



## EVENT CHECKLIST DETAILS

### Team Roster

- The Team Roster is a document that lists the student team members and mentors for a *FIRST* Tech Challenge team
- Main and Alternate contacts as designated in the *FIRST* Dashboard (aka Lead Coach 1 and Lead Coach 2) can access and print the Team Roster from their *FIRST* Dashboard
- Main and Alternate (aka Lead Coach 1 and Lead Coach 2) contacts **MUST** both be identified for the team and pass Youth Protection Screening in order to access the Team Roster
- **Every team must submit a printed Team Roster at Check-In for every event the team attends, or the team will not be allowed entrance to the event. This is a *FIRST* requirement to which *FIRST* Tech Challenge Partners must adhere**
- If any students or mentors are not listed on the Team Roster electronically by time of Check In, the Main or Alternate Contact must “pencil in, aka write” the names of the students and mentors on the bottom of the Team Roster (blank lines are provided) and attach a completed paper copy of the Consent and Release Form for each student or mentor who has not completed the forms electronically

### ***FIRST* Consent and Release Form**

- An electronic *FIRST* Consent and Release Form for each student, coach, and mentor must be completed and signed
- Each student participating at a Qualifying and MA State Championship event must have a signed *FIRST* Consent and Release Form executed by a parent or legal guardian
- Students, coaches, and mentors will not be allowed to participate in the event

without a fully executed Consent and Release Form

- These forms are available electronically via the *FIRST* systems and only available by special request as a paper copy. If you are unable to complete the form electronically, you must contact [drose@firstinspires.org](mailto:drose@firstinspires.org) to request a paper version of the form and provide an explanation as to why the request is being made (i.e., why the electronic form cannot be completed.)

### **Engineering Notebook (Optional)**

- Teams may choose to record their season with either a handwritten or an electronic Engineering Notebook
- If using an electronic Engineering Notebook you must bring a PRINTED COPY to your event
- Judges will not review online versions.

### **Engineering Portfolio (Mandatory for Judged Award Consideration)**

- To be considered for Judged Awards, a team must submit an Engineering Portfolio

Information on both the Engineering Notebook and the Engineering Portfolio are located in Section 9.0 of [Game Manual 1](#)

### **Control Award Submission Form**

- To be considered for the ARM Control Award Teams must submit a Control Award Submission Form
- See [Game Manual 1](#) Section 9.5.5 for full details
- See [Game Manual 1](#) Appendix E to access the Control Award Submission Form

### **Safety Glasses**

- *FIRST* requires all Teams bring and supply ANSI Z87.1 certified safety glasses for their team members and guests at each competition event attended.
- Regular glasses and sunglasses do not qualify as safety glasses.
- Team members or spectators that wear prescription glasses must wear safety goggles over them or attach safety side shields.
- Tinted lenses are allowed as long as Event personnel can see the volunteers, spectators, or team member's eyes through the safety glasses. Deeply shaded safety glasses used are not acceptable.
- Students, adult team members, and guests must wear eye protection while working

on the Robot, when observing Robot building/repair work, while in the Pit Area, and in the Competition Area.

### **Alliance Markers**

- The Alliance Marker Template can be found here in the [DIY Resources](#)
- [Game Manual 1](#), **General Robot Rule <RG05> Alliance Marker** - Robots must include a Team supplied, Alliance specific marker on two opposite sides of the Robot to easily identify which Alliance a Robot is assigned to. The Alliance Marker must be displayed on the same side of the Robot as the Team number, within a 3" distance of the number. The Alliance Marker must be visible to the Referees during a Match.
  - a. The Red Alliance Marker must be a solid red square, approximately 2.5 inches x 2.5 inches (6.35 cm x 6.35 cm) +/- 0.25 inches (0.64 cm).
  - b. The Blue Alliance Marker must be a solid blue circle, approximately 2.5 inches (6.35 cm) +/- 0.25 inches (0.64 cm) in diameter.
  - c. Both Alliance Markers must be removable in order to swap them between Matches.

The Alliance Marker must be robust enough to withstand the rigors of Match play. Example robust materials include: 1) Alliance Marker template printed and laminated; mounted on poly-carbonate sheet, wood panel, metal