



# DISTRICT EVENT PACKET 2023

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## 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 available at the below website:

<https://www.firstinspires.org/sites/default/files/uploads/frc/EventRulesManual.pdf>

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.

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## 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.
- 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. 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.
- 11.7.5 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.

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## 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/Soda/Coffee \$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](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/>

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## 4 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 and Drive Team 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 Master of Ceremony 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 during Playoffs.** Each alliance may 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. The practice field will close at the conclusion of Round 1.

**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 pre-set 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 Queue 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](mailto: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](mailto:teamsupport@midatlanticrobotics.org). 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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## 5 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.



## DISTRICT EVENT - DETAILED EVENT SCHEDULE

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### DAY 0 – FRIDAY

4:00 PM	Pits Open to Teams
5:00 PM	Robot Inspection Open
6:00 PM to 7:00 PM	Field Measurement & Calibration (if competition field is available)
7:00 PM to 9:00 PM	Field Test Matches for fully inspected robots; Limit of 3 matches per team
9:00 PM to 9:45 PM	Off-field Robot Connectivity Tests Begin; All teams that are not fully inspected must report to the field for robot connectivity tests
10:00 PM	Pits Closed to Teams

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### 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
10:15 AM	Driver's Meeting
10:30 AM	Opening Ceremonies
11:00 AM	Qualification Matches Begin
1:00 PM to 2:00 PM	Field Break
2:00 PM to 6:30 PM	Qualification Matches
7:00 PM	Pits, Machine Shop & Arena Seating Closed to Teams Pits & Arena will remain open until 7PM or 30 minutes after the conclusion of the last match

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### 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 qualifying match
1:00 PM to 2:00 PM	Field Break
2:00 PM to 5:00 PM	Playoff Tournament and Awards
5:00 PM	Final Awards Ceremony
6:00 PM	Pits, Machine Shop & Arena Seating Closed to Teams Pits & Arena will close 30 minutes after the Awards Ceremony



## DISTRICT CHAMPIONSHIP - DETAILED EVENT SCHEDULE

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### DAY 0 – WEDNESDAY

6:00 PM	Pits Open to Teams for Load-In and Pit Set-up only
8:00 PM	Pits Closed

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### DAY 1 – THURSDAY

8:00 AM	Pits & Arena Seating Open to Teams
8:00 AM	Robot Inspection Open
9:00 AM to 10:00 AM	Field Measurement & Calibration
10:00 AM	Driver's Meeting
10:30 AM to 12:30 PM	Practice Matches
11:00 AM	Safety Captain's Meeting (Location TBD)
12:30 PM to 1:30 PM	Field Break
1:30 PM to 5:30 PM	Qualification Matches
6:30 PM	Pits, Machine Shop & Arena Seating Closed to Teams. Pits & Arena will remain open until 6:30 PM or 30 minutes after the conclusion of the last match

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### DAY 2 – FRIDAY

8:00 AM	Pits & Arena Seating Open to Teams
8:15 AM	Optional Driver's Meeting if Required by the Head Referee
8:30 AM	Opening Ceremonies
9:00 AM to 1:00 PM	Qualification Matches
1:00 PM to 2:00 PM	Field Break
2:00 PM to 5:30 PM	Qualification Matches
6:00 PM	Pits, Machine Shop & Arena Seating Closed to Teams Pits & Arena will remain open until 6:00 PM or 30 minutes after the conclusion of the last match

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### DAY 3 – SATURDAY

8:00 AM	Pits & Arena Seating Open to Teams
8:30 AM	Opening Ceremonies; WFFA & VOY Awards Ceremony
9:00 AM to 12:30 PM	Qualification Matches
12:30 PM	Alliance Selections
1:00 PM to 2:00 PM	Field Break
2:00 PM	Playoff Tournament and Awards Ceremony
5:00 PM	Final Awards Ceremony
6:00 PM	Pits, Machine Shop & Arena Seating Closed to Teams Pits & Arena will close 30 minutes after the Awards Ceremony