



2009 Invitational Tournament Criteria and Considerations

FIRST is committed to supporting *FIRST*-approved Invitational Events after the FRC season is complete. As part of our commitment, *FIRST* will supply equipment on a first-come, first-served basis when scheduled through Nancy Beringer at nberinger@usfirst.org 603-666-3906 x452 and approved by Bill Miller Director of Robotics

To secure a field for your Invitational event, you must:

- Provide signed Field Transportation, Hold Harmless and Financial Responsibility Agreements
- Provide proof of adequate insurance coverage
- Schedule field pickup and drop off in advance
- Send an appropriately sized truck and an adequate quantity of restraint devices

Please note:

Shipping costs to and from your event are the responsibility of the requesting team/ organization.

Borrowed equipment must be returned to *FIRST* within 5 calendar days of the conclusion of your invitational event UNLESS you make special arrangements in advance with *FIRST*.

Any damage to the cases, carts, playing field components or electronics will be charged to the hosting organization or individual.

Documents

The following documents must be signed and returned to *FIRST* before a field will be scheduled for your event.

- Invitational Tournament Financial Responsibility Agreement
- Invitational Tournament Hold Harmless Agreement
- Invitational Tournament Field Transportation Charges Agreement

Insurance Coverage

Proof of insurance must be provided to *FIRST* before the playing field will be released.

Insurance requirements:

- An insurance certificate for at least \$80,000 insuring the 'property of others' must be obtained for the use of the field. (\$25,000 for the field, \$50,000 for the electronics, \$5000 Misc.)
- The insurance certificate must name *FIRST* or US *FIRST* as an "additional insured." and must insure the playing field and all of its components, including the travel cases, from the time they leave *FIRST* Manchester, NH until the time they are returned to *FIRST* in Manchester, NH. This, or similar language, is required on the insurance certificate.



Scheduling Field Pickup and Drop off

You must schedule field pickup with *FIRST* in advance providing day and time of truck arrival. Loading dock hours are Monday-Friday 8:00AM – 4:00PM

FIRST recommends you use the services of a common carrier (see notes below) but you may arrange to pick up the truck yourself with prior permission from *FIRST* (see notes below)

Truck size

Minimum width: 96" wide INSIDE (e.g., a typical 24' Ryder truck)
Minimum length: 24 feet
Truck bed height: 48" (loading dock height)

Notes:

- The truck may not have wheel well cavities that project into the interior of the truck.
- The truck must have places into which you can clip / fasten load straps and load bars.
- Stacking of field components might be required to fit all of the field equipment into this size truck.

Restraint Devices

Minimum strapping: A minimum of 3 2-inch heavy duty load straps or 3 load bars

Common carrier

If you choose to contract with a common carrier for transportation *FIRST* will provide specifications on the quantity, size and weight of containers. You should take advantage of the carrier's insurance and declare the value (approximately \$ 80,000 per field set-up: \$ 25,000 for the field; \$ 50,000 for the electronics, and \$5000 Misc. or \$30,000 for the Demo) with the carrier so that, in the event of damage, you can file a claim with the carrier.

Non-common carrier (This method requires the permission of *FIRST*)

If *FIRST* has allowed you to provide your own truck rather than a common carrier, you must obtain the appropriate insurance rider based on the value (see above) on what you are borrowing. This insurance is to cover the field while it is being transported to your event.

**** Please Note: Carpet/Flooring is not included in the loan of a Field.**

Flooring may be purchased in 4'x8' sheets (Home Depot SKU 121-586, Lowes SKU 8566), or arrangements may be made in advance to recover the carpet/flooring from a Regional Event. Reservation of carpet/flooring at Regional Events must be made with the Regional Director for that Event. Invitational events are encouraged to share carpet/flooring.



Recommended tools

- 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
- 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 screw driver
- Nippers and diagonals
- FTA hardware box (look in manual)
- Gaffers & Athletic tape
- Carpet vacuum

FIRST cannot provide any of the following:

- A/V equipment
- Banners
- Carpeting for the field
- Computers
- Cable ties
- Event signs or lights
- *FIRST* staff
- FRC program books
- Fuses
- Lubricants
- Music
- Paper towels
- Plexiglas cleaner
- Sizing box and scale
- Spare parts
- Safety glasses
- Tape
- T shirts
- Tools
- Trophies or medallions
- Vacuum
- Velcro