

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

---

## GENERAL

### FIRST Mid-Atlantic Summary

FIRST Mid-Atlantic (FMA) is the brand pseudonym for Mid-Atlantic Robotics, a New Jersey Non-Profit Corporation with IRS 501(c)(3) exemption as a charitable organization. It was created in October 2010 with the encouragement of [FIRST](#), Manchester, NH. Our mission is to promote and implement FIRST programs for the benefit of all FIRST teams in our region which spans all of Delaware, New Jersey and counties in Pennsylvania from Harrisburg eastward.

### Purpose of this Document

This document lists rules and expectations that are applicable to all FIRST Mid-Atlantic District Events. The content contained here in this document are equivalent to those listed by FIRST in the [Event Rules Manual](#) and are labeled with E## to match the official rules. Any supplemental event or venue specific information will be provided in the Event Specific Packet that is distributed to the Team Lead Mentor from FMA or the Local Event Coordinator.

*Any supplemental practices specific to FIRST Mid-Atlantic are italicized in red shade. The FIRST Game Manual and Event Rules Manual for the year govern all FIRST Mid-Atlantic FRC District Events. The FIRST Game Manual and Event Rules Manual shall supercede any conflicts created by this document.*

---

## VENUE POLICIES

No outside food is permitted in the competition venues. The host teams or venues are not compensated by FMA 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 include: Pizza Slice/Hot Dog \$2 | Water/Soda/Coffee \$1 | Case of Water, 24 bottles \$12 (pre order only). See Event Specific Packet for additional concession items for each event.

---

## GENERAL RULES

The rules below apply throughout an event: (from load in through load out.)

*Universal Violation Note: A violation of any Event Rule will result in a verbal warning. Repeated or egregious violations will be addressed by the Head REFEREE, the Lead ROBOT Inspector and/or Event Management. Teams should note that egregious and repeated violations may be shared with the Judge Advisor which could lead to disqualification from awards.*

**E1. Personal safety comes first.** The following safety practices must be observed throughout the event.

1. All team members must wear safety glasses (only ANSI-approved, UL Listed, CE EN166 rated, AS/NZS certified, or CSA rated non-shaded) while in and around the playing field and in the pit area. Lightly tinted lenses are permitted provided eyes are clearly visible to others, but reflective lenses are prohibited.
2. All team members must wear closed toed/heeled shoes.
3. All team members must tie back long hair while working on or around a ROBOT or ROBOT related materials.
4. All team members must wear appropriate clothing.
5. All team members must walk in the venue.

*Teams are responsible for providing safety glasses for team members and mentors. Safety Glasses provided at the Safety Glasses Table are for spectators only. Student team members will not be allowed to sign out safety glasses from the safety glasses table. A mentor from the team will be required to sign out the safety glasses and obtain the team safety glasses from the pit for the student and return the borrowed ones as needed to the Safety Glasses Table.*

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

**E2. Be a good person.** All participants must be gracious and professional at all times while attending FIRST Robotics Competition events. Uncivil behavior toward any participants is not tolerated.

*Examples of inappropriate behavior include, but are not limited to the following:*

- *physical altercations*
- *inappropriate language*
- *bullying or harassment*
- *intentionally blocking the view of other participants or spectators for an extended period (team members momentarily holding up team signs while directly supporting their team is not considered a violation of this rule.)*
- *jamming or interfering with the remote sensing capabilities of a ROBOT or the FIELD while in open-access spectator seating areas*

*Examples of remote sensing capabilities include, but are not limited to, vision systems, acoustic range finders, sonars, and infrared proximity sensors.*

*Use of imagery that, to a reasonably astute observer, mimics the Vision Targets employed on the FIELD is a violation of E2.*

*We've learned that, although intended with no ill will, "clothes pinning" (a game played by some event participants where they try to clip a clothespin to an unsuspecting person) and "the circle game" can and do cause discomfort. As such, these activities are considered a violation of this rule.*

**E3. Children with adults, please.** Children under 12 must be accompanied in the pits by an adult at all times.

**E4. Respect the venue.** Teams may not damage the venue, including but not limited to bleachers, floors, walls, railings, etc., in any way.

**E5. Teams must check in.** An adult team member must check in at the Pit Administration station no later than ninety (90) minutes before Qualification Matches are scheduled to start.

*Violation: Teams will be contacted in their pit. Failure to Check-In may result in a team not participating in the event.*

*Event check-in takes place at the Pit Administration station the evening before and/or the first morning of each event. Once a team's consent and release forms are submitted at Pit Administration, each team will receive their DRIVE TEAM & Safety Captain buttons.*

*Event staff cannot generate Qualification Match Schedules until the status of all registered teams is confirmed. Local FIRST Mid-Atlantic event management will make every effort to contact teams that have not checked in on Day 0 to confirm if/when they will be arriving. To aid in this process, please be proactive and contact the Local Event Coordinator if your plans will not allow you to arrive on Day 0. Additionally, please make sure that your Adult Mentor/Coach contact information is accurate in the [Team Registration System](#).*

Upon receipt of your team's consent and release forms and team roster, each team will receive the following:

- Drive Team & Safety Captain Buttons
- Pit Map
- Practice Match Schedule, if available
- Event Team List

**Drive Team Buttons will not be provided at the District Championship.** If you will be attending the District Championship, please remember to bring a set of your drive team and safety captain buttons with you.

**E6. Some event resources for event teams only.** Only teams registered for an event may use that event's Competition FIELD, Practice Field, Spare Parts, Machine Shop, and Inspection. Host teams supplying Practice Field elements and/or Machine Shop resources may use them, provided priority is granted to teams registered for that event.

**E7. Practice only when/where permitted.** Teams may only practice with their ROBOT in their pit space, in the designated event practice areas, or while in a Practice MATCH. Teams may not set up their own practice equipment outside their pit. When practicing in their pit, safety must remain the top priority. If Event Management determines a pit practice setup is unsafe or interferes with activity in adjacent pits or aisles, the team must discontinue the activity.

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

**E8. Work in designated areas only.** At the event venue, teams may only produce FABRICATED ITEMS as follows:

1. in their pit area
2. in another team's pit area with permission from that team
3. while queued for a MATCH or Practice Field (given space constraints, extra scrutiny regarding safety is required)
4. any area designated by Event Staff (e.g. Playoff Pit Area, etc.)
5. as permitted at provided machine shops that are available to all teams.

**E9. Some things don't belong at events.** Do not bring or use the following:

1. skateboards
2. 'hoverboards'
3. drones
4. bottled gas tanks (e.g. helium)
5. noisy devices or noisemakers, such as floor stompers, whistles and/or air horns
6. walkie-talkies
7. scooters, except for those used for accommodations

**E10. Don't arrange for additional utilities.** Do not arrange for power, internet access, or phone lines from venue service providers or attempt to use venue internet connections reserved for event purposes (e.g. the Field Management System or web casting).

**E11. Don't sell stuff.** Teams may not conduct sales at an event. This includes, but is not limited to, raffle tickets, food, hats, shirts, candy, water, soft drinks, fruit, or any promotional products.

**E12. Don't give out food.** Teams may not distribute food to others at an event.

**E13. Make FIRST loud, but with restrictions.** Do not invite or bring live bands to play in the audience. Do not play loud music.

**E14. Flags and banners: hang with care.** Be respectful when hanging your flags and banners.

1. Do not cover or move other team or sponsor signs already in place.
2. Share the available space fairly with other teams.
3. Do not obstruct the view of spectators.
4. Hang signs and banners in a safe manner.
5. Banners hung outside team pits must not be larger than 25 ft.<sup>2</sup> (2.3 m<sup>2</sup>).

*We encourage teams to bring team flags and/or signs for display in their pits and/or the playing field area.*

*Respect venue-specific rules regarding sign location and hanging methods. At the end of the event, safely remove all signs and anything used to hang the signs (tape, string, etc.).*

*E14 Includes all team promotional, safety, or other signage. **ALL** team signage must be removed from the venue prior to the Award Ceremony. Please help our volunteers and event hosts clean up the event by removing your signage. Any Flag and Banners left at the venue will be discarded.*

*Teams must get permission from the Event Coordinator and venue before hanging any signs up outside of the pit and arena.*

**E15. No firearms.** Firearms are prohibited at all FIRST events for all FIRST programs, including without limitation. This Policy does not apply to law enforcement or venue security personnel.

**Inappropriate clothing is not permitted.** (Consider what a tribunal of Grandmothers would deem as "inappropriate" clothing)

**Team Giveaways.** Teams often bring small items to give away to others at the event. This is completely optional, but is a great way to promote your team's identity. The most popular item to give away is a button with your team logo and number.

*Team stickers and decals are not allowed to be distributed as they are often left behind (and on) the venue.*

**Pit Closing Etiquette.** Teams must adhere to the Pit closing time each day. Many people working in the Pit area are volunteers and deserve to have a set closing time. Get ready for Pit closing in advance by assigning team members and mentors to the role of pit clean up and organization. Please make sure your pit space and surrounding areas are clean when you leave the site each day.

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

---

## MACHINE SHOPS

Some events host a machine shop, open during specific hours (see the event's agenda), to help teams with repair and fabrication of their ROBOTS. Machine shops are sponsored by local organizations. While the machine shops vary, FIRST strives to have a variety of high-powered tools available at all events.

In most cases, the machine shop is on site and readily accessible to all teams. If a team attends an event where the Machine Shop is off-site, volunteers are in place to transport the ROBOT or parts to and from the machine shop. In this case, a team fills out a Machine Shop Request Form that travels with the ROBOT or parts, so the machine shop staff and volunteers can follow their directions. The event should set up a method of communication between the venue and off-site machine shop in case there are any questions.

**E16. The ROBOT goes alone to off-site machine shops.** Team members may not travel to off-site machine shops with the ROBOT being transported by volunteers.

*Teams may travel to the off-site machine shop on their own, either by walking or using their own vehicle, but all student team members must be accompanied by an adult at all times. Teams should strongly consider including a third team member per the FIRST Youth Protection Program guidelines found [here](#).*

The Machine Shop at FMA events will be staffed by volunteers and coordinated by the local event. Robots do not travel to the machine shop. Team members will fill out the Machine Shop Request form for the requested work they need done and bring it to either Pit Administration or the Machine Shop directly - please check with Pit Administration for instructions for each specific event you will be attending.

---

## WIRELESS RULES

**E17. No wireless communication.** Teams may not set up their own 802.11a/b/g/n/ac (2.4GHz or 5GHz) wireless communication (e.g. access points or ad-hoc networks) in the venue.

*A wireless hot spot created by a cellular device, camera, smart TV, etc. is considered an access point.*

*Some smart TVs have access points enabled by factory default. Please make sure that functionality is disabled for any TVs brought to the event.*

**E18. Don't interfere with wireless networks.** Participants may not interfere, attempt to interfere, or attempt to connect with any other team or FIRST wireless communication except as expressly allowed for purposes of communicating with their team's ROBOT on the FIELD or Practice Field.

*Teams are encouraged to report suspected wireless security vulnerabilities to the FIRST Technical Advisor (FTA) if at the event or to FIRST via [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org). Violation: Repeated violations may lead to dismissal from event and/or legal action based on applicable laws.*

**E19. Tethered operation outside FIELDS/Practice Fields.** ROBOTS may only be operated by tether when outside the FIELD or Practice Field.

**E20. Practice Field wireless via event radios only.** If operating wirelessly on the Practice Field, ROBOTS must use one of the provided Practice Field radios for communication.

---

## LOAD IN

Events set specific time frames, published on the event's schedule, in which teams are invited to load their robots and equipment in to their pit areas before pits officially open.

Load In can be stressful for teams and volunteers, which can be mitigated by preparation and planning. Unanticipated factors, like traffic or weather, can change a team's scheduled arrival time, making the process difficult. The most important things a team should remember are to be safe, gracious, and professional. Teams who experience smooth and easy Load Ins are encouraged to check with others to see if they can help and make their experience as positive as possible.

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

**E21. Load in during Load-in.** Teams may not bring the ROBOT or ROBOT elements in to the event after the designated Load-in period. Exceptions are as follows:

1. Exceptions listed in R14 in the 2020 Game and Season Manual
2. Raw stock
3. COTS items
4. Gearboxes attached to associated motor(s)
5. Assembled wheels
6. Exceptional circumstances that result in a team not being able to make the Load-in time and has made arrangements with Event Management.

*There are no rules that explicitly restrict items that may be brought into the venue during the designated Load-in period.*

*If an event does not have designated Load-in period on its Public Schedule, the designated Load-in period begins when pits open and ends when opening ceremonies start.*

*During Load-in, teams are not limited to a single trip, and are encouraged to be as efficient and safe as possible.*

*Violation: Item will not be permitted into venue.*

**E22. Load in personnel.** There is no limit to the number of team members during load in.

**E23. Load in to your pit only.** Teams may only bring materials to and leave materials in their pit area.

*Violation: Teams will be asked to leave the pit area.*

**E24. Pit must be left in a safe state.** Teams must have their pits in a safe state by the time pits close (even if some tasks are left undone).

**E25. No Early Pit Set-up.** Teams may not be in The Pit Area outside of pit hours.

## PITS

A team pit is the designated space, usually 10 ft. by 10 ft. by 10 ft. (~3 m x 3 m x 3 m), where a team may work on their ROBOT. Each team is assigned a pit space marked with their team number. This helps team members, judges, and visitors find teams easily. Each team pit has a table and power outlet.

Teams, volunteers, FIRST staff, and guests spend a lot of time in the pits. Get to know other teams and help each other when you can. Time is short and help is very often right "next door" in the adjacent team pits.

*If you do not need a pit table coordinate with Pit Admin for removal of pit table. **Do not remove the table yourself without approval from Pit Admin.***

Small, bench-top machinery, with appropriate guards, is permitted in team pits. 'Small' machinery is machinery that can be easily lifted by one person and examples include, but are not limited to, small band saws, drill presses, desktop CNC mills, and sanders.

**E26. Pits are unavailable if closed.** Teams may not be in their team pit outside the designated pit hours.

**E27. Stay in your pit.** Teams may neither allow their materials to expand beyond their team pit (including running power or internet lines from their team pit to any other area), swap team pits with other teams, nor move themselves to empty team pits.

**E28. Keep aisles clear.** Aisles must be kept clear.

**E29. No sparks.** Tools that throw sparks or produce open flames are prohibited.

*Examples of tools that violate E29 include, but are not limited to, welders, bench and angle grinders, gas torches, etc.*

**E30. Nothing too big.** Floor standing power tools are prohibited.

*Examples include but are not limited to full-size drill presses, band saws, and table saws.*

*Violation: Teams will be asked to remove or not bring in floor standing power tools. Any items that are deemed unsafe or outside specifications by FIRST personnel, event management, and/or local committee members must be removed.*

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

**E31. No brazing or welding.** Brazing/welding is prohibited.

*Violation: Teams will be asked to remove or not bring in brazing/welding tools. Any items that are deemed unsafe or outside specifications by FIRST personnel, event management, and/or local committee members must be removed.*

**E32. Solder with specific tools only.** Soldering may be done using an electric iron/gun only.

*Violation: Any items that are deemed unsafe or outside specifications by FIRST personnel, event management, and/or local committee members must be removed.*

**E33. Structures must be safe.** Teams may not build any structure that supports people or stores items overhead.

*Violation: Any pit structures that is deemed unsafe or outside specific*

**E34. Secure team identification assets.** Team signs, flags, and displays must be securely mounted to the pit structure.

*Violation: Any pit structures that is deemed unsafe or outside specifications by FIRST personnel, event management, and/or local committee members must be removed.*

---

## ROBOT CARTS

Most teams use carts to transport their ROBOT throughout an event. Carts are not required but are strongly recommended (to minimize risk of muscle strains, dropped ROBOTS, and other hazards). In addition to the rules listed below, teams are strongly encouraged to put the team's number on the cart, refer to the FIRST Safety Manual for ROBOT lifting techniques, and practice putting the ROBOT on and off the cart to develop a safe, quick, fluid routine.

**E35. Carts must be safe and easy to use.** Carts must be easy to control, maneuver, and pose no risk to bystanders.

**E36. Carts shouldn't be too big.** Carts must fit through a standard 30-inch door.

**E37. Carts can't park anywhere.** Carts must remain in the team pit (or cart staging area if during a MATCH) when not in use.

**E38. No noisy carts.** Carts may not be equipped with music or other sound-generating devices, except for devices of reasonable volume used for safety purposes (e.g. to make others in the vicinity aware that a ROBOT is on the move).

**Robot Traffic Etiquette.** *Be cognizant of those around you and be aware of robot traffic. Do not yell "Robot" when moving through the pit area; kindly ask others to step to the side so that you may get through.*

---

## CEREMONIES

At every event, there are Opening and Closing Ceremonies to show honor and respect for represented countries, sponsors, teams, mentors, volunteers and award winners. Ceremonies provide everyone with the opportunity to collectively applaud the successes of all participants. They also give teams a chance to "meet" the volunteers and other people and sponsors involved with the event.

At the Awards Ceremony, FIRST presents trophies and medallions to outstanding teams. All team members are encouraged to attend the ceremonies, be punctual, and show appreciation to volunteers that staffed the event.

**E39. If in the pits during Ceremonies, shhhhhh.** During Ceremonies, team members may not:

1. use power tools
2. use loud hand tools (hammers, saws, etc.)
3. shout, yell, or use loud voices, unless as a demonstration of approval during a ceremonial activity.

**E40. Pit person limit during Ceremonies is five (5).** No more than five (5) team members may be in the pits during Ceremonies.

**E41. Be respectful during anthems.** Team members, including any remaining in the pits, should exhibit peaceful behavior during the presentation of all national anthems. Traditionally, team members stand to face the flag, remove hats, and either sing along or maintain a respectful silence during the anthems of Event Rules V0 Page 10 all nations present at the event. If team members wish to abstain, they have a right to do so, as long as they remain silent and non-disruptive.

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

---

## IN THE STANDS

**E42. No saving seats.** Teams are not permitted to save or designate seats for team members that are not present.

*Teams may not hang banners or ribbons or otherwise designate seating. (Event staff will remove and discard any banners, roping, etc., used to designate seating.) Please take turns sitting in the bleachers/stands if seating is limited. If there is a crowding problem, we ask that you kindly leave after your team's match and return later, if possible.*

*Do not leave items in the stands overnight to save seats (including banners, team promotional items, etc.). All items will be removed from the stands overnight by Event Staff.*

**E43. Don't throw items from the stands.** Items may not be thrown from audience seating.

**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. All photographers & videography **MUST** be taken from the stands or areas that do not block traffic or views. Do not sit or stand on the stairs of the stands.

---

## WHAT TO BRING

**Competition Spirit.** We ask that you bring attention to your team in ways that are in good taste and in the spirit of the competition.

**Consent and Release Forms.** If not completed electronically, hard copies of the Consent and Release forms must be turned in to the Pit Administration desk before a team is eligible to compete at an event. Details on the Consent and Release form process are available [here](#).

We strongly encourage all students and mentors to submit their Consent and Release forms electronically, because it makes the check-in process easier and there's no excess paperwork to collect and keep track of. Additionally, electronic Consent and Release forms cover a team member for the entire season: from District Events through FIRST Championship. **Hard Copies of the form (i.e. printed and signed) must be provided at each event attended.**

- Mentors registered in the [Team Registration System](#) may complete the electronic Consent and Release form in that system.
- Student team members/Parents may complete their Consent and Release forms electronically via the [Youth Registration System portion of the Dashboard](#). More information can be found [here](#).
- Mentors must turn in a Team Roster when they check-in at Pit Administration, along with any hard copy forms. **Rosters and Hard Copy forms must be turned in at each competition event the team attends.**
- An additional FIRST Mid-Atlantic Consent & Release Form must be submitted to all FIRST Mid-Atlantic District Events. These forms are available for electronic submission or may be turned in to Pit Administration at the first event a team attends. More information is available [here](#).

**Team Flags Optional.** There is no storage by the competition field for team flags. Teams who wish to have the Master of Ceremony wave their flag during team introductions must bring the 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.

**Mascots and Team Costumes.** Many teams display their team and school identified by including their mascot in the event. This is strongly encouraged, but consider that awards acceptance often means descending and ascending stairs/bleachers. Mascot and other costumes must be safe and comfortable for the wearer.

---

## GET INSPECTED

To ensure all robots are eligible to compete (per the Game and Season Manual, released on Kickoff), there is an official Robot Inspection Station at each event staffed by certified Inspectors. Inspectors can help find problems and/or provide suggestions during an early inspection.

Robots must pass inspection before competing in Qualification matches.

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

Inspectors will use a checklist for inspecting robots; a draft copy of which will be posted on the [Game and Materials webpage](#) during the build season. Inspectors check off items on an inspection sheet electronically using FMA's Game Management System (GMS) tablets, as the team meets each piece of inspection criteria. Teams are strongly encouraged to use this checklist to pre-inspect their robot before events. This will help official inspection go smoother and quicker.

Teams are encouraged to start the Inspection process as soon as possible. Bring your robot to the Robot Inspection Station early. Partial inspections, such as height, weight, and pneumatics compliance, help prevent an inspection clog at the end of the day.

Before making major improvements, let an inspector know to make sure there are no hidden surprises later in the day. If you have questions at any time even before the competition, reach out to the inspection team or post your question on the Q&A.

If an Inspector identifies something noncompliant on a robot, the team should correct the issue and return for inspection, or ask for an inspection to be completed in your pit, until the robot passes. Inspectors may re-inspect randomly before or after matches to ensure continued safety and compliance.

## EVENT FEATURES

**Field Measurement & Calibration** On Day 0, FMA allots a time period for Field Measurement & Calibration. During this time, teams may measure field elements and calibrate their robot cameras to the competition field. Generally, game pieces are not available during this time period. For safety, robots must be tethered to their driver station if powered, and are not permitted to move or interact with field elements. If there are questions or concerns about the competition field, please address them with the event FTA or field staff who will be present throughout this time period. The time allotted for Field Measurement & Calibration is subject to change due to competition field readiness. Please listen for announcements of any change in time for the Field Measurement & Calibration period.

**Field Test Matches.** On Day 0, FMA allots a time period for Field Test Matches on the competition field. To participate, robots must be fully inspected as the primary goal of Day 0 is for teams to load in and get their robots inspected so they are ready to participate in Qualification Matches Day 1. Field Test Matches are not guaranteed and are filled on a first-come first-served basis. To ensure fair usage of the competition field for all teams, there is a limit of 3 total matches per team. Field test matches are subject to the readiness of the competition field, and the time period allotted for the matches may change. Please listen for announcements of any change in time for the field test matches.

**First Aid / EMT Station.** Each event hosts a First Aid Station (EMT) to assist with any injury or illness. First Aid Stations are in the Pits (refer to the Pit map or Pit Admin for the exact location), and teams should make sure all team members know where to get First Aid. All teams should bring a first-aid kit for their pit; including band-aids. EMTs are only for emergencies. Band-aids, medicine, etc. cannot be provided by EMT services and should be a part of your team's First Aid kit.

**Pit Administration.** Pit Administration is centrally 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:

- **Official Team Roster:** Turn in your team's roster and any hard copy Consent and Release forms
- **Registration Packet:** Check-in and receive your envelope and 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

**Lost and Found.** If you find or lose an article, report to the Pit Administration station to fill out a "Lost Item Report" or turn in an article you find. We will make every reasonable attempt to return articles to owners.

Any items left behind may be kept for 7 days. Arrangements must be made to pick up items in this time period.

**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 to find the pre-set traffic pattern.

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

*Pit Administration & Queue Volunteers do not make announcements or alert individual teams when drive teams and robot shall report for matches. It is up to the team to report to matches on time.*

*If a team is in any of the first three matches of any day of competition, the team's robot and drive team must queue prior to the Opening Ceremony. If a team is in the first three matches after lunch, the team's robot and drive team must queue 15 minutes before the posted start of Qualification Matches.*

**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, FMA, 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.*

**Spare Parts Station.** *Select robot parts are available at each event, however availability varies from event to event. If a team needs a replacement high-value item, "Loaners" are on hand and must be returned before the end of the event.*

*Teams are encouraged to bring unused parts to assist and support each other. This kindness can expand your FIRST network of friends as you exchange parts.*

**Practice Field.** *A designated practice area will be available to all teams. Wooden or metal field elements are supplied by FIRST that may not match the actual competition field. Spacing of field elements may not match the field conditions. Speak with Event Staff prior to rearranging any practice field elements. Teams may not bring their own practice field elements. See the practice field attendant for sign-up logistics. The practice field will close at the conclusion of quarterfinals.*

**At District Championship only,** *each alliance will receive a pass to the practice field during the alliance captains meeting. The pass may be used to receive priority at the practice field. If there are no alliances in line for the practice field, any team may use the practice field on a first-come, first-served basis.*

**Practice.** *Teams may only practice with their robot in their individual pit space or in designated practice areas that are open to all teams at events. Teams may not set up their own practice equipment outside their pit space. When practicing in their pit space, safety must remain the top priority for teams. If Event Management determines an in-pit practice setup is unsafe, or interferes with activity in adjacent pit spaces or pit aisles, the team will be required to discontinue the activity.*

**Playoffs - Additional Pit Crew.** *Alliances shall return to their pit during quarterfinals. During semifinals, robots should remain near the field in designated locations indicated by event staff or volunteers. If a team chooses to return to their pit for robot repairs, the team **must** be on the field in accordance with the time specified in the game rules. Teams and robots not present at the specified time will be handled in accordance with the game rules. Three (3) pit passes per team will be provided. There is no limit to the age of the additional pit members, but they must remain in their designated queuing area during matches (i.e. do not sit in chairs reserved for volunteers). Basic hand tools may be brought to the field, however **no large rolling pit set-ups may be brought to the field.***

**Traffic Flow.** *At each event, there is a predetermined traffic flow pattern to maximize safety and efficiency of the team/robot entrance to and exit from the competition area. Refer to the Pit map and/or direction signage for the flow. Queuing volunteers maintain this pattern at each competition event. Please obey the traffic rules to ensure an efficient lineup for practice and competition.*

**Media Pass.** *No media passes are distributed at FIRST Mid-Atlantic district qualifying events. Media passes will be made available for the **District Championship only.***

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

**Alumni Photo.** *There will be a photo of all Alumni (both alumni volunteers and any alumni present) on the competition field during Saturday lunch break **at District Championship only.** The photo may be rescheduled if there are time limitations.*

**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 Joe Troy ([jtroy@midatlanticrobotics.org](mailto:jtroy@midatlanticrobotics.org)) in advance, so we can ensure proper resources are available. A "Quiet Space" will also be available for those who need a quieter area outside of the competition area. This area will be in a public location (e.g. cafeteria) and will not be be staffed by volunteers. Activities (e.g. coloring books, puzzles, etc.) will not be provided in either the Quiet Space or the Quiet Room.*

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

## EVENT SUPPORT

**Ask for Help.** At events, FIRST staff, event staff and volunteers wear badges with their role. Should team members or mentors have questions or a problem, staff and volunteers will help find the answer.

**Report Medical Incidents.** FIRST strives to create an environment in which team members can grow, learn, and have fun with minimal risk of injury. FIRST requires that physical injuries and medical problems, however slight, be documented and reported to the party conducting the event or his or her designee and to FIRST Headquarters within 48 hours of the occurrence. Should an incident or illness occur at an event, we ask that you do the following:

- Report it to the EMT or nurse.
- Have an adult mentor complete a Medical Incident Report at Pit Administration. Pit Administration staff will be available to help complete the form. Once the form is completed, it should be turned in to Pit Administration, who will take the process from there.

**Report Non-Medical Incidents.** FIRST maintains a culture where concerns about safety, comfort, and fairness can be raised and addressed. If anyone states that they feel threatened or uncomfortable because of verbal abuse, inappropriate contact, or other negative behaviors that are not in the spirit or event rules of FIRST, we ask that you complete a Non-Medical Incident Report to formally document the event.

This form may be used to report witnessed violations of any rules in this section, such as the rules against seat saving or throwing objects from seating areas. The fastest and easiest way to resolve such issues is often to have a friendly conversation with the individual or individuals engaging in the behavior. It's very possible they are not aware of the rule being violated. However, if you are not comfortable doing so, or have attempted that approach and it has not worked, please report it on the Non-Medical Incident Report form.

FIRST takes all disclosures and indications of risk seriously, and will work to resolve the issue quickly, while honoring every individual's right to privacy.

Non-Medical Incident Forms are kept at the Pit Administration area or can be completed electronically [here](#) and may be completed anonymously. Pit Administration staff will be available to help complete the form. Once the form is completed, it should be turned in to Pit Administration, who will take the process from there. If it is necessary to complete a Non-Medical Incident Report when away from an event, the report may be completed electronically and submitted following the instructions on the form [here](#).

Non-Medical Incident Report (NMIR) forms are handled by FIRST HQ. FMA Leadership kindly requests that if an issue arises at an event that warrants a NMIR to be submitted, please see the Event Manager, Event Coordinator or FTA at the event for assistance and to ensure local event leadership is made aware and can help address concerns in near real-time. Teams can also contact [teamsupport@midatlanticrobotics.org](mailto:teamsupport@midatlanticrobotics.org) for local event leadership to address concerns.

# FIRST MID-ATLANTIC DISTRICT EVENT PACKET 2020

## DISTRICT EVENT SCHEDULE

### Day 0 – Friday

4:00 PM	Pits Open to Teams
4:30 PM	Robot Inspection Open
6:00 PM to 7:00 PM	Field Measurement & Calibration (pending Competition Field availability)
7:00 PM to 9:00 PM	Field Test Matches for fully inspected robots Limit of 3 matches per team (pending Competition Field availability)
9:00 PM to 9:45 PM	Off-field Robot Connectivity Tests Begin All Teams that have not connected to the Field must report to the Field for Robot connectivity tests
10:00 PM	Pits Closed to Teams

### Day 1 – Saturday

8:00 AM	Pits & Arena Seating Open to Teams; Machine Shop Open (if available)
8:30 AM to 10:15 AM	Practice Matches (assigned times and fill line as available)
10:15 AM	On-field Driver's Meeting
10:30 AM	Opening Ceremonies
11:00 AM to 1:00 PM	Qualification Matches
1:00 PM to 2:00 PM	Field Break (subject to change)
2:00 PM to 6:30 PM	Qualification Matches
7:00 PM	Pits, Machine Shop & Arena Seating Closed to Teams Pits will close as scheduled or 30 minutes after the last scheduled Qualification Match, whichever is later

### Day 2 - Sunday

8:00 AM	Pits & Arena Seating Open to Teams; Machine Shop Open (if available)
8:30 AM	Optional Driver's Meeting if required by the Head Referee
9:00 AM	Opening Ceremonies
9:30 AM to 12:30 PM	Qualification Matches
12:30 PM to 1:00 PM	Alliance Selections Alliance Selections will begin 15 minutes after the last Qualification Match
1:00 PM to 2:00 PM	Field Break (subject to change)
2:00 PM to 5:00 PM	Playoff Rounds (start time subject to change)
5:00 PM	Awards Ceremony
6:30 PM	Pits, Machine Shop & Arena Seating Closed to Teams 30 minutes after Awards Ceremony or as scheduled