

AT THE EVENTS



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3 AT THE EVENTS

3.1 OVERVIEW

This section provides a general summary regarding a safety, mascots/uniforms, recommended items and equipment for teams to bring, Pit rules, generic event schedules, robot inspections, replacement parts, and competition manners. The following section provides a "feel" for competition schedules, registration procedures, practice times, and matches. Please familiarize your team with this overview so all team members know what to expect and understand the routine and the rules.

Please notice and carefully read the "NEW" items in all sections of the Manual.

3.2 FIRST SPECIFIC EVENT INFORMATION

To ensure that your team has the proper Regional information for its event(s), download Regional/Championship sections from the *FIRST Web site* for the events you will attend. These sections are only available on the *FIRST Web site* and contain critical event-specific information on pre-order lunches, agendas, event addresses/directions, and team socials.

<http://www.usfirst.org/community/frc/>

3.3 FIRST SAFETY

Participants and team mentors should review the *FIRST* safety policies and the *FIRST* Robotics Competition Team Safety Manual" on the *FIRST Web site* for good safety practices at your workplace and at *FIRST* events. Everyone should also review the "Site Restrictions" in the "Site Info" event postings. Every team should know, understand, and follow the safety recommendations and rules.

3.3.1 Safe Travel

Travel in pairs or larger groups at all times going to, coming from, and during each event. Be sure to include enough informed chaperones, specified meeting places in case someone gets separated from the group, contact information for those traveling, and a room list for hotel stays.

Be sure to specify a meeting place for your group in case of fire or evacuation at the hotel or at an event. Keep an accurate team count and have your team use the buddy system.

3.3.2 Staff/Volunteer Badges

At events, staff and volunteers will wear distinguishing badges. Should your team members or mentors have questions or a problem, most staff and volunteers will help you find the answer, especially the pit administration staff.

3.3.3 Safety Captain Badges

Each team should appoint a safety captain, adult or student, who will observe and make suggestions for a safe workplace and work methods prior to and during the competition events. He or she will receive a badge at the team's initial competition event and should strive to maintain a safe environment for the team's home workplace and at each competition event.

3.3.4 **NEW:** Mandatory Safety Glasses - They aren't forehead protectors

FIRST requires all teams to bring and supply, for each competition, ANSI-approved safety glasses for its team members, mentors, and guests. Students and adult team members and guests must wear them when:

- Uncrating the robot
- **NEW:** At all times while in team Pit Stations and everyone in the general Pit as well

- Working on the robot
- When observing any robot building/repair work
- While competing – mentor, human player, 2 operators

Operators, players, and mentors will not be allowed on the competition field without approved safety glasses. Regular glasses do not qualify as safety glasses, and *you must use approved safety goggles over them*. Goggles are not required over glasses **only if** the glasses are ANSI-approved with side shields.

3.3.5 NEW: Safety Manual

The “*FIRST* Robotics Competition Team Safety Manual,” a must read for safety captains, is posted on the web, and contains safety information, suggestions, and a checklist. The team should be familiar with its contents about safety at the workplace and at events.

3.3.6 NEW: Other Safety Recommendations

At events, the pure anticipation and excitement of being at the competition sometimes overshadows common sense and safety fundamentals. One safety area that teams sometimes overlook is the particular need to wear appropriate and proper clothing when working or just hanging around the robots. In addition to the ANSI-approved safety glasses required for eye protection, *FIRST* also highly recommends that team members and mentors:

- Don’t wear loose or baggy clothing near the robots
- Wear proper shoes to protect feet and toes
- Wear gloves to protect hands and fingers when carrying the robot or handling the robot crate.
- Tie back long hair so that it will not get caught in the robot or machinery

3.3.7 NEW: Robot Carts

To protect team members and mentors from muscle strains and other injuries as they transport the heavy robot from the Pit to the competition area, we recommend that team members and mentors use some type of cart, keeping the following in mind.

- Carts must remain in the team pit area when not in use for robot transportation
- All carts should fit through a standard 30-inch door
- Wheels on the cart must not damage site flooring
- Do not add music to the cart.

Prior to competing, your competition team should practice lifting your robot onto and off your cart. Refer to the “*FIRST* Robotics Competition Team Safety Manual” for robot lifting techniques. By practicing these safe techniques, your team members will also develop a quick, fluid routine.

3.3.8 NEW: Safety Recognition Program

Quoting from the *FRC Team Safety Manual*, “Instilling a culture of safety is a value that every facet of the *FIRST* community must embrace as it pursues its mission and vision. We encourage the whole *FIRST* Robotics Competition (FRC) to adopt safety as a core value and establish the right framework for safety leadership in all aspects of our endeavors.

The Safety Advisors will rate safe performance in three key areas:

- 1) Safe Behaviors
- 2) Physical Conditions
- 3) PPE use (Personal Protective Equipment)

Throughout the competition, the easily recognizable, green-shirted Safety Advisors will continuously tour in pairs to observe activities in the Pit, practice field, queue line, and playing fields to critique the safety habits of the teams. This includes observing the uncrating of robots and transporting them between the Pit and playing fields. Safety Advisors will use plastic safety tokens, or credits, to recognize and encourage safe behaviors at the competition. Teams will earn tokens for positive safety habits in the above areas.

Teams will receive 10 safety tokens in the registration packet and should keep 5 of them and distribute the other 5, in whatever denomination they wish, to teams worthy of best safety practices. Teams will return the tokens to the Administration Station for a final count on the last competition day.

The three teams accruing the most safety tokens will be announced during the Awards Ceremony and can collect their "safety pins" at the Pit Administration Station after the ceremony.

3.4 SAMPLE COMPETITION AGENDAS

Print the event-specific agenda from the web site for each event you will attend. Bring it with you so your team will have the schedule. <http://www.usfirst.org/community/frc/regionalevents>

The following agendas are approximations.

3.4.1 Regional Competitions

First Day **Limited pit opening is limited to robot uncrating and battery charging only.:**

3 persons per team admitted to prior to pit opening, usually 7:45 a.m. **This early opening time is not for team station setup, work on the robot, or registration.**

Team arrival. Pit usually opens about 8:30 a.m.

Registration - Release form collection, before noon

Practice rounds

Official weigh-in and inspection

Pit closes not later than 8 p.m.

Second Day Pit opens, usually about 8 a.m.
Team lineup begins about 8:30 a.m.
Opening ceremony, about 9 a.m.
Seeding (qualifying) matches
Awards ceremony
Pit closes not later than 6 p.m.
Team Social, if applicable

Final Day Pit opens, about 8 a.m.
Opening ceremony, usually about 9 a.m.
Continued seeding (qualifying) matches
Elimination matches, usually about 1 p.m.
Awards ceremony
Bronze medallion pickup at the Pit Administration station
Chairman's Award submissions returned
Pit closes not later than 5 p.m. - Robots packed for shipping

3.4.2 Championship Agenda

Wednesday Evening	<i>Limited Pit opening from 6 to 9 p.m. so 3 persons per team can uncrate the team robot and charge batteries only.</i> This time is not for team station setup or robot work.
Thursday	Team arrival. Pit usually opens about 7:30 or 8:00 a.m. Registration upon arrival and before noon Practice rounds Official weigh-in and inspection Pit closes not later than 8 p.m.
Friday	Pit opens, usually about 7:30 or 8 a.m. Team lineup begins at 8:30. Opening ceremony about 9 a.m. Seeding (qualifying) matches Pit closes not later than 6 p.m.
Saturday	Pit opens, usually about 7:30 or 8 a.m. Opening ceremony Continued seeding (qualifying) matches Elimination matches, about 1 p.m. Awards ceremony Teams receive returned Chairman's Award submissions before Pit closes Pit closes not later than 5 p.m.- Robots packed for shipping, pit stations clean <i>FIRST</i> Finale usually about 6:30 to 9:30 p.m.

3.5 COMPETITION OVERVIEW

This section provides general competition information and necessary details with regard to scheduling, robot inspection, practice times, safety, rules, regulations, and suggestions for teams.

3.5.1 Practice Rounds

Your registration envelope will contain a list of practice times for the first day. Practice rounds take place on the competition field. The list will indicate on which competition field you will practice and with what teams. *Teams cannot switch practice times.*

3.5.1.1 Time Slots

All teams will receive a list of all the practice times. Your team must be ready to practice at the designated times and on the specified fields. If your team/robot cannot be ready for your practice time slot, don't forfeit your team's practice time entirely. Send in your human player to practice alone. Your team members may want to scout other teams and their strategies during practice and the actual competition matches.

3.5.1.2 Courtesy

In order to make the most of practice time, there will be specified teams on a field during an assigned practice slot. Each team must be respectful of the other teams sharing the field. Friendly interaction between machines is acceptable if all teams are willing. Un-sportsman-like conduct on the part of a team during practice could result in loss of practice time.

3.5.2 Official Robot Inspection

To ensure all robots are safely constructed and fall within the *FIRST* parameters, there is an official robot inspection at each event. *FIRST* staff and volunteers will be on site all day on the first day of the event, until Pit closing time, to inspect machines.

Inspectors can sometimes help find problems and/or provide suggestions during an early inspection. Go to the Inspection Station, which will be shown on the Pit map. Please read below for criteria and caveats:

- 1) To ensure safety and readiness, pre-inspect your robot before you ship it. This will make your official inspection go more smoothly and quickly.
- 2) Inspectors will use an Official Inspection sheet for checking robots; a draft copy of the inspection checklist will be available to teams during the build season. Inspectors check off items on an Inspection Sheet as the team passes those portions of the process.
- 3) Don't wait until the last moment to begin the process. Bring your robot to the Inspection Station early. Partial inspections, such as for height and weight compliance, help prevent an inspection clog at the end of the day.
- 4) Student team members must accompany the robot and be prepared to answer Inspectors' questions.
- 5) Return with corrected items until your robot passes inspection.
- 6) Teams may practice on the first day of the event without completing the inspection process, however, if field personnel deem a robot unsafe, it will not be allowed to practice until the unsafe condition is fixed.
- 7) Robots must pass inspection before actually competing in matches.
- 8) Each time you modify your robot, you must ask the inspectors to re-check your robot.
- 9) Inspectors may re-inspect randomly before or after matches to ensure continued safety and compliance.

3.5.3 Competition Matches

Once a team passes robot inspection, and receives its official inspection sticker, it is eligible to compete.

3.5.3.1 Match Lists:

Before the Pit opens on the morning of the second day, the Pit Administration Supervisor will place copies of the Match List on each team's Pit table. This list includes both days of matches and provides information as to when teams will participate, with whom, and against whom. The list is final and the schedule will not be altered.

3.5.3.2 Scouting:

Teams often use the match list to scout other teams and watch their strategies and robot capabilities. This is especially helpful when choosing alliances, should your team advance to the final rounds.

3.5.3.3 Early Matches:

Make sure your team is on time and in place if you have an early competition on match days.

If your team is scheduled for any of the first four matches on those days, you must queue up before the Opening Ceremony. Matches begin right after its conclusion.

3.5.3.4 Maintaining the Regional Event Schedule

The Pit Announcer and Queue Team will work together throughout the days to line up teams for competition matches and maintain the schedule.

Pay attention to the practice/match schedule and listen for announcements throughout the day. You will need to know when you will compete. Listen for an announcement about the number of the ending match before lunch, and which match designates the end of the competition day.

3.5.3.5 Maintaining Schedule at the Championship

At the Championship, teams are responsible for maintaining the schedule. There will be no audible queuing, and teams must get in queue a half hour prior to each designated match.

3.5.4 NEW: Practice Field

Some events will have a field on which teams can practice. If there is one, please adhere to the system in place for its use and use the signup sheet if there is one. Make every effort to keep the area safe, both in and around the perimeter.

3.6 TEAM REGISTRATION

Registration takes place at the Pit at the Administration Station the first morning of the event at the Regionals and Wednesday evening and Thursday morning for the Championship. At each event, *an adult member* of each team must register *by noon on the first day of the event*.

Prior to attending your event(s), please download the General Information Sheet and the Agenda. You can find agendas on the 2007 *FIRST* Robotics Competition Regional Events page.

Please read the following information carefully.

3.6.1 NEW FORM - Consent / Release Forms – NEW Version Required

You can find the revised form in the “Site Info” for your event at this location.

<http://www.usfirst.org/community/frc/>

Teams cannot register without a completed form for each team member and mentor attending the event(s). This includes adults traveling with the team. The forms for persons under 18 years of age must have a parent or legal guardian’s signature.

3.6.1.1 Prepare and Collect the Forms

Assign someone to take care of this project in advance. *Do not leave it for the last minute!* If a person does not attend the first event and did not turn in a form, he/she must complete one and turn it in at the event he/she attends. This includes the Championship.

We do not want, and will not accept school permission forms in lieu of our official form.

3.6.1.2 Bring Required NEW Forms to Registration

Do not forget these forms. Remember, you need parent signatures for those students under eighteen. By choosing to attend or participate in the 2007 *FIRST* Robotics Competition events, each person grants *FIRST* permission to use all photographs and/or video footage, releases *FIRST* from liability, and provides the opportunity to gather alumni information. Use our consent forms only for this purpose. Treat the Robotics Competition like any other school activity requiring parent/ legal guardian consent. Read below for instructions/requirements:

Team’s <u>INITIAL</u> 2007 Regional Event		Subsequent Regionals & Championship
1.	Download the 2006-07 revised <i>FIRST</i> Consent/ Release form from the website or “Site Info” for your event.	Supply a completed <i>original</i> form only for anyone who has not provided a form at an FRC competition event during this season.
2.	Fill in your team number on the designated line BEFORE you make copies.	
3.	Make enough copies for all team members, mentors, and accompanying adults.	
4.	Have each person fill one out and sign it.	

5.	Team members under 18 must have a parent or legal guardian sign theirs.	
6.	Collect the <i>original</i> forms, clip them together, and bring them to the event.	
7.	Give them to the registration staff at the Pit Administration Station at your initial Regional competition of the season.	

3.6.2 Registration Envelope

Upon receipt of the team's consent/release forms, each team will receive an event-specific registration envelope containing:

- Pit Map:** Pit layout. It shows team location, parts replacement, inspection/ weigh/size areas, the traffic flow, and Pit Administration area.
- Practice Match List:** Schedule designating practice times/alliance partners for all teams on the first day of the event.
- Safety Captain Badge:** This safety badge is in the team's initial event registration envelope.
- 10 Safety Tokens:** These tokens are part of our safety recognition program.
- Team List:** List of competing teams by number, official team name, and state.
- 4 Operator Badges:** These are for the 2 operators, 1 human player, and 1 coach/mentor. The badge with the dot is the mentor's. *He or she cannot score points or operate the robot.*

3.7 THE PIT

Teams spend a lot of time in the Pit working on their robots. It also houses the Replacement Parts area and the inspection station. It is important to use thoughtful manners and true team spirit here since quarters are equal, but often cramped.

Get to know other teams, help each other when you can, and keep the aisles clear. Time is short, and help is very often right "next door" in the adjacent Pit stations.

3.7.1 Be Safe, Be Kind, Be Gracious

- Use common sense regarding safety and courtesy.
- Read and follow the "Courtesies and Rules List" section. Print, provide, and discuss them with all team members and mentors.
- Wear required ANSI-approved, non-shaded safety glasses in the team Stations at all times.
- Wear required ANSI-approved safety glasses when working on or watching work done on a robot. Wear them on the playing field.
- Choose a student or adult Safety Captain during the build season to monitor team safety at your work areas and also at the events.
- Take advice from Safety Captains and Safety Advisors.

3.7.2 Administration Station

The Pit Administration Station is centrally located in the Pit area. *FIRST* staff members and/or volunteers run this area to register teams and help teams and visitors. Come to the Pit Administration station to:

- Turn in your team's Consent/Release Forms.
- Register and receive your registration envelope and badges. Check your event agenda for the Pit opening/closing time for each event.
- Notify a staff member that your team is ready for its initial robot inspection.
- Pick up participation medallions at your initial event of the season.
- Look at an FRC Competition Manual.
- Obtain initial safety tokens and turn them in for the award count.
- Get answers to most questions, including machine shop access.
- Ask about lost and found articles.
- Report an illness or injury.

3.7.3 Pit Map

You will receive a Pit map when you register. It shows team locations, robot traffic flow, First Aid/EMT Station, Replacement Parts Area, Inspection Area, and the Pit Administration Station.

3.7.4 NEW: Team Stations

These are the spaces where teams work on their robots. These numbered spaces help organize team placement and help team members, judges, and visitors find teams easily. These areas are set up to be as equal as possible. Each team's pit station will have a table and power outlet.

3.7.4.1 **NEW:** Rules

For safety and because of insurance regulations:

- Teams cannot build any structure that supports people, or items for storage, above the work area in their team pit station.
- No Team Station structures, signs, flags, or displays can be higher than 10 feet above the floor.
- Team Station signs, flags, and displays must be securely mounted to the structure.
- *FIRST* personnel, event management, and/or local committee members will require teams to remove any pit structure that is deemed unsafe or outside specifications.

3.7.4.2 Station Numbering/Signage

Each team station will already be set up with its team number on a pole. The mounted signs are aligned for easy team identification and are reused at other events. Do not alter them or remove them, as this will be considered stealing.

3.7.4.3 Space Regulations

Each team is allotted approximately the same amount of workspace, usually about 10' by 10' feet; however, the size may vary from event to event. Be sure your equipment will fit in a space smaller than those dimensions.

It is not gracious to expand your area. Keep your equipment and team members within this area and do not "grow" into the aisle or undesignated space. If your team is too large to fit into the allotted space, encourage your team to leave the area to scout other teams and/or watch the matches.

Don't add to your space by setting up in another Pit area or by adding illegal height.

3.7.5 Aisles

It is extremely important to keep aisles clear for safety, judging accessibility, robot mobility, courtesy, and maintaining competition schedules. Keep chairs and equipment out of the aisles. Please sit in the audience, not on the floor or in the aisles. Judges/Safety Advisors will notice noncompliance.

3.7.6 Suggested Equipment

We suggest you bring the following:

- Extension cord, heavy duty and at least 25 feet long.
- Power strip to make best use of your power drop.
- Other items as suggested on the *Team Checklist* in this section of this Manual.
- A relatively small cart to transport your heavy robot from the Pit to the playing field. Do not add music to your cart.

3.7.7 Replacement Kit Parts Availability at Events

Spare parts will be available at the events; however, the available parts at the events will not be published until after Kickoff. Watch for a Team Update with this information after the Kickoff.

FIRST asks that teams bring any unused parts from their kits to events to assist and support each other. This kindness can expand your *FIRST* network of friends as you exchange parts.

Batteries & chargers will NOT be available at any event unless you have made prior arrangements with FIRST.

3.7.8 Control Systems

Teams are responsible for all Innovation First, Inc. products required at events. If a team has a problem with its controller, LOANERS will be available under the following restrictions:

- Teams must get approval from the on-site Innovation First, Inc. staff member.
- An adult member of the team must provide a Credit Card number to ensure proper return of the items after the completion of the event.
- ***If the part is not returned at the end of the event, or the part is damaged when returned, FIRST will bill the credit card for the replacement cost of the borrowed item or the repair charge.***
- All "loaner" items are available on a first-come, first-served basis. **(*) Requires approval from Innovation First, Inc. before a team can borrow equipment.**
- Operator Interface (*)
- Robot Controller (*)
- Radio Modems (*)
- AC Adapter for Operator Interface
- Speed Controllers (Victor 884)
- Relay Modules (Spike)

3.7.9 Machine Shop

Each event has a machine shop to help teams with repair and fabrication. While the machine shops vary from event to event, *FIRST* strives to have welding and a variety of high-powered

tools available at the shop. Grinding and tools that cause sparks are not allowed in the Pit, so teams must use the machine shop for repairs requiring these "fixes."

The staff and volunteers in the Pit Administration Station will be able to tell you how the system works. Sometimes the machine shop is on site and readily accessible to all teams, but when it is off site, we require teams to use the mandatory transportation provided at the venue. *Teams cannot travel to the machine shop "on their own."*

3.7.10 Announcer

Each Regional event has a Pit announcer to coordinate the queuing (lining up) of teams to the practice or competition lineups. We make every effort to keep noise down and announce only important items and scheduling, so do not ask her/him to make frivolous announcements.

3.7.11 Robot Traffic Flow

There is a pre-determined traffic flow pattern to maximize efficiency of the team/robot ingress and egress and maintain safe competition areas. Refer to the Pit Map for the flow. The queuing team maintains this pattern at each event. Please obey the traffic rules to ensure an efficient lineup for practice and competition.

3.7.12 Queuing

The Pit announcer and queue volunteers must maintain the practice and match schedules. Your team should designate team members to be your queue captains and carefully watch the schedule and alert the team when its turn is near. The queue captain should:

- Look at the Pit Map to find the pre-set traffic pattern for each event.
- Highlight team practice times on the Practice Schedule on the first day of the event and your competition match times on your Match List for the second and third days.
- Listen carefully for the queuing announcements at Regional events and line up your four (4) competing team members/mentor and robot when your team number is announced.
- Queue your team a half hour prior to your matches at the Championship since there are no match announcements. Ensure that you monitor play within your respective division and adjust your queuing time accordingly. Please check with the Lead Field Queuing personnel on your field if you have questions.

NOTE: *Check the second and third day schedule. If your team is in the first 4 matches of either day, the competition team must queue up prior to the Opening Ceremony, on or near the field.*

3.7.13 Property Security

There have been occasions when items such as cameras and laptops have "disappeared" from the Pit or competition area. Use common sense and do not leave such valuable items unattended. Neither the site nor *FIRST* is responsible for any theft. Take valuable items with you, or designate a team representative to remain with the items in the Pit Station or competition areas.

3.7.14 Lost and Found

If you find an article or lose one, come to the Pit Administration Table to fill out a "Lost Item Report," or to turn in an article you find. We try hard to return articles to owners.

3.7.15 First Aid

There will be an EMT or Nurse in the Pit to assist with injury and illness. Mentors and the Safety Captain should refer to the Pit Map for the location and alert team members. *Notify the Pit Administration Supervisor of any injuries or illness.* Bring box of bandages for minor injuries.

3.8 OPENING AND AWARDS CEREMONIES

There are both Opening and Awards Ceremonies on the second and third day at Regional events. These ceremonies allow everyone to show honor and respect for our country, sponsors, teams, mentors, volunteers, and award winners and to provide everyone with the opportunity to applaud the successes of team members. They also give teams a chance to "meet" the judges, referees, and important persons and sponsors involved with the event.

At the Awards Ceremony, **FIRST** presents trophies and medallions to outstanding teams.

3.8.1 All Teams Should Attend

We encourage all team members to attend the ceremonies, on time, to show appreciation for the event and those people involved who are volunteering their time and efforts.

3.8.2 Pit Manners/Rules During the Ceremonies

- 10) Team members will *not* be allowed to use power tools, hammers, or other noisy tools during the ceremonies.
- 11) All persons in the Pit should observe the code of behavior for the presentation of the *Star Spangled Banner* and any and all national anthems:
 - Maintain a respectful silence.
 - Stand, facing the flag. If there is no flag, look toward the video screen showing a flag.
 - Hats off, please.

3.8.3 **NEW:** Pit Closing Etiquette

For many reasons, it is necessary that teams adhere to the Pit closing time each day. Many people working in the Pit are volunteers and deserve to have a set closing time met. Assign team members and mentors to the clean up/organization of your pit station.

The mentor in charge of your robot shipment must take care of the shipping process early with a plan in place to have everything packed and out the door by closing time. This means having a crew ready to get your robot crated and labeled for shipment on the last day. When your play in the competition ends, pack your crate; notify the shipping/drayage company that it is available for removal and clean up your area. It is not gracious to the Pit staff or the drayage company to leave these details to the last minute.

This advance preparation also applies to teams in the event finals, especially at the Championship. The shipping and exit process for the Championship is huge. People are tired. Do your part.

3.9 TEAM SOCIALS

The team social is a great part of the competition celebration. Refer to the website to see if your event has one <http://www.usfirst.org/community/frc/regionalevents>. They are usually after the Awards Ceremony on the evening of the second day, and usually include food, fun, and an opportunity to unwind and get to know each other in an informal, relaxed, and entertaining setting.

3.9.1 Requirements

In order to help ensure that your team social will be organized and fun, each attending team must have 1 responsible, adult chaperone for each 10 students. All team members and mentors must conduct themselves respectfully.

3.9.2 Regional Socials

Check the Regional Events section on the website for dates and location for this activity at <http://www.usfirst.org/community/frc/>

There usually is no charge, and "come as you are from the competition" is the dress code. Remember that your behavior reflects the ethics of your team and sets the tone for the activities. We expect the best from our teams because they are the best!

3.9.3 Championship *FIRST* Finale

This event takes place after the Awards Ceremony on Saturday evening. Please refer to the *Championship* event Information.

3.10 PARTICIPATION MEDALLIONS

FIRST provides ONE box of twenty-five (25) bronze medallions to each team that has *not* won medals as a:

- A Regional Chairman's Award winner
- An Engineering Inspiration Award winner
- A 2007 Regional Champion or Regional Finalist

3.10.1 One-Time Pickup at Team's Initial Event

A box of 25 medallions is given out at the Pit Admin Station at each team's initial event only. Pick up/sign for them on the last day of the event, once it's clear that you won't receive any of the awards listed above. If your team has been to another event, you will **not** receive medallions at a subsequent event. See below.

3.10.2 If You Forget to Pick Up Your Medallions

- Teams have to request shipment.
- Teams will pay for the shipment cost via their shipping account number in the TIMS.
- The medallions will not ship until after our trucks return from the Championship and materials are unloaded and categorized. Estimated ship time would be mid/end May.
- We will accept check, credit card, or money order. We will not accept purchase orders, and there will be a request deadline.

3.11 TEAM SPIRIT AND STYL'N

When deciding on a team name or acronym, consider how you can work a theme around it to make your team more fun and recognizable. Competing as a team is fun and rewarding. Part of the pleasure of being a team member or mentor is the way the team stylizes itself with team T-shirts, trading buttons, hats, cheers, and costumes.

3.11.1 Mascots and Team Costumes

Keep safety in mind. Awards acceptance often means descending and ascending bleachers. Please make sure that mascot and team costumes are safe for the wearer as to vision and movement and that they are comfortable and cool enough to prevent fainting and dehydration.

3.11.2 Competition Spirit

We ask that you choose to bring attention to your team in ways that are in good taste and in the spirit of the competition. Please refrain from the following:

- Using obnoxious noisemakers.
- Using objects that can damage bleachers or floors.
- Taping or affixing items or papers to walls, bleachers, floors, or other site areas.

Please make sure your Pit Station and surrounding area is clean when you leave the site.

3.11.3 Banners and Flags - Rules

Sponsors provide *FIRST* with banners so we can display them in specified areas as a way of thanking them for their generosity. We encourage teams to bring team flags and/or sponsor banners, but we ask that you adhere to the following:

- Do not hang them in the competition area, since this area is designated for official *FIRST* sponsors' banners.
- You may bring banners to the competition area while your team competes, but do not leave them or use them to section off seating. Saving group seats is not permitted.
- Hang banners in your Pit station only, not on the Pit walls.

3.11.4 Saving Seats Not Allowed

Sitting together in a group during competition rounds makes the game more exciting and fun. It's where you can show support for your team. Since very often there is not enough seating to accommodate everyone, there has to be a policy regarding seating, so teams are not allowed to save seating space.

With this in mind, it is not gracious or fair to hang banners or ribbons to designate such an area. *We will remove and discard banners or roping, etc.* Please take turns sitting in the bleachers. Share the fun. When you see there is a crowding problem, leave after your team's match and return later for another few rounds.

3.12 SITE RESTRICTIONS

Please read the following restrictions and adhere to them in order to promote an orderly, safe, pleasant, and exciting competition. As a group, we all should honor agreements with the venue and help promote the spirit of good partnership. **Please:**

- Do not bring food on the site. If you bring food, do not bring it onto the property.
- Do not use noisy devices, such as floor stompers, whistles, or air horns.
- Do not save seats. It is not fair to other teams or the public we hope to interest as team sponsors/volunteers.
- Do not deliver or ship robots directly to the competition site. All shipments go through the drayage company.
- Do not arrange for Internet access on the site or attempt to connect to the Internet.
- Do not sell any products. This includes food, hats, shirts, or any promotional products.
- Do not give out any free food products, such as candy, water, soft drinks, or fruit. You may trade team pins, however.
- Do not sell raffle tickets.
- Do not remove any *FIRST* or Team number signs. This is stealing! We use signs for multi-event and multi-year applications.
- Do not bring helium tanks. This is a safety concern.
- Do not use walkie-talkies. They can interfere with the robots.
- Do not invite or bring live bands to play in the audience. This dilutes the presentation on the playing field and is too loud and confusing for the audience.
- Do not play loud music in the Pit because it interferes with important announcements. If a team receives more than a warning or two, the power to the team's Pit Station will be shut off and/or the music confiscated.

- Do not form "tunnels" during the Awards Ceremony. This can cause discomfort to those traveling through them and creates safety issues.
- Do not run in the venue. This is an obvious safety concern/violation.
- Do not wear open-toed shoes. This is a safety concern.

3.13 COURTESIES AND RULES

The behind-the-scenes action is in the Pit. This is where you can get to know other team members and perhaps pick a few brains and learn a few things. The *FIRST* Staff and volunteers want you to enjoy the competition and ask that everyone follow courtesy rules while in the Pit, on the playing field, and in the audience.

We are trying to encourage support from our audience members at the Regional events and the Championship because we need continued and growing support from outside sources. Please help to make guests feel comfortable and welcome. Provide your team with the site restrictions and rules so everyone can work and compete in a safe, sportsmanlike, friendly, and orderly environment.

3.14 CONSIDERATIONS

You will often hear the expression *Gracious Professionalism* throughout your involvement in *FIRST*. You can read Woodie Flowers' definition in the "Introduction" portion of the Manual. One of our main goals is to encourage all team members and mentors to conduct themselves with kindness, consideration, and sharing.

We hear heartwarming stories of teams sharing parts, helping to build and/or repair competing robots, and helping rookie teams avoid preventable pitfalls. These are examples of some side benefits of being involved with this organization. Please read the following sections to help further the success of *FIRST* and its teams.

3.14.1 Donated Software Use/Restrictions

Software companies donate software to *FIRST* teams, and we consider it as part of the Kit of Parts. They provide it with the understanding that the teams will read the licensing agreement and comply with their rules. *The donated software is for team use and is not donated for use by the school.*

Think about which computer will be the most convenient and appropriate for team use. Be sure to check the number of allowed installations for each application. It is illegal to install software on more than the stipulated installation number.

3.14.2 Sharing Fundraising Ideas

There is some very unique fundraising going on within *FIRST* teams. If your team has any ideas to share and help other teams:

- 1) Make sure you document them in your Chairman's Award submission.
- 2) Please e-mail your ideas to <mailto:frcteams@usfirst.org> so fellow teams can share your innovations in profitability. This is a way of building on and expanding Gracious Professionalism.
- 3) Please realize that fundraising is not allowed at competition events.

3.14.3 Pit and Competition Safety

Battery Safety: (Sealed Acid Lead)	Charge in an open, well-ventilated area. Do not charge near an open flame or near equipment that may produce sparks. Do not use smoking materials in the battery charging area. Charge in an upright position. It is not safe to charge the SAL battery in an inverted position. Should your battery leak, ask the Pit Administration Supervisor for baking soda to absorb the acid.
Brazing/Welding:	Prohibited at the pit stations. Use the machine shop.
Fire Extinguishers:	Located at the Pit Admin. Station and near the Playing Field.
Grinding/Painting:	No grinding or painting in the Pit. Designated grinding and painting areas are available to teams.
Open Flames:	No open flames are allowed in the buildings.
Pit Station Crowding:	Please stay within your Pit Station or move to the competition viewing area. If the pit area becomes too crowded for teams and their machines to move back and forth to the field safely and quickly, <i>FIRST</i> will request that some team members leave the area.
Robot Loading in/out:	For safety and accountability, only the drayage company handles loading in and out of robots.
Robot Operation:	Operate robots on tether only in Pit area.
Running:	No running in the venue
Safety Captain	Each team appoints a Safety Captain who will help maintain event safety, especially in the Pit. He/she should monitor your team's general safety practices and Pit and Pit Station safety.
Safety glasses (Approved):	All team members and onlookers must wear safety glasses in the Pit and when working on a robot or observing same. They are also required on the playing field. If you wear glasses, you must wear safety goggles over them." Teams must bring enough safety glasses/goggles for mentors, team members, and guests.
NEW - Soldering:	Soldering is permitted using electric iron/gun only.
Two-way radios:	Not allowed in the Pit or near the playing field since they may interfere with robot operation and cause accidents.

3.14.4 Courtesy and Site Regulations

Bands or Drum Units:	No live bands in the audience or Pit.
Food:	You cannot bring food on site at all. Not even as a promotion. Do not provide teams with candy, water, fruit, soft drinks, etc. This is to promote good will and the spirit of partnership with the venues
Music/Noise:	No loud music, audio systems, whistles, banging sticks, blow horns, etc. They interfere with announcements, prevent teams from hearing important announcements, can be annoying, and can cause hearing loss. Offending team's power may be shut off and/or radio, cd player, or noise makers confiscated.

Phone lines:	No free phone lines for internet access.....at all.
Pit/Machine Shop Hours:	Specific hours are necessary to provide teams with equal work time. Please be aware of the opening and closing hours of the Pit and Machine Shop posted on the agenda you receive in your Registration envelope.
Selling items at the event:	Because of site regulations/contracts, <i>FIRST</i> cannot allow teams or individuals to sell items, such as T-shirts, pins, etc., at any events.

3.15 LOCAL STORES - WEBSITES

Use these URLs to locate stores in the vicinity of your hotel and/or competition site. Before you travel, print out directions from both the competition site and your hotel. Competition site addresses for each event are on our website in the Events Sections, "Site Info."

Note for Canada: Please note that the website addresses for stores in Canada end in ".ca". If the address is for a home page, click on the "find a store," "store locator," or "location."

HARDWARE STORES	
Ace Hardware	http://www.acehardware.com/
Lowe's	http://www.lowes.com/
Menard's	http://www.menards.com/nindex.jsp
The Home Depot	http://www.homedepot.com/home.html
The Home Depot Canada	www.homedepot.ca
True Value Hardware	http://www.truevalue.com/

OFFICE SUPPLIES	
Kinko's	http://www.fedex.com/us/officeprint/main/index.html/
Office Depot	http://www.officedepot.com/
Office Max	http://www.officemax.com/
Staples	http://www.staples.com/about/store/find/
Staples Business Depot	www.staples.ca

VARIETY STORES	
Kmart	http://www.bluelight.com/home/index.jsp
Target	http://sites.target.com/site/en/spot/page.jsp?title=stores_services_main
Wal*Mart	http://www.walmart.com/cservice/ca_storefinder.gsp?NavMode=7

ELECTRONICS

Best Buy: <http://www.bestbuy.com/>
Circuit City: <http://www.circuitcity.com/>
Future Shop www.futureshop.ca
Radio Shack®: <http://www.radioshack.com/>

DRUG STORES

CVS Pharmacy <http://www.cvs.com/CVSAApp/cvs/gateway/cvsmain>
Eckerd <http://www2.eckerd.com/Default.asp>
Rite Aid <http://www.riteaid.com/stores/locator/>
Sav-On <http://www.savon.com/default2.asp>
Shoppers Drug Mart www.shoppersdrugmart.ca
Walgreens <http://www.walgreens.com/>

3.16 HOT REMINDERS AS YOU PACK

SAFETY GLASSES

**NEW: SAFETY GLASSES are
REQUIRED IN ALL AREAS OF THE PIT!
EVERYONE WILL NEED A PAIR TO
ENTER THE PIT.**

**Bring enough for your team, visitors,
and those uncrating the robot.**

CONSENT FORMS

**Bring required completed
CONSENT/ RELEASE FORMS for
all team members and mentors!**

3.16.1 Packing; Team Checklist

This list suggests items your team may want to / must bring. Replenish between events.

TOOL BOX ITEMS	ADDITIONAL ITEMS
<ul style="list-style-type: none"> -- Adjustable crescent wrench -- Allen wrenches -- Ball driver set / Nut driver set -- Batteries and Charger -- Box cutter -- C-Clamp, large, medium, small -- Cutters -- De-burring tool -- Dremel tool/accessories -- Drill bit set -- Drill - cordless w/charger -- Duct tape -- Electrical tape -- Flashlight -- Flat and Phillips Screwdriver assortment -- Hacksaw and blades -- Hammer (ball peen & brass) -- Heat gun -- "Leatherman" tool -- Level, small -- Lithium grease, spray can -- Lock tight -- Magnet on a stick -- Needle nose pliers - medium, small -- Open end and boxed end wrenches -- Paint brush -- Pliers, - large, small -- Power Outlet Strip / Extension cord (2) -- Power Screwdriver -- Saber Saw/wood & metal blades -- Sandpaper - various grits -- Screws - nuts - washers -- Shrink tubing -- Socket set - 1/4", 3/8" drive -- Soldering iron, solder, solder wick, flux -- Spare parts -- Super glue / stick glue -- Square - small, medium -- Tap & die set/assorted taps -- Tape: Clear / masking / duct -- Tape measure / ruler -- Tie Wraps / Connectors -- Tin snips -- Tweezers / scissors -- Vice grip - large, small -- Volt meter -- WD-40 / Lithium grease, spray can -- Wire terminal crimpers / Wire strippers -- Work Gloves- several pairs -- X-Acto knife and blades 	<ul style="list-style-type: none"> -- Banners - Corporate signs & flags for Pit Station -- Cart for robot -- Clock -- Dirt Devil - vacuum -- Disposable camera / extra film -- Drop light -- Epoxy -- File folder box for paperwork -- Hand truck -- Laptop / software / cables / discs -- Manual and Updates -- Medical Release Forms -- Message Board - dry erase marker set -- Notepads / spiral notebook / clipboard -- Paper / Post It Notes -- Paper towels and paper cups -- Pens / pencils / sharpies / markers -- Pit station monitor / clean up schedule -- Portable printer -- Registration Papers - completed release forms -- Rubber bands -- Schedule to set up and break down pit station -- Small broom -- Small foldable seats for Pit Station -- Small trash can, trash bags -- Spray cleaner -- Stapler / staples -- Storage box - trinkets & trash (buttons) -- Team roster -- Upright storage bins -- Water cooler / cups or water bottles -- Ziploc bags -- ESSENTIALS/PERSONALS -- 1st Aid Kit -- Advil / Aspirin / Tylenol -- Alcohol Prep Pads / 3M First Aid tape -- Band-Aids / Blister kit / Ice Bag -- Cough drops / sore throat medicine -- Extra - toothbrushes / hairbrushes / combs -- Extra - travel size deodorant/razors -- Eye wash and drops -- Hand sanitizer / Liquid Soap -- Feminine products -- Insect sting medicine / OFF spray -- Kleenex / Cotton Balls / Wet ones / Q-Tips -- Neosporin -- Pepto-Bismol / Imodium AD -- Small Sewing Kit -- Sunscreen / Sunburn Spray / Aloe Vera