

6. ADMINISTRATIVE DETAILS

6.1 How to contact FIRST

FIRST Can be reached via phone, fax, mail, email, or on the web.

6.1.1 Mailing Address and Telephone/Fax Numbers

FIRST

200 Bedford Street

Manchester, NH 03101

800-871-8326

603-666-3907 (fax)

6.1.2 Technical And Judicial Hotline

If at any point in the design process you run into technical difficulties or need clarification of any of the rules, please contact:

Eric Rasmussen

or

Brian Farmer

ear@usfirst.org

bfarmer@usfirst.org

All questions and answers about the rules will be made public in a periodic series of faxes to the teams, and on posts to the FIRST homepage. However, the identity of teams submitting the questions will not be made public unless they are posted by the team on the web.

6.1.3 Administrative Questions or Concerns

Lori Buckley

or

Geoff Welcyng

lbuckley@usfirst.org

gwelcyng@usfirst.org

6.1.4 Sponsorship Questions or Concerns

Nicolle Rizzo

or

Lynn Zuccarelli

nicolle@usfirst.org

lynnz@usfirst.org

6.2 FIRST Web Site

FIRST has a site on the World Wide Web. You can visit us at:
<http://www.usfirst.org>.

FIRST will periodically post rules updates and answers to rules questions in a special limited access area of the site. This area is located at:
<http://www.usfirst.org/1998comp/teamonly/>. While this area is not open to the general public, it can be accessed by teams using the account name and password supplied in the Check-out materials at the Kick-off Workshop. The Rules are not for public access, and any team discovered giving out their password will have their access to this site revoked. If you are a team member and need access to this area for updates, we will do the best we can to accommodate you, but because this is a restricted area, we will only give this password out to the main contact of each team as it is listed in our database. If you are not the main contact, but need the password, we ask that you speak to your main contact for that information. If the main contact does not have it for any reason, we will call that person and give it to him/her only.

The web site also provides links to home pages setup by Teams involved in the FIRST Competition. If you have a school, company, or team-related web page that is not listed, please send email to webmaster@usfirst.org.

6.3 Southwest Regional

6.3.1 Location

The Southwest Regional will be held at Johnson Space Center. The full address is:

Johnson Space Center
1601 NASA Road 1
Houston, TX 77058
(281) 244-2105

6.3.2 Hotels

Below are some suggestions on where to stay if you will need overnight accommodations

Nassau Bay Hilton & Marina
3000 NASA Rd.
Nassau Bay, TX 77058
Ph: 800/333-9300 or 281/333-9300
F: 281/333-3750
\$89 single/ double/ triple/ quad.
Cut Off Date: Feb. 17, 1998

Holiday Inn, NASA
1300 NASA Rd.
Nassau Bay, TX 77058
Ph: 800/682-3193 or 281/333-2500
F: 281-335-1578
\$69 single/ double/ triple/ quad.
Cut Off Date: Feb. 17, 1998

Ramada Inn, NASA
 1301 NASA Rd.
 Nassau Bay, TX 77058
 Ph: 281/488-0220
 F: 281/488-1759
 \$69 single/ double/ triple/ quad.
 Cut Off Date: Feb. 16, 1998

Please note that all rooms are first come, first served. The rates quoted here can only be guaranteed until the "cut off date" listed for each facility.

6.4 Motorola Midwest Regional

6.4.1 Location

The Motorola Midwest Regional will be held at Harper College. The full address is:

Harper College
 Route 62, Algonquin Road
 Palatine, IL 60067
 (847) 925-6000

6.4.2 Hotels

Below are some suggestions on where to stay if you will need overnight accommodations

Holiday Inn, Schaumburg
 1550 No. Roselle Road
 Schaumburg, IL 60195
 Ph: 847-310-0500
 F: 847-310-0579
 \$78 single/ double/ triple/ quad.
 Cut Off Date: Feb. 18, 1998

Embassy Suites Hotel
 1939 No. Meacham Road
 Schaumburg, IL 60173
 Ph: 800-654-8089 / 847-397-1313
 F: 847-397-8907
 \$111 single/ double, \$121 triple/ quad/
 quintuplet/ sextuplet.
 Cut Off Date: Feb. 25, 1998
 Price includes full breakfast.

Hampton Inn, Schaumburg
 1300 East Higgins Road
 Schaumburg, IL 60173
 Ph: 847-619-1000
 F: 847/619-1019
 \$75 single/ double/ triple/ quad.
 Cut Off Date: Feb. 25, 1998
 Price includes continental breakfast.

Please note that all rooms are first come, first served. The rates quoted here can only be guaranteed until the "cut off date" listed for each facility.

6.5 New England Regional

6.5.1 Location

The New England Regional will be held at New Hampshire College. The full address is:

New Hampshire College
2500 North River Road
Manchester, NH 03104
(603) 625-1000

6.5.2 Hotels

Below are some suggestions on where to stay if you will need overnight accommodations:

Center of New Hampshire - Holiday
Inn
700 Elm St.
Manchester, NH 03101
Ph: 603-625-1000
\$75 single/ double/ triple/ quad.
Cut Off Date: Feb. 18, 1998

Sheraton - Four Points
55 John E. Devine Dr.
Manchester, NH 03103
Ph: 603-668-6110
\$72 single/ double/ triple/ quad.
Cut Off Date: Feb. 18, 1998

Susse Chalet
860 Porter Street
Manchester, NH 03103
Ph: 603-625-2020 or 800/5-CHALET
\$49.70 single/ double/ triple/ quad.
Cut Off Date: Feb. 18, 1998

Please note that all rooms are first come, first served. The rates quoted here can only be guaranteed until the "cut off date" listed for each facility.

6.6 Johnson & Johnson Mid-Atlantic Regional

6.6.1 Location

The Johnson & Johnson Mid-Atlantic Regional will be held at Rutgers University. The full address is:

Rutgers University
College Avenue Gymnasium
New Brunswick, NJ 08903
(908) 445-2766

6.6.2 Hotels

Below are some suggestions on where to stay if you will need overnight accommodations for the Johnson & Johnson Mid-Atlantic Regional.

Somerset Marriott Hotel
 110 Davidson Ave.
 Somerset, NJ 08873
 Ph: 908-560-0500 / F: 908/560-0817
 \$79 single/ double/ triple/ quad.
 Cut Off Date: Feb. 25, 1998

Somerset Holiday Inn
 195 Davidson Ave.
 Somerset, NJ 08873
 Ph: 732/356-1700 / F: 908/356-0939
 \$75 single/ double/ triple/ quad.
 Cut Off Date: Feb. 18, 1998

Clarion Hotel
 2055 Lincoln Highway
 Edison, NJ 08817
 Ph: 908-287-3500 / F: 908/287-4549
 \$95 single/ double/ triple/ quad.
 Cut Off Date: Feb. 18, 1998
 Price includes full breakfast.

Please note that all rooms are first come, first served. The rates quoted here can only be guaranteed until the "cut off date" listed for each facility.

6.7 Great Lakes Regional

6.7.1 Location

The Great Lakes Regional will be held at Eastern Michigan University. The full address is:

Eastern Michigan University
 Bowen Field House
 Ypsilanti, MI 48197
 (313) 487-1849

6.7.2 Hotels

Below are some suggestions on where to stay if you will need overnight accommodations:

Ypsilanti Marriott
 1275 South Huron St.
 Ypsilanti, MI 48197
 Ph: 313/487-2000
 F: 313/481-0700
 \$89 single/ double/ triple/ quad.
 Cut Off Date: March 4, 1998

Holiday Inn - North Campus
 3600 Plymouth Rd.
 Ann Arbor, MI 48105
 Ph: 313/769-9800 or 800/800-5560
 F: 313/769-4747
 \$74 single/ double/ triple/ quad.
 Cut Off Date: Feb. 25, 1998

Days Inn, Ann Arbor
 2380 Carpenter Rd., Ann Arbor, MI 48108
 Ph: 313/971-0700
 F:313/971-1492
 \$50 single/ double/ triple/ quad.
 Cut Off Date: Feb. 25, 1998

Please note that all rooms are first come, first served. The rates quoted here can only be guaranteed until the "cut off date" listed for each facility.

6.8 National Championship

The National Championship will be held at Walt Disney World's Epcot. For directions and information about overnight accommodations, please see appendix I.

6.9 Estimated Schedule of Events

6.9.1 All Regionals

Day 1 Team arrival, Registration and Practice, Official Weigh-in and Inspection
 Day 2 Seeding Matches
 Celebration Party (following seeding matches)
 Day 3 Double Elimination Tournament & Finals
 Awards Ceremony

6.9.2 National Championship

Day 1 Team arrival, Registration and Practice, Official Weigh-in and Inspection
 Day 2 Seeding Matches at Epcot Arena
 Day 3 Double Elimination Tournament and Finals
 Awards Ceremony at Epcot Arena
 Wrap Party - Location is TBD

6.9.3 Registration

At each event, teams will need to register in the Pit Area by noon on the first day, or Practice Day, of the event. At this time you will:

- Surrender both of your RNets and antenna
- Sign-up for your practice times

- Receive an orientation packet to the event site and your pit station
- Inform FIRST where the machine will be after The Competition.

Once you have unpacked, a FIRST staff member will be around to photograph your machine. These photographs will be used by the judges, referees and event staff to identify teams and their machines while on-site at the event. Your robot should be clearly identified with your corporate/university/school names.

6.9.4 Practice

In order to make the most of practice time, two fields run at the same time with three teams on a field during an assigned practice slot. It is strongly recommended that each team is respectful of the others sharing the field during this time. Friendly interaction between machines is acceptable if both/all teams are willing. Unsportsmanlike conduct on the part of a team at any time during The Competition could result in penalty or disqualification.

Everyone will receive at least two 10 minute practice slots based on the time you register. The earlier you check-in, the earlier your practice times will be. If additional time is available, an announcement will be made and one additional time slot per team will be assigned on a first-come, first-served basis.

If you need to change a practice slot because of the need for additional prep or repair time, you will be responsible for finding a team with which to switch practice. The staff in the Pit Area will help you locate a team; however, if you cannot arrange the change, that practice slot may be forfeited.

6.9.5 Official Inspection

Before competing in the Seeding Matches, every machine must pass an inspection for rules compliance. FIRST staff will be on-site all day to inspect your machine. See Section 5 for inspection expectations and information.

6.9.6 Seeding Matches

Each team will compete between 3 and 6 times, and will accumulate points towards its seeding rank. Since these matches are pre-set, lists will be distributed to each team during the practice day. From each match, based on the score the winner will receive 3 seeding points, second place will receive 1 seeding point and the third place will receive no points.

After all matches, teams will be ranked by place totals (not points); ties will be determined by total score, last match score, and flip of a coin, in that order. Results of seeding will determine the first round matches of Saturday's competition.

6.9.7 Double Elimination Tournament & Finals

Each team will start off in the double-elimination tree according to their seed. The winning team advances to the next round, and the losing teams move to the losing bracket. Every team will be able to lose at least two matches before being eliminated. Double Elimination concludes when there are only four teams left.

The Finals follow the Double Elimination Tournament. The final four will play 1-on-1, best 2-of-3.

6.10 Shipping & Transportation of Machines

To provide every team, regardless of events in which they participate, approximately the same number of design and build days, the following shipping regulations and dates apply:

6.10.1 Teams competing solely in the National Championship

1. Machines (Robots and Controls) **MUST BE OUT OF TEAM HANDS by 5:00 p.m. on Friday, February 27, 1998.** This means you may ship the machines or drive the machines to the drayage/storage facility in Orlando by 5:00 p.m. on February 27.
2. Teams will be asked to provide FIRST with shipping documentation to prove shipment of machines.

6.10.2 All teams competing in a Regional event

1. Machines (Robots and Controls) **MUST BE OUT OF TEAM HANDS by 5:00 p.m. on Tuesday, February 24, 1998.** This means you may ship the machine or drive the machine to the drayage/storage facility of your first event by 5:00 p.m. on February 24.
2. Teams will be asked to provide FIRST with shipping documentation to prove shipment of machines.

6.10.3 Regional Competitors

1. After competing in a Regional, any teams competing in another event will have two days to make repairs and/or changes to their machines, within all rules outlined in this document.
2. Machines **MUST ARRIVE** at the next site by the next Tuesday at 5:00 p.m. The exact dates are listed below.
3. Any team competing in more than one regional should call FIRST for exact shipping deadlines.

FOR TEAMS COMPETING IN MORE THAN ONE EVENT:

If you are going from any Regional to the National, then Machines (Robots and Controls) **MUST BE OUT OF TEAM HANDS by the date provided below at 5:00 p.m.:**

- Southwest Regional Regional:.....Tuesday, March 10, 1998
- Motorola Midwest Regional:.....Tuesday, March 17, 1998
- New England Regional:.....Tuesday, March 17, 1998
- Great Lakes Regional:.....Tuesday, March 24, 1998
- Johnson & Johnson Mid-Atlantic Regional:.....Tuesday, March 24, 1998

6.10.4 Shipping Notes

- The phrase "Machines must be out of team hands" by a certain date and time means that the robot and controls has to be in the hands of a shipping company or hand-delivered to the drayage site on that date. No one affiliated with your team is allowed to have contact with the robot after the given deadline.
- Teams are responsible for the shipment of their machines, including the costs involved in shipping. No COD shipments will be accepted.
- All machines must be shipped or brought to secured storage sites. These addresses can be found in Appendix H. Refer to the deadlines listed above.
- When shipping, batteries must be unplugged and packaged separately from the rest of the machine. A small box inside your crate is acceptable. This is a federal law.
- Cardboard is not acceptable packaging for your robot. Wooden crates must be used to avoid moisture problems. Remember, Florida is a humid state. Robots hand delivered to storage facilities must also be crated.
- All crates must be clearly marked with the team's complete name, as well as any other information requested by the drayage company for that site. A return address or the name of one team member is not enough information for identification. The team number must be on all shipping containers in a minimum of 6" numbers. The number must appear on all four sides, as well as on the top of the container.
- The machines may not leave The Competition event site until the conclusion of the event unless work must be performed at a FIRST designated off-site machine shop.

6.11 Submission Deadlines

6.11.1 Team Profiles

FIRST will publish short profiles on each team in the event programs. By **Tuesday, January 20, 1998** FIRST must receive your profile. If you are sending via mail it must be on disc as a Word Document or it sent via e-mail as a text file (lbuckley@usfirst.org or gwelcyng@usfirst.org). Please list your team number and the competition you will be attending on the disk. **Please keep in mind that we are on a deadline and that late submissions run the risk of not being**

included. Listed below is the information required for your Team Profile. **Please respond to these questions ONLY. Please use plain text and no carriage returns!!!**

- 1) Team Name *
- 2) Team Number
- 3) Team Nickname
- 4) Robot Name
- 5) Number of Students on Team
- 6) Number of Years in Competition
- 7) Previous Awards Won at Competition (list them)
- 8) Team Motto (restricted to one phrase or sentence)
- 9) Team Highlight (restricted to one sentence)

*** Team Name Note:** Please list all corporations, universities and schools involved on your team, as well as their locations. This information will be included with the team profile in the event program. Please be sure that all information given (full business/school names, city and state) be complete and accurate.

6.11.2 Team Logos

Team logos are an optional item that will appear next to your Team Profile in the program. Please mail one of the following forms by **Tuesday, January 20, 1998**.

- On Disc in TIFF or EPS format (250 ppi minimum)
- Black & White Camera-ready

Please be sure to include your team number and the competition you will be attending on all mailings!!!

6.11.3 Chairman’s Award Materials

Must be received at the FIRST OFFICE NO LATER THAN 5:00 PM ON FRIDAY, FEBRUARY 18, 1998.

Please refer to Section #7 for details on this and other awards.

6.11.4 Event Attendees

Two weeks before each event, we need to get an estimate from you of how many people will be attending from your team. FIRST must receive your number of attendees by mail, e-mail (lbuckley@usfirst.org), or fax by the following dates:

- Southwest Regional:.....Friday, February 20, 1998
- Motorola Midwest Regional:Friday, February 27, 1998
- New England Regional:.....Friday, February 27, 1998
- Johnson & Johnson Mid-Atlantic Regional:..... ..Friday, March 6, 1998
- Great Lakes RegionalFriday, March 6, 1998
- National Championship..... ..Friday, March 20, 1998

6.12 Before You Come to The Competition

6.12.1 Pit Area

Each team will have a table and power outlet in the pit area. We suggest you bring an extension cord (heavy duty and at least 25’) and a power strip to make best use of your power drop. Machines will be delivered to your station.

No personal audio systems will be allowed in the Pit Area. FIRST staff make frequent important announcements which all teams need to hear.

FIRST reserves the right to limit the number of team members in the pit area. If the pit area becomes too crowded for machines and teams to safely and quickly move back and forth to the field, we will request that some team members leave the area. In the event that additional assistance from another team member is necessary, please let FIRST know.

FIRST does not allow teams or individuals to sell items (T-shirts, pins, etc.) at any of our events.

6.13 Before You Leave The Competition

6.13.1 Take your Machine home

FIRST encourages teams to take their machines back home with them. FIRST robots appear in pep rallies, parades, corporate annual meetings, and school special events.

Teams will be required to pay a \$500 Control System deposit at check in at their first contest. This entitles the team to borrow the controls for events as mentioned above, after their last event. The Control System remains the property of FIRST and the \$500 deposit is applied to cover possible damage to or loss of Control System components. The deposit must be made by check or money order. We do not accept purchase orders. Your deposit is placed in a FIRST escrow account and will be refunded per the following conditions. **The FIRST control system is not for sale.**

6.13.2 Return the Control System Components

Teams normally turn in their Control Systems at check out, after their last event. **Disassemble your hook up** and return the individual Control System Components (defined below) in your clean Kit containers. You may keep all other Kit parts. FIRST does not want them back.

Each team must return the following Control System items when they check out after their last event, unless a request for an extension of is made.

- 2 RNets
- 2 Antennas
- 2 Batteries
- 1 Battery Charger
- 2 Joysticks
- 1 Transmitter
- 1 Receiver
- 1 Tether Adapter
- 1 Power Supply
- 1 RNet Adapter
- 2 Kit Containers
- 2 BNC Coax Cable
- 1 Ground Plane
- 2 BNC Bulkhead Connector

If teams have borrowed the above equipment, they must return items by October 2, 1998. Since the control systems are used for the following year competition, it is critical that FIRST get these items back by specified deadlines. The security deposit will be used to defray the cost of missing or inoperable items. Sponsors will be billed for any cost that exceeds the security deposit (see cost of items listed below). If items are not returned on time, an escalating penalty will be imposed as follows:

Penalty applied against the \$500 deposit if items not returned by specified date

10/9/98	10%	\$50
10/16/98	20%	\$100
10/23/98	30%	\$150
10/30/98	40%	\$200
11/6/98	50%	\$250
11/13/98	60%	\$300
11/20/98	70%	\$350
11/27/98	80%	\$400
12/4/98	90%	\$450
12/11/98	100%	\$500

Please return the complete set of Control System items. Return them in the Kit containers. An efficient way to ship is to fill one container with parts and place this container inside the other. The outside container can then be wrapped with tape to secure the nested containers. If items are not returned by 12/11/97, teams will be billed for specific components at the costs specified below.

Cost of Control System Components

	Each	Total
RNets	\$1050	\$2100
Antenna	\$10	\$10
Batteries	\$50	\$300
Battery Chargers	\$25	\$75
Joysticks	\$25	\$50
Transmitter	\$250	\$250
Receiver	\$750	\$750
Tether Adapter	\$10	\$10
Power Supply	\$10	\$10
RNet Adapter	\$10	\$10
Kit Containers	\$20	\$40
BNC Coax Cable	\$10	\$20
Ground Plane	\$10	\$10
BNC Bulkhead Connector	\$10	\$20
Total		\$3655

6.13.3 Control System Loan Agreement

1998 Control System - LOAN AGREEMENT

Page 1

Team Number: _____	Team Name: _____
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DEPOSIT PAID ON CONTROL SYSTEM: \$500

Please choose one of the payment options below and fill in the appropriate information.

- Company Check # _____
Company Name _____
- School Check # _____
School Name: _____
- Personal Check # _____
Name: _____
- Money Order # _____
Name: _____

The following items are the parts of the control system which your team must return:

RNets (2)	Manufacturer: <i>Motorola</i>		
	Model # _____	S/N # _____	
	Model # _____	S/N # _____	
Antennae (2)	Manufacturer <i>Motorola</i>	Model # _____	
Batteries (2)	Manufacturer <i>Power Sonic</i>	Model # <i>PS-12180</i>	
Battery Charger	Manufacturer <i>Power Sonic</i>	Model # <i>PSC-124000A</i>	
Transmitter	Manufacturer <i>FIRST</i>	Model # <i>N/A</i>	
	S/N # _____		
Receiver	Manufacturer <i>FIRST</i>	Model # <i>N/A</i>	
	S/N # _____		
Joysticks (2)	Manufacturer <i>CH Products</i>	Model <i>Flightstick</i>	
	S/N # _____		
Tether Adapter	Manufacturer <i>FIRST</i>	Model # <i>N/A</i>	
Power Supply (9V dc)	Manufacturer <i>Scepter</i>	Model # <i>PD9010APLGA, 1Amp</i>	
BNC Coax Cable (2)	<i>FIRST</i>	Model # <i>N/A</i>	
Ground Plane	<i>FIRST</i>	Model # <i>N/A</i>	
BNC Bulkhead Connector (2)	<i>FIRST</i>	Model # <i>N/A</i>	
Kit Containers, Gray (1) Green (1)			

CONTROL SYSTEM DUE BACK 10/2/98

1998 Control System - LOAN AGREEMENT

Page 2

Team Number: _____ Team Name: _____

PLEASE READ AND SUPPLY THE NECESSARY INFORMATION:

By signing below, I agree to take responsibility for the control system my team is borrowing.

I understand that by giving FIRST this \$500 deposit, I am not purchasing the control system, but borrowing it.

I AGREE TO:

- Return the complete, clean, and disassembled control system in good working condition by October 2, 1998.

I understand there will be a late fee if the team is delinquent. (Late fee = 10% of the deposit) If all the above parts are not returned, or are damaged, I understand that FIRST will assess fees to cover their replacement. (Refer to Competition Manual, Section 6.13.2 for assessments)

- Provide shipping costs for the control system.
(Please choose your shipper, provide information, and give your account number.)

UPS account # _____

Fed Ex account # _____

Other Shipper: name and account # _____

Under what name/organization is the account? _____

Team member signature: _____

Printed name: _____

Phone number _____ Organization & Team Relationship: _____

Send/give to the following person: _____

Address: _____

Processed by: _____

Picked up at Kickoff: _____

Date control system shipped: _____

By whom: _____

CONTROL SYSTEM DUE BACK 10/2/98

