

10 AT THE EVENTS

[This section includes all modifications through Team Update 14]

10.1 OVERVIEW

This section provides a general summary regarding a FIRST credo, mascots/uniforms, recommended items and equipment for teams to bring, Pit rules, event schedules, registration, practice rules/time slots, and robot inspections. Please read the following to get a "feel" for competition schedules, registration procedures, practice times, and matches. **NEW:** Please notice and carefully read the “NEW” items in the Manual.

10.2 WEBSITE - FIRST EVENT INFORMATION

To ensure that your team has the proper Regional information for its event(s), download Regional sections from the FIRST website for the specific events they will attend. These sections are only available on the FIRST website, and contain critical event-specific information.

Please familiarize your team with this overview so all team members understand the routine and rules.

10.3 SAMPLE COMPETITION AGENDAS

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

10.3.1 Regional Competitions

Thursday *NEW Limited Pit Opening-7:45 a.m. (3 persons/team to uncrate robot)
Team arrival. Pit usually opens about 8:30 a.m.
Release form collection.
Registration - before noon
Practice Rounds
Official Weigh-in and Inspection
Pit Closes, usually at 8 p.m.

Friday Pit opens, usually about 8 a.m.
Team lineup begins about 8:30 a.m.
Opening Ceremony, about 9 a.m.
Seeding (qualifying) matches
Awards Ceremony
Pit Closes 6 p.m.
Team Social, if applicable

Saturday Pit Opens, usually about 8 a.m.
Opening Ceremony, usually about 9 a.m.
Continued Seeding (qualifying) matches
Elimination Matches, usually about 1 p.m.
Awards Ceremony
Pick up bronze medallions at the Pit Station
Receive returned Chairman's Award Submissions
Pit Closes

10.3.2 Championship Agenda

Thursday	*NEW-Limited Pit Opening-7:30 a.m. (3 persons/team to uncrate robot) Team arrival. Pit usually opens about 8:30 a.m. Registration upon arrival and before noon Practice Rounds Official Weigh-in and Inspection Pit closes, usually around 8 p.m.
Friday	Pit Opens, usually about 8 a.m. Team lineup begins at 8:30. Opening Ceremony about 9 a.m. Seeding (qualifying) matches Pit Closes
Saturday	Opening Ceremony Continued Seeding (qualifying) matches Elimination Matches, about 1 p.m. Award Ceremony Receive returned Chairman's Award Submissions Pit Closes Wrap Social

10.4 REGISTRATION

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

10.4.1 Consent / Release Forms - A Requirement for Registration

By choosing to attend or participate in the 2004 FIRST Robotics Competition events, each person grants FIRST permission to use all photographs and/or video footage. We have consent forms for this purpose. Treat the Robotics Competition like any other school activity requiring parent/ legal guardian consent.

Teams cannot register without a form for each and all team members attending the event(s), including adults traveling with the team.

We require our consent form for each team person attending the event. Assign someone to take care of this project ahead of time. *Do not leave it for the last minute!* We need a completed form per person for the season. If a person does not attend the first event and did not turn in a form, he/she must complete one and turn it in at the event he/she attends. This includes the Championship. Use our form. We will ***not*** accept school permission forms.

Read below for instructions and requirements:

Regional Events	Championship
1.Download the FIRST Consent and Release form from the FIRST website. 2.Fill in your team number on the line in the lower right hand corner. 3.Make enough copies for all attendees 4.Have each team member fill one out and sign it. Team members under eighteen must have a parent or legal guardian sign their forms. 5.Collect the forms, clip them together, and bring them the event. 6.Give them to the registration personnel at the Pit Admin. Table at your first event of the season. NOTE: If <i>other</i> team members attend events after the first event, present those forms at subsequent events.	Supply a form for anyone that has not provided one during this season.

Do not forget these forms. We may not have extras. You cannot register without them.

10.4.2 Registration Packet

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

Pit Map:	Pit layout. It shows team location, parts replacement, inspection/ weigh/size areas, the traffic flow, and Pit Administration area.
Practice Times:	Designates practice times for all teams.
Team Operator Badges:	These are for the 2 operators, 1 human player, and 1 coach/mentor. The badge with the dot is the mentor's. The mentor can be an adult or student. He or she cannot score points or operate the robot.
Team List:	List of competing teams by number, official name, and state.
General Information Sheet:	Helps clarify the event process.
Agenda:	Provides an overview of the competition schedule.

10.5 OPENING AND AWARDS CEREMONIES

There are both Opening and Awards Ceremonies on Friday and Saturday at Regional events. These give teams a chance to "meet" the Judges, Referees, and important persons and sponsors involved with their particular event. The Awards ceremonies give teams the opportunity to applaud the successes of team members. FIRST presents trophies and medallions to award-winning teams.

10.5.1 All Teams Should Attend

We encourage all team members to attend to show appreciation for the event and those people involved who are volunteering their time and efforts.

10.5.2 Mascots and Team Costumes

Please make sure that mascot and team costumes are safe for the wearer as to vision and movement and are comfortable and cool enough to prevent fainting and dehydration.

10.5.3 Pit Manners/Rules During the Ceremonies

- 1.) Teams will not be allowed to use power tools during these special ceremonies.
- 2.) All persons in the Pit must observe the code of behavior for the presentation of the *Star Spangled Banner* and any national anthem:
 - Maintain a respectful silence.
 - Stand, facing the flag. If there is no flag, look toward the video screen showing a flag.
 - Hats off, please.

10.5.4 NEW: Medallion Pickup at Regionals

- FIRST provides twenty-five (25) bronze medallions to each team that has not won first or second place or the Chairman's Award at the Regional. In the past, FIRST mailed these commemorative medals to teams after the season. This year, we will be handing out the medallions at the Pit Station on Saturday, once the competition progresses far enough for us to know the teams that will not be receiving other medallions....Gold, Silver, or Chairman's Award
- If your team has been to another event, you will not receive a second box of medallions.
- If teams forget to pick up their medals, they will be responsible for contacting their Regional Director to make arrangements for shipment and paying the shipping and handling costs.
- As before, teams will be able buy additional medallions after the season if they need them.

10.6 TEAM SOCIAL

The team social is a great part of the competition celebration. Socials usually take place after the Awards Ceremony on Friday evening and include food, fun, and an opportunity for teams to unwind and get to know each other in a relaxed environment. If your Regional does have one, the Social will be informal and entertaining! Please read below for information and instructions.

10.6.1 Requirements

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

Head Count:	Main Contacts must go on line, prior to the deadline, and enter the team's attendance number in TIMS. (If the team will be attending more than one event, please enter a number that reflects the average attendance.)
Chaperones:	Each attending team must have one (1) responsible, adult chaperone for each ten (10) students.
Team Conduct:	All team members must conduct themselves with gracious professionalism.

10.6.2 Deadline for Attendance Count

Provide the event attendee information, on line in TIMS, no later than February 20, 2004 (5:00pm, EDT). If you are attending more than one event, average the count for a good approximation.

10.6.3 Regional Socials

Check the Events section, "Site Info," on the website to see if your event has one. The agenda will provide the time and place. There is no charge and "come as you are from the competition" is the dress code. Remember that your behavior reflects the ethics of your team and sets the tone for the activities. We expect the best from our teams, because they are the best!

10.6.4 Championship Wrap Social

This event takes place after the Awards Ceremony on Saturday evening. Please refer to the Championship Event Section, "Site Info," on the web.

10.7 COURTESIES AND RULES

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

Please read the next page for the courtesy rules.

Bands:	No live bands in the audience or Pit.
Battery Safety: (Sealed Acid Lead)	Charge in an open, well-ventilated area. Do not charge near an open flame or near equipment that may produce sparks. Do not use smoking materials in the battery charging area. Charge in an upright position. It is not safe to charge the SAL battery in an inverted position.
Fire Extinguishers:	Located at the Pit Administration Station and on the Playing Field.
Food:	You cannot bring food on site.....at all. Not even as a promotion. Do not provide teams with candy, water, fruit, soft drinks, etc. This is to promote good will and the spirit of partnership with venues
Music/Noise:	No loud music, audio systems, whistles, banging sticks, blow horns, etc. They interfere with announcements. They prevent teams from hearing important announcements, can be annoying, and can cause hearing loss. Power may be shut off and/or radio/cd player, noise makers confiscated.
Phone lines:	No free phone lines for internet access.....at all.
Pit/Machine Shop Hours:	Specific hours are necessary to provide teams with equal work time. Please be aware of the opening and closing hours of the Pit and Machine Shop posted on the agenda you receive in your Registration Packet. The Pit Administration staff will advise you of corrected hours.
Robot Operation:	Operate robots on tether only in Pit area.
TEAM SAFETY CAPTAIN: Safety Glasses:	Each team appoints a Safety Captain who will help maintain safety at events, especially in the Pit. He or she will remind attendees about: All team members and onlookers must wear safety glasses in the Pit and on the playing field. If you wear glasses, you must wear safety goggles over them." Teams are required to bring enough safety glasses/goggles to supply its team members and its guests.
Running:	There is to be no running in the Pit or in the competition arena.
Grinding:	There will be no grinding or painting in the Pit. Designated grinding and painting areas are available to teams.
Open Flames:	No open flames are allowed in the buildings.
Pit Station Crowding:	Please stay within your Pit Station. FIRST reserves the right to limit the number of team members in your 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 Loading in/out:	For safety and accountability reasons, only the Drayage Company handles loading in and out of robots. .
Welding/Soldering or Brazing:	These operations are prohibited at the pit stations. Use the machine shop.
Sales:	Because of site regulations/contracts, FIRST cannot allow teams or individuals to sell items, such as T-shirts, pins, etc., at any events.
Seat Saving:	Not allowed, we need seats to get the public comfortable and interested.
Two-way radios:	These are not allowed in the Pit or near the playing field since they may interfere with robot operation and cause accidents.

10.8 TEAM ACCESSORIES CHECKLIST

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

<u>TOOL BOX ITEMS</u>	<u>ADDITIONAL ITEMS</u>
SAFETY GLASSES are required. Bring enough for all team members/your visitors -- Adjustable crescent wrench -- Allen wrenches -- Ball driver set / Nut driver set -- Batteries and Charger -- Box cutter -- C-Clamp, large, medium, small -- Cutters -- De-burring tool -- Dremel tool/accessories -- Drill bit set -- Drill - cordless w/charger -- Duct tape -- Electrical tape -- Flashlight -- Flat Screwdriver, large - medium - small -- Hack saw and blades -- Hammer (ball peen & brass) -- Heat gun -- "Leatherman" tool -- Level, small -- Lithium grease, spray can -- Lock tight -- Magnet on a stick -- Needle nose pliers - medium, small -- Open end and boxed end wrenches -- Paint brush -- Phillips Screwdriver, medium - small -- Pliers, - large, small -- Power Outlet Strip / Extension cord (2) -- Power Screwdriver -- Saber Saw/wood & metal blades -- Sandpaper - various grits -- Screws - nuts - washers -- Shrink tubing -- Socket set - 1/4", 3/8" drive -- Soldering iron, solder, solder wick, flux -- Spare parts -- Super glue / stick glue -- Square - small, medium -- Tap & die set/assorted taps -- Tape measure / ruler -- Tie Wraps / Connectors -- Tin snips -- Tweezers / scissors -- Vice grip - large, small -- Volt meter -- WD-40 / Lithium grease, spray can -- Wire terminal crimpers / Wire strippers -- X-Acto knife and blades	-- Release Forms for all team members! -- Banner / Corp. signs & flags -- Cart for robot -- Clock -- Dirt Devil - vacuum -- Disposable camera / extra film -- Drop light -- Epoxy -- File folder box for paperwork -- Hand truck -- Laptop / software / cables / floppies -- Medical Release Forms -- Message Board - dry erase marker set -- Notepads / spiral notebook / clipboard -- Paper / Post It Notes -- Paper towels / rags -- Pens / pencils / sharpies / markers -- Pit station monitor / clean up schedule -- Portable printer -- Registration Papers - completed release forms -- Rubber bands -- Rule Book and updates -- Schedule to set up and break down pit station -- Small broom -- Small foldable seats -- Small trash can, trash bags -- Spray cleaner -- Stapler / staples -- Storage box - trinkets & trash (buttons) -- Tape: Clear / masking / duct -- Team roster -- Upright storage bins -- Water cooler / cups or water bottles -- Ziploc bags <u>ESSENTIALS</u> -- 1 st Aid Kit -- Advil / Aspirin / Tylenol -- Alcohol Prep Pads / 3M First Aid tape -- Band-Aids / Blister kit / Ice Bag -- Cough drops / sore throat medicine -- Extra - toothbrushes / hairbrushes / combs -- Extra - travel size deodorant/razors -- Eye wash and drops -- Hand sanitizer / Liquid Soap -- Feminine products -- Insect sting medicine / OFF spray -- Kleenex / Cotton Balls / Wet ones / Q-Tips -- Neosporin -- Pepto-Bismol / Imodium AD -- Small Sewing Kit -- Sunscreen / Sunburn Spray / Aloe Vera

10.9 THE PIT

Teams spend a lot of time in the Pit working on their robots. It also houses the spare parts area and the inspection station. It is important to use thoughtful manners and true team spirit here since quarters are equal, but are often cramped.

Get to know other teams, help each other when you can, and keep the aisles clear. Time is short, and help may be right "next door" in the adjacent Pit station.

10.9.1 Be Safe, Be Kind

- Please use common sense as to safety and courtesy.
- Read and follow the "Courtesies and Rules List" section. Print and provide these to all team members.
- Wear required safety glasses in the Pit and on the playing field.
- Take advice from Safety Captains

10.9.2 Administration Station

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

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

10.9.3 Pit Map

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

10.9.4 Team Stations

These designated spaces help organize team placement and help team members, judges, and visitors find teams easily. Please keep your numbers visible and aligned. They are set up to be as equal as possible.

Each team's pit station will have a table and power outlet.

10.9.4.1 Station Numbering

FIRST places team numbers on poles and aligns them for easy station identification. These signs are reused and should not be removed from the venue.

10.9.4.2 Space Regulations

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

Do not add to your space by setting up in another area of the Pit.

10.9.5 Aisles

It is extremely important to keep aisles clear for safety reasons, judging accessibility, robot mobility, courtesy, and maintaining competition schedules. Keep aisles clear, and please advise team members not working on the robot to watch the practice rounds or competitions. Keep chairs and equipment out of the aisles. Please sit in the audience, not on the floors or in the aisles.

10.9.6 Suggested Equipment

We suggest you bring the following:

- Extension cord, heavy duty and at least 25 feet long.

- Power strip to make best use of your power drop.
- Other items as suggested on the *Team Checklist* in this section of this Manual.

10.9.7 Parts Exchange

The Parts Replacement area is located in the Pit. The parts available at events are limited. Refer to the "Robot" section for more information and consult the Pit Map for its location.

Due to the growth in FIRST Robotics Competition (FRC) teams, the expense to duplicate the entire kit for the increasing number of regional events in spare parts is no longer practical or fiscally viable for FIRST. The following items will not be available at event sites:

- • Pneumatics;
- • Wheels;
- • Entire Metal Box;
- • Joysticks;
- • Plastics – motor mounts and gearbox plastics.
- • Batteries and chargers.

Depending on the number of requests, it is also impossible to guarantee spare motors or any other specific items will be available at events. If requests should outnumber supplies, especially motors, FIRST may run out. We suggest that teams plan accordingly by carrying spares for all critical robot parts. We will do everything we can to provide spares or assistance, but encourage all teams to prepare for any possible spare needs in advance.

Loaner Control Systems at all events

Teams are responsible for all Innovation First products required at events. If at any event a team needs to borrow any part of the Control System, a Credit Card number must be provided to ensure proper return of the items after the completion of the event. All "loaner" items are available on a first-come first-served basis:

- • Operator Interface;
- • Robot Controller;
- • Radio Modems;
- • AC Adapter for Operator Interface;
- • Speed Controllers (Victor 884);
- • Relay Modules (Spike).

If the part is not returned at the end of the event, FIRST retains the right to bill the credit card number provided for the items borrowed.

FIRST requests that teams bring unused motors, pneumatics, motor mounts, and gearboxes to the events to assist and support each other. You can expand your FIRST network as you swap parts!

10.9.8 NEW - Machine Shop

Each event has a machine shop to help teams with repair and fabrication. Grinding and tools that cause sparks are not allowed in the Pit, so teams must use the machine shop when repairs and fabrication may require same. The staff and volunteers in the Pit Administration Station will be able to tell you how the system works. Sometimes the machine shop is on site and readily accessible to all teams, but when it is off site, we require teams to use the mandatory transportation provided at the venue. Teams cannot travel to the machine shop "on their own."

10.9.9 Announcer

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

10.9.10 Robot Traffic Flow

There is a pre-determined traffic flow pattern set up to maximize efficiency of the team/robot ingress and egress of the competition areas. Refer to the Pit Map. The queuing team maintains this pattern at each event; please follow it to ensure an efficient line up for practice and competition.

10.9.11 Queuing

The Pit announcer and volunteers strive to maintain schedules with a system for maintaining timely practice and competition matches. You may want to designate team members to be your queue specialists to carefully watch the schedule and alert the team when its turn is near. They should:

- Look at the Pit Map to find the pre-set traffic pattern for each event.
- Highlight practice and competition schedules with your scheduled practice/match times.
- Listen carefully for the queuing announcements.
- Line up your four (4) competing team members and robot when your team number is announced

10.9.12 Property Security

There have been occasions when items such as cameras and laptops have "disappeared." Use common sense, and do not leave such valuable items unattended. Neither the site nor FIRST is responsible for theft.

Designate a representative to remain in the Pit during team absences, or take valued items with you.

10.9.13 Lost and Found

If you find an article or lose one, please come to the Pit Administration Table to fill out a "Lost Item Report," or to turn in the article you find. We try hard to return articles to owners during events and after the season.

10.9.14 First Aid

There will be an EMT or Nurse in the Pit area to assist with injury and illness. Refer to the Pit Map for the First Aid Station location. The Pit Administration staff can dispense band-aids only.

10.10 TEAM SPIRIT

Competing as a team is fun as well as rewarding. Part of the pleasure and reward of being a team member is the way the team stylizes itself with team T-shirts, trading buttons, hats, cheers, cheerleaders, and costumes.

10.10.1 Team Styl'n

When deciding on a team name or acronym, consider how you can work a theme around it to make your team more fun and recognizable. Refer to the "Using the FIRST Logo" section for use clarification.

10.10.2 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 use them to section off seating. Saving group seats is not permitted.
- Hang banners *in your Pit station only*, not on the Pit walls.
- You may bring banners to the competition area, but please do not hang them there. This area is designated for official FIRST sponsors' banners.

10.11 SITE RESTRICTIONS

Please read the following restrictions and adhere to them in order to promote an orderly, safe, pleasant, and exciting competition. As a group, we all should honor agreements with the venue and help promote the spirit of good partnership.

Please:

Do not bring food on the site. If you bring food, do not bring it onto the property.

Do not use noisy devices, such as floor stompers, whistles, or air horns.

Do not save seats. It is not fair to other teams or to the public guests we hope to interest as team sponsors or volunteers.

Do not deliver or ship robots directly to the site. All shipments go through the Drayage Company.

Do not arrange for Internet access on the site or attempt to connect to the internet.

Do not sell any products. This includes food, hats, shirts, or any promotional products.

Do not give out any free food products, such as candy, water, soft drinks, or fruit. You may trade team pins, however.

Do not bring helium tanks.

Do not invite or bring live bands to play in the audience. This dilutes the presentation on the playing field and is too loud and confusing for the audience.

Do not play loud music in the Pit because it interferes with important announcements. If a team receives more than a warning or two, the power to the team's Pit Station will be shut off and/or the music confiscated.

Do not form "tunnels" during the Awards Ceremony. This can cause discomfort to those traveling through them and creates safety issues.

Do not take any FIRST signage, including the Pit/Team number signs. We use our signs for multi-event and multi-year applications. They are expensive and it is stealing.

10.12 CONSIDERATION

You will hear the expression *Gracious Professionalism* often throughout your involvement in FIRST Robotics. One of our main goals is to encourage all team members to conduct themselves with kindness, consideration, and sharing.

We hear heartwarming stories of teams sharing parts, helping to build and/or repair competing robots, and helping rookie teams avoid preventable pitfalls. These are examples of some side benefits of being involved with this organization. Please read the following sections for areas that will help further the success of FIRST and its teams.

10.12.1 Donated Software Use/Restrictions

Software companies donate software to FIRST teams, and we consider it as part of the Kit of Parts. They provide it with the understanding that the teams will read the licensing agreement and comply with their rules. Install the software on *one* computer only. Think about which computer will be the most convenient and appropriate for team use

10.12.2 Opening, Awards, and Closing Ceremonies

These ceremonies are a way for all of us to show honor and respect for our country, sponsors, teams, volunteers, and award winners. It is also a time to celebrate accomplishments. We expect all teams to attend on time. During the ceremonies, the Pit will remain quiet and *teams will not use power tools*.

10.12.3 Saving seats

Sitting together in a group during competition rounds makes the game more exciting and fun. Since very often there is not enough seating to accommodate everyone, there has to be a policy regarding seating. Teams are not allowed to save seating space. It is not gracious or fair to hang banners or ribbons to designate such an area. We will remove and discard banners or roping, etc. Please take turns sitting in the bleachers. When you see there is a crowding problem, leave after your team's match and return later for another few rounds.

10.12.4 Fundraising ideas

There is some very unique fundraising going on within FIRST teams. If your team has any ideas to share and help other teams:

1. Make sure you document them in your Chairman's Award submission.
2. Please e-mail your ideas to frcteams@usfirst.org so fellow teams can share your innovations in profitability. This is a way of building on and expanding Gracious Professionalism.

10.12.5 Competition Spirit

We ask that you choose to bring attention to your team in ways that are in good taste and in the spirit of the competition. Please do the following:

- Refrain from using obnoxious noisemakers.
- Refrain from using objects that can damage bleachers or floors.
- Do not tape or affix items or papers to walls, bleachers, floors, or other site areas.

- Make sure your Pit Station is clean when you leave the site.

10.13 COMPETITION OVERVIEW

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

10.13.1 Mandatory Safety Glasses - They are not forehead protectors

FIRST requires all teams to bring and supply safety glasses for its members and guests for each competition. Students and adult team members and guests must wear them to protect their eyes while working on the robot, when observing robot building/repair work, and while competing.

Operators, Players, and Coaches will not be allowed on the competition field without them. Regular glasses do not qualify as safety glasses. *You must use safety goggles over them.*

Goggles are not required to be worn over regular glasses **if** the regular glasses are made of polycarbonate / plastic material similar to that in safety glasses **and** safety side shields are attached.

10.13.2 Practice Rounds

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

10.13.2.1 Time Slots

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

10.13.2.2 Courtesy

In order to make the most of practice time, there will be a specified number of teams on a field during an assigned practice slot. Each team must be respectful of the other teams sharing the field during this time. Friendly interaction between machines is acceptable if all teams are willing. Un-sportsman-like conduct on the part of a team during practice could result in loss of practice time.

10.13.3 Official Robot Inspection

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

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

10.13.3.1 When does Inspection Take Place?

During events, FIRST staff and volunteers will be on site all day Thursday, until the Pit closes, to inspect machines. It is not necessary to wait until you are totally ready to begin, we encourage you to start the inspection process by going to the weigh/sizing station to document height/weight specifications. Teams should begin this way because Inspectors can sometimes help find problems and/or provide suggestions during an early inspection.

10.13.3.2 Procedure

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

- Students must accompany the robot and be prepared to answer Inspectors' questions.

- Inspectors have an inspection sheet for each team, and they check off items as the team passes those portions of the process.
- Return with corrected items until your robot passes inspection.
- Each time you modify your robot, you must request and pass re-inspection.

10.13.4 Competition Matches

Match List: Once a team passes robot inspection, it is eligible to compete. Before the Pit opens on Friday morning, the Pit Manager will place copies of the Match List on each team's Pit table. This list includes both Friday and Saturday matches and provides information as to when teams will participate, with whom, and against whom.

Scouting: Teams often use the list for scouting other teams and their strategies. This is especially helpful when choosing alliances for the final rounds.

Early Matches: If your team is in any of the first four matches on Friday or Saturday, volunteers will ask you to line up *before the Opening Ceremony*. Matches begin right after its conclusion. Make sure your team is on time in case you have an early match on Friday or Saturday.

Maintaining Schedule: The Pit Announcer and Queue Team will work together throughout the days to line up teams for competition matches and maintain the schedules.

Pay attention to the practice/match schedule and listen for announcements throughout the day. You will need to know when you will compete, find out the number of the ending match before lunch, and which match designates the end of the competition day.

10.14 LOCAL STORES - WEBSITES

Use these URLs to locate stores in the vicinity of your hotel or competition site. Before you travel, print out directions from both the competition site and your hotel. Competition site addresses for each event are on our website. At the store's home page, click on the "find a store," "store locator," or "location."

Hardware Stores:	
Ace Hardware	http://www.acehardware.com/
Home Depot	http://www.homedepot.com/home.html
Lowe's	http://www.lowes.com/
Menard's	http://www.menards.com/nindex.jsp
True Value Hardware	http://www.truevalue.com/
Office Supplies:	
Kinko's	http://www.kinkos.com/
Office Depot	http://www.officedepot.com/
Office Max	http://www.officemax.com/
Staples	http://www.staples.com/about/store/find/
Variety Stores:	
Kmart	http://www.bluelight.com/home/index.jsp
Target	http://www.target.com/targetgroup/storelocator/index.jhtml
Wal*Mart	http://www.walmart.com/cservice/ca_storefinder.gsp?NavMode=7
Electronics:	
Best Buy:	http://www.bestbuy.com/
Circuit City:	http://www.circuitcity.com/ccd/locator/locator.do?c=1&b=g
Radio Shack:	http://www.radiosack.com/#
Drug Stores:	
CVS Pharmacy	http://www.cvs.com/CVSAApp/cvs/gateway/cvsmain
Rite Aid	http://www.riteaid.com/stores/locator/
Walgreens	http://www.walgreens.com/