CARLETON CAPITAL CIRCUIT

TEAM LOAD-IN MANUAL - DRAFT

Event dates	November 27-28, 2026
Venue	Ravens Nest Gymnasium, Carleton University
Address	1125 Colonel By Drive, Ottawa, ON
Website	carletoncc.ca
Event contact	cufirst.info@gmail.com

Draft notice: Detailed vehicle routing, the assigned unloading door, staging lane, parking area, and exact team load-in windows are still being finalized with Carleton. This document will be replaced by the final load-in manual before the event.

LOAD-IN PROCESS

1. Arrive during your assigned team load-in window once the final schedule is released.
2. Follow event signage and volunteer directions to the designated Ravens Nest unloading point.
3. Unload the robot, robot cart, pit cases, batteries, and essential team equipment efficiently. Keep the vehicle lane clear.
4. Move the vehicle to the assigned parking area before beginning extended pit setup.
5. Bring equipment into the pit area only through the designated event access route. Do not block fire routes, hallways, or arena exits.
6. Teams with oversized equipment, accessibility requirements, trailers, or unusual load-in needs should contact the organizers in advance.

WHAT TEAMS SHOULD HAVE READY

- Robot and a stable robot cart suitable for indoor transport.
- Pit tools and equipment packed so they can be moved quickly from the unloading area.
- Charged batteries transported and handled in accordance with normal FRC safety practices.
- Team contact information available in case event staff need to coordinate arrival or access.
- A plan to keep the unloading driver with the vehicle until directed to parking.

ARRIVAL AND VENUE NOTES

RAVENS NEST GYMNASIUM - CARLETON UNIVERSITY

Ravens Nest Gymnasium is on the Carleton University campus at 1125 Colonel By Drive in Ottawa. The event website includes an embedded Google Maps view of the venue and a direct link to open the location in Google Maps.

FINAL MANUAL WILL ADD

- The approved vehicle approach and exit route.
- The specific loading door and unloading/staging area.
- Team-by-team or general load-in time windows.
- Trailer and bus instructions, if applicable.
- Parking locations and any parking pass requirements.
- Indoor route from the loading point to the team pit area.
- Setup, inspection, practice, and opening schedule details.
- Emergency and accessibility contacts for event day.

BEFORE YOU DEPART

Check carletoncc.ca for the current version of this manual. The website copy should be treated as the authoritative event load-in document once the final route and timing information are published.

Questions about team load-in or special access requirements? **cufirst.info@gmail.com**