

BE EVENT READY!



Event Checklist: Teams must bring the following to each competition event attended.

1. **Team Roster** - printed from the *FIRST* Dashboard
2. **FIRST Consent and Release Form** - completed and signed for each student, coach, and mentor who has not signed the form electronically. Students, coaches and mentors without a completed and signed *FIRST* Consent and Release Form (electronic or hard copy) cannot compete at the competition events.



Tip! *These 2 items will be presented at Team Check-In the morning of your event*

3. **Face Masks** – every member of the team must have a face mask that covers the nose and mouth at all times while inside the event venue. Bring extras to change out as needed.
4. **Safety Glasses** – Safety Glasses are required in the Pits and on the Competition and Practice fields. There will be no exceptions. Due to COVID-19 health and safety concerns, no loaner Safety Glasses will be available. Please bring extras for your team.
5. **Printed Engineering Notebook** (optional) **and Printed Engineering Portfolio** (mandatory for judged award consideration) - If you are using electronic software to create either of these, you must bring a printed copy as Judges will not review online materials. See [Game Manual 1](#), Section 9.0 for further details.

6. **Control Award Submission Form** - To be considered for the ARM Control Award Teams must submit a Control Award Submission Form. Instructions for this form can be found [here](#).
7. **Power Strip/Extension Cord** – Event venues have different power configurations. You must bring an extension cord to ensure power reaches your team's pit table.
8. **Alliance Markers** – Your robot's red and blue Alliance Markers are described in [Game Manual 1, <RG06>](#). Alliance flags are not used this season. Your robot must have the appropriate Alliance Markers attached to compete in a match. The Alliance Marker Template can be found here in the [DIY Resources](#).



Tip!

Visit the [Event Checklist Details](#) document for added information on each of this items

Event Information

KEY POINTS

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Event information including Location, Team Lists, Event Host contact information, etc. is located at the Boston Tech Initiative Site at <https://bostontechinitiative.org/events/>. We recommend you Book Mark our site for easy access.

All teams should know the details of the [Event Participation Policy](#) and the [COVID-19 Policy](#) that were agreed to prior to registering for events.

Event Schedule Sample *(the below represents a typical event schedule; schedules may vary by event)*

7:30	Teams Arrive, Check-In, receive Team Badges, Locate Pit Station
8:00	Robot Inspections and Judging <i>(you will receive your Judging and Inspection Schedules via email from your Event Host prior to arriving on site)</i> . Practice Field Opens
10:30	Driver and Mentor meetings
10:00	Opening Ceremony <i>(All are required to attend – no working on robots during this time)</i>
10:15	Qualification Matches Begin
12:00	Lunch
1:00	Qualification Matches Continue
2:45	Alliance Selection
3:15	Final Matches
4:30	Awards and Closing Ceremony
5:00	Event Ends

Team Badges

- Teams will receive two (2) Drivers Badges and one (1) Coach Badge at Check-In.
- Badges do NOT need to be returned
- You will get new Badges at each event, please do not bring event badges for use from any prior event!



Tip! Judging Teams are encouraged to follow updated Award Definitions in their submissions and in the Judges Interviews such as those in Appendix F of [Game Manual 1](#) and the Award Definitions updated on 12/9/21. Additionally, teams are encouraged to use the Team Judging Self-Reflection Sheet to prepare for Judging.

For other helpful resources to prepare for Competition please see the [Team Management Resources Page](#).

Robot and Field Inspection Information

- Your robot will be required to pass Robot and Field Inspections before being cleared to compete.
- These inspections will ensure that all *FIRST* Tech Challenge Robot rules and regulations are met.
- Initial inspections will take place during Team Check-In/Practice time.
- You will receive an Inspection Schedule with your team's inspection time slot from your Event Host prior to the event. Please be prepared to honor your time slot. The schedule is tight, and we have many teams to get through the inspection process.
- The official **FIRST Tech Challenge Robot and Field Inspection Checklists** are located in [FIRST Tech Challenge Game Manual 1](#) Appendices B and C.
- Inspection Robot Checklists are OPTIONAL for your team to fill out; however, we highly recommend you do so as it is very helpful to know the requirements for passing Robot Inspection. You will not submit at event!



Tip! Team number on robot must be visible from at least two opposite sides of the Robot (180 degrees apart), and the numerals must each be at least 2.5 inches (6.35 cm) high and in a contrasting color from their background. Arial Font Bold 250 pt. meets these requirements.

Additionally, don't forget your robot needs Power Stickers and a separate power switch that is marked, per:



Software Requirements for Android Phones and Hubs

Teams are asked to have minimum software versions as follows per rule <RS03>

- Android Smartphones - Android 6.0 or 7.0 depending on the smartphone and FTC Software Version 7.0
- REV Control Hub - Control Hub OS 1.1.2, Firmware 1.8.2, and FTC Robot Controller 7.0
- REV Expansion Hub - Firmware 1.8.2
- REV Driver Hub - DRIVER Hub OS 1.1.0, and FTC Driver Station 7.0

The minimum software versions may be changed in accordance with *FIRST* guidance. Please refer to [Game Manual 1](#) and Team Updates for the most up to date software version requirements for competitions.



Tip! Make sure your phones and/or Hubs are updated before your Event – this avoids the stress of finding out on site you are not compliant

Wireless Communications Information

- To help ensure the wireless communications are operating properly and consistently for all teams during events, **Wireless Tournament Rules** in [Game Manual 1](#) will be strictly enforced at all competition events.

- **At the event** Teams will be provided with the Wi-Fi channel or channels they may use for their robot. **Use of other Wi-Fi channels is prohibited.** Thank you in advance for your cooperation.

Tournament Rule <C12>

No Team, Team Member, or Competition attendee can set up their own Wi-Fi 802.11 (2.4GHz or 5GHz) wireless communication in the venue. Non-allowed wireless communications include, but are not limited to:

1. Cellular hot spots (e.g., cell phones, tablets, MiFi).
2. Ad-hoc networks.
3. Communication between portable Nintendo consoles
4. Bluetooth communication with Robots in the Competition Area.

No Team, Team Member, or Competition attendee shall interfere with a Team's Wi-Fi communication with their own Robot

Please read [Game Manual 1](#), Section 3.5 Competition Rules for further details.

Match Lists

- All teams must complete Inspections before the Match List can be generated.
- Match lists will be distributed at or just prior to the Driver's meeting.
- One (1) match list per team will be provided.

Snow (Inclement Weather) Cancellations

The following process will be used to communicate with teams about a potential or actual snow/inclement weather Event Cancellation.

1. If there are questionable weather conditions the day before the Event, an email will be sent from the Event Host by **9:00 pm** the night before indicating whether the Event is to be canceled or not.
2. If the weather conditions are unknown by **9:00 pm**, a decision will be made the morning of the Event. Teams will be notified via email by the Event Host between **5:45 am and 6:00 am** as to whether the Event is cancelled or not.
3. The emails will be sent to the **Team's Main and Alternate contacts** as designated in the team's registration with *FIRST*.

Important Action Items:

- Please make sure your contact/email information in the *FIRST* system is up to date and accurate.
 - If you need to update your contact/email information after **the Thursday before the event weekend**, update it in the *FIRST* system and also send an email to drose@firstpartners.org and your Event Host specifying your updated contact information/email address.
 - School-based teams: please make sure you can access the email provided outside of school i.e., via a cell phone, home computer, etc.
4. The primary contact method for cancellation news is via email, however, we will also post a message on the <https://bostontechinitiative.org/> website Home Page as soon as possible after the decision has been made. Please bookmark this page for easy reference.
 5. Teams will be notified via email of rescheduled event details if a reschedule is possible. Our goal will be to have a reschedule answer a week from date of cancellation. Please note, there is no guarantee we will be able to reschedule a cancelled event.

The decision to cancel an event is not made lightly. Event cancellations will be made in accordance with the closing policies of the Event Host School as well as with the safety of participants and volunteers in mind.

We understand that weather conditions may impact teams differently and their ability to attend a non-cancelled event. In the event your team cannot attend due to weather and the event is not cancelled, please email drose@firstpartners.org and notify your Event Host immediately.

We will do our best to accommodate teams unable to attend a non-cancelled event due to weather in future events, but depending on factors such as venue capacity, this may not be possible.

Team No-Shows and Withdrawals

In accordance with the Team No-Shows and Withdrawals policy listed on the Events Policies at <https://bostontechinitiative.org/event-policies/> and to which you agreed when registering for events, No-Shows and Withdrawals are generally not permitted.

Special circumstances will be evaluated on a case-by-case basis, such as those caused by weather, by Massachusetts *FIRST* Tech Challenge Program Delivery Partner, Deb Rose.

Please review the Event Policies document for full details at <https://bostontechinitiative.org/event-policies/>

Venue/Event Host Considerations

Your Event Host may have requirements for their events that need to be honored. These requests will be communicated to you prior to attending the event and/or at the Event.

Failure to comply with venue specific rules may result in dismissal from the Event.

Thank you all for respecting these requirements and supporting our generous Event Hosts who make the Events possible. We sincerely appreciate your help and can't wait to see you at the competitions!

GO FIRST TECH CHALLENGE TEAMS!



