



2024 FRC Off-Season Event Criteria and Considerations

FIRST California Robotics is committed to supporting **unofficial** FIRST Robotics Competition Off-Season Events. As part of our commitment, FIRST California Robotics will rent equipment on a first-come, first-served basis by completing the required steps below.

To secure a field for a post season event, the requesting team/organization must:

Requesting Initial Rental/Date Approval

- Check FIRST California Robotics – Event Calendar to determine available weekends for your region (Northern or Southern California)
 - If requesting a weekend that is back-to-back with a reserved weekend there may be additional shipping cost passed to the renter for express delivery.
- Complete the FIRST California Robotics - FRC Field Rental Request Form
 - Wait for initial approval from FIRST California Robotics

Securing Date/s – After Initial Approval

- Provide completed and signed 2024 Off-Season Event Agreement (provided after initial approval)
- Pay deposit fee of \$500 (Payable to “FIRST California Robotics”, P.O. Box 417003, Sacramento, CA 95842)

Securing Field Rental – After Date Approval

- Provide proof of Insurance in the form of a Certificate of Insurance (COI)
- Fill out and submit the online [FIRST Off-season Event Notification Form](#)
- Prepay the remaining field rental fee of \$3,000 (Payable to “FIRST California Robotics”, P.O. Box 417003, Sacramento, CA 95842). This fee helps offset the expenses of shipping the field elements to California and wear and tear on the field. Shipping expenses are divided amongst all the off-season events using the field. This does cover shipping cost to and from your event.
- Provide field drop-off and pick-up details in advance to FIRST California representative
- Provide the name of the confirmed FIRST trained FIRST Technical Adviser (FTA), who will be overseeing field assembly and use for your event. They must have had experience assembling and disassembling the FIRST IN SHOW field. Trained FTAA & Field Supervisor are strongly encouraged.

Please note:

Any damage to the cases, carts, playing field components or game pieces will be charged to the hosting team/organization.

FIRST is not able to provide technical support to Post Season Events.



Documents

The following documents must be signed and returned to *FIRST* California Robotics (emailed to offseasons@cafirst.org) before a field will be scheduled for your event.

- Off-season Event Agreement
- Certificate of Insurance

Insurance

- Proof of insurance must be provided to *FIRST* California Robotics before the playing field will be released.
- A Certificate of Insurance (COI) insuring the 'property of others' that names *FIRST* California Robotics as an 'additional insured' is required
- The insurance certificate must cover the following:
 - Property Damage: insuring loaned equipment against loss or damage (\$180,000 for field perimeter, game specifics and electronics)
 - Liability: insuring against bodily injury and property damage arising from use of loaned equipment (not less than \$1,000,000)
- The insurance certificate must identify the event name(s), location(s) and date(s) of use.
- The insurance certificate must be sent to *FIRST* California Robotics at offseasons@cafirst.org directly from the insurance company.
- Insurance should include the transportation dates as proof of coverage.

Field Shipping

FIRST California Robotics uses PODS to deliver and pick up all rented equipment, to and from the host location (included in the rental fee). You must schedule field delivery and pickup, in advance, with *FIRST* California Robotics, providing day and time of PODS delivery and pick up, exact location on on-site point of contact. Delivery hours vary and are flexible.

Supplied with field rental:

- Field perimeter - Side rails, driver's stations and 2024 game specific modified pieces
- 2024 *FIRST* IN SHOW Field Elements
- 2024 *FIRST* IN SHOW Game Pieces
- 2024 Competition Carpet – 2 Rolls
- Field Management Electronics (FMS)
- Field consumables – Tape and ZipTies

FIRST California Robotics will not provide any of the following:

- A/V equipment
- Banners
- Computers
- Event signs or lights
- *FIRST* staff
- FRC program books
- Fuses
- Lubricants
- Paper towels
- Plexiglas cleaner



- Sizing box and scale
- Spare parts
- Safety glasses
- Technical support
- T shirts
- Tools
- Trophies or medallions
- Vacuum
- Ladders
- Velcro

*** *FIRST* California Robotics can NOT guarantee that all hardware (nuts, bolts, screws...) will be included with the field and some items may need to be purchased by the Renter.

2024 FIRST IN SHOW Consumables Recommendations for Off Season events

Item	Details	Per Event Quantity
TBD	TBD	TBD

Recommended tools/supplies

- Chalk line
- Gloves
- Hex keys
- Plexiglas cleaner => Please use an approved Plexiglas cleaner and special paper towels or 100% cotton rags. DO NOT use Windex, 409, Cinch, etc as these damage Plexiglas
- Rubber mallet
- Sharpie markers
- Phillips screw drivers #1, #2 & #3
- 7/16" combination and socket wrenches
- Loop pile cutters
- Tape measure, 30' & 100'
- Fire extinguisher
- Utility knife
- Wire stripper
- Assorted hardware
- 2- extension cords 50' & 100'
- 100pk of 14 1/2" cable ties 120 lb tensile strength ("Catamount" L14-120-9-6)
- Standard flathead screwdriver
- Nippers and diagonals
- FTA hardware box (look in manual)
- Carpet vacuum