

2022 & 2023 CalGames Host Bids



HIGHLIGHTS CalGames 2022 and CalGames 2023

All communication should be to CalGames@WRRF.org address

- **WRRF is currently accepting bids for both 2022 and 2023**
 - You may submit a bid for either 2022 or 2023
- **Planning an in-person event.**
 - Could be revisited depending on county restrictions, but we are hopeful! 2021 was a successful in-person event in the pandemic with no significant post-event issues, checking vaccination status and masks to attend the event with limited public attendance.
- **Baseline:**
 - Friday evening (practice): Saturday & Sunday (qualifying rounds + finals)
 - ~36 teams, GOAL: 10 qualifying matches for each team + practice matches on Friday evening

CalGames 2022 dates

Primary dates: October 7 (setup, practice) 8 & 9

CalGames 2023 dates

Primary dates: October 6 (setup, practice) 7 & 8

NOTE: team hosts can submit for both years on same form

Date Selection Rationale

Event Conflict	2022	2023
Rosh Hashana	Sep 25-27, Su-Tu	Sep. 15-17, Th-Sa
SAT #	Oct 1, Sa	Oct 7?, Sa
Yom Kippur	Oct 4-5, Tu-W	Sep 24-25, Su-M
Sukkot	Oct 9-11, Su-Tu	Sept-29 - Oct 1, Fr-Su
Indigenous Peoples Day	Oct. 10, M	Oct. 9, M
PSATs #	Oct 12 & 15	Oct. 11 & Oct 14
Diwali	Oct 24, M	Nov 12, Su
Ramadan	April	Mar 22 – Apr 21

Projected, not confirmed



CalGames Overall Schedule

DAY	Time	Activity	Type of Visitor
THURSDAY	12pm – 6pm	POD will deliver two PODs	POD delivery truck
	~6 – 9pm	After school drop-off of materials to event locations (“Pit” & “Field”), unload WRRF & FIRST PODs (16’ x 8’ x 8’) Lay down field floor protection (Masonite & carpet)	Limited Access: WRRF Volunteers PLUS students and mentors from 2 teams
FRIDAY	9am – 3:30pm	Pre-Event Set-up Time. Access to both Pit and Field. [1]	Limited Access: WRRF Volunteers & students and mentors from 6 - 8 teams
	3:30pm – 8pm	PITS Open to Public (if runs late, 9pm latest)	Public, WRRF volunteers, 36 teams w/ students, mentors, etc. NOTE: Small trucks, vans, cars dropping off robots & material to Pits
	6pm – 8pm	FIELD Gym Open to Public: Practice rounds of matches (Field)	Public, Teams, & WRRF Volunteers
	8pm – 10pm	Handle any field set up issues	Limited Access: WRRF Volunteers, a few students
SATURDAY	6:30am–7am	Set up for morning, handle any issues	Limited Access: WRRF Volunteers & students and mentors from 1-2 teams
	7am – 6pm	Field & Pits Open to Public	Public, Teams, & WRRF Volunteers
SUNDAY	6:30am–7am	Set up for morning, handle any issues	Limited Access: WRRF Volunteers & students and mentors from 1-2 teams
	7am –4pm	Field & Pits Open to Public	Public, Teams, & WRRF Volunteers
	4pm	Teams leave the pits, load their vehicles, leave parking	Public: 36 teams w/ students, mentors, etc. NOTE: Small trucks, vans, cars picking up off robots & material from Pits
	4pm – 6 pm	Disassemble Field & Pit Load into two PODs (16’ x 8’ x 8’)	Limited Access: WRRF Volunteers & students and mentors from 5 - 6 teams

[1] Rain issues for PE classes that might typically use the gym(s) or multi-purpose room as a backup will need review as part of the cooperative agreement. Use of the Pit area can be shared **on Friday** during setup; **use of the Field gym cannot be shared; having access to the Field Gym on Friday is critical event success factor.**



Host Site Obligations & Commitments

- **Thursday:** First during the day on Thursday, POD truck will drop off THREE PODs (16' x 8' x 8' metal boxes) that will remain until Monday morning, somewhere close to the field and pit gyms. Also, WRRF requires access on Thursday night to drop off carpet and other items from PODS into the *Field Gym*. The success of CalGames required the field floor coverings down by Thursday evening in the Field Gym.
- **Friday (during school):** WRRF must have access to both pit and Field Gyms from 9am and throughout the day, Friday, **rain or shine**, to set up field & pits. WRRF needs full and total access to the *Field Gym* floor. The *Pit Gym* can be shared during a rainy day; however, WRRF needs access to set up *Pit Administration* area and must have full access to *Pit Gym* from **12:30pm** onwards. The Host School must commit to this in writing after selection. In other words, any physical education classes that typically use the pit or Field Gyms for alternatives during rainy days must understand that their classes will share the *Pit Gym* and not have access to the *Field Gym*.
- **Friday (after school):** Pits open to teams at 3:30 pm for inspection, begin practice rounds no later than 6pm, out by (pits close at 8pm), volunteer support until 10pm. Restrooms need to be open and accessible until 10pm.
- **Saturday:** Pits open at 7am. **WRRF must have access to pits, field, and TWO rooms (classrooms are fine) for judging PLUS a volunteer lounge area at 6:30 am.** Qualifying rounds begin around 8:15 after opening ceremony. Qualifying rounds stop Saturday around 5pm and begin again Sunday morning about 8am until 11am. Restroom access needed from 7am until 6pm Saturday.
- **Sunday:** Pits open at 7am. **WRRF must have access to pits, field, and TWO rooms (classrooms are fine) for judging PLUS a volunteer lounge area at 6:30 am.** Qualifying rounds continue until about 11am when alliance selection will occur and then finals. After finals and remaining awards, public leaves around 4pm. Clean-up and out by 6pm Sunday. Restroom access needed from 7am until 6pm Sunday.
- **Services**
 - WRRF can arrange for an external supplier to provide lunch trucks (e.g. *Mojo Burgers* at CalGames 2010 or several trucks at CalGames 2013) to the public and volunteers. WRRF will need permission to arrange this through an external supplier. This requirement can be revisited after bid approval, but no later than 12 weeks prior to the event.
 - **Alternatively, and preferred:** Host team can sell snacks, drinks, Friday night meals to teams.
 - **Host site must commit to perform electrical changes shown in the following pages on the bid template, if needed, in the Pit Gym. These changes (if required) must be completed by at least four, preferably six, weeks prior to the event. This implementation will be inspected by WRRF at four weeks prior to the event.**
 - **If the school will charge WRRF for use of the facilities and/or janitorial services the bid package needs to itemize ALL ESTIMATES AND FEES.**

If WRRF selects your school as CalGames 2022 or 2023 Host, your school administration will be required to sign a memorandum of understanding covering the above items, showing their commitment to host CalGames. This approach helps to minimize any misunderstandings that might occur.

School Staff Member Signature:

Name	Signature	Position	Date

NOTE: the cells on next two pages will expand as more input has been provided. Try to stay within the lines. ©
 Questions? Send message to calgames@wrrf.org

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Basic Information

Organization Name		School(s) Name	
Location		Address	

Please include digital images of the venue in response package to illustrate points with verbal descriptions below. These can be uploaded to a Google Drive folder to which we are provided access

Contacts: (ONE OF THESE MUST BE A SCHOOL EMPLOYEE)

Primary Contact Information

Name		Position	
Email 1		Email 2	
Phone 1		Phone 2	

Alternate Contact Information

Name		Position	
Email 1		Email 2	
Phone 1		Phone 2	

Overall Support Ability & Profile

Conflicting events during CalGames competition?

Any other events going on at campus during this time? Any conflicts for parking, space, resources, etc. (e.g., Pop Warner games, homecoming, sports games, testing, theatre, plays, etc.)

Administration & School Support

Describe school/venue administration support. **Has the school principal agreed to the event and its terms?**

Volunteer Abilities & Depth

Describe host group's volunteer pool.

Maintenance Depth

Describe school/venue support for Maintenance. Will the school charge for maintenance (if so, we budget for it).

Information Technology Depth

Describe support for IT. Will a wireless be available for use by WRRF volunteers? By teams? What restrictions?

We do stream the event live. what bandwidth is available? And describe support for IT on the event full days (Sat/Sun)



Physical

Physical Access & Size

Describe the event arenas, specify the area, length, and width available for pit and field locations. **PHOTOS** (link to website or Google Drive is ok!)

Provide a map of the location, showing ingress and egress points, note any elevation change. **PHOTOS** (link to website or Google Drive is ok!)

What floor covering is required by the school? What is available from the school that WRRF can use, if any?

How much seating is available: (a) field event location; (b) break areas for eating; and (c) pit location

How much parking is available and proximity for (a) loading/unloading field and pit items by CalGames crew; and (b) robots and tools by teams **PHOTOS** (link to website or Google Drive is ok!)

Describe weather driven alternative options (protected areas between pits and field locations; powered tool area will be outside as well)

Describe disabled access ramps and other elevation changing options.

Describe audio systems for both locations

What tables and chairs are available? Typical event uses ~24 chairs for **Field Gym & Pit Gym** volunteers. In addition, 52 tables (8') have been rented in the past. If the school can supply any portion of this requirement, WRRF can save money.

Can **three** ~16'x8'x8' PODs be left on campus Thursday, Friday, Saturday, Sunday nights (pick up Monday)? Where?

Electrical Services

State what amount of electrical power is available in the Pit Area location and the Field location; describe what breakers are in the circuits supporting those. **PHOTOS** (link to website is ok!)

Six independent 20-amp 120 volt circuits, implemented as three L14-20R 120/240 volt circuits, including neutral, are typically required in the pits; if not available now, arrangements need to be made with WRRF on when/how these would be made available. Any changes must be completed at least 4 weeks, preferably 6 weeks, before the event, & inspected by WRRF.

IT Services

Explain what IT services and internet connection (wired and/or Wi-Fi) are available. In particular, describe what Wi-Fi networks are present (whether we can use them or not, and if it can be shut off if it is causing interference for the field or pit), in either or both the **Pit Gym** and **Field Gym**.

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Timing

When (day and time) can WRRF volunteers begin to build the field and pits (please read the obligations page before answering this question)? When will access be provided?

Any storage options for the week prior to the event? (e.g., field elements and other pre-stage items)

Concessions

Describe food service plans and options for snacks (Saturday & Sunday) and Friday evening dinner for teams (optional). [WRRF will arrange an external supplier for Saturday & Sunday lunch—volunteers & public—unless the school and WRRF agree on some different approach as described on first page Host Team Obligations & Commitments.]

Legal & Insurance

What forms are required? What insurance level is necessary? Who needs this information?

Financial Items

Any charges to WRRF (e.g. janitorial, security, etc.)? **If so, what for and how much are projected?**