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5 Robot Transportation

A graphic consisting of a grey square with the word "Section" in a bold, black, sans-serif font at the top. Below the word is a large, white, stylized number "5" centered within the square.

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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!

5.1 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 midnight on that date in whatever time zone you are working.

STOP BUILD DAY is TUESDAY, FEBRUARY 19, 2013

5.2 BAG AND TAG

A “Bag and Tag Event” is a competition event where teams must carry their robots to/from the event. Teams attending these events must “Bag and Tag” their robots according to the instructions outlined in Section 5.5 – Instructions for “Bag and Tag”.

For the 2013 Season, ALL USA and Canadian FRC events (including District Events) are “Bag and Tag” EXCEPT the Championship.

Teams are not allowed to ship their robots in or out of these events unless they receive an Exemption. How do we get an Exemption? See Section 5.4 – Requesting an Exemption.

1. Only teams that have requested and been granted an Exemption will be able to make use of the FEDEX shipping donation. Those granted an Exemption will ship their robots to a predetermined robot drayage/storage facility.
2. To secure transportation services to/from the robot drayage/storage facility, teams granted an exemption may need to coordinate with a local “friendly” team for assistance. FIRST HQ will facilitate this coordination.
3. DO NOT SHIP YOUR ROBOT DIRECTLY TO THE VENUE!! If you do so, you may not be able to compete.

NOTE: Even if you have been granted an Exemption and/or are going to the Championship, you will still need to “Bag and Tag” your robot within your shipping crate and may not open the bag until an onsite inspector has approved you to do so.

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; and
- at least six (6) zip tie tags with individual serial numbers.

5.3 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 submitted by December 7, 2012.

In cases in which an exemption is granted, *FIRST* HQ will establish a robot storage/drayage location near the event site. Robot transportation services under the FedEx donation will be provided for that event and *FIRST* HQ will provide shipping instructions for approved teams.

The requirement to get an exemption approved from *FIRST* HQ for robot shipping applies only to teams wishing to use the transportation services as coordinated by *FIRST* HQ. 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 and teams DO NOT ship directly to the venue. 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 5.7.1](#)

5.4 INSTRUCTIONS FOR "BAG AND TAG"

1. Bag and Tag your robot on Stop Build Day, and complete the Robot Lock-Up Form
2. The Proper bagging procedure is as follows:
 - 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.
 - Complete the Robot Lock-Up Form as required in Section 5.5 to verify the date and time that the bag was sealed.
3. 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 vehicle, such as in the back of a pickup truck, please be very careful to shield the bag from excessive wind which can cause the bag to flap against the robot, causing damage to the bag.
5. You must bring your own bagged, sealed and tagged robot into the venue 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 the load in.
6. You may NOT open your bag until:
 - it has been checked, approved by an onsite inspector, AND
 - the pits have officially been 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 checked and approved, your team may open the bag and prepare to compete.
8. After the event, if you are attending another event, such as the Championship or another regional or district event, re-seal your robot in the bag with a new tag and enter the new tag number on the Robot Lock-Up Form. You may not access your robot again until the next event, unless you are attending a 2-Day event, as explained in Section 5.6.
9. Remove your robot from the event through the designated exit.
10. IF you are attending the Championship as your next event, or have been granted an Exemption so you may ship your robot to the next event, follow the instructions in Section 5.7.

5.5 ROBOT LOCK AND UNLOCK INSTRUCTIONS

5.5.1 Completing the Robot Lock-Up Form

The Robot Lock-up Form is available the Competition Manual pages of the FIRST website. Make sure that you complete every item on the form. **INCOMPLETE FORMS WILL BE REJECTED BY INSPECTORS AT EVENTS.** The

Robot Lock-Up Form must be filled in by an adult, 18 years old or older, who is NOT a student on the team.

By signing this form the signatory 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/unlock are being followed. Cell 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. A missing Robot Lock-Up Form is one of the top reasons teams are delayed in being allowed to unbag their robots at events.

5.5.2 Using the Robot Lock-Up Form

The Robot Lock-Up Form MUST be used:

- on "Stop Build Day";
- during any "Robot Access Period" taken advantage of if you are attending a 2-Day event. See Section 5.6 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"; and/or
- before you leave an event, if you expect you will/may be attending a later event.

The Robot Lock-Up Form DOES NOT need to be used:

- before "Stop Build Day";
- during the event; and/or
- after an event, unless you are competing at any later events, including the Championship.

5.6 "ROBOT ACCESS PERIOD" – FOR TEAMS ATTENDING 2-DAY EVENTS

Two-day events for the 2013 season include all Michigan District Events and all Mid-Atlantic Robotics (MAR) 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. Due to this differential, 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 2013, you are NOT granted a “Robot Access Period” after “Stop Build Day” and this section does NOT apply to you.

5.6.1 '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.

5.6.2 '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 2 hours. The robot must be locked up in between sessions and this must be documented on the Robot Lock-Up Form each time.

5.7 ROBOT SHIPPING – FOR TEAMS GRANTED AN EXEMPTION OR ATTENDING CHAMPIONSHIP

If you are approved for an exemption, *FIRST* HQ will send you two (2) FedEx vouchers (bills of lading) for transportation to/from the official drayage location with specific instructions as to which type of FedEx service you are eligible for based upon geography; i.e., Express Air Freight (only if required for the area – mostly international, non-North America) or Freight LTL Truck (most North American teams including Canada and Mexico).

ALL teams competing at the *FIRST* Championship in St. Louis will be issued a voucher because teams **MUST** ship their robots to the Championship. NOTE: If you are granted an Exemption AND will be competing at the *FIRST* Championship, you will still only receive two (2) vouchers. **NO TEAM RECEIVES MORE THAN TWO (2) FEDEX VOUCHERS BEFORE CHAMPIONSHIP.** Although the donation from FedEx is generous, we need to be prudent and 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* HQ will still arrange for the services needed to receive your robot near the venue, store it 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 the Championship, but qualified for the Championship during an FRC regional or District event, and you were NOT granted an Exemption, you will be given one (1) FedEx voucher (bill of lading) at the qualifying event to be used for shipping your robot to the Championship. Go to Pit Administration at your event to collect one (1) FedEx voucher to be used for shipping your robot the Championship drayage facility. If you were granted an Exemption, you will have already received the maximum number of allowable vouchers (two (2) FedEx vouchers) prior to the Championship so NO additional vouchers will be given.

If you attend the *FIRST* Championship, you will receive an additional FedEx voucher (bill of lading) in your registration

packet that will allow you to ship your robot home.

Robots going to the *FIRST* Championship must be shipped by the Thursday after the final qualifying event. All Exemption granted teams and ALL teams attending the Championship must build a crate to ship their robot 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 to ship their robot and to minimize any additional components or tools included, in order to keep the crate weight below 400 pounds. DO NOT include any tools, luggage or additional materials that will cause your crate to exceed the maximum weight. Any teams exceeding 400 pounds will be charged overage fees accordingly.

Teams granted an Exemption or attending Championship may ship a tool crate. Some teams choose to ship a second crate 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 solely 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 side 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 and/or are attending the Championship, you must call one (1) week ahead to schedule your pickup AND indicate if your facility has a loading dock or. Please make sure that you contact the appropriate division of FedEx based upon the instructions provided on your waybill; i.e., Air, International Express or Freight.

5.7.1 Shipping Instructions for Exemptions Granted Teams

Your robot will be shipped to a drayage location identified by *FIRST*. Depending upon the location, you may be required to work with a local "friendly team" to get your robot from the drayage location to the venue. *FIRST* HQ will assist you with this.

Once at the venue, you will uncrate the robot and return it to the crate at the conclusion of the event for re-shipment. Once the robot is re-crated, attach the second completed voucher to the crate to facilitate shipping from the drayage facility to your home location. Please keep one (1) copy of the voucher for your records to track the shipment. The drayage company or the "friendly team" 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 which are attached to your crate. International teams please

make sure you have also included the necessary customs documents; i.e., commercial invoice and certificate of origin, etc... so that your shipment is not delayed.

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 the pits have officially opened for robot work. Remember you will need to re-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 the 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.

5.7.2 Shipping Your Robot to the Championship

If you have already competed at another event, you must ensure your robot is bagged and tagged at the conclusion of that event per the instructions in Section 5.4. Bring your robot back to your build site or other location away from the event venue, crate the robot and prepare for shipment. Follow the instructions as outlined in Section 5.7 regarding crating requirements.

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 the 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.

5.8 IMPORTANT SHIPPING CONTACTS

5.8.1 FIRST Is Your Main 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.

Additional instructions:	www.usfirst.org/frc/competitionmanual
Download shipping labels and Robot Lock	www.usfirst.org/frc/robotshipping

Up Form:	
Phone:	(800) 871-8326 OR (603)666-3906 - 8:30 AM to 5:00 PM EST
Email:	frcteams@usfirst.org Subject line: FIRST Team [your #] Shipping Question
Fax:	(603) 666-3907
Address:	Team Support/Operations 200 Bedford Street Manchester, NH 03101

5.8.2 FedEx

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

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