

ATTENDING A BAG AND TAG EVENT

Greetings FRC teams!

If you will be attending a Bag and Tag Regional Event, you will be transporting your robot to and from the event. In order to do this successfully (and make sure you are in compliance with the rules!) you will need to understand two things: how to properly bag your robot and what to do if you are attending multiple events. Please read this supplement carefully and contact frcteams@usfirst.org with any questions.

See you at the events!

-FRC Team Support

BAG AND TAG

Teams attending designated Bag and Tag Events will transport their robots to and from the events themselves following the procedures below. A complete list of Bag and Tag Events can be found at the end of Section 4 of the 2011 FRC Competition Manual: www.usfirst.org/frc/competitionmanual.

Teams will NOT be allowed to carry their robots in or out of any Traditional Regional Events or the Championship unless they receive special permission as outlined in Section 4 of the Competition Manual.

Drayage will not be available for Bag and Tag events. Do not ship your robot to the event.

1. Supplies

Each team attending at least one (1) Bag and Tag Regional Event 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. Only the *FIRST*-provided bags may be used – teams may not supply their own bags.
- At least six (6) zip tie TAGS with individual serial numbers.

2. General Rules For Bagging Your Robot

Every team must abide by ROBOT SHIP DAY regardless of whether they are attending a traditional Regional Event OR Bag and Tag event for their first event (see Competition Manual Section 4.2).

2.1. Proper bagging procedure:

1. Set the BAG on the floor, leaving room for the robot in the center.
2. 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.
3. Tightly seal the BAG with your next numbered TAG.

4. Complete the *Robot Lock-Up Form* as required in **Section 4.8.4** to verify the date and time that the BAG was sealed.

2.2. Your first event is a Bag and Tag event

If the first event your team will attend for the season is a Bag and Tag event, follow this procedure:

1. Bag and Tag your robot on ROBOT SHIP DAY, and complete the *Robot Lock-Up Form*
2. 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.
3. You must carry your own robot into the event sealed in the BAG. Teams will not have access to the loading docks or forklifts; we recommend bringing a rolling cart or dolly to facilitate load in.
4. You may NOT open your BAG until it has been checked and signed off. Upon check-in at Pit Admin, ask for the person in charge of checking Robot Lock Up Forms. **YOU MUST HAVE YOUR ROBOT LOCK-UP FORM READY FOR REVIEW AT THE EVENT. DO NOT FORGET TO BRING IT.**
5. After your Robot Lock-Up Form has been properly filled out to reflect the open time and date, your team may open the BAG and prepare to compete.
6. After the event, if you are waitlisted or will be attending another event, re-seal your robot in the BAG with a new TAG and fill out the Robot Lock-Up Form.
7. Remove your robot from the event through the front door or designated exit.
8. **IF** you are attending a traditional Regional Event or the Championship next:
 - a. Crate your robot (in the bag). FedEx and Shepard Exposition Services will not pick up a robot that is not in a crate. See Section 4.6 for crate construction requirements.
 - b. Ship it to the drayage location for your Regional Event following the instructions in Sections 4.5 and 4.6.
 - c. **All robots going to a second event must be shipped by the Tuesday following the Bag and Tag event.** For example, a team attending the Greater Kansas City Regional March 4-6 must ship to their next event by March 9.
 - d. FedEx Freight requires prior notice for pickups, especially if your location does not have a loading dock. If you plan to ship after a Bag and Tag event, you must call one (1) week ahead to schedule your pickup.
 - e. DO NOT open your BAG at the next event until it has been checked and signed off by the appropriate person at that event.

2.3. Your Second Event is a Bag and Tag Event

If your first event is a traditional Regional Event, and then you will attend a Bag and Tag event, follow this procedure:

1. Follow the shipping procedures for your Traditional Regional Event on ROBOT SHIP DAY.
2. Bag your robot per the bagging procedure outlined above at the end of your first Regional Event - **before packing in your crate**. Make sure to fill out your *Robot Lock Up Form*. Crate your robot for shipment.
3. Ship your robot to your home location through the drayage system.
4. Before your Bag and Tag event, remove your robot from the crate, and **keep it in the bag**.
5. Transport your robot, in the bag, to the Bag and Tag 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.
6. You must carry your own robot into the event sealed in the BAG. Teams will not have access to the loading docks or forklifts, so we recommend bringing a rolling cart or dolly to facilitate load in.
7. You may not open your BAG until it has been checked and signed off. Upon check-in at Pit Admin, ask for the person in charge of checking Robot Lock Up Forms. **YOU MUST HAVE YOUR ROBOT LOCK-UP FORM READY FOR REVIEW AT THE EVENT. DO NOT FORGET TO BRING IT.**
8. After your Robot Lock Up Form has been properly filled out to reflect the open time and date, your team may open the BAG and prepare to compete.
9. After the event, if you're waitlisted or will be attending another event, re-seal your robot in the BAG with a new TAG and fill out the Robot Lock-Up Form.
10. Remove your robot from the event through the front door or designated exit.

3. Robot Lock and Unlock Instructions

3.1. Completing the Robot Lock-Up Form

The *Robot Lock-up Form* is available on the Robot Shipping page of the *FIRST* website at www.usfirst.org/frc/robotshipping. 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.

3.2. When the *Robot Lock-Up Form* must be used

The *Robot Lock-Up Form* must be filled in during the periods indicated in **Sections 2.2** and **2.3** above. The forms also apply when the robot is being locked up *and* when it is

being unlocked. Robots do not need to be locked up during the regular build season before ROBOT SHIP DAY.

4. Teams Attending 2-Day Events

Two-day events for the 2011 season include all Michigan 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 robot ship day and their 2-day events.

4.1. '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.

4.2. '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.