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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.

NEW: Please notice and carefully read the "NEW" items in 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/2005/rgevents.htm>

7.3 SAFETY

Participants and team mentors should review FIRST safety policies and procedures prior to participating in an event. FIRST will provide materials on the FIRST website and at the events. Please be sure that your team follows safety measures such as the following:

7.3.1 NEW - 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 NEW – 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 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 event and will help to maintain a safe environment 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.

7.4 COURTESIES AND RULES

The Pit is where the behind-the-scenes action is. The FIRST Staff and volunteers want you to enjoy the competition. Please follow courtesy rules while in the Pit and on the playing field as well as in the audience. We are trying to encourage support from our audiences at the Regional events and the Championship. We need continued and growing support from outside sources. Please help to make them comfortable. Read the rules below so everyone can work and compete in a safe, sportsmanlike, friendly, and orderly manner.

Bands:	No live bands in the audience or Pit.
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.
Fire Extinguishers:	Located at the Pit Administration Station and on the Playing Field.
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 Packet. The Pit Administration staff will advise you of corrected hours.
Robot Operation:	Operate robots on tether only in Pit area.
TEAM SAFETY CAPTAIN: Safety Glasses:	Each team appoints a Safety Captain who will help maintain safety at events, especially in the Pit. He or she will remind attendees about: All team members and onlookers must wear safety glasses in the Pit and on the playing field. If you wear glasses, you must wear safety goggles over them." Teams are required to bring enough safety glasses/goggles to supply its team members and its guests.
Running:	There is to be no running in the Pit or in the competition arena.
Grinding:	There will be 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. FIRST reserves the right to limit the number of team members in your area. If the pit area becomes too crowded for machines/ teams to move back and forth to the field safely and quickly, we will request that some team members leave the area.
Robot Loading in/out:	For safety and accountability reasons, only the Drayage Company handles loading in and out of robots. .
Welding/Soldering/Brazing:	These operations are prohibited at the pit stations. Use the machine shop.
Sales:	Because of site regulations/contracts, FIRST cannot allow teams or individuals to sell items, such as T-shirts, pins, etc., at any events.
Seat Saving:	Not allowed, we need seats to get the public comfortable and interested.

Two-way radios:	These are not allowed in the Pit or near the playing field since they may interfere with robot operation and cause accidents.
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7.5 SAMPLE COMPETITION AGENDAS

For event-specific agendas, refer to the website once competition dates draw near. You will receive the actual agenda in your registration packet at each event.

7.5.1 Regional Competitions

Thursday Limited Pit Opening-7:45 a.m. (3 persons per team to uncrate 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

7.5.2 Championship Agenda

Thursday Limited Pit Opening-*This may be Wednesday night or early morning Thursday.*
 (3 persons per team to uncrate robot)
 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.
 Award Ceremony
 Receive returned Chairman's Award Submissions
 Pit Closes

7.6 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.

7.6.1 Practice Rounds

Your information packet will contain a list of Thursday practice times and indicate on which field you will practice. *Please note that Teams cannot switch practice times.*

7.6.1.1 Time Slots

All teams will receive practice times. Your team must be ready to practice at the designated times and on specified fields. *If your team/robot cannot be ready for your practice time slot, you may send in the human player only or forfeit that practice slot.*

7.6.1.2 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 during this time. 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.

7.6.2 Official Robot Inspection

We conduct an official robot inspection to ensure that all robots are safely constructed and fall within the FIRST parameters. Please read below for criteria:

- Review the Inspection View of The Robot section of this manual to see which items Inspectors will check.
- Inspectors will use an Official Inspection sheet for checking robots; this sheet will be derived from the Inspection View of The Robot section of this manual.
- Inspectors will ask *the students* questions during this process.
- Teams may practice on Thursday without completing the inspection process.
- Robots must pass inspection before competing on Friday
- Inspectors may re-inspect randomly before or after matches.

7.6.2.1 When does Inspection Take Place?

During events, 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. We encourage you to start the process by going to the weigh/sizing station to document height/weight specifications. Teams should begin this way because Inspectors can sometimes help find problems and/or provide suggestions during an early inspection.

7.6.2.2 Procedure

Bring your robot to the Inspection Station when you are ready to begin. You are welcome to bring your robot for a partial inspection. *Partial inspections help prevent a clog at the end of the day, caused by teams waiting until the last moment.*

- Students must accompany the robot and be prepared to answer Inspectors' questions.
- Inspectors have an inspection sheet for each team, and they check off items 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 re-inspection.

7.6.3 Competition Matches

Match List: Once a team passes robot inspection, it is eligible to compete. Before the Pit opens on Friday morning, the Pit Manager 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 is especially helpful when choosing alliances for the final rounds.

Early Matches: 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. Make sure your team is on time in case you have an early match on Friday or Saturday.

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.

7.7 REGISTRATION

At each event, *an adult member* of each team must register *by noon on the first day of the event* at the Administration Table located in the Pit. Please read the following section information carefully.

7.7.1 Consent / Release Forms - A Requirement for Registration

Web location for form: http://www.usfirst.org/robotics/2005/consent_release_form.pdf

Teams cannot register without a form for each team member attending the event(s), including adults traveling with the team. Do not forget these forms. We may not have extras. You cannot register without them.

By choosing to attend or participate in the 2004 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.

Assign someone to take care of this project ahead of time. *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. *Read below for instructions and requirements:*

Team's initial Regional Event	Subsequent Regionals & Championship
1.Download the FIRST Consent and Release form from the FIRST 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. Team members under eighteen must have a parent or legal guardian sign their forms. 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.	Supply a form only for anyone that has not attended an event and provided one during this season.

7.7.2 Registration Packet

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

- Agenda:** Provides an overview of the competition schedule.
- General Information Sheet:** Helps clarify the event process.
- 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 packet.
- 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.

7.8 THE PIT

Teams spend a lot of time in the Pit working on their robots. It also houses the spare 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.

7.8.1 Be Safe, Be Kind

- Use common sense as to 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 Safety Captain during the build season. This person will monitor safety at the event also.
- Take advice from Safety Captains

7.8.2 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 packet. Check your event agenda in your packet for the Pit opening/closing time for each event.
- Notify a staff member that the team is ready for its initial robot inspection.
- Get answers to most questions.
- Ask about lost and found articles.
- Report an illness or injury.

7.8.3 Pit Map

The Pit map is in your registration packet. It shows team location, robot traffic flow, First Aid Station, Replacement Parts Area, Inspection Area, and the Pit Administration Station.

7.8.4 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.

7.8.4.1 Station Numbering

FIRST places team numbers on poles and aligns them for easy station identification. These signs are reused. Do not remove them. This will be considered stealing.

7.8.4.2 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.

7.8.5 Aisles

It is extremely important to keep aisles clear for safety reasons, judging accessibility, robot mobility, courtesy, and maintaining competition schedules. Keep aisles clear, and 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 floors or in the aisles.

7.8.6 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.
- Some type of relatively small cart to transport your heavy robot from the Pit to the playing field.

7.8.7 Replacement Kit Parts Availability at Events

As FIRST grows, the issue of replacement kit parts grows also. So that the FIRST models continue to be scalable across more teams and more events you should be aware of the information that follows.

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 Spare/Replacement parts area is located in the Pit and available parts are limited.

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

Battery Quick Disconnects	Mabuchi Motors
Muffin Fans – Large and Small	Nippon Denso Window Motors and Couplers
120 Amp Main Breakers	Jideco Window Motors
Flexible shafts and couplers	Tiagene Power Sliding Door Motor
Wheel Hub Adapters	Fisher-Price Motor/Gearbox
Globe Motors	Various Pneumatic Fittings – no cylinders, tanks, compressors or valves
CIM Motors and Mounting Brackets	

Batteries & chargers will NOT be available at any time at any event unless you have made special arrangements with FIRST because of International issues ONLY.

7.8.8 Control Systems

Teams are responsible for all Innovation First products required at events. If a team has a problem with the controller we have LOANERS available under the following restrictions:

- Teams must get approval from the on-site Innovation First staff member before parts will be loaned.
- 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 retains the right to bill the credit card number provided for the items borrowed.

- 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)

7.8.9 Machine Shop

Each event has a machine shop to help teams with repair and fabrication. Grinding and tools that cause sparks are not allowed in the Pit, so teams must use the machine shop when repairs and fabrication may

require same. 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."

7.8.10 Announcer

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

7.8.11 Robot Traffic Flow

There is a pre-determined traffic flow pattern set up 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 follow it to ensure an efficient lineup for practice and competition.

7.8.12 Queuing

The Pit announcer and volunteers strive to maintain schedules with a system for maintaining timely practice and competition matches. You may want to designate team members to be your queue specialists to 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 your practice times on the Practice Schedule on Thursday and your match times on your Competition 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

7.8.13 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.

7.8.14 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.

7.8.15 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.

7.9 OPENING AND AWARDS CEREMONIES

There are both Opening and Awards Ceremonies on Friday and Saturday at Regional events. These ceremonies are a way for all of us to show honor and respect for our country, sponsors, teams, volunteers, and award winners and to give teams 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 silver or gold colored medallions to award-winning teams. We expect all teams to attend on time. During the ceremonies, the Pit will remain quiet and *teams will not use power tools*.

7.9.1 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.

7.9.2 Pit Manners/Rules During the Ceremonies

- 1.) Teams will not be allowed to use power tools, hammers, and other noisy tools during the ceremonies.
- 2.) All persons in the Pit must 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.

7.10 MEDALLION PICKUP AT REGIONALS

- FIRST provides twenty-five (25) bronze medallions to each team that has not won first or second place or the Chairman's Award at the Regional. We will hand out the medallions, at each team's initial event. Pick them up at the Pit Station on Saturday, once the competition progresses far enough for us to know the teams that will not be receiving other medallions....Gold, Silver, or Chairman's Award
- If your team has been to another event, you will **not** receive a second box of medallions.
- If teams forget to pick up their medallions; there will be a short window of time to contact FIRST and request shipment of bronze medallions. The team will pay for the shipment.
- Teams will be able buy additional medallions after the season if they need them.

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 "Communication" Manual section, "Using the FIRST Logo" for logo use clarification.

7.11.2 Mascots and Team Costumes

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

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 to the public guests we hope to interest as team sponsors or 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 remove any FIRST or Team number signs. FIRST considers this 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.

7.13 CONSIDERATION

You will hear the expression *Gracious Professionalism* often throughout your involvement in FIRST. 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 for areas that will help further the success of FIRST and its teams.

7.13.1 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.

7.13.2 Saving seats

Sitting together in a group during competition rounds makes the game more exciting and fun. Since very often there is not enough seating to accommodate everyone, there has to be a policy regarding seating. Teams are not allowed to save seating space. 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. When you see there is a crowding problem, leave after your team's match and return later for another few rounds.

7.13.3 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 so fellow teams can share your innovations in profitability. This is a way of building on and expanding Gracious Professionalism.

7.13.4 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 do the following:

- Refrain from using obnoxious noisemakers.
- Refrain from using objects that can damage bleachers or floors.
- Do not tape or affix items or papers to walls, bleachers, floors, or other site areas.
- Make sure your Pit Station is clean when you leave the site.

7.14 TEAM SOCIAL

The team social is a great part of the competition celebration. If your event has a Team Social, it will most likely take place 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. They are informal and entertaining! Please read below for information and instructions.

7.14.1 Requirements

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

Head Count:	Main Contacts must go on line, prior to the deadline, and 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.

7.14.2 Deadline for Attendance Count

Provide the event attendee information, on line in TIMS, no later than February 18, 2005 (5:00pm, EDT). If you are attending more than one event, average the count for a good approximation.

7.14.3 Regional Socials

Check the Regional Events section, "Site Info," on the website to see if your event will have one.

<http://www.usfirst.org/robotics/2005/rgevents.htm> The agenda will provide the time and place. 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!

7.14.4 Championship Wrap Social

This event takes place after the Awards Ceremony on Saturday evening. Please refer to the *Championship Event* Section, "Site Info," on the web. <http://www.usfirst.org/robotics/2005/chevents.htm>

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. At the store's home page, click on the "find a store," "store locator," or "location."

Hardware Stores:	Ace Hardware	http://www.acehardware.com/
	Home Depot	http://www.homedepot.com/home.html
	Lowe's	http://www.lowes.com/
	Menard's	http://www.menards.com/nindex.jsp
	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/
Variety Stores:	Kmart	http://www.bluelight.com/home/index.jsp
	Target	http://target.com/target_group/stores_services/index.jhtml
	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/
	Radio Shack®:	http://www.radioshack.com/#
Drug Stores:	CVS Pharmacy	http://www.cvs.com/CVSAApp/cvs/gateway/cvsmain
	Rite Aid:	http://www.riteaid.com/stores/locator/
	Walgreens:	http://www.walgreens.com/

7.16 TEAM ACCESSORIES CHECKLIST

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

<u>TOOL BOX ITEMS</u>	<u>ADDITIONAL ITEMS</u>
<p>SAFETY GLASSES are required. Bring enough for all team members/your visitors</p> <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 Screwdriver, large - medium - small -- Hack saw 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 -- Phillips Screwdriver, medium - small -- 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 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 -- X-Acto knife and blades 	<ul style="list-style-type: none"> -- Release Forms for all team members! -- Banner / Corp. signs & flags -- Cart for robot -- Clock -- Dirt Devil - vacuum -- Disposable camera / extra film -- Drop light -- Epoxy -- File folder box for paperwork -- Hand truck -- Laptop / software / cables / floppies -- Medical Release Forms -- Message Board - dry erase marker set -- Notepads / spiral notebook / clipboard -- Paper / Post It Notes -- Paper towels / rags -- Pens / pencils / sharpies / markers -- Pit station monitor / clean up schedule -- Portable printer -- Registration Papers - completed release forms -- Rubber bands -- Rule Book and updates -- Schedule to set up and break down pit station -- Small broom -- Small foldable seats -- Small trash can, trash bags -- Spray cleaner -- Stapler / staples -- Storage box - trinkets & trash (buttons) -- Tape: Clear / masking / duct -- Team roster -- Upright storage bins -- Water cooler / cups or water bottles -- Ziploc bags <p><u>ESSENTIALS</u></p> <ul style="list-style-type: none"> -- 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