

Section  
**7**

# AT THE EVENTS



## Table Of Contents

<b>7 AT THE EVENTS .....</b>	<b>3</b>
7.1 OVERVIEW .....	3
7.2 <i>FIRST</i> EVENT INFORMATION .....	3
7.3 SAFETY .....	3
7.3.1 Safe Travel .....	3
7.3.2 Staff/Volunteer Badges .....	3
7.3.3 Safety Captains .....	3
7.3.4 Mandatory Safety Glasses - They are not forehead protectors .....	3
7.3.5 NEW: Robot Carts .....	3
7.4 SAMPLE COMPETITION AGENDAS .....	4
7.4.1 Regional Competitions .....	4
7.4.2 Championship Agenda .....	4
7.5 COMPETITION OVERVIEW .....	5
7.5.1 Practice Rounds .....	5
7.5.2 Official Robot Inspection .....	5
7.5.3 Competition Matches .....	6
7.6 TEAM REGISTRATION .....	6
7.6.1 Consent / Release Forms - <i>A Requirement for Registration</i> .....	6
7.6.2 Registration Envelope .....	7
7.7 THE PIT .....	7
7.7.1 Be Safe, Be Kind .....	7
7.7.2 Administration Station .....	7
7.7.3 Pit Map .....	7
7.7.4 <i>NEW</i> : Team Stations .....	7
7.7.5 Aisles .....	8

7.7.6 Suggested Equipment.....	8
7.7.7 Replacement Kit Parts Availability at Events.....	8
7.7.8 Control Systems.....	8
7.7.9 Machine Shop.....	9
7.7.10 Announcer.....	9
7.7.11 Robot Traffic Flow.....	9
7.7.12 Queuing.....	9
7.7.13 Property Security.....	9
7.7.14 Lost and Found.....	9
7.7.15 First Aid.....	10
7.8 OPENING AND AWARDS CEREMONIES.....	10
7.8.1 All Teams Should Attend.....	10
7.8.2 Pit Manners/Rules During the Ceremonies.....	10
7.9 TEAM SOCIAL.....	10
7.9.1 Requirements.....	10
7.9.2 Deadline for Attendance Count.....	10
7.9.3 Regional Socials.....	10
7.9.4 Championship <i>FIRST</i> Finale.....	10
7.10 PARTICIPATION MEDALLIONS.....	11
7.10.1 One-Time Pickup at Team’s Initial Event.....	11
7.10.2 After Your Initial Event.....	11
7.11 TEAM SPIRIT.....	11
7.11.1 Team Styl'n.....	11
7.11.2 Mascots and Team Costumes.....	11
7.11.3 Banners and Flags Rules.....	11
7.12 SITE RESTRICTIONS.....	12
7.13 COURTESIES AND RULES.....	12
7.13.1 Pit and Competition Safety.....	12
7.13.2 Courtesy and Site Regulations.....	13
7.14 CONSIDERATIONS.....	13
7.14.1 Donated Software Use/Restrictions.....	13
7.14.2 Saving Seats Not Allowed.....	14
7.14.3 Fundraising ideas.....	14
7.14.4 Competition Spirit.....	14
7.15 LOCAL STORES - WEBSITES.....	15
7.16 TEAM CHECKLIST.....	16

# 7 AT THE EVENTS

## 7.1 OVERVIEW

This section provides a general summary regarding a *FIRST* credo, mascots/uniforms, recommended items and equipment for teams to bring, Pit rules, event schedules, registration, practice rules/time slots, and robot inspections. Please read the following to get a "feel" for competition schedules, registration procedures, practice times, and matches. Please familiarize your team with this overview so all team members understand the routine and rules.

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

## 7.2 FIRST EVENT INFORMATION

To ensure that your team has the proper Regional information for its event(s), download Regional sections from the *FIRST* website for the specific events they will attend. These sections are only available on the *FIRST* website, and contain critical event-specific information. <http://www.usfirst.org/robotics/2006/rgevents.htm>

## 7.3 SAFETY

Participants and team mentors should review *FIRST* safety policies and procedures prior to participating in events. *FIRST* will provide materials on the *FIRST* website and at the events. Use the above link and go over the "Site Restrictions" in "Site Info" for your event. Please ensure that your team knows and follows safety measures such as the following:

### 7.3.1 Safe Travel

Travel in pairs or larger groups at all times going to, coming from, and during each event. Include at least one adult during transportation.

### 7.3.2 Staff/Volunteer Badges

At events, staff and volunteers will wear distinguishing badges. Advise your team members as to this system and whom to approach with questions and problems.

### 7.3.3 Safety Captains

Each team shall 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 event and will help to maintain a safe environment for their team at each event.

### 7.3.4 Mandatory Safety Glasses - They are not forehead protectors

*FIRST* requires all teams to bring and supply safety glasses for its members and guests for each competition. Students and adult team members and guests must wear them to protect their eyes:

- While uncrating the robot
- Working on the robot
- When observing any robot building/repair work
- While competing

Operators, players, and coaches will not be allowed on the competition field without them. Regular glasses do not qualify as safety glasses. *You must use safety goggles over them.*

Goggles are not required to be worn over regular glasses **if** the regular glasses are made of polycarbonate / plastic material similar to that in safety glasses **and** safety side shields are attached.

### 7.3.5 NEW: Robot Carts

To make sure your team members are safe when they are going from the Pit to the competition area, bring some type of cart to transport your heavy robot. The 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. Cart wheels must not damage site flooring.

## 7.4 SAMPLE COMPETITION AGENDAS

For event-specific agendas, go to the website and download the agenda for each event you will be attending. Print it and bring it with you so your team will have the schedule(s).

<http://www.usfirst.org/robotics/2006/rgevents.htm>

### 7.4.1 Regional Competitions

**Thursday** Limited pit opening-7:45 a.m. (3 persons per team to uncrate team robot)  
Team arrival. Pit usually opens about 8:30 a.m.  
Release form collection.  
Registration - before noon  
Practice rounds  
Official weigh-in and inspection  
Pit closes, usually at 8 p.m.

**Friday** 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 6 p.m.  
Team Social, if applicable

**Saturday** Pit opens, usually about 8 a.m.  
Opening ceremony, usually about 9 a.m.  
Continued seeding (qualifying) matches  
Elimination matches, usually about 1 p.m.  
Awards ceremony  
Pick up bronze medallions at the Pit Administration station  
Receive returned Chairman's Award submissions  
Pit closes- Robots packed and shipped

### 7.4.2 Championship Agenda

**Thursday** *Limited Pit opening on Wednesday night from 6 to 9 p.m. (3 persons per team to uncrate team robot and charge batteries only. This is not a work session)*  
Team arrival. Pit usually opens about 8:30 a.m.  
Registration upon arrival and before noon  
Practice rounds  
Official weigh-in and inspection  
Pit closes, usually around 8 p.m.

**Friday** Pit opens, usually about 8 a.m.  
Team lineup begins at 8:30.  
Opening ceremony about 9 a.m.  
Seeding (qualifying) matches  
Pit closes

**Saturday** Opening ceremony  
Continued seeding (qualifying) matches  
Elimination matches, about 1 p.m.  
Awards ceremony  
Teams receive returned Chairman's Award submissions before Pit closes  
*FIRST* Finale

## 7.5 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.

### 7.5.1 Practice Rounds

Your registration envelope will contain a list of Thursday practice times and indicate on which field you will practice. *Teams cannot switch practice times.*

#### 7.5.1.1 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, send in the human player only or forfeit the practice slot entirely. Your team members may want to scout other teams and their strategies.

#### 7.5.1.2 Courtesy

In order to make the most of practice time, there will be a specified number of 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.

### 7.5.2 Official Robot Inspection

To ensure all robots are safely constructed and fall within the *FIRST* parameters, there is an official robot inspection. Please read below for criteria:

- To ensure safety and readiness, pre-inspect your robot before you ship it. This will make your official inspection go more smoothly.
- Inspectors will use an Official Inspection sheet for checking robots; a draft copy of the inspection checklist will be available to teams during the season.
- Inspectors will ask the team members questions. Make sure they are familiar with the robot operation and can respond correctly to the inspector's questions.
- Teams may practice on Thursday 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 eliminated.
- Robots must pass inspection before competing on Friday.
- Have your robot re-inspected after you make alterations.
- Inspectors may re-inspect randomly before or after matches.

#### 7.5.2.1 When Does Inspection Take Place?

*FIRST* staff and volunteers will be on site all day Thursday, until the Pit closes, to inspect machines. It is not necessary to wait until you are totally ready to begin the inspection process. It is to your advantage to start the process early. Go to the weigh/sizing station to document height/weight specifications. Inspectors can sometimes help find problems and/or provide suggestions during an early inspection.

#### 7.5.2.2 Procedure

Bring your robot to the Inspection Station when you are ready to begin. Partial inspections, such as height and weight, help prevent an inspection clog at the end of the day. Don't wait till the last moment to begin.

- Team members must accompany the robot and be prepared to answer Inspectors' questions.
- Inspectors check off items on an Inspection Sheet as the team passes those portions of the process.
- Return with corrected items until your robot passes inspection.
- Each time you modify your robot, you must request and pass a re-inspection.

### 7.5.3 Competition Matches

**Match List:** Once a team passes robot inspection, it is eligible to compete. Before the Pit opens on Friday morning, the Pit Administration Supervisor will place copies of the Match List on each team's Pit table. This list includes both Friday and Saturday matches and provides information as to when teams will participate, with whom, and against whom.

**Scouting:** Teams often use the list for scouting other teams and their strategies. This may be especially helpful when choosing alliances for the final rounds.

**Early Matches:** Make sure your team is on time in case you have an early match on Friday or Saturday. *If your team is in any of the first four matches on Friday or Saturday, volunteers will ask you to line up before the Opening Ceremony.* Matches begin right after its conclusion.

**Maintaining Schedule:** The Pit Announcer and Queue Team will work together throughout the days to line up teams for competition matches and maintain the schedules.

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

## 7.6 TEAM REGISTRATION

Registration takes place Thursday morning at Regional Events 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*. Registration takes place in the Pit at the Administration Table.

Prior to attending your event(s), please download the General Information Sheet and the Agenda. You can find agendas on the 2006 *FIRST* Robotics Competition Regional Events page.

<http://www.usfirst.org/robotics/2006/rgevents.htm>

Please read the following information carefully.

### 7.6.1 Consent / Release Forms - A Requirement for Registration

**Web location for form:** [http://www.usfirst.org/robotics/2006/consent\\_release\\_form.pdf](http://www.usfirst.org/robotics/2006/consent_release_form.pdf)

*Teams cannot register without a completed form for each team member attending the event(s), including adults traveling with the team. Persons under 18 years of age must have a parent or legal guardian's signature.*

#### 7.6.1.1 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 will not accept school permission forms.*

#### 7.6.1.2 Bring Required Forms to Registration

*Do not forget these forms.* We may not have extras. By choosing to attend or participate in the 2006 *FIRST* Robotics Competition events, each person grants *FIRST* permission to use all photographs and/or video footage. 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 and requirements:*

Team's Initial Regional Event	Later Regionals & the Championship
1. Download the <i>FIRST</i> Consent and Release form from the <i>FIRST</i> website. 2. Fill in your team number on the line in the lower right hand corner 3. Make enough copies for all team attendees, students and adults. 4. Have each team member fill one out and sign it. <i>Team members under eighteen must have a parent or legal guardian sign their forms.</i>	Supply a form for anyone who has not provided a form at an FRC event during this competition season.

- |  |  |
|--|--|
| 5. Collect the forms, clip them together, and bring them to the event.   |  |
| 6. Give them to the registration personnel at the Pit Administration Station at your first Regional of the season. |  |

## 7.6.2 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 Times:** Designates practice times for all teams.
- Safety Badge** This safety badge is in the team's initial event registration envelope.
- Team List:** List of competing teams by number, official name, and state.
- 4 Team Operator Badges:** These are for the 2 operators, 1 human player, and 1 coach/mentor. The badge with the dot is the mentor's. The mentor can be an adult or student. *He or she cannot score points or operate the robot.*

## 7.7 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 are often cramped.

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

### 7.7.1 Be Safe, Be Kind

- Use common sense regarding safety and courtesy.
- Read and follow the "Courtesies and Rules List" section. Print and provide these to all team members.
- Wear required safety glasses in the Pit when working on or watching work done a robot. Wear them on the playing field.
- Choose a student or adult Safety Captain during the build season. This person will monitor team safety at the event also.

### 7.7.2 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. 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.
- Get answers to most questions.
- Ask about lost and found articles.
- Report an illness or injury.

### 7.7.3 Pit Map

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

### 7.7.4 NEW: Team Stations

These designated spaces help organize team placement and help team members, judges, and visitors find teams easily. Please keep your numbers visible and aligned. They are set up to be as equal as possible.

Each team's pit station will have a table and power outlet.

*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 pit space. No structures should be higher than 10 feet above the floor and must safely support any signs or displays mounted to the structure. FIRST will require the removal of any pit structure that is deemed unsafe by event management personnel and local committee members.*

#### **7.7.4.1 Station Numbering/Signage**

You will see team numbers on poles aligned for easy team station identification. These signs are reused at other events, so please do not remove them. *This will be considered stealing.*

#### **7.7.4.2 Space Regulations**

Each team is allotted the same amount of workspace. The size may vary from site to site. Please keep your equipment and team members within this area and do not allow spillage into the aisle or undesignated space. It is not gracious to expand your space. If your team is too large for the allotted space, encourage your team members to leave the area and take turns scouting other teams and/or watching the matches.

*Do not add to your space by setting up in another area of the Pit or by adding additional height.*

#### **7.7.5 Aisles**

It is extremely important to keep aisles clear for safety, judging accessibility, robot mobility, courtesy, and maintaining competition schedules. Please advise team members not working on the robot to watch the practice rounds or competitions. Keep chairs and equipment out of the aisles. Please sit in the audience, not on the floor or in the aisles.

#### **7.7.6 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. Please do not add music to your cart.

#### **7.7.7 Replacement Kit Parts Availability at Events**

As *FIRST* grows, the issue of replacement kit parts grows also.

*FIRST* asks that teams bring any unused parts from their kits to events to assist and support each other. You can expand your *FIRST* Network as you exchange parts.

The *FIRST* Replacement parts area is located in the Pit. The number of parts is limited.

#### **The following are the ONLY items that will be available at any event.**

Battery Quick Disconnects	CIM Motors
Muffin Fans – Large and Small	Nippon Denso Window Motors and Couplers
120 Amp Main Breakers	Fisher-Price Motors/Gearboxes
Wheel Hub Adapters	Various Pneumatic Fittings – but no cylinders, tanks, compressors or valves
Globe Motors	

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

#### **7.7.8 Control Systems**

Teams are responsible for all Innovation First, Inc. products required at events. If a team has a problem with the 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, FIRST will bill the credit for the borrowed item(s).**

- 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)

### **7.7.9 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 when repairs and fabrication may produce sparks.

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."*

### **7.7.10 Announcer**

Each event has a Pit announcer to coordinate the queuing (lining up) of teams to the practice or competition lineups. Please do not ask the announcer to make frivolous announcements.

### **7.7.11 Robot Traffic Flow**

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

### **7.7.12 Queuing**

The Pit announcer and volunteers must maintain the practice and match schedules. Your team should designate team members to be your queue specialists and carefully watch the schedule and alert the team when its turn is near. They 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 Thursday and your competition match times on your Match List for Friday/Saturday.
- Listen carefully for the queuing announcements.
- Line up your four (4) competing team members and robot when your team number is announced.
- *Check the Saturday schedule to see if your team is in the first matches of the day, in which case lineup is prior to the Opening Ceremony.*

### **7.7.13 Property Security**

There have been occasions when items such as cameras and laptops have "disappeared." Use common sense and do not leave such valuable items unattended. Neither the site nor *FIRST* is responsible for theft.

Designate a representative to remain in the Pit during team absences, or take your valued items with you.

### **7.7.14 Lost and Found**

If you find an article or lose one, please 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 during events and after the season.

### 7.7.15 First Aid

There will be an EMT or Nurse in the Pit area to assist with injury and illness. Refer to the Pit Map for the First Aid Station location. *Please notify the Pit Administration Supervisor of any injuries or illness.*

## 7.8 OPENING AND AWARDS CEREMONIES

There are both Opening and Awards Ceremonies on Friday and Saturday at Regional events. These ceremonies allow us to show honor and respect for our country, sponsors, teams, volunteers, and award winners and to provide the opportunity to applaud the successes of team members. They give teams a chance to "meet" the Judges, Referees, and important persons and sponsors involved with their event.

*FIRST* presents trophies and medallions to award-winning teams. We expect all teams to attend on time.

### 7.8.1 All Teams Should Attend

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

### 7.8.2 Pit Manners/Rules During the Ceremonies

- 1.) Team members will not be allowed to use power tools, hammers, and other noisy tools during the ceremonies.
- 2.) 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.

## 7.9 TEAM SOCIAL

The team social is a great part of the competition celebration. If your event has a Team Social, it will probably be after the Awards Ceremony on Friday evening and include food, fun, and an opportunity for teams to unwind and get to know each other in a relaxed environment. These events are informal and entertaining!

### 7.9.1 Requirements

In order to plan for the socials, please ensure the following:

- Head Count:** Prior to the deadline, the team Main/Alternate Contact must enter the team's attendance number in TIMS. (If the team will be attending more than one event, please enter a number that reflects the average attendance.)
- Chaperones:** Each attending team must have 1 responsible, adult chaperone for each 10 students.
- Team Conduct:** All team members must conduct themselves with gracious professionalism.

### 7.9.2 Deadline for Attendance Count

Provide the event attendee information, on line in TIMS, no later than three weeks prior to your event. If you are attending more than one event, average the count for a good approximation.

### 7.9.3 Regional Socials

Check the Regional Events section, "Site Info," on the website for dates and location for this activity at <http://www.usfirst.org/robotics/2006/rgevents.htm> There 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!

### 7.9.4 Championship *FIRST* Finale

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

## 7.10 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 2006 Regional Champion or Regional Finalist

### 7.10.1 One-Time Pickup at Team's Initial Event

**We will hand out the medallions at each team's initial event only.** Pick them up and sign for them at the Pit Station on Saturday once it is clear that your team will not receive one of the three awards listed above.

If your team has been to another event, you will **not** receive a second box of medallions.

### 7.10.2 After Your Initial Event

If teams forget to pick up their medallions, you should act quickly and request that *FIRST* ship the team medallions.

- *The team will pay for the medallion shipment cost via their the shipping account number in TIMS*
- The medallions will not ship until after our trucks return from the Championship and materials are unloaded and categorized. The estimated ship time would be mid or end of May.
- We will accept check, credit card, or money order. We will *not* accept purchase orders.

## 7.11 TEAM SPIRIT

Competing as a team is fun as well as rewarding. Part of the pleasure and reward of being a team member is the way the team stylizes itself with team T-shirts, trading buttons, hats, cheers, cheerleaders, and costumes.

### 7.11.1 Team 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. Refer to the "Communications" Manual section, "Using the *FIRST* Logo" for logo use clarification.

### 7.11.2 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 are comfortable and cool enough to prevent fainting and dehydration.

### 7.11.3 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:

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

## 7.12 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 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 or use walkie-talkies.**

**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.**

**Do not wear open-toed shoes.**

## 7.13 COURTESIES AND RULES

The behind-the-scenes action is in the Pit. That 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 request that your team 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 rules below so everyone can work and compete in a safe, sportsmanlike, friendly, and orderly environment.

### 7.13.1 Pit and Competition Safety

**SAFETY CAPTAIN** Each team appoints a Safety Captain who will help maintain safety at events, especially in the Pit. He or she should monitor your team's general safety practices as well as Pit and Pit Station safety.

**Battery Safety:** 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.  
**(Sealed Acid Lead)** Should your battery leak, ask the Pit Administration Supervisor for baking soda to absorb the acid.

**Brazing/Welding/Soldering:** Prohibited at the pit stations. Use the machine shop.

**Fire Extinguishers:** Located at the Pit Administration 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, *FIRST* 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 Glasses:** All team members and onlookers must wear safety glasses when working on a robot or observing same. They are required on the playing field. If you wear glasses, you must wear safety goggles over them." Teams are required to bring enough safety glasses/goggles for team members and their guests
- Two-way radios:** Not allowed in the Pit or near the playing field since they may interfere with robot operation and cause accidents.

### 7.13.2 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. They prevent teams from hearing important announcements, can be annoying, and can cause hearing loss. Power may be shut off and/or radio/cd player, 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. The Pit Administration staff will advise you of corrected hours.
- Selling items at the event:** Because of site regulations/contracts, *FIRST* cannot allow teams or individuals to sell items, such as T-shirts, pins, etc., at any events.

## 7.14 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 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.

### 7.14.1 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.

### **7.14.2 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.

### **7.14.3 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 [frcteams@usfirst.org](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.

### **7.14.4 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.
- Do not tape or affix items or papers to walls, bleachers, floors, or other site areas.

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

## 7.15 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."

<b>HARDWARE STORES</b>	
Ace Hardware	<a href="http://www.acehardware.com/">http://www.acehardware.com/</a>
Lowe's	<a href="http://www.lowes.com/">http://www.lowes.com/</a>
Menard's	<a href="http://www.menards.com/nindex.jsp">http://www.menards.com/nindex.jsp</a>
The Home Depot	<a href="http://www.homedepot.com/home.html">http://www.homedepot.com/home.html</a>
The Home Depot Canada	<a href="http://www.homedepot.ca">www.homedepot.ca</a>
True Value Hardware	<a href="http://www.truevalue.com/">http://www.truevalue.com/</a>
<b>OFFICE SUPPLIES</b>	
Kinko's	<a href="http://www.fedex.com/us/officeprint/main/index.html/">http://www.fedex.com/us/officeprint/main/index.html/</a>
Office Depot	<a href="http://www.officedepot.com/">http://www.officedepot.com/</a>
Office Max	<a href="http://www.officemax.com/">http://www.officemax.com/</a>
Staples	<a href="http://www.staples.com/about/store/find/">http://www.staples.com/about/store/find/</a>
Staples Business Depot	<a href="http://www.staples.ca">www.staples.ca</a>
<b>VARIETY STORES</b>	
Kmart	<a href="http://www.bluelight.com/home/index.jsp">http://www.bluelight.com/home/index.jsp</a>
Target	<a href="http://target.com/target_group/stores_services/index.jhtml">http://target.com/target_group/stores_services/index.jhtml</a>
Wal*Mart	<a href="http://www.walmart.com/cservice/ca_storefinder.gsp?NavMode=7">http://www.walmart.com/cservice/ca_storefinder.gsp?NavMode=7</a>
<b>ELECTRONICS</b>	
Best Buy:	<a href="http://www.bestbuy.com/">http://www.bestbuy.com/</a>
Circuit City:	<a href="http://www.circuitcity.com/">http://www.circuitcity.com/</a>
Future Shop	<a href="http://www.futureshop.ca">www.futureshop.ca</a>
Radio Shack®:	<a href="http://www.radioshack.com/">http://www.radioshack.com/</a>
<b>DRUG STORES</b>	
CVS Pharmacy	<a href="http://www.cvs.com/CVSApp/cvs/gateway/cvsmain">http://www.cvs.com/CVSApp/cvs/gateway/cvsmain</a>
Eckerd	<a href="http://www2.eckerd.com/Default.asp">http://www2.eckerd.com/Default.asp</a>
Rite Aid	<a href="http://www.riteaid.com/stores/locator/">http://www.riteaid.com/stores/locator/</a>
Sav-On	<a href="http://www.savon.com/default2.asp">http://www.savon.com/default2.asp</a>
Shoppers Drug Mart	<a href="http://www.shoppersdrugmart.ca">www.shoppersdrugmart.ca</a>
Walgreens	<a href="http://www.walgreens.com/">http://www.walgreens.com/</a>

## 7.16 TEAM CHECKLIST

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

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