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1. FIRST CONTACT INFORMATION

You can reach FIRST via phone, fax, mail, email or the web. The offices are open Monday through Friday from 8:30am to 5:00pm, EDT. Please keep the time zone in mind when you place a call. Refer to the sections below for help with finding the appropriate resource to help your questions.

Phone Extensions: *Press the # key*, then extension numbers.

E-mail: E-mail may be the best way to receive an answer to your question. It saves all parties time because your questions can be detailed, helping to provide more accurate answers.

Specific Regional Competition Questions: Refer to “Team Support” section below. If you leave a voice mail, please leave a *short but detailed message*, including your team number, e-mail address, and phone number, so that the coordinator can research the problem before returning your call. A voice mail like, “call me, I have a problem” invites phone tag and does not provide you with the customer service you need and deserve.

1.1 Mailing Address and Telephone / Fax Numbers

FIRST	(800) 871-8326
200 Bedford Street	(603) 666-3906
Manchester, NH 03101	(603) 666-3907 Fax

1.2 FIRST Web Site

You can visit FIRST at its World Wide Web site at <http://www.usfirst.org/>. Regional specific information, not in this manual, is on the FIRST web site under Robotics, *Events*. Also, utilize the web site to access periodic post-rules updates and find answers to rules, travel, administrative concerns, as well as mentoring and schedule information.

The web site also provides links to home pages set up by teams involved in the FIRST Robotics Competition. If you have a school, company, or team-related web page that is not listed, please notify FIRST via e-mail to webmaster@usfirst.org.

The web site also provides information and scheduling for our other programs such as FIRST LEGO League and FIRST Place.

1.3 FIRST Phone Line 800-871-8326 or 603-666-3906

CONTACT NOTE: Especially during the autumn and winter months, FIRST Robotics Competition employees work long hours preparing for the competitions and answering questions via phone, fax, and e-mail. You may have trouble getting through by phone. So we can best serve all teams, please visit the web site to see if the information is there. If not, please use the phone system to get answers to general questions. Please focus the conversation on the question or concern.

1.3.1 Team Support, use Phone Option 1

1.3.2 Engineering and Technical issues, use Phone Option 2

1.4 Team Support

Please contact the Operations Coordinators (Team Support) to help answer questions regarding administrative or team concerns. Please e-mail questions or concerns to frcteams@usfirst.org or call the support team, Option 1 on our phone menu. Using this option helps balance the load at FIRST and provides you with efficient, knowledgeable customer service

1.4.1 Control System and Speed Controllers

Contact INNOVATION First Inc. for help with items such as: Operator Interface, Robot Controller, Radios, Speed Controllers, or Relay Modules.

Phone: (903) 454-1978

To contact via e-mail, visit their web site: www.innovationfirst.com

1.4.2 General Rules, Kit Part, Technical Questions

Questions and answers about rules may be made public in a periodic series of updates on the FIRST web site (www.usfirst.org). The identity of teams submitting the questions will not be made public unless they are posted on the web by the team.

- Please review Team Updates on the web site to get the most up-to-date rules information.
- Please do NOT contact FIRST Robotics if you are having technical problems with the Innovation First components. INNOVATION First contact information is listed above.
- Contact the Engineering specialists available for playing field construction, rules, and kit parts replacement and shipment questions by using **800-871-8326, phone Option 2**.

1.5 Mentoring & Team Organization

Mentoring information and connections are available on our web site. Teams can directly look up mentoring partners through the event map.

1.6 Corporate Sponsorship

Please contact the persons listed below for answers to questions regarding corporate sponsorship.

Dia Stolnitz
Director of Development
dia@usfirst.org
800 871 8326, ext. #key 406

Lynn Zuccarelli Austin
Regional Manager
lynnz@usfirst.org
800 871 8326, ext. #key 435

2. RELEASE STATEMENTS

2.1 Photograph and Video

Photographs and video footage will be taken at all the FIRST Robotics Competition '2002' events, including the Championship. By choosing to attend or participate, each person grants FIRST permission to use the photographs and/or video footage.

2.2 Team Travel

FIRST strongly recommends that each participant or attendee signs and dates a consent and release form. The Robotics Competition should be treated as any other school activity requiring parent or guardian consent. It is the team's responsibility to collect and retain these forms.

2.3 Disney Release Form

- Download this form from the Disney portion of the Events section of the FIRST web site.
- Put your team number in the upper right hand corner of the form.
- Make enough copies so each person traveling to the Championship event has one.
- Have each team member fill it out and sign it.
- Collect the forms, clip them together, and bring them to Pit Administration table at the Championship.

3. FIRST LOGO USAGE

We encourage you to develop and promote your team identity. It is a great way not only to help FIRST judges, announcers, and audiences recognize you at the competitions, but also to help you create a buzz in your community.

You have incredible creative opportunities in terms of designing your own identity. Every year we see great examples of how teams "brand" their efforts. And these branding activities are a wonderful way to include students from art, communications, computer, and language arts classes in your team effort. We see great team logos carried on robots, tee-shirts and hats, on web sites, banners, fliers and giveaways.

As you are managing your own promotion, you may want to incorporate the FIRST logo in what you do. That is great and we appreciate being able to share in your promotional efforts. Because our

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mark, both name and the geometric logo, is registered, we have a few guidelines for you to follow when you work with the FIRST logo:

- Use our logo in a manner that is positive and promotes FIRST.
- Use the FIRST logo without modification. This means that you will use our name and the circle, square, and triangle as you see it our web site or letterhead. You can use it in red, blue and black, or in black and white.
- If you have an interest in modifying our logo, do that only when you receive our permission. We are happy to talk with you about modifications after you submit a written request letting us know why you want to modify the mark; how you plan to do that, and where you plan to apply the logo. You can send an e-mail request to Laura London, Director of Marketing, at L2@usfirst.org.
- All Teams and sponsors must obtain approval from FIRST prior to incorporating our logo in any advertising. Again, you can e-mail requests for approval, to Laura London.
- Direct all questions and requests for approval about use of the FIRST logo to Laura, by e-mail or by phone at 415-925-1034.

4. HOW TO VOLUNTEER FOR FIRST

Each Competition event depends on an abundance of volunteers with a broad spectrum of talents to support operating needs and competition demands. If you have time, we can use your help. For information about volunteering at a Regional Competition or at the Championship, please contact:

K.C. Connors

Phone: 800-871-8326, ext. #key 434

Email: kc@usfirst.org

5. HOTEL INFORMATION: REGIONALS

Please refer to the FIRST website at <http://www.usfirst.org> for current instructions/information regarding how to make a regional hotel reservation for your FIRST team, and to see a current list of FIRST-recommended hotels for each regional competition. Each FIRST team should have one person designated as their Team Travel Coordinator to manage this process.

5.1 Note To Designated FIRST Team Travel Coordinators

Please review the instructions below before you attempt to reserve rooms for your team. FIRST and The Meeting Company have been working together to secure safe, clean and reliable hotels with special discounted rates for the FIRST regional competitions. This year we have also made improvements to the team hotel reservation process. This should make the registration process more efficient and easier for both teams and hotels. This unified registration structure benefits the group as a whole by allowing everyone to receive discounted hotel rates while participating in a regional competition.

For up-to-date, regional competition-specific hotel information, please refer to the FIRST web site at <http://www.usfirst.org>

5.2 Team Travel Coordinator Responsibilities

The FIRST website lists the FIRST-recommended hotels for each 2002 regional competition. Regional hotel choices will be posted on the FIRST website by November 15, 2001.

If your team wishes to make reservations at one of the FIRST-recommended hotels, your Designated Team Travel Coordinator must initiate contact directly with The Meeting Company via e-mail, phone or fax. As the designated Team Travel Coordinator, you should initiate contact with The Meeting Company as soon as you are prepared to submit a completed rooming list.

Listed below are some key reminders regarding the regional hotel reservation process and the responsibilities of the designated Team Travel Coordinator.

- Do not call the hotels listed on the FIRST website directly for your initial team room reservations. Hotels will only accept team rooming lists submitted by The Meeting Company.
- The Meeting Company will only accept rooming list reservations submitted/made by the designated Team Travel Coordinator or authorized travel agent for each team.
- All rooming lists must be complete before being submitted to The Meeting Company.
- Rooming list confirmations will only be sent to the Team Travel Coordinator or the travel agent representing your team.
- The designated Team Travel Coordinator is responsible for submitting one complete team rooming list to The Meeting Company for each participating team per regional competition.
- The designated Team Travel Coordinator is responsible for submitting payment directly to the hotel so that it is received by the specified due date.
- The designated Team Travel Coordinator is responsible for ensuring and verifying that his/herteam's payment has been received by the hotel.
- The designated Team Travel Coordinator is responsible for updating the travel agent representing their team with all pertinent hotel booking information.

5.3 Making Regional Hotel Reservations at FIRST-Recommended Hotels.

Do not call the regional FIRST-recommended hotels listed on the FIRST website directly for your initial team room reservations. Hotels will only accept room list reservations submitted by The Meeting Company.

Step 1: SELECT YOUR REGIONAL HOTEL

Refer to the FIRST website at <http://www.usfirst.org> for a current list of FIRST-recommended hotels for each regional competition.

Step 2: COMPLETE AND SUBMIT YOUR TEAM ROOMING LIST FORM TO THE MEETING COMPANY

The Team Rooming List form is your reservation request for hotel rooms for your team members. The designated Team Travel Coordinator or authorized team travel agent must complete this form in its entirety before submitting it to The Meeting Company.

A. There is a designated link on the FIRST website for submission of the Team Rooming List form to The Meeting Company. Please submit your rooming list by clicking on the designated link.

B. Team Rooming List forms are due by the *Rooming List Due Dates* specified for each hotel. You can find these due dates on the FIRST website within each hotel's listing.

NOTE:

Once you have submitted your completed Team Rooming List form to The Meeting Company, you will receive an e-mail acknowledging receipt of your submission. The Meeting Company will provide you with hotel reservation confirmation numbers immediately upon receipt from hotel. Please be patient, it may take the hotel several days to provide The Meeting Company with these confirmation numbers. Once you have received confirmation numbers from The Meeting Company you may then contact the hotel(s) directly to make any reservation changes, etc.

Step 3: SUBMIT HOTEL PAYMENT DIRECTLY TO THE HOTEL

Each FIRST-recommended regional hotel requires Payment In Full for your hotel rooms in advance of your arrival. Each hotel listing specifies a PAYMENT DUE DATE. Payments are to be made DIRECTLY TO THE HOTEL. Do not send payment checks to The Meeting Company.

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If your payment is not received at the hotel by the specified due date, the hotel will automatically cancel your rooms. It is the responsibility of the designated Team Travel Coordinator to ensure and verify that your team's payment has been received.

NOTE:

Once The Meeting Company has provided the designated Team Travel Coordinator with the hotel reservation confirmation numbers for the submitted Team Rooming List, the designated Team Travel Coordinator should do the following:

- Send hotel payments directly to the hotel(s). Mailing address information is provided for each hotel on the FIRST website.
- Address your mailing envelope "Attention: Reservation Department"

If paying by check: Include the following payment information on the check "Memo" line or submit a note which specifies that the check payment is regarding:

FIRST Robotics Competition

FIRST Team #

FIRST Team Name (List the Team sponsor first, then the school name)

If paying by credit card: The Team Rooming List form contains a section for credit card payments. Please specify your credit card # on this line at the time you submit your rooming list to The Meeting Company.

6. HOTEL INFORMATION: CHAMPIONSHIP

Disney exclusively handles hotel reservations for the Championship event. *The Meeting Company is not involved.* Please refer to the FIRST web site, www.usfirst.org, for information on the Disney packages and reservations system. *All teams that do not book hotels in the FIRST package will be required to pay a \$75 per person event fee.*

7. LOCAL STORES

Use these URL's to locate stores in the vicinity of your hotel or the competition site. It may be helpful to print out directions before you travel so you have the information. We suggest that you get directions from both the competition site and your hotel. You can obtain competition site addresses for each event from the web site. Once you have the home page, click on the "find a store," "store locator," or "location" for the one closest to your starting point.

Store / Facility	Web Address
Ace Hardware	http://www.acehardware.com/
CVS Pharmacy	http://www.cvs.com/CVSAApp/cvs/gateway/cvsmain
Home Depot	http://www.homedepot.com/home.html
Kinko's	http://www.kinkos.com/
Kmart	http://www.bluelight.com/home/index.jsp
Lowe's	http://www.lowes.com/
Office Depot	http://www.officedepot.com/
Radio Shack	http://www.radiosack.com/#
Rite Aid	http://www.riteaid.com/stores/locator/
Staples	http://www.staples.com/about/store/find/
Target	http://www.target.com/
True Value Hardware	http://www.truevalue.com/
Wal*Mart	http://www.walmart.com/cservice/ca_storefinder.gsp?NavMode=7
Walgreens	http://www.walgreens.com/

8. DRAYAGE

We require teams to use the designated drayage company, specified in each Regional Event Section on the web site. This rule stands for each competition crate they ship and for each competition event they attend

Teams are not permitted, under any circumstances, to drive robots or crates to competition sites.

Crates must meet specific criteria. If a crate is labeled improperly, or if it does not meet required specifications, it may be refused at the drayage warehouse. Refer to all related sections below for details.

8.1 The Drayage Company: What is its Function?

A drayage service company receives and stores all team crates on its premises and delivers them to the competition sites in time for the events.

8.2 Why Do Teams Have To Use The Drayage Company?

FIRST requires teams to use the drayage services stipulated for each event for the following reasons:

- To help the teams and FIRST establish documented proof of robot “out-of-hands” deadline compliance. This storage and delivery service helps ensure that all teams have the same amount of time to work on their robots
- To provide a tracking system for team crates. The drayage companies keep a log of the crates they receive, so if a crate does not arrive, FIRST can notify the team to initiate tracking activities with their shipper
- To ensure on-time crate arrivals to team Pit stations at the competition sites

8.3 Drayage Contact / Address Information

Refer to the Regional Event section on our web site for particulars and deadlines for each event in which your team is competing.

8.4 Services Provided by the Drayage Company

Drayage companies provide the following services to our teams:

- Complete crate handling at the warehouse for unloading and storage
- Hauling your crate to the competition site
- Delivery to the team’s Pit Station
- Removal and storage of empty crate from team’s Pit Station

NOTE: *There will be no access to the crates once they are removed from the Pit. Keep any needed tools or equipment with you at your Pit Station.*

- Return of empty crate to team Pit stations after competition
- Transferring crate from Pit station to loading area after the competition

8.5 Cost Paid by FIRST

FIRST will pay for the drayage cost of *ONE* crate for each team for each competition in which it competes. This means that FIRST pays for the storage of one crate at the drayage company and the transfer (drayage) of that crate from the drayage company to the event site.

NOTE: Each crate must meet specific criteria. Refer to *Crate Information, Crate Size, and Weight Specifications section.*

8.6 Cost Paid by Teams

- Each team pays for all shipping costs to the drayage company. *The drayage companies will not accept COD shipments.*

- Teams are responsible for all additional drayage charges such as:
 - When the measurement or weight of the crate exceeds the specifications.
 - If a team ships more than one crate, the team pays the cost of all drayage for the extra crate
 - Each team must pay for any additional charges, such as in the above, by the end of each competition
- Teams pay the cost of shipping their crate(s) from the competition site. Make arrangements before the competition and refer to the appropriate Regional section on the web site to see if on-site pick-up is allowed at that competition. If on-site pickup is not permitted, make arrangements through the drayage company prior to the competition. The team pays for shipping back to the drayage site

8.7 Inbound Shipments to the Drayage Company

All shipments must be *PREPAID*. No COD shipments. All shipments must have a Bill of Lading or Delivery receipt showing the following:

- Number of items, weight, and description of merchandise
- Label all items per Regional event specification. Refer to the web site for Regional specifics

8.8 Outbound Shipments

- Your crate must leave the event site on Saturday.
- Teams must make arrangements for outbound shipments prior to the event.
- If your event allows on-site pickup, arrange to have your crate picked up on Saturday. Refer to the web site, Regional Events, for this information.
- If you have to use the drayage company's services because the site does not allow on-site pickup, make arrangements with them prior to the event.
- All outbound shipping charges must be PREPAID.
- Label each crate and ensure that it is still fit for travel.

9. CRATE INFORMATION

It is important that each team follows the rules and specifications for the crating and shipment of its robot. Build the crate so it is sturdy and falls within weight and height specifications. Please read and follow the requirements that help keep drayage and shipping manageable. The drayage company determines if a crate meets the size and weight criteria and passes the information to FIRST. *If a crate exceeds specifications, FIRST will not guarantee security or delivery of the crate(s) to the site.*

9.1 Crate Size and Weight Specifications

PLEASE NOTE: *Change* in maximum *Height* specification

- All crates must have a footprint *no greater* than 4' by 4' and be *no higher* than 5'10" (70") high. This maximum includes the 4" by 4" lumber mentioned below.
- All crates must weigh 400 pounds or less
- All crates must be sturdily built to prevent damage to your equipment
- *All crates must "sit" on 2 pieces of 4" by 4" lumber, spaced at least 28" apart.* This requirement will facilitate moving the crates with a pallet lift.

9.2 Crate Limit

- FIRST recommends that each team ship only one crate in order to keep Pit aisles and egresses clear and safe and provide each team with equal space.
- *No more than two crates per team are permitted at any competition site.*

- If you must ship an extra crate, it must also meet the specifications stated above. *The team pays for all drayage costs for the additional crate.*
- Crates are removed from Pit Stations and stored by the drayage company during competitions.

9.3 Crate Identification Specifications

- Clearly mark all four (4) sides of your crate(s). This helps your shipper and it helps the drayage company easily locate your crate at its warehouse as well as at the competition site.
- Display the following on your crate, in order, from top to bottom:

1. TEAM NUMBER	Place within the top 12 inches of crate. Use six (6) inch numbers.
2. OFFICIAL TEAM NAME (Sponsor / School)	Use (2-3) inch letters.
3. SITE NAME/ADDRESS	Use (2-3) inch letters.

- Refer to the web site for any specific labeling style pertinent to your Regional Events
NOTE: The address or the name of the team or team number is not enough identifying information

9.4 Crate Contents (Required)

Include at least the following required items in the sturdily built crate in which you ship your robot:

- 1 Robot
- 1 Complete Control system
- 2 Batteries: Unplug, put electrical tape on the posts, and pack in a small box separate from the robot.

10. SHIPPING YOUR ROBOT & EQUIPMENT

There are specified times that your robot must leave the team's hands as well as a deadline for when it must arrive at the drayage site. Make sure you meet these deadlines. Refer to and print pertinent Regional sections for drayage deadlines.

The following are shipping suggestions. To obtain the best shipping rate:

- Price your shipping to the drayage company in advance
- Price your shipping from the competition site in advance
- Make shipping arrangements to and from the competition(s) well before the competition
- Check the web site in the appropriate Regional Event sections to see if on-site pick-up is allowed.
- If on-site pickup is not permitted, make arrangements for shipment through the drayage company before the competition.

10.1 Teams Pay Shipping Costs

Teams are responsible for paying for ALL shipping charges with the exception of the FedEx offer. Refer to the FedEx section below for the exception. All shipping charges must be paid at the time of shipment, as COD shipments will not be accepted competition

10.2 Robots Ship from Event to Event

Robots must ship from event to event. Teams cannot take their robot home after an event and ship it to another event. As we have expanded, we have an increasing number of teams who

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cannot physically bring the machine back to the school due to travel time. It therefore creates an uneven field for the teams as well as logistical issues of verification for FIRST.

10.3 Deadline Definitions

Clarification of deadline definitions follows:

- The “*Ship*” deadline is the latest date and time your robot can leave your team’s possession. This date and time applies whether you ship or drive your robot to the drayage facility.
 - a) *If you ship your robot*, the shipping company must provide written proof that your team complied and that your robot is out of your hands. The document must show the date and time that it took possession of your crate.
 - b) *If you drive your robot to the drayage company*, it (the drayage company) must provide you with a dated and timed written proof that your robot crate is in their possession and out of your hands by the “*Ship*” deadline.
- The “*At Drayage*” deadline is the latest date and time your shipping company can deliver your robot to the drayage facility. Make sure your shipper knows and meets the deadline.

10.4 “Ship” Rule, Verification, and Deadlines

All teams must comply with the policy of robots being out of teams’ hands at a specified date and time. There are deadlines, “*Ship*” and “*Drayage Site Arrival*,” each team is required to observe with regard to shipping its robot to all events.

These cut-off dates help ensure that each team has equal time to work with its robot and that the robots arrive at the drayage company in time for delivery to the competition site. Teams will be disqualified from competition for failure to observe and document the adherence to these deadlines. **NOTE:** *Please note the change in verification requirements.*

To avoid disqualification, do the following:

- Obtain a receipt from your Shipper when your robot crate is picked up. If you drive your robot crate to the drayage site, obtain a receipt from the drayage company.
 1. Make sure your receipt clearly shows the date and the time the robot crate left the team’s hands
 2. Put your team number on the receipt
- Use the United States Post Office ***Priority Mail System*** to send the verification
 - a) You must ask for and use the **tracking system option** for the Priority Mail
 - b) Address the Priority packet as follows, using all capital letters:

- YOUR TEAM #, THE EVENT TO WHICH YOU SHIPPED YOUR ROBOT
- TEAM SUPPORT
- FIRST
- 200 BEDFORD STREET
- MANCHESTER, NH 03101

- Mail it to FIRST within 24 hours of shipment or delivery to drayage site.
- Track the letter, through the United States Post Office, to ensure its arrival at FIRST.

10.5 FedEx

FedEx has graciously agreed to partner with FIRST and pay for shipping, via FedEx, for:

- *ONE* crate to *ONE* Regional for each team. If you participate in only one event, FedEx will also ship your crate back home.
- *ONE* crate to the Championship and back home for those teams registered for that event.

**NOTES: FedEx does not pick up on Saturdays.
You cannot substitute two Regionals.**

10.5.1 Shipment Insurance

FedEx does *not* insure complimentary shipments. If you want to insure your crate and its contents, obtain insurance through a third party.

10.5.2 How it Works, What to do

- FedEx will provide each team with four (4) air-bills for one regional and the Championship. These have an account number for the shipment. The information provided on the air-bill will allow each team to track shipments from the ship point to the drayage company.
- Allow 3-5 days for shipment movements.
- To arrange a pickup, call at least 48 hours in advance to schedule.
- Call FedEx to schedule pickup by calling FedEx Freight Services at 800-332-0807.
NOTE: You will need the account number from the pre-printed air-bill for this call.
- Each team will be able to call the FedEx Customer Service Center 24 hours a day at 800 Go FedEx, (800) 463-3339, or use the FedEx web site www.fedex.com to make arrangements and track its shipment. All tracking requires the air-bill number.
- Place the air-bill on your crate.
- Keep a copy of the air-bill for tracking purposes.
- Track your crate to ensure on-time arrival by accessing the tracking network by calling 800-GOFEDEX or by using the FedEx web site www.fedex.com

10.5.3 Weight Limit

Adhere to the FedEx weight restriction. Crates *cannot* exceed 600 pounds.

NOTE: Remember, FIRST pays drayage costs for a crate up to 400 pounds. Teams pay the drayage excess over 400 pounds.

10.5 Shipping to Your Initial Event (Your Team's First of the 2002 Season)

Ship (out of hands) deadline: Your robot must out of the team's hands -- either in a shipping company's possession, or at the drayage company designated for your event by 5p.m. local time on Tuesday, *February 19, 2002*.

Drayage site arrival deadline: There is also a deadline for robot arrival at the drayage company. Your robot must be delivered to the designated drayage company by 5p.m. local time on the Monday prior to your event. Refer to the web site for the date for the robot arrival deadline for each event in which you participate.

10.6 Shipping to Subsequent Events

- Robots will ship from event to event only. *Teams cannot take their robots home between events.*
- Adhere to the Drayage Site arrival deadline shown in the each Regional Event section on the web site. Crates must arrive by 5p.m. on the Monday before the event.

11. EVENT OVERVIEW

This section gives a general summary regarding, 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 qualifying and elimination matches.

11.1 Important Note:

To ensure that teams have the proper Regional information for their event, teams must download Regional sections from the FIRST web site for the specific events teams will attend. These

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sections are only available on the FIRST web site, www.usfirst.org, and contain critical event-specific information

Please familiarize your team with this overview so all team members are familiar and comfortable with the routine and rules. Refer to the manual section dealing with your chosen event(s) for specifics.

11.2 Generic - Regional Competitions Agenda

For event-specific agendas, refer to the web site once competition dates draw near.

Thursday Team arrival
Registration upon arrival and before noon
Practice Rounds
Official Weigh-in
Inspection

Friday Seeding (qualifying) matches
Awards
Celebration Party

Saturday Seeding (qualifying) matches
Elimination Matches
Awards

11.3 Generic - Championship Agenda

Thursday Team arrival
Registration upon arrival and before noon
Practice Rounds
Official Weigh-in
Inspection

Friday Seeding (qualifying) matches

Saturday Seeding (qualifying) matches
Elimination Matches
Award Ceremony at Epcot Arena
Wrap Party

11.4 Registration

At each event, *an adult member* of each team must register at the Administration Table, located in the Pit Area, *by noon on the first day of the event*. At this time, each team will receive an event-specific orientation packet. The packet will contain:

- Layout of Pit showing locations of Teams, parts replacement, and Pit Administration area
- Practice Times list
- Team Operator Badges
- List of Attending Teams
- Important Notes which help clarify the process
- Agenda
- “Most Incredible Play of the Day” ballot. The ballot specifies the voting deadline.

12. COMPETITION OVERVIEW

This section provides general information on the competitions and necessary details with regard to the generic schedule; robot inspection; practice, safety, the Pit and its stations, rules, Yearbook page, and regulations; the Team Party, and suggestions.

12.1 Safety Glasses - They do no good on foreheads.

FIRST requires all teams to bring and supply safety glasses to its members and guests for each competition. Team members and guests must wear them to protect their eyes while working on the robot, when observing robot building/repair work, and while competing. Operators and mentors will not be allowed on the competition field without them.

12.2 Practice Time Slots

All teams will receive at least four (4) five-minute practice slots. Your information packet will contain a list of practice times and indicate on which field you will practice. This is an important part of your registration information. Your team *must* be ready to practice at the designated times and on specified fields.

If your team cannot be ready for your practice time slot, it will forfeit that practice slot. It is no longer possible to switch practice times.

12.3 Practice Rules

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.

12.4 Official Robot Inspection

To ensure that all robots are safely constructed and fall within the FIRST parameters, teams must follow the inspection process. Inspectors use an Official Inspection Sheet.

12.4.1 What is on the Inspection Sheet?

For an overview of what robot inspection will be like, please refer to the *unofficial* inspection sheet in the *Robot* section of this manual. FIRST will post the *Official Inspection Sheet* on the web site so you can pre-inspect before you ship your robot. This posting will be well into the season.

12.4.2 When does Inspection Take Place?

During events FIRST staff will be on site all day Thursday until the Pit closes to inspect your machine. It is not necessary to wait until you are totally ready, you can begin the inspection process by documenting height/weight specifications. Inspectors can sometimes help find problems and provide suggestions during an early inspection.

12.4.3 Requirements

- You must bring your completed “Yearbook Page and Materials List.” This provides Inspectors with necessary parts information.
- Check in with the Pit Administrators when you are ready to begin.
- You may partially inspect your robot for those items you have complete, such as size/weight.
- Every machine must pass inspection before competing in the Seeding Matches on Friday.
- Each time you modify your robot, you must ask for a re-inspection.

13. MASCOTS AND TEAM UNIFORMS

FIRST encourages you to develop and wear team uniforms, including identifying hats and T-shirts that display company and high school team names and/or logos. This not only promotes team spirit, it helps the audience, announcers, judges, and spectators identify you and your robot.

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Please make sure that mascot costumes are safe for the wearer as to vision and movement. It is important to make sure they are comfortable and cool enough. In warmer climates, there is always danger of fainting and dehydration.

14. JUDGES' YEARBOOK PAGE

The Yearbook Page consists of a team overview page and a materials page. Complete the Yearbook Page via the web site. FIRST will post this project and formats as the competition season nears.

14.1 Purpose

The Yearbook Page submission is a Judging and Inspection requirement and will:

- Make the judging and inspection processes more efficient
- Help provide the judges with some insight into each team and its workings, team history, and information about each robot.
- Provide a common starting point for judging each team
- Provide team data for FIRST

14.2 Requirements

- Use the required format. Deviations will be discarded.
- Provide a list of the materials you used on the team robot.
- Insert a single photo in the designated spot. The requested digital picture of the robot, or the team and robot, provides a visual recollection for the judges as well as a picture we can archive on disc to use for media coverage and the awards ceremony at the Competitions.
- The Main Contact for each team will receive instructions on how to fill out the forms via the web site, using required formats. To ensure proper archiving, follow the specific guidelines.
- *Bring a copy of the Yearbook Pages to all competitions. The Materials List is a necessary part of the robot inspection.*

14.3 Submission Deadline

February 22, 2002

15. TEAM PARTY

Teams attending the team or wrap party are expected to have a responsible, adult chaperone for each ten students.

15.1 Requirement for All Parties

In order to plan for the parties, we must receive an attendee count from each team.

- Main Contacts: Go on line to the team's registration record and enter the team's predicted attendance numbers prior to the deadline.
- Be sure to include register an attendee count for *each* event you will attend. This count may differ from event to event since not all team members travel to all events.

15.2 Regional Parties

The team party is a great part of the competition celebration. Each event party has a different plan, but all parties are informal and entertaining! They usually take place after the Awards Ceremony on Friday evening and include food and fun. Check your regional agenda for time and place. There is no charge and "come as you are from the competition" is the dress code. Please remember that your behavior reflects the ethics of your team. Your language, your dance steps, and your behavior in general, set the tone. We expect the best from our teams, because you are the best!

15.3 Championship Wrap Party

This party takes place after the Awards Ceremony on Saturday evening. Please read below.

15.3.1 Teams with Disney Accommodation Packages

Those teams who purchased a Disney accommodations package, the party is included in the package.

15.3.2 Teams without Disney Accommodation Packages

Those teams that chose to stay off site will have to pay a per person fee to attend the Wrap Party. Please review the Disney information on the FIRST web site for complete details.

15.4 Deadline

Provide the event attendee information on line no later than February 22, 2002 (5:00pm, EDT).

15.5 Party Attendance Requirements

Each team must:

- Provide an estimate, prior to the deadline, of those who will attend the party. Refer to section 1.5.1.
- Bring adult chaperones. Please provide one chaperone per 10 students
- Conduct itself with gracious professionalism

16. THE PIT

The Pit is the place teams will spend their time working on their robot. Each team has an equal space in which to work. It is important to use thoughtful manners and true team spirit here. *Quarters are equal, but small*, time is short, and help may be right next door. Your team's best friend can be the team in the next pit station. Help each other when you can and keep the aisles clear.

16.1 Administration Station

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

- Register, no later than noon on the first day, and receive your registration packet – Check your event agenda on our web site 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

16.2 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.

16.2.1 Numbering

Each team is assigned to a specific pit station that is indicated by the team's number. FIRST places the team numbers on a pole and aligns them for easy station identification.

16.6.2 Space Regulations

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

16.3 Robot Traffic Flow

There is a pre-determined traffic flow pattern set up to maximize the efficiency of the team/robot ingress and egress of the competition areas. The queuing team will maintain the traffic pattern at each event. Please follow it to ensure an efficient line up for practice and competition.

16.4 Queuing

Queuing is a system for maintaining timely practice and competition schedules. A Pit announcer and the queuing team strive to maintain an on-time schedule.

You may want to designate team members to be your team's queue specialists. They can carefully watch the schedule and alert you when your turn is near. They should:

- Mark practice and competition schedules so you know when and where you will next practice or compete
- Listen carefully for the queuing announcements
- Line up the five competing team members and robot when announced
- Observe the traffic pattern pre-set by the queuing staff

16.5 Aisles

It is extremely important to keep aisles clear for safety reasons, judging accessibility, robot mobility, and courtesy. Each team has an allotted pit space. Please advise team members not working on the robot to watch the practice rounds or competitions. Stay out of the aisles. Maintaining a schedule is crucial to the competitions and navigable aisles are a necessary component to this schedule. Please do not place chairs or equipment in the aisles. Sit in the audience, not on the floors or in the aisles.

16.6 Announcer

Each event has a Pit announcer whose duty it is to coordinate the queuing of teams and call them to the queuing line. Please do not ask the announcer to make frivolous announcements.

16.7 Security

FIRST believes that teams are honest. There have, however, been occasions when items such as cameras and laptops have disappeared. Use common sense and do not leave such valuable items unattended. Designate a representative to remain in the pit during team absences, or take these items with you. Neither the site nor FIRST is responsible for theft.

16.8 Equipment

Each pit station will have a table and power outlet in the pit area. We suggest you bring the following:

- Extension cord (heavy duty and at least 25')
- Power strip to make best use of your power drop
- Other items as suggested on the *Team Checklist*

16.9 Parts Exchange

Spare Parts are located in the Pit. Refer to the "Robot" section for more information.

16.10 Courtesies and Rules

The Pit is where the behind-the-scenes action is. The FIRST Staff wants you to enjoy the competition. Please read and follow the rules below so everyone can work and compete in a safe, friendly, sportsmanlike, and orderly manner.

Battery Safety: Charge in an open, well-ventilated area.
(Sealed Acid Lead) Do not charge near equipment that may produce sparks.
Charge in an upright position. It is not safe to charge the SAL battery in an inverted position.
Do not charge near an open flame.
Do not use smoking materials in the battery charging area.

Fire Extinguishers: Located at the Pit Administration Station and on the Playing Field.

Grinding and Painting: There will be no grinding or painting at pit stations. Designated grinding and painting stations are available to the teams.

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 receive in your Registration Packet. Should the hours change, they will be available at the Pit Administration Station.

Noise: There will be no loud audio systems, whistles, and blow horns in the Pit Area. They prevent teams from hearing important announcements, can be annoying, and can cause hearing loss.

Open Flames: No open flames are allowed at the pit stations.

Pit Station Crowding: Please stay within the area allotted to your team. FIRST reserves the right to limit the number of team members in your Pit station. If the pit area becomes too crowded for machines and teams to move back and forth to the field safely and quickly, we will request that some team members leave the area.

Robot Operation: Operate robots *on tether only* in Pit area.

Safety Goggles: All team members and onlookers must wear safety glasses in the Pit and on the playing field. Teams are required to bring enough to supply its team members, and its guests.

Sales: Because of site regulations, FIRST cannot allow teams or individuals to sell items, such as T-shirts, pins, etc., at any events.

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.

Welding, Soldering, Brazing: These operations are prohibited at the pit stations. The machine shop will supply these services.

17. TEAM CHECKLIST

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

TOOL BOX ITEMS

SAFETY GLASSES are required for all team members and Pit Station visitors!!!

Adjustable crescent wrench
Allen wrenches
Ball driver set / Nut driver set
Batteries and Charger
Box cutter
C-Clamp, large, medium, small
Cutters
Deburring 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 grit
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

ADDITIONAL ITEMS

1st Aid Kit
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
Permission Slips
Pit work schedule and clean up
Portable printer
Registration Papers
Rubber bands
Rule Book and updates
Schedule to set up and break down
Small foldable seats
Small trash can
Spray cleaner
Stapler / staples
Storage box - trinkets & trash (buttons)
Tape: Clear / masking / duct
Team roster
Trash bags
Upright storage bins
Water cooler / cups or water bottles
Ziploc bags

1ST AID KIT / ESSENTIALS

Advil / Tylenol
Alcohol Prep Pads / 3M First Aid tape
Band-Aids / Blister kit
Cough drops / sore throat medicine
Extra - toothbrushes/hairbrushes/combs
Extra - travel size deodorant/razors
Eye wash and drops
Hand sanitizer / Liquid Soap
Ice Bag
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

REGIONAL TABLE OF CONTENTS

Team Main Contacts:

To ensure that your team has the proper Regional information for your events, download Regional sections for the specific events you will attend. These sections contain critical event-specific information and are only available on the FIRST web site, www.usfirst.org.

- Copy this page to use as a generic Table of Contents for each Regional section.
- Place a copy of this page behind the manual tab for each Regional you will attend
- Print Regional materials posted on the web site and insert behind the TOC
- Refer to the “Administration, Drayage, and Shipping” section of the manual for the expanded and general view of the Regionals as well as deadlines, suggestions, and schedules.

Section 1 **Event Location**

Section 2 **Directions to Event Site**

Section 3 **Regional-Specific Hotel Information**

Section 4 **Regional-Specific Drayage Information**

Section 5 **Regional-Specific Shipping Information**