rules.

## 2 VENUE INFORMATION & MAP

Stabler Arena  
124 Goodman Drive  
Bethlehem, PA 18015

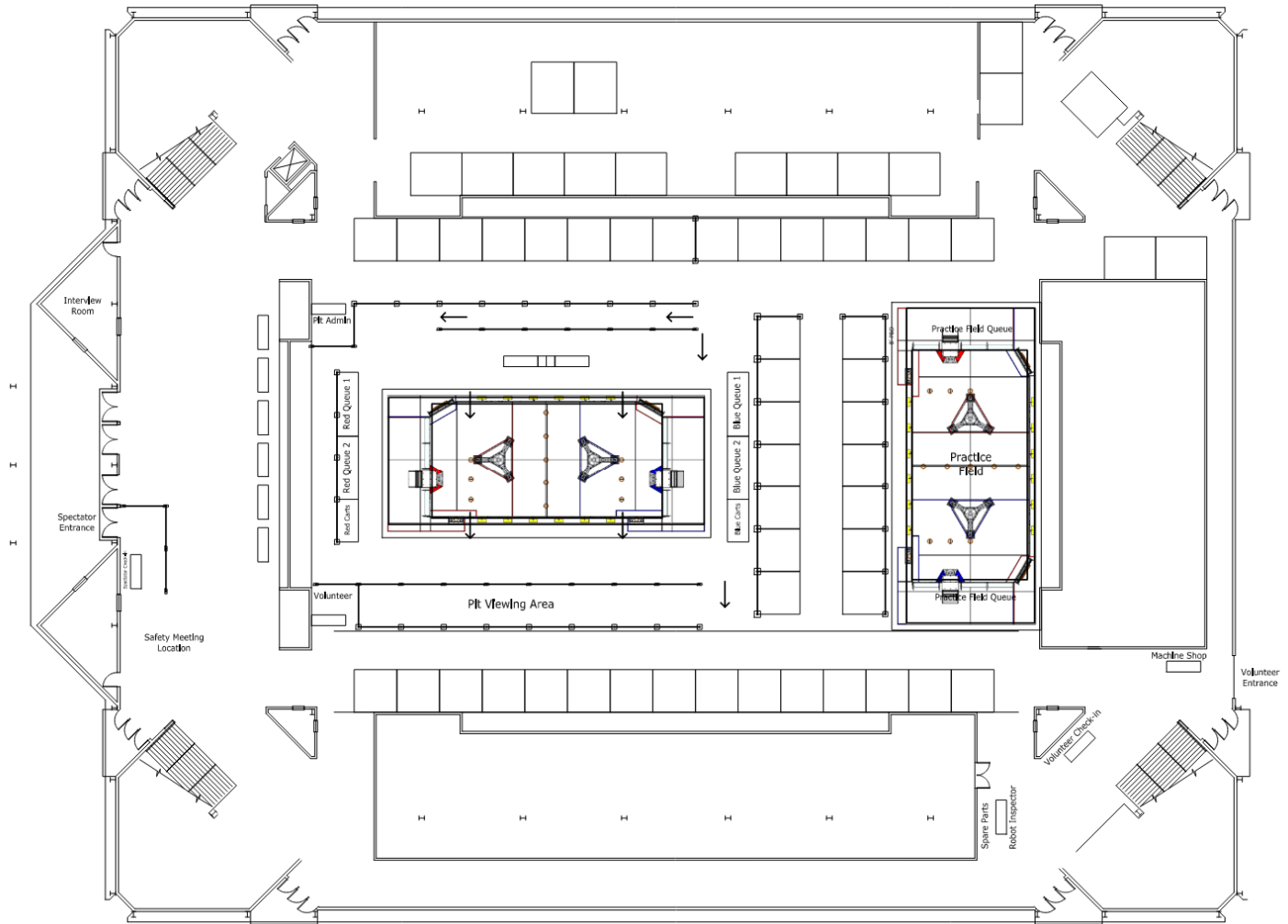
### Load-In & Parking Map.



Note: Please follow the directions of the traffic attendants and queue prior to load-in.

Teams may only use the main entrance on Thursday-Saturday. Teams may not enter through the loading dock except during Wednesday load-in.

## Arena Layout.



Pit Assignments will be available Wednesday, April 3.

## 3 PRE-EVENT CONSIDERATIONS

**What to Bring.** Bring the following items to ensure a smooth team check-in and event experience.

- Team Member badges provided at the first district event or subsequent event
- Printed Team Roster
- Any Paper Consent and Release Forms for participants that did not complete them electronically
- Safety Glasses for all Team Members and Spectators in attendance
- Drivers Buttons from one of your previous 2024 events
- Pit Safety Items (Fire Extinguisher, First-aid Kit, Battery Spill Kit, etc.)

**Bring Fluids.** FMA strongly encourages teams to bring water bottles or cases of water for team members. Water fountains are located on the second floor of the arena. There is no limitation to outside food and beverage brought into the venue for the District Championship.



**Note about outside food:** At district events, host teams are not compensated by FIRST Mid-Atlantic for hosting events. The sale of concession food is a fundraiser for the host teams. In addition, the host venues agree to moderate the cost of concessions across all events. At the District Championship at Lehigh University, FIRST Mid-Atlantic does not have any control on prices for concessions. The price of water is much higher than the standardized pricing at District Events and therefore we strongly encourage that teams bring their own water to the event for all team members.

**Under the Bleacher Pits.** There are pit spaces under the bleachers or around the back stairwell. These pits are slightly larger than 10'x10' and are generally quieter than the arena floor pits, however may have ceiling height limitations. There are no announcements or field audio available under the bleachers, therefore teams must be aware of the match times and queue accordingly. If your team would like to be assigned to these pits, please contact Team Support ([teamsupport@midatlanticrobotics.org](mailto:teamsupport@midatlanticrobotics.org)) prior to the event. These pits are available first-come, first-served.

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## 4 CONTACTS, ACCOMODATION, & EMERGENCY

**Emergency.** In the event of an emergency at the FMA Championships Event, make sure to listen to the instructions from the event staff as it may be necessary to evacuate or clear a path for emergency personnel. We recommend setting up a team meeting place outside of the arena beforehand. A card with this location as well as your hotel and other important team contacts would be a great handout to remind your team!

First Aid is located on the second level behind Section 4.

*Note: If you have an emergency, please contact any volunteer for directions.*

**Key Event Personnel.** The following Key Volunteers are available via radio:

Event Manager & Senior Volunteer Coordinator: Ali Marinari

FMA FRC Program Committee Chair: Brian Sherman

Volunteer Coordinator: Chris Banziger

Event Assistant: Cooper Smith

**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](mailto: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/>

**Additional Questions.** If you have any questions in advance of the event, please reach out to us at: [teamsupport@midatlanticrobotics.org](mailto:teamsupport@midatlanticrobotics.org)

## 5 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. Safety glasses will not be on sale.
- 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 limit of team members during load-in. Please load-in your material and promptly exit the venue.
- 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.

## 6 EVENT SAFETY

**Teams.** All students, coaches and mentors listed on a roster within *FIRST*'s system are provided with an FMA badge that should be worn throughout the competition. Teams were 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. Please bring these badges to the District Championship.

- 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.
- Teams will receive a "District Championship" sticker to adhere to their badges from Pit Admin during check-in. These stickers should be placed as to not cover any name or team number. It is recommended to place the sticker in the location shown to the right.
- If a team needs a replacement badge, the Lead Mentor should visit Pit Admin at their event.





**Team Participant Entry.** All participants are required to show badges upon entry to the venue. It is recommended to collect badges from students each night and re-distribute each morning, however the badges should be brought each day with a Mentor. If they are left in the pits, a Mentor can sign in through the Spectator Entrance to gain access to the venue and bring the badges out to the team.

**Visitors & Spectators.** The event is 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 is the main entrance to the venue that teams and volunteers use.

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

**Note:** Team members who were provided FMA Badges at their District events will be required to follow the Visitor & Spectator process for the District Championship, as they are not a competing team at the event.

**Designated Entrances.** There will be designated entrances at the venue on Thursday, Friday, and Saturday 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 Entrance: This entrance is for badged team members only. Badges must be displayed upon entry.
- Volunteer Entrance: This entrance is for assigned volunteers only.
- 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.

The loading area entrance may not be used by teams for entry except during load-in.

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## 7 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 with Drive Team Ribbons, District Championship Badge Stickers





- 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 *FIRST* Mid-Atlantic events, however team members may use the pit viewing area during their team's matches.

**Pit Viewing Area.** The pit viewing area is for media and pit crews of teams during their matches. The pit viewing area will be cleared after each match. Teams may only enter this area during their team's match. Any abuse of the pit viewing area may result in barring or removal of the pit viewing area.

**Driver Buttons Ribbons.** Upon checking with Pit Administration, teams will receive ribbons to attach to their previous 2024 Drive Team buttons. Only team members with ribbons on their Drive Team buttons are permitted into the field area. Safety Captain buttons are not permitted into the field area.

**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 and accessibility hazard. All photographers & videography **MUST** be taken from the pit view area, stands, or areas that do not block traffic or views.

**Practice Field.** A full playing field is used as the Practice Field. Teams are responsible for bringing their own Notes labeled with their team number to the Practice Field. The field is split in half, with teams able to select which side of the practice field they would like to practice on. Each time slot is 10 minutes and teams shall remove their robot prior to the end of their time slot and as directed by the Practice Field Volunteer. Four teams are permitted to use the field at a time, two on each side, unless additional space is available as directed by the Practice Field Volunteer. Due to space restrictions and safety, only 2 members per team are allowed on the practice field. If repairs to robots are required, teams must leave the practice field. If a team desires to run a full half field autonomous, coordinate the space in advance with the Practice Field Volunteer. The Practice Field Volunteer may limit the filler line based on safety.



*Per rule E117, teams must have passed inspection prior to using the event practice field.*

Teams will sign up for scheduled times or filler line at the practice field table located on the red (bleacher pit) side of the field. 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 be added to the end of the list, but they will not jump other teams that are already on the list.

To avoid crowding around the practice field area and to do our best in keeping the aisles as clear as possible, please only send the number of people that are needed, do not have extra people crowding around the field or waiting in the filler line and only have your robot at the Practice Field when you are next to go on the field. There is no need to keep your robot in line with you while you wait, as a team member can bring the robot once it is your turn on the field.

- **Scheduled Practice Time:** Teams will be allotted 1 scheduled practice time on each day of the competition; Thursday, Friday, and Saturday. 1 or 2 teams per 10-minute slot can be scheduled for each side of the field. Teams should let the Practice Field Volunteer know if they would like to run full half field autonomous so that a second team is not scheduled during that time slot. Each morning, teams can select their guaranteed time on the practice field. This allows every team the opportunity to have a guaranteed time slot on the practice field. Any open or unfilled spots will be filled using teams from the Filler Line.
- **Filler Line Practice Time:** Teams may sign up to use the practice field on a first-come, first-served basis and check-in with the Practice Field Volunteer on the red (bleacher pit) side of the practice field. The filler line queue shall be as follows:
  - When your team wants to use the Filler Line Practice Field, send one (1) representative to check-in with the Practice Field Volunteer on the red side of the practice field to add your team number to the queue list.
  - Your representative can choose to wait in line, or can choose to come back when the queue line is shorter. The robot should not be with the representative when they are signing up for the queue or waiting in line.
  - After the Practice Field Volunteer instructs the team of their time slot, 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. If the team representative is not present when their slot is made available (typically 15 minutes prior to the slot), they will be removed from the queue.

Remember, only 2 people per team are allowed on the practice field/controlling your robot and teams must bring their own Notes.

**Human Player Practice.** There will be 10 minute sessions every other hour for human players to practice throwing High Notes on the Practice Field. Teams must bring their own Notes. See the Practice Field for official times.

**Practice Field Radios.** Practice Field Radios are available for use on the practice field.



**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 depending on the conclusion of Alliance Selection.

Time	Alliance	Field Side
1:15 - 1:25 PM	Alliance 1	Red
1:15 - 1:25 PM	Alliance 8	Blue
1:27 - 1:37 PM	Alliance 4	Red
1:27 - 1:37 PM	Alliance 5	Blue
1:39 - 1:49 PM	Alliance 2	Red
1:39 - 1:49 PM	Alliance 7	Blue
1:51 - 2:01 PM	Alliance 3	Red
1:51 - 2:01 PM	Alliance 6	Blue

The practice field will close at the conclusion of the designated time slots.

**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. The video screens within the Arena will be utilized so teams in the Pits can see what match is playing. Teams shall report to the playing field area two (2) matches prior to their scheduled match. 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 Photo.** There will be a photo on the field at the start of the lunch break on Friday. All current team seniors are encouraged to join. Listen to event announcements for locations to queue.

**Alumni Volunteer Photo.** There will be a photo on the field prior to matches resuming following the lunch break on Friday. The photo may be rescheduled if there are time limitations.

**Lost and found.** Contact Pit Admin for lost items. Any items left behind will be made available at the Houston Championship Drop Off Location. Any items remaining after this time period will be discarded.

**Machine Shop.** A Machine Shop will be available for teams. Teams must supply any material that is needed for repairs. Teams will complete the Machine Shop Request Form at Pit Admin and 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. All work requests are first come, first served.

**Public Wi-Fi.** There is no 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. 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](mailto:teamsupport@midatlanticrobotics.org)) in advance, so we can ensure proper resources are available. Stabler Arena does not have a “Quiet Space”. We recommend the back stairwell landings for those who need a quieter area outside of the competition area.

**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](mailto: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.

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## 8 FOOD & MEALS

Food will be available for purchase in Stabler Arena during the event. Teams also have the option to pre-order sandwiches or pizza directly with Lehigh. Pre-Order forms are posted at this link: <https://midatlanticrobotics.com/events/mar-championship/>. Pre-Orders are due by Wednesday, April 3.

Outside food options near Stabler Arena are limited, so please plan accordingly.



# FIRST MID-ATLANTIC DISTRICT CHAMPIONSHIP

## Competition Schedule

<b>(Day 0 - Wednesday)</b>	
6:00PM - 8:00PM	Load In and Set Up Pits
8:00PM	Pits Closed

<b>(Day 1 - Thursday)</b>	
8:00AM	Pits, Machine Shop, Registration and Inspection Open; Arena Seating Open to Teams
9:00AM	Practice Field Opens
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 (Location: Lobby)
12:30PM-1:30PM	Field Break
1:30-5:30PM	Qualification Matches
6:00PM	Practice Field Closes
6:30PM**	Pits, Machine Shop & Arena Seating Close

<b>(Day 2 - Friday)</b>	
8:00AM	Pits and Machine Shop Open; Arena Seating Open to Teams
8:30AM - 8:50AM	Opening Ceremonies
8:50AM	Practice Field Opens
8:55AM - 1:00PM	Qualification Matches
1:00PM - 2:00PM	Field Break/Lunch
2:00PM - 5:30PM	Qualification Matches
5:40PM	Practice Field Closes
~6:00PM**	Pits, Arena and Machine Shop Close

<b>(Day 3 - Saturday)</b>	
8:00AM	Pits and Machine Shop Open; Arena Seating Open to Teams
8:30AM - 9:15AM	Opening Ceremonies; Mid-Atlantic Robotics Legacy Award, WFFA, & VOY Awards Ceremony
9:00AM	Practice Field Opens
9:00AM - 12:30PM	Qualification Matches
12:30PM - 1:00PM	Alliance Selections
12:30PM	Practice Field Filler Closes
1:00PM	Playoff Practice Field Slots Begin
1:00PM - 2:00PM	Lunch
2:00PM - 5:00PM	Playoff Matches & Awards Ceremony Gene O'Brien Memorial Scholarship Presentation
~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. Pits & Arena will remain open until the posted time or 30 minutes after the conclusion of the last match. See Pit Administration table for updated times.