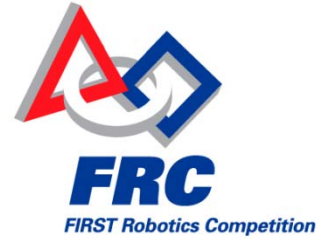


# AT THE EVENTS



## TABLE OF CONTENTS

<b>3</b>	<b>AT THE EVENTS .....</b>	<b>3</b>
3.1	OVERVIEW .....	3
3.2	FIRST SPECIFIC EVENT INFORMATION .....	3
3.3	FIRST SAFETY .....	3
3.3.1	Safe Travel .....	3
3.3.2	Safety Captain .....	4
3.3.3	Teams Must Supply, Bring, and Wear Safety Glasses .....	4
3.3.4	Other Safety Recommendations .....	4
3.3.5	Robot Carts .....	4
3.3.6	Safety Recognition Program .....	4
3.4	COURTESIES AND RULES .....	5
3.5	STAFF/VOLUNTEER BADGES .....	5
3.6	COMPETITION OVERVIEW .....	5
3.6.1	Practice Matches .....	5
3.6.1.1	Time Slots .....	5
3.6.1.2	The Filler Line .....	5
3.6.1.3	Courtesy .....	6
3.6.2	Competition Matches .....	6
3.6.2.1	Qualification Match Schedules: .....	6
3.6.2.2	Scouting: .....	6
3.6.2.3	Early Matches: .....	6
3.6.2.4	The Schedule at Events .....	6
3.6.3	Competition Agendas .....	7
3.6.3.1	Championship Agenda Please refer to the Championship Agenda at <a href="http://www.usfirst.org">www.usfirst.org</a> .....	7
3.7	EARLY UNCRATING PROCEDURE AT NON BAG & TAG EVENTS .....	7
3.8	EVENT CHECK IN .....	8
3.8.1	Consent and Release Forms .....	8
3.8.2	Event check in Envelope .....	8
3.9	THE PIT .....	9
3.9.1	Be Safe, Be Kind, Be Gracious .....	9
3.9.2	Pit Admin Station .....	9
3.9.3	Team Pits .....	9
3.9.3.1	Rules .....	9
3.9.3.2	Team Pit Numbering .....	10
3.9.3.3	Space Regulations .....	10
3.9.4	Spare Parts Station .....	10

3.9.5 Inspection .....	10
3.9.6 Practice Field.....	11
3.9.7 Drayage Service Desk.....	11
3.9.8 Machine Shop .....	11
3.9.9 Team-Provided Mobile Machine Shops .....	11
3.9.9.1 Approval, Liability and Security Coverage .....	11
3.9.9.2 Local Restrictions.....	12
3.9.9.3 Other Requirements.....	12
3.9.10 Machine Tools at Events .....	12
3.9.11 Suggested Equipment .....	13
3.9.12 First Aid Station .....	13
3.9.13 Traffic Flow.....	13
3.9.14 Announcements .....	13
3.9.15 Queuing Your Team .....	13
3.9.16 Property Security.....	14
3.9.17 Lost and Found .....	14
3.10 CEREMONIES .....	14
3.10.1 All Teams Should Attend.....	14
3.10.2 Pit Manners/Rules During the Ceremonies .....	14
3.11 PIT CLOSING ETIQUETTE .....	14
3.12 TEAM SOCIALS.....	15
3.13 CHAMPIONSHIP <i>FIRST</i> FINALE.....	15
3.14 PARTICIPATION MEDALLIONS.....	15
3.14.1 Pick up at Your Initial Event .....	15
3.14.2 If You Forget to Pick Up Your Medallions .....	15
3.15 TEAM SPIRIT AND TEAM “LOOK” .....	15
3.15.1 Team Giveaways.....	15
3.15.2 Mascots and Team Costumes.....	16
3.15.3 Competition Spirit .....	16
3.15.4 Banners and Flags .....	16
3.16 BLEACHER RULES .....	16
3.17 SITE RESTRICTIONS.....	16
3.18 CONSIDERATIONS .....	17
3.19 LOCAL STORES – WEBSITES .....	17
3.20 TEAM CHECKLIST .....	19

## 3 AT THE EVENTS

### 3.1 OVERVIEW

This section provides a general summary regarding 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, event check in procedures, practice times and matches. Please familiarize your team with this overview so all team members know what to expect and will understand the routine and the rules.

### 3.2 FIRST SPECIFIC EVENT INFORMATION

To ensure that your team has the proper information for the competitions it will attend, review the information presented at <http://www.usfirst.org/roboticsprograms/frc/regionalevents.aspx?id=430>. This information is only available on the *FIRST* web site and contains critical event-specific information regarding pre-order lunches, agendas, event addresses/directions, drayage locations, team socials and more.

### 3.3 FIRST SAFETY

Participants and team mentors should review the *FIRST* safety policies and the *FIRST* Safety Manual located at [www.usfirst.org/community/frc/content.aspx?id=470](http://www.usfirst.org/community/frc/content.aspx?id=470). It provides sound safety practices for your workplace and *FIRST* events. Additional specific site restrictions can be found within the information referenced in Section 3.2. Every team should know, understand, and follow the safety rules:

- Do not run in the venue;
- Always wear ANSI-approved safety glasses anywhere in the pit area, on the playing field, practice fields, walkways, pit stations, and any area posted with signs requiring the use of eye protection;
- Wear closed-toed shoes to protect feet and toes;
- Charge batteries 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 SLA battery in an inverted position;
- Open flames are NOT allowed in any of the buildings;
- If the event is not a "Bag & Tag" event, only the drayage company may handle loading robots in and out;
- Robots may be operated via wireless control only on the competition fields; and
- Teams are not allowed to set up their own 802.11a/b/g/n (2.4GHz or 5GHz) wireless communication (access points or ad-hoc networks) in the venue.

#### 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 Safety Captain

Each team should appoint a student safety captain 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 continue to maintain a safe environment, especially the team's pit, at each competition event.

### 3.3.3 Teams Must Supply, Bring, and Wear Safety Glasses

For each competition, *FIRST* requires all teams to bring and supply ANSI-approved safety glasses for all its team members, mentors, and guests since all individuals must wear them in the team pits, the general pit area, and on or near the competition field. *FIRST* recommends that teams mark each pair of glasses with its team number.

Safety glasses must be non-shaded, except for rose, blue, or amber tints. Regular glasses do not qualify as safety glasses. To qualify as safety glasses, glasses must be ANSI-approved and have side shields. ANSI-approved safety goggles may be worn in place of ANSI-approved safety glasses.

### 3.3.4 Other Safety Recommendations

At events, the pure anticipation and excitement of being there 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:

- Refrain from wearing dangling jewelry or loose, baggy clothing near the robots;
- Tie back long hair so that it will not get caught in the robot or other machinery;
- Wear gloves to protect hands and fingers when handling the robot or the robot crate;
- Remember that fire extinguishers are available at the pit Admin station and near the playing field; and
- Please stay within your team pit 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.

### 3.3.5 Robot Carts

To protect team members from muscle strains and other injuries as they transport the robot between the pits and the competition area, we strongly recommend that team members use a cart. Please keep 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; and
- Do not add music or other sound devices to the cart.

Refer to the "*FIRST* Safety Manual" for robot lifting techniques. By practicing these safety techniques, your team members will also develop a quick, fluid routine.

### 3.3.6 Safety Recognition Program

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 observe the safety habits of the teams. This includes observing the uncrating of robots

and transporting them between the pit and playing fields. The Safety Advisors will rate safe performance in three key areas:

- 1.) Safe Behavior;
- 2.) Physical Conditions; and
- 3.) The use of Safety Glasses as well as other Personal Protective Equipment (PPE) as appropriate.

Safety Advisors will use safety tokens to recognize and encourage safe behavior(s) at the competition. Teams will earn tokens for positive safety habits in the above areas.

Teams will receive 10 safety tokens in the event check in packet and should keep 5 of them. They should distribute the other 5, in whatever denomination they wish, to teams worthy of recognition. Teams will return the tokens to the Admin Station for a final count on the last competition day. The 3 teams accruing the most safety tokens will be announced during the Awards Ceremony. They should collect their “safety” award pins at the Pit Admin Station after the ceremony.

### **3.4 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 something new. 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 at our events 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 and friendly environment.

### **3.5 STAFF/VOLUNTEER BADGES**

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

### **3.6 COMPETITION OVERVIEW**

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

#### **3.6.1 Practice Matches**

Your event check in envelope will contain the Practice Match Schedule. Practice matches take place on the competition field. The Schedule will indicate on which competition field you will practice and with what teams. **Teams cannot switch practice times.**

##### **3.6.1.1 Time Slots**

All teams will receive a comprehensive list of 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.

##### **3.6.1.2 The Filler Line**

Although teams may not switch practice times, there will be a designated Filler Line at each competition. Teams whose robots are ready for practice may join the Filler Line. Teams from the Filler Line will be used on a first come, first served basis to fill empty

spots in practice matches left by other teams that do not show up for their own practice match. Filler Lines will be limited to, at most, six (6) robots, but is dependent upon space at venues. Criteria for joining the Filler Line are as follows:

- **Robots in the Filler Line must have passed full inspection;**
- Teams must join the Filler Line with their robot;
- Teams may not work on their robot while in the Filler Line;
- Teams may not occupy more than one spot in the Filler Line; and
- If a team is queued up for their practice match, they may not join the Filler Line.

### **3.6.1.3 Courtesy**

In order to make the most of practice time, there will be specified teams on the 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. Unsportsmanlike conduct on the part of a team during practice could result in loss of practice time.

## **3.6.2 Competition Matches**

Once your team robot passes inspection and receives its official sticker, you are eligible to compete.

### **3.6.2.1 Qualification Match Schedules:**

Before the pit opens on the morning of the second day, the Pit Admin Supervisor will place a copy of the Qualification Schedule on each team's pit table. This list provides information as to when teams will participate, with whom and against whom. The list is final and the schedule will not be altered.

### **3.6.2.2 Scouting:**

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

### **3.6.2.3 Early Matches:**

Make sure your team is on time and in place if you have an early match on competition days. **If your team is scheduled for any of the first four (4) matches on those days, you must queue up before the opening ceremony.** Matches begin immediately after the conclusion of the opening ceremony.

### **3.6.2.4 The Schedule at Events**

You will need to know when you will compete. 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 match schedules and listen for announcements throughout the day, especially about any changes to the number of the ending match before lunch or which match designates the end of the competition day.

Please note that there will not be audible queuing at the Championship. As such, teams must queue up a half hour prior to each designated match.

### 3.6.3 Competition Agendas

Print the event-specific agenda from the web site for each event you will attend. This information can be found at [www.usfirst.org/community/frc/regionalevents.aspx?id=430](http://www.usfirst.org/community/frc/regionalevents.aspx?id=430). Bring it with you so your team will have the event's agenda.

#### 3.6.3.1 Championship Agenda

Please refer to the Championship Agenda at [www.usfirst.org](http://www.usfirst.org)

### 3.7 EARLY UNCRATING PROCEDURE AT NON BAG & TAG EVENTS

For convenience and to help ensure safety in the pit, three (3) people from each team will be allowed to uncrate their robots before the pit officially opens at non-bag & tag events. **At least one (1) of the three (3) must be an adult of post high school status.** If any of the three (3) team members leave the pit area during that time, he/she will not be re-admitted until general pit opening. **Teams cannot work on the robot or set up the team's station during that time.**

**Regional Competitions:** Refer to your event agenda for possible early opening time, for uncrating only, on the morning of the first day of the event.

**The Championship:** Uncrating will be allowed on Wednesday evening from 6 PM to 9 PM. At least one (1) of the three (3) team members entering the pits must be a post-high school adult (The others may be either students or adults).

The rules for Wednesday night pit entry at the Championship are as follows:

- **The priority task for team members is to uncrate their robot and move their crate to the aisle so that it is accessible to Shepard for removal;**
- The three (3) team members will be permitted to load in team materials on Wednesday night;
- Team members may only make one trip with load-in materials;
- There is no set limit to the amount of material teams may load-in, but it must be done in a safe, manageable way (Safety Advisors and other volunteers will be on site checking for, and helping mitigate, unsafe conditions);
- Team members are permitted to stow load-in materials safely in their pit and out of the way of aisle traffic;
- Team members are permitted to begin charging batteries;
- Pit setup will not be permitted (if your crate becomes your pit setup, remember that you may *only* uncrate your robot);
- Working on the robot will not be permitted;
- Safety glasses are required while in the pit; and
- An adult team member (one (1) of the three (3) permitted in the pit) may use this time to check in early to avoid the rush on Thursday morning.

The Shepard Exposition Services (SES) Desk personnel will be on hand to help during this limited opening.

- If your crate has incurred damage, do not open it until you notify the SES Desk personnel right away about the problem.
- Look for any label on your crate having to do with weight or crate damage questions regarding your shipment. Contact the SES Desk before opening the crate. *Once the team opens a crate, you cannot protest a weight issue.*
- **SES - Resolution time for weight overage / damage problems:**  
Notify the SES Desk personnel immediately.
- When you have uncrated, notify the SES Desk personnel so haulers can remove the empty crate(s) and keep aisles clear and safe.

### 3.8 EVENT CHECK IN

Event check in takes place at the Pit at the Admin Station the first morning of the event at the Regional Competitions and Wednesday evening and Thursday morning for the Championship. At each event, *an adult member* of each team should check in *by noon on the first day of the event*.

Prior to attending your event(s), please download the Essential Information Sheet and the Agenda. You can find agendas on the 2010 *FIRST* Robotics Competition Regional Events page.

Please read the following information carefully.

#### 3.8.1 Consent and Release Forms

New for the 2010 FRC season. We are highly encouraging FRC student team members to have their parents/ legal guardians sign their Consent and Release form electronically. Stay tuned for specific information soon to be released on how this can be done!

In the meantime, please note that if a **student** team member decides to submit their Consent and Release form electronically, it will cover the team member's attendance for the entire season – from Kickoff through Championship. However, if a **student** team member chooses to turn in a “hardcopy” of the form (i.e. printed out from the website and signed) they will have to provide it both at the Kickoff event (if attending) and at their initial competition. If they do not attend the Kickoff event, then the **student** team member will only have to provide one (1) form at their initial competition event.

Please also note that during this first “rollout” year, only **student** team members will have the option to provide an electronically signed Consent and Release form. All **adult** team mentors will still fill out hard copies of the Consent and Release form for both the Kickoff (if they choose to attend) and their initial event.

The Consent and Release form will be posted on the *FIRST* website at the same time the electronic Consent and Release form option is made available. We anticipate this to be in early December.

#### 3.8.2 Event Check in Envelope

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

**Pit Map:** Pit layout. It shows team location, parts replacement, inspection/ weigh/size areas, the traffic flow, and Pit Admin area.

**Practice Match Schedule:** 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 check in envelope *only*. Bring it to subsequent Regional events.

**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.

**Operator Badges:** These are for participants as defined in the manual, Section 7--The Game.

### 3.9 THE PIT

Teams, volunteers, *FIRST* Staff and guests spend a lot of time in the Pit area. 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 team pits.

*Children under 12 MUST be accompanied in the Pit by an adult at all times!*

#### 3.9.1 Be Safe, Be Kind, Be Gracious

- Use common sense regarding safety and courtesy.
- Wear required ANSI-approved safety glasses both in the pit and on the playing field.
- Choose a student safety captain during the build season to monitor team safety at your work areas and also at the events.
- Respect advice from safety captains and safety advisors.

#### 3.9.2 Pit Admin Station

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

- Turn in a printed roster and the remainder of your team's Consent/Release Forms;
- Check in and receive your check in envelope, safety tokens, and badges. Check your event agenda for the Pit opening/closing time for each event;
- Pick up participation medallions at your initial event of the season;
- Turn in safety tokens for the award count;
- Get answers to most questions, including machine shop access;
- Ask about lost and found articles; and
- Report an illness or injury.

#### 3.9.3 Team Pits

These are the areas 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 will have a table and power outlet.

##### 3.9.3.1 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;
- 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; and
- *FIRST* personnel, event management, and/or local committee members will require teams to remove any pit structure that is deemed unsafe or outside specifications.

### **3.9.3.2 Team Pit Numbering**

At every event, each team station will have a pole mounted team number sign.

### **3.9.3.3 Space Regulations**

Each team is allotted approximately the same amount of workspace at an event, usually about 10'x10'x10'; however, the size will vary from event to event, and in many cases the space is smaller. Be sure your equipment will fit in a space smaller than those dimensions. In all cases, the height cannot exceed 10'. This includes the height of signs, flags, banners, etc...

Keep your equipment and team members within your assigned 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 to watch the matches.

***Don't add to your space by setting up in another area.***

## **3.9.4 Spare Parts Station**

Spare parts will be available at the events; however, the list of available parts will not be published until after Kickoff. Watch for a Team Update with this information. *FIRST* asks that teams bring any unused parts from their kits to events to assist and support each other or donate them to the spare parts cart (which will be used at other events). 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 (email [FRCParts@usfirst.org](mailto:FRCParts@usfirst.org) for more information).***

Teams are responsible for all items required at events. If a team needs a replacement high-value item, LOANERS will be available under restrictions that will be published after Kickoff.

## **3.9.5 Inspection**

To ensure all robots are safely constructed and fall within the *FIRST* parameters, there is an official robot inspection at each event. Certified inspectors 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, shown on the Pit map. Read below for criteria and caveats:

- To ensure safety and readiness, pre-inspect your robot before you ship it. This will make your official inspection go more smoothly and quickly;
- 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;
- 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;
- Student team members must accompany the robot and be prepared to answer Inspectors' questions;
- Correct items and return for inspection until your robot passes;
- 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;

- Robots must pass inspection before actually competing in qualification matches;
- Each time you alter the form, fit, or function of your robot, you must request and pass a robot re-inspection; and
- Inspectors may re-inspect randomly before or after matches to ensure continued safety and compliance.

### 3.9.6 Practice Field

Many events will have practice fields on which teams can share practice time. Adhere to the system in place, work with the schedule and make every effort to keep the area safe, both in and around the perimeter.

### 3.9.7 Drayage Service Desk

Shepard Exposition Services (SES) will have a representative at its service desk to help you with shipping questions or problems. Refer to the Pit Map for its location. The Drayage Service Desk will not be available at specified Bag & Tag events.

### 3.9.8 Machine Shop

Some events have a machine shop to help teams with repair and fabrication either sponsored by NASA or locals. While the machine shops vary, *FIRST* strives to have welding and a variety of high-powered tools available at the shop.

The staff and volunteers in the Pit Admin Station will be able to tell you how to make use of the machine shop. 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"*.

**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/Machine Shop posted on the agenda posted on the website.

### 3.9.9 Team-Provided Mobile Machine Shops

*FIRST* welcomes team provided mobile machine shop facilities/trailers at events, but the proposed facility has to comply with *FIRST* and venue requirements. The mobile machine shop/trailer sponsor must adhere to the following two (2) sections.

#### 3.9.9.1 Approval, Liability and Security Coverage

- Have *FIRST* approval and clearance prior to each event. E-mail [frcteams@usfirst.org](mailto:frcteams@usfirst.org) to request approval by Kickoff.
- Provide liability coverage. Note that liability coverage at event venues varies, and specific venue policies may further restrict the use of these team provided mobile machine shops. Without the proper additional insurance certificate, the mobile machine shop cannot be used at the event. The requirements are:
  - a) Name *FIRST* as an additional insured.
  - b) Fax the certificate to 603-666-3907, Attention: Team Support.
  - c) Present a copy of the certificate to the Event Manager on site prior to setting up the machine shop.

- Include an appropriate team-provided staffer to perform the requested work. Each staffer must be covered under the provided liability coverage.
- Provide for any security requirements. Neither *FIRST* nor the venue is liable and/or will provide these services for you.

### **3.9.9.2 Local Restrictions**

Although *FIRST* may approve a local machine shop use at any Regional, there are local restrictions such as fire codes and venue approval that you must consider as part of the process. *FIRST* will do its best to convey any relevant needs and work on your behalf to gain venue approval through a professional, legal process.

### **3.9.9.3 Other Requirements**

In addition to the above, the sponsoring team(s) must:

- a) Include an electrical source for the mobile machine shop facility;
- b) Ensure that all teams have the ability to use tools/machines and its use. Access cannot be restricted to certain teams;
- c) Handle job requests through the same counter/process as the *FIRST* provided shop services. This includes the sponsoring team's requests; and
- d) Operate ONLY during event hours when the Pit is open.

### **3.9.10 Machine Tools at Events**

When using tools in the Pit, be sure to use them properly, in a safe and controlled manner. Unsafe operation, especially those that endanger those around you and your team, will be subject to scrutiny by the event staff and safety reviewers. Their findings may result in team caution or event expulsion.

Please adhere to the following safety rules regarding Pit safety and tool use:

- **Tools that throw sparks are prohibited.**  
Examples: Electric welders, bench grinders and angle grinders.
- **Tools that produce open flames are prohibited.**  
Examples: Gas welders and propane/MAPP gas torches.
- **Floor standing power tools are prohibited.**  
Examples: Full-size drill presses, full-size band saws and full-size table saws.
- **Grinding or painting in the Pit is prohibited.** Designated grinding and painting areas are available to teams.
- **Brazing/welding is prohibited at the team pits.** Use the machine shop.
- **Soldering is permitted.** Use electric iron/gun only.
- **Small, bench-top machinery, with appropriate guards, is permitted in team pits.**  
Examples: Band saws, drill presses, and sanders.
- **Small, desktop machining centers are permitted as long as they are reasonably sized and easily lifted by one person.** They must be appropriately covered to prevent throwing of chips during operation.  
Example: Desktop CNC mill.

### 3.9.11 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; and
- A relatively small cart to transport your heavy robot from the Pit to the playing field. Do not add music to your cart.

### 3.9.12 First Aid Station

There will be an EMT in the pit to assist in the event of injury and illness. Mentors and the Safety Captain should refer to the Pit Map for the location and alert team members. *Notify the Pit Admin Supervisor of any injuries or illness.* Bring a travel size first-aid kit for minor injuries.

### 3.9.13 Traffic Flow

At each event, there is a predetermined traffic flow pattern to maximize efficiency of the team/robot entrance and exit and to maintain safety to the competition area. 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.

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.

### 3.9.14 Announcements

We make every effort to keep noise down and announce only important items and scheduling, so PLEASE do not ask the pit announcer to make frivolous announcements.

### 3.9.15 Queuing Your Team

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 four (4) matches of either day, the competition team must queue up prior to the Opening Ceremony, on or near the field.

### 3.9.16 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 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 them in the team pit or competition areas.

### 3.9.17 Lost and Found

If you find an article or lose one, come to the Pit Admin Table to fill out a "Lost Item Report" or to turn in an article you find. We will make every reasonable attempt to return articles to owners.

## 3.10 CEREMONIES

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

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

### 3.10.1 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.

### 3.10.2 Pit Manners/Rules During the Ceremonies

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

## 3.11 PIT CLOSING ETIQUETTE

**On Time:** 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 cleanup/organization of your team pit.

**Robot Transportation:** The team's shipping contact should have a plan to ensure that everything is packed and out the door by closing time. For further details about shipping your robot or participating in the new Bag and Tag system, please refer to [Section 4 - Robot Transportation](#) in the 2010 FRC Competition Manual.

Teams who will be shipping their robots must fill out a Shepard Exposition Services (SES) Bill of Lading in addition to the FedEx paperwork. Make sure you check with the shipping desk on the first day of the event to see what paperwork is needed. Please do not wait until the last minute.

When your play in the competition ends at Non-Bag and Tag events, pack your crate and attach the address label for your crate's next destination. Notify the SES shipping desk that your crate is available for removal and hand in the appropriate paperwork. Clean up your area. In the case of a

“Bag and Tag” event, you will bag your robot, close the bag using the new tag and carry the robot out of the event. To avoid congestion and long lines, please do not wait until the end of the competition to prepare your robot for transport.

### **3.12 TEAM SOCIALS**

Team socials may be held after the Awards Ceremony on the evening of the second day, and may include food, fun and an opportunity to unwind and get to know each other in an informal, relaxed and entertaining setting. These are NOT *FIRST* sponsored.

### **3.13 CHAMPIONSHIP *FIRST* FINALE**

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

### **3.14 PARTICIPATION MEDALLIONS**

*FIRST* provides 1 box of 25 bronze medallions to each team that has *NOT* won the following medal(s):

- A Regional Chairman’s Award winner;
- An Engineering Inspiration Award winner; and/or
- A 2010 Regional Champion or Regional Finalist.

#### **3.14.1 Pick up at Your 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, if you have not received any of the awards listed above. Teams will receive medallions at their first event **ONLY** regardless of how many events they attend.

#### **3.14.2 If You Forget to Pick Up Your Medallions**

- Teams must request shipment.
- Teams must 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 of May.
- We only accept a valid shipping account number from teams when shipping out medallions.

### **3.15 TEAM SPIRIT AND TEAM “LOOK”**

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. Part of the pleasure of being a team member or mentor is the way the team stylizes itself.

Team numbers provide unique identification for FRC teams. We strongly recommend that you include the team number on all team T-shirts, trading buttons, hats, cheers and costumes.

#### **3.15.1 Team Giveaways**

Often teams bring small items to give away to others at the event. This is completely optional, but is certainly a great way to promote your team’s identity. The most popular item to give away is a button with your team logo and number.

### 3.15.2 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 that they are comfortable and cool enough to prevent fainting and dehydration.

### 3.15.3 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;
- Wearing inappropriate clothing; and/or
- Taping or affixing items or papers to walls, bleachers, floors or other site areas.

Please make sure your team pit and surrounding area is clean when you leave the site.

### 3.15.4 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:

- DO NOT hang them in the competition area, since this area is designated for official *FIRST* sponsor banners ONLY.
- 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 *only in your team pit.*

## 3.16 BLEACHER RULES

Sitting together in a group during competition matches 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. Teams are not allowed to save seating space.

With this in mind, it is not permitted to hang banners or ribbons to designate such an area. *We will remove and discard any banners, 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 matches.

## 3.17 SITE RESTRICTIONS

Please read the following common site restrictions and adhere to them in order to promote an orderly, safe, pleasant and exciting competition. Please refer to Section 3.2 of this manual section for additional site restrictions at your event.

- **Do not take robots from any Regional or the Championship if the event is NOT a Bag & Tag event.** You must go through the drayage company and ship your robot, even if it's your last competition.
- **Do not deliver or ship robots directly to the competition site if the event is NOT a Bag & Tag event.** All shipments must go through the drayage company.
- **Do not bring food** to the site. If you bring food, do not bring it onto the property.
- **Do not use noisy devices**, such as floor stompers, whistles and/or air horns.

- **Do not arrange for Internet access or phone lines** 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 distribute any food products,** such as candy, water, soft drinks or fruit.
- **Do not sell raffle tickets.**
- **Do not bring bottled gas tanks (e.g. helium).** This is a safety concern.
- **Do not 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 pit 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.

### 3.18 CONSIDERATIONS

You will often hear the expression Gracious Professionalism™ throughout your involvement in *FIRST*. You can read Woodie Flowers' definition in [Section 0 – Introduction](#) of the 2010 FRC Team Manual. One of our main goals is to encourage ALL team members and mentors to conduct themselves with kindness, sharing and consideration of others.

Gracious Professionalism™ is a central tenet of the *FIRST* experience. It is not acceptable to engage in hostile action, hostile/profane language or any other violent or antagonistic conduct. *FIRST* reserves the right, at its discretion, through the Event Manager or his/her designee, to arrange for any team, team member, event participant or other individual to be removed from participating or attending any *FIRST* event or program for engaging in such conduct. *FIRST* looks forward to everyone's cooperation in keeping our programs and events exciting, educational and full of Gracious Professionalism™.

### 3.19 LOCAL STORES – WEBSITES

Helpful URLs that can assist you in locating stores in the vicinity of your hotel and/or competition site are listed below. 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."

[Please note that \*FIRST\* provides this information as a courtesy only and doing so should not be interpreted as a promotion in any way of either the vendor\(s\) and/or their products/services.](#)

## HARDWARE STORES

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">www.homedepot.com</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>

## OFFICE SUPPLIES

Kinko's	<a href="http://www.kinkos.com">www.kinkos.com</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">www.staples.com</a>
Staples Business Depot	<a href="http://www.staples.ca">www.staples.ca</a>

## DEPARTMENT STORES

Kmart	<a href="http://www.kmart.com/shc/s/StoreLocatorView?storeId=10151&amp;catalogId=10104&amp;langId=-1&amp;adCell=A2">http://www.kmart.com/shc/s/StoreLocatorView?storeId=10151&amp;catalogId=10104&amp;langId=-1&amp;adCell=A2</a>
Target	<a href="http://sites.target.com/site/en/spot/page.jsp?title=stores_services_main">http://sites.target.com/site/en/spot/page.jsp?title=stores_services_main</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>

## ELECTRONICS

Best Buy:	<a href="http://www.bestbuy.com/">http://www.bestbuy.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>

## DRUG STORES

CVS Pharmacy	<a href="http://www.cvs.com/CVSApp/cvs/gateway/cvsmain">http://www.cvs.com/CVSApp/cvs/gateway/cvsmain</a>
Eckerd, Rite Aid, Brooks	<a href="http://www.riteaid.com/brooks_eckerd/locator/">http://www.riteaid.com/brooks_eckerd/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>

### 3.20 TEAM CHECKLIST

This is a suggested list of items your team may want to bring to events.

<b><u>SAFETY GLASSES are REQUIRED!</u></b> Bring enough for your team and visitors.	Bring required completed <b>CONSENT/ RELEASE FORMS</b> for all team members and mentors!
<p style="text-align: center;"><b>TOOL BOX ITEMS</b></p> <ul style="list-style-type: none"> <li>-- Ball driver set / nut driver set</li> <li>-- Batteries and Charger</li> <li>-- Box cutter</li> <li>-- Broom (small, for team pit cleanup)</li> <li>-- C-Clamp, large, medium, small</li> <li>-- Cutters</li> <li>-- Deburring tool</li> <li>-- Dremel tool/accessories</li> <li>-- Drill - cordless w/charger, Drill bit set</li> <li>-- Flashlight</li> <li>-- Glue, super and/or glue stick</li> <li>-- Hacksaw and blades</li> <li>-- Hammer (ball peen &amp; brass)</li> <li>-- Heat gun</li> <li>-- Leatherman-type tool</li> <li>-- Level, small</li> <li>-- Lithium grease, spray can</li> <li>-- Magnet on a stick</li> <li>-- Paint brush</li> <li>-- Pliers - large, small, needle nose assort.</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>-- Screw driver assortment, flat and Phillips</li> <li>-- Shrink tubing</li> <li>-- Socket set – 1/4", 3/8" drive</li> <li>-- Soldering iron (electric), solder, wick, flux</li> <li>-- Spare parts</li> <li>-- Square - small, medium</li> <li>-- Tap &amp; die set/assorted taps</li> <li>-- Tape: clear/electrical/masking</li> <li>-- Tape measure / ruler</li> <li>-- Tie wraps / connectors / rubber bands</li> <li>-- Tin snips</li> <li>-- Tweezers / scissors</li> <li>-- USB stick/drive -- 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>-- Work gloves- several pairs</li> <li>-- Wrenches, Allen, crescent, open and box</li> <li>-- X-Acto type knife and blades</li> </ul>	<p style="text-align: center;"><b>ADDITIONAL ITEMS</b></p> <ul style="list-style-type: none"> <li>-- Banners - Corporate signs &amp; flags for team pit</li> <li>-- Camera and film, disposable</li> <li>-- Cart for moving robot</li> <li>-- Drop light</li> <li>-- Epoxy</li> <li>-- File folder box for paperwork</li> <li>-- Hand truck</li> <li>-- Laptop / software / cables / discs</li> <li>-- Manual and Updates</li> <li>-- Medical Release Forms</li> <li>-- Message board - dry erase marker set</li> <li>-- Notepads / spiral notebook / clipboard</li> <li>-- Paper / Sticky Notes</li> <li>-- Paper towels and paper cups</li> <li>-- Pens / pencils / sharpies / markers</li> <li>-- Portable printer</li> <li>-- Release form for each person, completed</li> <li>-- Seat(s) for team pit (small, foldable)</li> <li>-- Schedule to set up and break down team pit</li> <li>-- Spray cleaner</li> <li>-- Stapler / staples</li> <li>-- Storage box / bins- trinkets &amp; trash (buttons)</li> <li>-- Team roster and contact information</li> <li>-- Trash can (small) / trash bags</li> <li>-- Plastic zip type bags</li> </ul> <p style="text-align: center;"><b>PERSONAL ITEMS</b></p> <ul style="list-style-type: none"> <li>-- First Aid Kit - Band-Aids / Blister Kit / Ice Pack</li> <li>-- OTC Pain Medication; i.e., Aspirin, etc...</li> <li>-- Alcohol Prep Pads / First Aid Tape</li> <li>-- Cough Drops / Sore Throat Medicine</li> <li>-- Eye Wash And Drops</li> <li>-- Hand Sanitizer / Liquid Soap</li> <li>-- Feminine Products</li> <li>-- Insect Sting Medicine / Insect Repellent</li> <li>-- Facial Tissues/ Cotton Balls / Wet Cloths/</li> <li>-- First Aid Cream</li> <li>-- Anti-Nausea or Diarrhea Medication</li> <li>-- Safety Glasses</li> <li>-- Sewing Kit (Small)</li> <li>-- Sunscreen / Sunburn Spray / Aloe Vera Gel</li> </ul>