

INVITATIONAL TOURNAMENTS

Overview

Invitational Tournaments are off-season events based on the *FIRST* game from the previous season that are sponsored by local teams or organizations. *FIRST* does not participate in the coordination, set up or staffing of Invitational Tournaments. *FIRST* does offer sponsors of Invitational Tournaments the loan of an official *FIRST* competition field if one is available and if required documentation is provided and transportation requirements are met.

Field Agreement

Fields are reserved on a first-come, first-served basis. The borrowed equipment must be returned to *FIRST* within 5 days of the conclusion of the Invitational Tournament to ensure the fulfillment of other scheduled requests for the equipment. Any damage to the cases, carts, playing field components or electronics will be charged to the hosting organization or individual.

Insurance Requirement

Proof of insurance must be provided to *FIRST* before the playing field will be released. An insurance certificate for at up to \$105,000 insuring the 'property of others' must be obtained for the use of the field. (\$45,000 for the field, \$60,000 for the electronics.) The insurance certificate must name *FIRST* or US *FIRST* as an "additional insured" and must insure the playing field and all of its components, including the travel cases, from the time they leave *FIRST* in Manchester, NH until the time they are returned to *FIRST* in Manchester, NH. In order to borrow the electronics, an event must have a *FIRST* FTA certified in the current year at the event to set up and run the electronics.

Required Documentation

The following documents must be signed and returned to *FIRST* before a field will be scheduled for an Invitational Tournament.

- Invitational Tournament Financial Responsibility Agreement
- Invitational Tournament Hold Harmless Agreement
- Invitational Tournament Field Transportation Charges Agreement

These forms and the Post Event Criteria and Considerations document can be found on the *FIRST* website at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=436> along with an order form for game pieces which are not supplied with the field.

Shipping/Trucking Requirements

A 24 foot truck and an adequate number of restraint devices (8-12 heavy duty load straps or 6 load bars) are required for field pickup. *FIRST* recommends the use of a Common Carrier, however private pickup may be arranged with prior permission from *FIRST*. Pickup and delivery day and time must be scheduled in advance with *FIRST*. Loading dock hours are Monday-Friday 8:00AM-4:00PM.

Contacting *FIRST*

To schedule the loan of a field, contact Wendy Trommer at wtrommer@usfirst.org or 1-800-871-8326 x433. To have your event advertised on the *FIRST* web site send the details to frcteams@usfirst.org.