

5. ADMINISTRATIVE DETAILS

5.1 How to contact FIRST

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

Mailing Address and Telephone/Fax Numbers

FIRST

200 Bedford Street

Manchester, NH 03101

800-871-8326

603-666-3907 (fax)

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:

For rules clarification:	For playing field specs:
Eric Rasmussen	Charlie Jost
ear@usfirst.org	chasjost@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.

Administrative Questions or Concerns

Sally Washburn	or	Debra Tetrault
sally@usfirst.org		dmt@usfirst.org

Sponsorship Questions or Concerns:

Susan Howland	or	Nicolle Rizzo
howland@usfirst.org		nicolle@usfirst.org

5.2 FIRST Web Site

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

Although our current network bandwidth does not permit us to make the full text of the rules available via the web site, 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/1997comp/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 Kickoff Workshop. The Rules are not for public access, and any team discovered giving out their password will have their access to this site revoked.

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.

5.3 Motorola Midwest Regional

Location

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

Harper College
Route 62, Algonquin Road
Palatine, IL 60067

Hotels

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

Embassy Suites Hotel 1939 North Meacham Road Schaumburg, IL 60173 800-654-8089 \$109 single/double \$119 triple/quad/quintuplet/sextuplet Price includes full breakfast. Cut off 2/14/97	Hampton Inn, Schaumburg 1300 East Higgins Road Schaumburg, IL 60173 847-619-1000 \$69 single/double \$74 triple/quad Price includes continental breakfast. Cut off 2/14/97
Holiday Inn, Schaumburg 1550 North Roselle Road Schaumburg, IL 60195 847-310-0500 \$75 single/double/triple/quad Cut off 2/7/97	Hyatt Regency, Woodfield 1800 East Golf Road Schaumburg, IL 60173 847-605-1234 \$89 single/double/triple/quad Cut off 2/12/97
Wyndham Garden Hotel, Schaumburg 800 National Parkway Schaumburg, IL 60173 847-605-9222 \$77 single/double/triple/quad Cut off 2/5/97	Marriott, Arlington Heights North 3700 North Wilke Arlington Heights, IL 60004 847-394-9999 \$73 single/double/triple/quad Cut off 2/12/97

Radisson Hotel, Schaumburg
 1725 East Algonquin Road
 Schaumburg, IL 60173
 847-397-1500
 \$74 single/double, \$84 triple/quad
 Price includes airport shuttle. Please
 give advance notice.
 Cut off 2/14/97

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.

5.4 New England Regional

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

Hotels

Below are some suggestions on where to stay if you will need overnight accommodations for the New England Regional.

Center of New Hampshire - Holiday
 Inn
 700 Elm Street
 Manchester, NH 03101
 603-625-1000
 \$72 single/double, \$77 triple/quad
 Cut off 2/20/97

Comfort Inn
 298 Queen City Avenue
 Manchester, NH 03102
 603-668-2600
 \$59 single/double + \$6 per person
 Cut off 2/26/97

Days Hotel
 55 John E. Devine Drive
 Manchester, NH 03103
 603-668-6110
 \$65 single/double + \$6 per person
 Cut off 2/26/97

Highlander Inn
 2 Highlander Way
 Manchester, NH 03101
 603-625-6426
 \$75 single/double + \$10 per person
 Cut off 2/26/97

Susse Chalet
 860 Porter Street
 Manchester, NH 03103
 603-625-2020
 \$49.70 single/double/triple/quad
 Price includes continental breakfast
 Cut off 2/19/97

Wayfarer Inn
 121 South River Road
 Bedford, NH 03110
 603-622-3766
 \$70 single/double, \$80 triple/quad
 Cut off 2/12/97

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.

5.5 Johnson & Johnson Mid-Atlantic Regional

Location

The Johnson & Johnson Mid-Atlantic Regional will be held at Rutgers University. The full address is:
 Rutgers University
 College Avenue
 New Brunswick, NJ 08903

Hotels

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

Clarion Hotel
 2055 Lincoln Highway
 Edison, NJ 08817
 908-287-3500
 \$85 single/double, \$90 triple/quad
 Price includes buffet breakfast.
 Cut off 2/26/97

Comfort Inn
 I-287 & Stelton Road
 South Plainfield, NJ 07080
 908-561-4488
 \$49 single/double + \$5 per person
 Price includes continental breakfast.
 Cut off 3/1/97

Somerset Marriott Hotel
 110 Davidson Avenue
 Somerset, NJ 08873
 908-560-0500
 \$75 single/double/triple/quad
 Cut off 2/27/97

Quality Inn
 1850 Easton Avenue
 Somerset, NJ 08873
 908-469-5050
 \$52 single, \$56 double/triple/quad
 Cut off 2/21/97

Wyndham Hotel
 21 Kingsbridge Road
 Piscataway, NJ 08854
 908-980-0400
 \$74 single/double, \$79 triple/quad
 Cut off 2/26/97

Embassy Suites Hotel
 121 Centennial Avenue
 Piscataway, NJ 08854
 908-980-0500
 \$115 single/double/triple/quad
 Price includes full breakfast.
 Cut off 2/15/97

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.

5.6 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.

5.7 Schedule of Events

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 |

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 & Finals
Awards Ceremony at Epcot Arena
Wrap Party at Future World West |

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 two of your batteries

- 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.

See Section # 5, *Administrative Details*, for more information.

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.

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 15 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.

Practices are in the afternoon on the following days:

Motorola Midwest Regional.....	Thursday, March 6, 1997
New England Regional.....	Thursday, March 13, 1997
Johnson & Johnson Mid-Atlantic Regional.....	Thursday, March 20, 1997
National Championship.....	Thursday, April 10, 1997

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.

Seeding Matches

Each team will compete between 4 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.

Seeding matches are all day on the following dates:

- Motorola Midwest Regional.....Friday, March 7, 1997
- New England Regional.....Friday, March 14, 1997
- Johnson & Johnson Mid-Atlantic Regional.....Friday, March 21, 1997
- National Championship.....Friday, April 11, 1997

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.

Double Elimination and Final matches are all day on the following dates:

- Motorola Midwest Regional.....Saturday, March 8, 1997
- New England Regional.....Saturday, March 15, 1997
- Johnson & Johnson Mid-Atlantic Regional.....Saturday, March 22, 1997
- National Championship.....Saturday, April 12, 1997

5.8 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:

Any team competing in the National Championship only

1. Machines **MUST BE OUT OF TEAM HANDS** by 5:00 p.m. on Friday, February 28, 1997. This means you may ship the robot or drive the robot to the drayage/storage facility in Orlando by 5:00 p.m. on February 28.
2. Teams will be asked to provide FIRST with shipping documentation to prove shipment of machines.

All teams competing in a Regional event

1. Machines **MUST BE OUT OF TEAM HANDS** by 5:00 p.m. on Tuesday, February 25, 1997. This means you may ship the robot or drive the robot to the drayage/storage facility of your first event by 5:00 p.m. on February 25.
2. Teams will be asked to provide FIRST with shipping documentation to prove shipment of machines.

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.

For teams competing in more than one event...

If you are competing in this Regional...
robot at
5:00 p.m.

then we must receive your
the next site by this date at

Motorola Midwest Regional.....	Tuesday, March 11, 1997
New England Regional.....	Tuesday, March 18, 1997
Johnson & Johnson Mid-Atlantic Regional	Tuesday, March 25, 1997

Shipping & transportation of machines

- ST1. Teams are responsible for the shipment of their machines, including the costs involved in shipping. No COD shipments will be accepted.
- ST2. All machines must be shipped or brought to secured storage sites still to be determined. These addresses can be found in Appendix H. Refer to the deadlines listed above.

- ST3. When shipping, batteries must be unplugged and packaged separately from the rest of the machine. A small box inside of your crate is acceptable. This is a federal law.
- ST4. 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.
- ST5. 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 and top of container.
- ST6. The machines may not leave The Competition event site until the conclusion of the that event. If repairs are required, they must be performed on site, unless accompanied by a FIRST staff member to an off-site designated machine shop.

5.9 Submission Deadlines

Team Profiles

FIRST will publish short profiles on each team in the event programs. By **Friday, January 31, 1997** FIRST must receive by mail, email (dmt@usfirst.org) or fax, your typed profile. You may use the following questions as guidelines when you write your description. **Please keep in mind that we are on a deadline and that late submissions run the risk of not being included.**

Important: please spell out the following as you would like them printed:

Company/University:

School(s):

Team and/or vehicle nickname:

You may send us a copy of your team logo (black & white, camera-ready if possible, no larger than 8 1/2 x 11)

- 1) What is unique about your team?
- 2) Briefly tell "your story" - how has your team approached the project?
- 3) What makes your robot "a winner" (any information about your robot will remain confidential until the first day of The Competition).
- 4) How many students and engineers are involved in your effort? How is it organized?

This is your team's chance to tell the world who you are and what makes you great. Team profiles are also sent to judges prior to the events, so they can familiarize themselves with the teams. Profiles should be 200 words or less.

Please review pages 12-27 of the 1996 national event program for a look at team submissions for Hexagon Havoc.

Chairman's Award Materials

Must be received at the FIRST OFFICE NO LATER THAN 5:00 PM ON FRIDAY, FEBRUARY 28, 1997.

Please refer to Section #6 for details on this and other awards. FIRST must receive your number of attendees by mail, email (dmt@usfirst.org) or fax by the following dates:

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. The deadlines are as follows:

Motorola Midwest Regional.....Friday, February 21, 1997
New England Regional.....Friday, February 28, 1997
Johnson & Johnson Mid-Atlantic Regional.....Friday, March 7, 1997
National Championship.....Friday, March 28, 1997

5.10 Before You Come to The Competition

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.

Warm Clothing

If your team attends a Regional, please be sure to bring warm clothing. The weather can be unpredictable in the North and it is often very cold. There may be snow and ice on the ground. It is strongly recommended that you bring warm gloves, boots, hats and jackets.

5.11 Before You Leave The Competition

Return Unused Kit Parts and the Kit Container

Before you leave The Competition for the final time, please return your **unused** kit parts and the kit container to the Pit Registration Area. We must recycle some of these parts and we use the containers from year-to-year. Thanks, in advance, for your help with this.

Take your Machine home

FIRST encourages teams to take their machines back home with them. FIRST robots have appeared in pep rallies, parades, corporate annual meetings and even anti-gang assemblies!

Return the Control System

If you would like to take your machine back for educational, display or recruiting purposes, let us know prior to the last event you will be attending. At that time, you will be asked to provide FIRST with a security deposit of \$1,500 which will cover the lending of a remote control system that can be picked up after The Competition (since RNETs will be confiscated). The control system remains the property of FIRST and the \$1,500 security deposit is to cover possible damage to the control system. Your security deposit will be returned once we receive the control system back. It can be a check or purchase order which will be held until the return of the system. At that time the security deposit will be canceled and returned to you. **The FIRST control system is not for sale.**