



Welcome to the Los Angeles/SoCal Region Zone A1



9/28/2018

Hello League Zone A1!

If you are receiving this welcome letter, you are listed as a coach or mentor for a team that has been assigned to our League by Los Angeles FIRST Tech Challenge. This welcome letter has information about the League meets and their location, as well as important reminders from the Region. Our league currently has 13 returning teams, 1 new team, and two open spots. If you were in A1 last year welcome back! Nothing significant has changed about the meeting location or times, though note that three of the league meets are in the afternoon this year, and one is in the morning.

Key Reminders for all Teams

- 1. If you have not completed the League registration please do so as soon as possible. Payments are due by October 1st, 2018. Steps for registration are [HERE](#).**
- 2. Make sure primary and secondary coaches/mentors are signed up through FIRST and have completed the Youth Protection Program (YPP)**
- 3. As in previous years, each team is required to provide one volunteer per league meet and two volunteers for the ILT. Please recruit your volunteers as soon as possible and have them register right away. More instructions can be found below.**
- 4. For the events to run smoothly, it is important that someone from your team quickly review the information sent out and respond (if requested) in a timely manner. If you have a preferred email, please let me know.**

Key Dates

These are some of the relevant dates for League A1:

- **November 3rd:** Meet 0 (afternoon)
- **December 1st:** Meet 1 (afternoon)
- **December 15th:** Meet 2 (morning)
- **January 12th:** Meet 3 (afternoon)
- **February 9th:** InterLeague Tournament, Monrovia High School (all day)

Location

We will be competing at Marlborough School in Los Angeles located within the Hancock Park Area. The school address is:

**Marlborough School
250 South Rossmore Avenue
Los Angeles, CA 90004**

The Competition and pit area will be located in the Center for Entrepreneurship and Innovation (CEI, formerly known as the ARC. It is the same building with a different name) on the 2nd floor of the southwest corner of the property. From the parking garage, take either elevator to the second floor.

ON-CAMPUS PARKING ONLY

Please help us adhere to our Conditional Use Permit with the City of Los Angeles and our neighboring community by parking on campus for this event. Street parking adjacent to the School or in the neighboring community will NOT be allowed at any time. You may enter the campus parking lot off Third Street, just east of South Rossmore Avenue. Security will direct you where to park as you enter the Third Street parking lot. Also, Security will direct you where to go if you are picking up or dropping off for this event. Please try not to arrive before 12:30 pm, as there is an SAT being held on campus.

Thank you for adhering to our parking requirements.

General Schedule (afternoon meets)

- 1:15 pm - Volunteer Arrival and Check-in
- 1:30 pm - Pits and Team Check-In Open
- 1:45 pm - Inspections Begin
- 2:30 pm - Driver Meeting
- 3:00 pm - Opening Ceremony and Start of Matches
- 4:30 pm - Break for teams and Volunteers
- 6:00 pm - Event Concludes

General Schedule (morning meet)

- 7:15 am - Volunteer Arrival and Check-in
- 7:30 am - Pits and Team Check-In Open
- 7:45 am - Inspections Begin
- 8:30 am - Driver Meeting
- 9:00 am - Opening Ceremony and Start of Matches
- 10:30 am - Break for teams and Volunteers
- 12:00 pm - Event Concludes

*Be aware that sometimes Events run late due to a variety of potential delays. Please consider this when making your transportation arrangements.

Check-In

Teams can check in the Pit area. For the afternoon meets, check-in will be between 1:30 and 2:00 pm. For the morning meet, check-in will be between 7:30 and 8:00 am. The check in will be located at the entrance to the ARC. **Please make your best effort to arrive during check-in.** If you are running late, please contact Andrew Witman via text at 914-275-2401.

Bring to check-in:

1. FIRST Tech Challenge Consent form for each Team member (printed roster from FIRST)
2. Completed Self Inspection Forms for Robot and Field Inspection
3. Safety glasses for each member of your Team

Inspection

After check-in teams should immediately send representatives to inspection with their robot. There are two separate inspections, Robot and Field. You can complete them in either order.

Attached to the meet welcome letter emails will be a copy of the two Inspection Checklists. Please review these prior to coming to the Event to ensure that your Inspection process goes smoothly.

Notes:

- Make sure your usb cables are securely attached to avoid disconnects.
- On/off switches should be secured to the robot and located in easy access
- Android and App versions are match those on the inspection forms
- No wires or cables should be dragging on the ground
- Robot structure and wheels must not damage field
- Flag holder and team numbers must be present
- Robot must fit in sizing cube!

Local Restaurants

You may want to bring snacks for your team in the event that the meet goes long. Teams are welcome to eat food in the **outdoor areas** on campus. Please do not bring food into the ARC/CEI space. You may also leave campus and buy food from several local restaurants on Larchmont Blvd (3 blocks East of Rossmore). There are two pizza restaurants (Z-Pizza and Village Pizzeria) as well as a Chipotle.

Volunteers

Last year our events ran very smoothly thanks to our awesome crew of volunteers! Per Los Angeles FIRST, part of League play requires each team to provide **1 volunteer for each meet** and 2 for the InterLeague Tournament. Mentors, parents, and FIRST alumni all make great volunteers. The volunteer positions range from referees to robot inspectors to field reset and more. Additional Notes about volunteers:

1. Teams need to find volunteers and get them into the system now, as the FTC volunteer training will start in October
2. Preference is for volunteers that can help at multiple league meets. This makes the training process easier and helps make the meets run smoother.
3. Once a team recruits a volunteer they should do the following;

- Email Andrew Witman (contact info below) their name, contact email, the meets they are volunteering at, and the team # they will be representing
- Send the volunteer the following instructions for getting them in the FIRST system and passing Youth Protection Screening
 - Go to <https://www.firstinspires.org/>
 - Login or Sign Up in the top right corner
 - From the Dashboard, click the “volunteer registration” tab
 - Select “Volunteer for an Event”
 - Search for the FTC League Meets at Marlborough school and select the appropriate meets
 - Apply for desired roles or choose assign as needed
- More Volunteer resources can be found here, <https://www.firstinspires.org/resource-library/ftc/volunteer-resources>

Questions?

If you have any questions related to the venue, please contact Andrew Witman at andrew.witman@marlborough.org or 914-275-2401. Thanks and see you soon!