



FIRST® Robotics Competition

Resource Library Document

2025 Off-Season Event Criteria & Considerations

FIRST® is committed to supporting FIRST-approved Off-Season Events. FIRST will supply equipment to approved Offseason Events on a first-come, first-served basis.

New for 2025:

- Deadline for Application for official fields from FIRST Championship is March 30th, 2025.
- FIRST requires all field equipment to be returned to FIRST on or before November 6th, 2025.
- FIRST is limiting the distribution operations of official fields from FIRST headquarters. Official fields from FIRST can only be obtained directly from the FIRST Championship. Other official fields can be obtained normally from local Districts or through AndyMark.

Initial Planning and Offseason Requirements

All Offseason Events must:

- Fill out the [Offseason Event Notification Form](#).
- Have an officially trained 2025 FTA (FIRST Technical Advisor) when using the official field FMS.
- Provide their own Carpet, Tools, and consumable supplies.
- Be responsible for damage to FIRST equipment, electronics, carts and roadcases, and other FIRST-provided items.
- Understand that technical support is not provided to Offseason Events.

A borrower of an official field from FIRST must:

- Notify FRC Logistics and supply all needed information prior by March 30th, 2025.
- Provide a signed copy of the Offseason Agreement*
- Provide Proof of Insurance*
- Be fully responsible for all shipping costs of the freight shipping of the field, including the ordering of freight when not already scheduled with FIRST.
- Return borrowed equipment on or before November 6th, 2025.

* Details on Documentation are in the section below.

Those that borrow from Districts or AndyMark do not need to submit any information to FIRST other than the Offseason Event Notification Form. Note that those groups may require the borrower to provide similar information and have other requirements or needs.

Documentation

Submit required documents to fcoffseason@firstinspires.org prior to the March 30th, 2025, deadline.

- The [2025 Offseason Agreement](#)
- Insurance Certificate with the following information:
 - The insurance certificate insures the 'property of others' those names FIRST as an 'additional insured'.
 - The insurance certificate must cover the items indicated in the Off-Season Agreement.
 - The insurance certificate must identify the event name(s), location(s) and date(s) of use.
 - If transporting the field without using a FIRST common carrier, insurance should include the transportation dates as proof of coverage.



Transportation Information

A borrower of an official field from *FIRST* is fully responsible for all transportation costs, and other than instances where *FIRST* provides the specific freight carrier, must also find a freight carrier for shipping the field. Those borrowing a field from a District or AndyMark will discuss with those groups to understand transportation needs and requirements.

Shipping from *FIRST* Championship

- *FIRST* will order freight from its logistics freight forwarder and be the initial payor, unless other shipping logistics are approved ahead of time.
- *FIRST* will bill the borrower for repayment after the conclusion of *FIRST* Championship.

Shipping back to *FIRST*

- Shipment of official field must be returned to *FIRST* on November 6th, 2025, or earlier.**
- The borrower is responsible for finding a freight carrier for this transit. It is recommended to begin reviewing options approximately 3 weeks prior to the expected shipping date. It can take up to 7 days to transport the field via freight.
- Return Address:
 - *FIRST* Warehouse, 17A Colby Ct, Bedford NH 03110,
Attn: Harry Robinson, Tel: 603-666-3906 x713.
Open Mon-Thurs 9am-3pm. Call ahead prior to delivery.
Loading Dock accessible, Lift-gate not required

** Notice on Deadline: As you know, the playing fields undergo a tremendous amount of wear and tear throughout the season. What you may not know is that the people who have to repair those fields are the same people who pack the next season's playing fields for shipment. We begin shipping playing fields for events in early December, so getting the fields back by the deadline makes sure that we have enough time to properly maintain the fields before they are used in the next season.

Truck Requirements

1. Minimum width: 96" wide | Minimum length: 26 feet | Truck bed height: 48"
2. The truck's trailer must have a flat-surface dry bed floor. Do not ship with any Refrigerated Trailer or a trailer with grooved flooring.
3. The truck must have places into which you can clip / fasten load straps and load bars. Straps and load bars are the responsibility of the borrower (we require a minimum of three 2-inch heavy duty load straps or three load bars).
4. Stacking of field components might be required to fit the field equipment into this size truck. If stacking is required, a forklift is highly recommended to have available.
5. Liftgates are required for any location that does not have a Loading Dock. Note that it is highly recommended to avoid using Liftgates as many *FIRST* items are slightly larger than most Liftgates.

Notes on Carriers

- 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 with the carrier so that, in the event of damage, you can file a claim with the carrier.
- A Freight Forwarder is recommended if a common carrier is not used. A freight forwarder will connect you with a local or small-business carrier and provide additional protection rather than working directly with the carrier.

For additional information:

- [Best Practices for Loading and Shipping](#)
- [Truck Layout](#)



Field Management System (FMS) Information

Electrical Requirements for Field

- To effectively run the field, we recommend that there are two 120VAC/15A circuits available at the scoring table.
 - One is for the playing field end itself (lights, referee touchscreens, game specifics, etc.).
 - The other circuit is for the scoring table (Scorpion Case, projector for scores, laptops, tablet/phone chargers, etc.).
- Although the field can be run with two circuits, it doesn't leave much room for handling additional laptops and other items that tend to make their way to the scoring table at events. One circuit is not acceptable.

FMS Off-Season

- FMS Off-Season is a simplified version of the FMS used at events. This software can be used in place of a full FMS to run Off-Season Events. It is not needed if an FMS is borrowed from FIRST.
- You can download the installer (the executable file) at [this link](#).
- Documentation and User's Guide can be found at [this link](#).

Mechanical Information

Carpet is not guaranteed to be provided by FIRST or another Offseason Field provider.

Carpet may be purchased from:

- USA Carpets, 3325 S Dixie Hwy, Dalton, GA 30720. Phone: 706-281-2892.
- Shaw's Philadelphia Commercial Brand, Neyland II, 20oz level loop pile carpet in 15' width (15' x 74' cut). The color is "66561 Medallion" (please note that Neyland II carpet is obsolete and the closest equivalent is Neyland III), and 2 rolls are needed per field.

Recommended Consumables needed for an Offseason Event

Item	Details	Per Event Quantity
White Cable Ties	11" 50 lb	7 bags (100/bag)
White Cable Ties	8" 10 lb	1 Bag (1000/bag)
White Cable Ties	12" / 120lb strength	10 Bags (50/bag)
Black Gaffer Tape	2"	2 Rolls
Black Gaffer Tape	3"	3 Rolls
Red Gaffer Tape	2"	2 Rolls
Blue Gaffer Tape	2"	2 Rolls
White Gaffer Tape	2"	2 Rolls
Purple Gaffer Tape (Optional)	2"	1 Roll
Gym Floor Tape	Red/Blue-Optional	2 Rolls
Carpet Seam Tape	3"	5 Rolls

Recommended Tools (official field does not include Road Case 8 Tool Case).

- Plexiglas cleaner & special paper towels or 100% cotton rags. DO NOT use Windex, 409, Cinch, etc.
- Chalk Line
- Gloves
- Hex Keys
- Rubber Mallet
- Sharpie Markers
- Phillips Screwdrivers
- Flathead Screwdrivers
- Loop Pile Cutters
- Tape Measure (30' & 100')
- Fire Extinguisher
- Utility Knife
- Wire Stripper
- Assorted Hardware
- Extension Cords (to connect venue outlets to Scoring Table)
- Carpet Vacuum w/100' extension cord
- Nippers and Diagonal
- Air compressor with needle
- 3/8", 7/16" & 9/16" box wrenches (4/each)
- 15/16" deep sockets and ratchets (2-4 sets)

FIRST also does not provide the following:

<ul style="list-style-type: none">- A/V or Equipment or Lighting for Venue- Banners, Trophies, or Medallions- Carpeting for the Field- Computers- Cable Ties- PPE / COVID-19 Supplies- Event Signs- FIRST Staff Support- Fuses	<ul style="list-style-type: none">- Hook & Loop Fastener Tape- Ladders (we recommend an 8' ladder)- Lubricants- Music- Paper Towels- Plexiglas Cleaner- Program Books- Radios- Sizing Box and Scale (for robot inspection)	<ul style="list-style-type: none">- Spare Parts- Safety Glasses- Tape – Gaffer's tape or carpet tape- Technical Support- T-shirts or Badges (for volunteers)- Tools- Vacuum
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Questions?

Contact frcoffseason@firstinspires.org with any questions.