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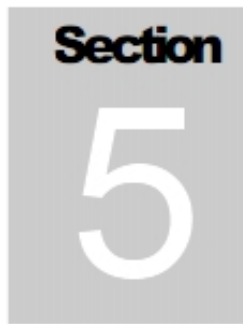
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Robot Transportation



5 Robot Transportation

5.1 Overview

Following the guidelines will ensure that your robot arrives where it needs to be on time so that your team can focus on the important thing – participating in the event!

5.2 Stop Build Day

All teams must cease work on their robot on or before Stop Build Day. Any team that fails to comply may jeopardize their participation in the rest of the FRC season.

Note that Stop Build Day is a specific date, so you may work on your robot until that date turns in to the next date. In other words, you may work on your robot until midnight on that date, in whatever time zone you are working.

5.3 Bag and Tag

A “Bag and Tag Event” is a competition event where teams must carry their robots to and from the event. Teams attending these events must bag and tag their robots. Teams are not allowed to ship their robots in or out of these events unless they receive an Exemption.

In 2012, ALL USA and Canadian FRC events are ‘Bag and Tag’ except for Championship.

If you have been granted an Exemption, or will be attending Championship, see section 5.8 on shipping your robot. Even if you have been granted an Exemption, or are going to Championship, you will still be bagging and tagging your robot, and may not open the bag until an inspector has approved you to do so.

Unless you have received an Exemption, drayage will not be available for Bag and Tag events. Do not ship your robot to the event. If you do so, you may not be able to compete.

Each team will receive a special Bag and Tag kit in January with their Kit of Parts. The kit will contain:

- Two (2) plastic bags large enough to contain your robot.
- At least six (6) zip tie tags with individual serial numbers.

5.4 Requesting an Exemption

If bringing your robot yourself to the event presents you with a substantial hardship, you may request an exemption by emailing frcteams@usfirst.org. Include as much detail as you can in your request, and use the subject line: “Bag and Tag Exemption Request, Team XXXX”, with your team number in place of ‘XXXX’. Exemption requests will be handled on a case-by-case basis. Not every request will be granted. **Exemptions must be requested by December 2, 2012.**

In cases in which an exemption is granted, *FIRST* HQ will work to establish an official drayage location for that event and provide shipping instructions and robot transportation services for approved teams.

The requirement to get advanced permission from *FIRST* HQ for robot shipping applies only to teams wishing to use the official drayage location and services. Teams may otherwise use any transportation method they wish for their robot, at their own risk and expense, as long as the robot remains sealed in the bag. However, unless a team has

received an exemption approval, the final leg of the robot's journey - arrival at the venue and delivery to the team pit, must be done by hand by the team.

If you have been granted an Exemption, you can find shipping instructions under section 5.8.

5.5 Instructions for Bag and Tag

1. Bag and Tag your robot on Stop Build Day, and complete the *Robot Lock-Up Form*.

Proper bagging procedure:

- Set the bag on the floor, leaving room for the robot in the center.
- Place the robot in the center of the bag and pull the bag up around the robot. Be careful not to catch the bag on any corners or sharp edges.
- Tightly seal the bag with your next numbered tag.

2. Complete the *Robot Lock-Up Form* as required in **Section 5.6** to verify the date and time that the bag was sealed.
3. For your convenience, the team may bag their bumpers separately from their robot. However, the separately-bagged bumpers must be sealed with their own tag, and that tag number must be entered on the *Robot Lock-Up Form*.
4. Transport your robot to your event venue in your own vehicle. If you plan to transport your robot in a personal vehicle, please ensure that you have adequate means to secure the robot. If the robot is being transported in open air, such as in the back of a pickup, be very careful to shield the bag from excessive wind. Wind can cause the bag to flap against the robot, causing damage to the bag.
5. You must carry your own robot into the event sealed in the bag through the designated robot entrance. Teams will not have access to the loading docks or forklifts; we recommend bringing a rolling cart or dolly to facilitate load in.
6. You may NOT open your bag until it has been checked, approved by an inspector, AND pits have officially opened for robot work. **You must have your Robot Lock-Up Form ready for review at the event. Do not forget to bring it.**
7. After your Robot Lock-Up Form has been properly inspected and approved, your team may open the bag and prepare to compete.
8. After the event, if you are waitlisted or will be attending another event, such as Championship or another regional or district event, re-seal your robot in the bag with a new tag and fill out the Robot Lock-Up Form. You may not access your robot until the next event, unless you are attending a 2-Day event, as explained in Section 5.7.
9. Remove your robot from the event through the designated exit.
10. **If** you are attending the Championship next, or have been granted an Exemption so you may ship your robot to the next event, follow the instructions in Section 5.8

5.6 Robot Lock and Unlock Instructions

5.6.1 Completing the Robot Lock-Up Form

The *Robot Lock-up Form* is available on the Robot Shipping page of the *FIRST* website. Make sure that you complete every item on the line. **Incomplete forms will be rejected by inspectors at events.** The *Robot Lock-Up Form* must be filled in by an adult, 18 years or older, who is not a student on the team. By signing this form the signor attests to the fact that he/she is 18 years old or older, is not a student member of the team, and that all rules and regulations regarding access periods and lock or unlock are being followed. Phone numbers are required for verification in case inspectors at events have questions regarding the form.

Remember to bring your *Robot Lock-Up Form* to your event. One of the top reasons teams are delayed in being allowed to open their robots at events is a missing Robot Lock-Up form.

5.6.2 When the Robot Lock-Up Form is Used

The *Robot Lock-Up Form* **must** be used:

- On Stop Build Day
- During any 'Robot Access Period' you take advantage of if you are attending 2-Day events. See section 5.7 for details. **The 'Robot Access Period' only applies to teams attending 2-Day events. Teams attending 3-day events do not have a 'Robot Access Period'.**
- Before you leave an event, if you expect you will or may be attending a later event

The Robot Lock-Up Form does **not** need to be used:

- Before Stop Build Day
- During events
- After an event, if you will not be competing at any later events

5.7 'Robot Access Period' - For Teams Attending 2-Day Events

Two-day events for the 2012 season include all Michigan District Events and all Mid-Atlantic Robotics District Events. Teams attending these events will not have as much time to work on their robots at events as teams attending traditional 3-day events. Because of this difference, these teams are granted an additional 'Robot Access Period' to unbag their robot between Stop Build Day and their 2-day events.

If you are not attending a District event in 2012, you do not have a 'Robot Access Period' after Stop Build Day, and this section does not apply to you.

5.7.1 'Robot Access Period' - Permitted Actions

During the Robot Access Period, teams may perform any activity they would normally do during the build season, including practicing with the robot.

5.7.2 'Robot Access Period' - Schedule

Teams may unlock their robot for a total of 6 hours during the 7-day period preceding any two-day event in which their team will be competing with their robot. The 6 hours may be broken up in any way the team wishes, with the exception that no single access period may be shorter than two hours. The robot must be locked up in between sessions and this must be documented on the *Robot Lock-Up Form* each time.

5.8 Robot Shipping - For Teams Granted an Exemption or Attending Championship

If you are granted an exemption, *FIRST* will send you two (2) FedEx vouchers (bills of lading) for transportation to and from the official drayage location. All teams competing at the *FIRST* Championship in St. Louis will be issued a voucher because teams must ship robots to Championship. Note that if you are granted an Exemption and will be competing in the *FIRST* Championship, you will still only receive two (2) vouchers. **No team receives more than two (2) FedEx vouchers before Championship.** The donation from FedEx is generous, but we need to manage this resource so it is fairly shared.

Note that even if you are granted more than one Exemption, you will still only be receiving two (2) FedEx vouchers. *FIRST* will still arrange for the services needed to receive your robot near the venue, store it, transport it to and from the event, and bring it back to the storage location, but it is up to the team to decide on which legs of the crate shipment they wish to use their vouchers. In some cases, this will mean the team will need to pay for the shipping of the crate itself, even if all other support services are taken care of.

If you did not sign up for Championship, but qualify for Championship during an FRC event, and you were not granted an Exemption, you will be given one (1) FedEx voucher (bill of lading) at the event to be used for shipping your robot to Championship. If you were granted an Exemption, you will have already received the maximum of two (2) FedEx vouchers we give to teams before Championship, so you will not be given another.

If you attend the *FIRST* Championship, you will receive an additional FedEx voucher (bill of lading) at Championship to ship your robot home.

Teams shipping robots must build a crate to ship it in. FedEx will not pick up a robot that is not in a crate. See the 'Shipping Crate Construction' document posted with the FRC Administrative Manual for more details: www.usfirst.org/frc/competitionmanual. These minimum guidelines must be followed.

Keep your filled crate weight below 400 pounds. Teams are expected to use their crate primarily to ship their robot and to minimize any additional components or tools included, to keep crate weight below 400 pounds. **Any teams exceeding 400 pounds will be charged overage fees accordingly.** See the "How to Ship Your Robot" document in the FRC Administrative Manual web page for further details: www.usfirst.org/frc/competitionmanual.

Teams granted an Exemption or attending Championship may ship a tool crate. Some teams choose to ship a second crate containing tools to the event(s) to have additional tools available. Shipping a second crate is allowed, but only if the team meets the following requirements:

1. **The team is financially responsible for all shipping and drayage costs for their second crate**
2. The second crate may **NOT** be shipped using the FedEx donation. Abuse of the FedEx donation may result in a loss of this option for all teams in the future.
3. Paint or stencil "TOOL CRATE – Pc 2 of 2" in letters at least 6 inches tall on each face of the crate. Failure to properly label which crate contains tools may delay arrival of your robot at the event.

FedEx Freight requires prior notice for pickups, especially if your location does not have a loading dock. If you have been granted an Exemption or are attending Championship, you must call one (1) week ahead to schedule your pickup.

5.8.1 If You Have Been Granted an Exemption to Ship to a Bag and Tag Event

Your robot will be shipped to a drayage location identified by *FIRST* and brought to the venue by the drayage organization in its crate. You will uncrate the robot at the event, and return it to the crate at the conclusion of the event for re-shipment. The drayage company will pick it up at the event, bring it back to the drayage location, and ship the robot to its next destination using instructions you provide.

If your first event is the one to which you have been granted an Exemption you must still bag and tag your robot on Stop Build Day. This is because you may be able to delay shipping your robot until after Stop Build Day, and inspectors will need evidence that the robot has not been worked on between Stop Build Day and shipment. Follow the Robot Lock and Unlock Instructions in Section 5.6 to lock up your robot. Do not open your bag at the event until it has been checked, approved by an inspector, AND pits have officially opened for robot work. Remember you will need to bag the robot again at the conclusion of the event if you are going to a later competition.

If the event to which you have been granted an Exemption is not your first event you must bag and tag your robot at the conclusion of the earlier event, bring it back to your build site or other location away from the event venue, crate the robot and prepare for shipment. Follow the Robot Lock and Unlock Instructions in Section 5.6 to lock up your robot at the earlier event. Do not open your bag at the next event until it has been checked, approved by an inspector, AND pits have officially opened for robot work. Remember you will need to bag the robot again at the conclusion of the next event if you are going to a later competition.

Additional shipping details may be found in the “How to Ship Your Robot” document in the FRC Administrative Manual web page: www.usfirst.org/frc/competitionmanual. **If you are shipping your robot, you must read this document to have a complete understanding of the process.**

5.8.2 If You Are Attending Championships

You will have already competed at another event, so you must ensure your robot is bagged and tagged at the conclusion of that event per the instructions in section 5.6. Bring your robot back to your build site or other location away from the event venue, crate the robot and prepare for shipment.

Do not open your bag at Championship until it has been checked, approved by an inspector, AND pits have officially opened for robot work.

If you are shipping to Championship from an earlier event to which you have been given an Exemption, your robot will be sent from that earlier event to that event’s drayage location. You may be able to ship from there directly to Championship.

All teams attending the Championship will receive one (1) shipment home for their robot under the FedEx donation. The Bill of Lading for this shipment will be distributed at the Championship in the team’s registration packet.

Additional shipping details may be found in the “How to Ship Your Robot” document in the FRC Administrative Manual web page: www.usfirst.org/frc/competitionmanual. **If you are shipping your robot, you must read this document to have a complete understanding of the process.**

5.9 Important Shipping Contacts

5.9.1 FIRST is Your First Contact

If you have any questions about robot shipping rules or processes, **CALL FIRST!** Rules in this chapter are written and administered by *FIRST*, not FedEx. *FIRST* is not responsible for information given by representatives of outside

vendors.

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|---|--|
| Additional instructions: | www.usfirst.org/frc/competitionmanual |
| Download shipping labels and Robot Lock-Up Form: | www.usfirst.org/frc/robotshipping |
| Phone: | (800) 871-8326 - 8:30 AM to 5:00 PM EST |
| E-mail: | frc teams@usfirst.org |
| | Subject line: <i>FIRST</i> Team [your #] Shipping Question |
| Fax: | (603) 666-3907 |
| Address: | Team Support/Operations 200 Bedford Street Manchester, NH 03101 |

5.9.2 FedEx

Call FedEx to schedule your pickup and with any FedEx tracking questions. Have your Bill of Lading and Pro Number available when you call.

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| Website: | www.fedex.com/us |
| Phone - FedEx Freight: | 1-866-393-4585 |
| Phone - FedEx Express: | 1-800-GO-FedEx (1-800-463-3339) |