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1.1. 2001 FIRST Robotics Competition Schedule

Kennedy Space Center Southeast Regional Kennedy Space Center	March 1-3, 2001 Kennedy Space Center, Florida
UTC New England Regional Meadows Music Theatre	March 1-3 , 2001 Hartford, Connecticut
SBPLI Long Island Regional Suffolk County Community College	March 8-10, 2001 Long Island, New York
NASA Langley/VCU/School of Engineering FIRST Robotics Competition Virginia Commonwealth University	March 8-10, 2001 Richmond, Virginia
West Michigan Regional Grand Rapids Community college	March 8-10, 2001 Grand Rapids, Michigan
Johnson & Johnson Mid-Atlantic Regional Rutgers University	March 15-17, 2001 New Brunswick, New Jersey
Lone Star Regional Reliant Arena	March 15-17, 2001 Houston, Texas
New York City FIRST! Regional Columbia University	March 15-17, 2001 New York City, NY
Southern California Regional Los Angeles Memorial Sports Arena	March 15-17, 2001 Los Angeles, CA
Great Lakes Regional Eastern Michigan University	March 22-24 , 2001 Ypsilanti, Michigan
Motorola Midwest Regional Northwestern University	March 22-24, 2001 Evanston, Illinois
Philadelphia Alliance Regional Drexel University	March 22 - 24, 2001 Philadelphia, Pennsylvania
Silicon Valley Regional San Jose State University	March 22-24 San Jose, California
National Championship Epcot, a Walt Disney World Resort	April 5-7, 2001 Orlando, Florida

1.2. Generic Regional TABLE OF CONTENTS

REGIONAL EVENTS

This is a generic Table of Contents that you can use for all Regional Events sections.

Your team's Main Contact has been mailed specific Regional sections for those events for which you registered. You may want to copy this generic Table of Contents and use one for each Regional section. Should you need another copy of the information related to your Regional, you may download it from the manual on the FIRST web site: www.usfirst.org.

Section 1	Event Location	Page 1
Section 2	Directions to Event Site	Page 1
Section 3	Hotel Information	Page 1
Section 4	Local Electronics/Hardware Store Information	Page 3
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1.3. Regional Events Overview

This section gives a general overview of the event(s). It provides important information regarding FIRST contacts, mascots/uniforms, recommended items and equipment for teams to bring, Pit rules, event schedules, registration, Practice Rules/Time Slots, and robot inspections. Read the following to get a “feel” for competition schedules, registration, practice times, and qualifying and elimination matches. Please familiarize your team with this overview so all team members are comfortable with the schedule.

1.3.1. Regional Competitions Agenda

<u>Thursday</u>	Team arrival Registration Practice Official Weigh-in Inspection
<u>Friday</u>	Seeding matches Awards Celebration Party
<u>Saturday</u>	Seeding matches Elimination Matches Awards

1.3.2. Registration

At each event, teams are required to register at the Administration Table in the Pit Area by noon on the first day, Practice Day, of the event. At this time, you will receive your team’s orientation packet for the event. Your packet will contain:

- Layout of Pit with Team Locations
- Team Practice Times
- Team Operator Badges
- List of Attending Teams
- Agenda

1.3.3. 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 both/all teams are willing. Un-sportsman-like conduct on the part of a team during practice could result loss of practice time.

1.3.4. Practice Time Slots

All teams will receive at least two (2) ten-minute practice slots. Your information packet will contain a list of practice times and field locations. This is an important part of your registration information. Your team *must* be ready to practice at the designated times and specified fields.

If your team cannot be ready for your practice time slot, your team will forfeit that practice slot. This change is implemented because of the increasing number of competing teams. It is no longer viable to switch practice times at many sites.

1.3.5. Official Robot Inspection

FIRST staff will be on-site all day Thursday, until the Pit closes, to inspect your machine. Before competing in the Seeding Matches on Friday, every machine must pass inspection.

1.3.6. Matches: Seeding (Qualifying) and Elimination

Refer to the Game Section of the manual for Seeding and Elimination Match information. Seeding Matches take place on Friday and Saturday. Elimination Matches begin on Saturday after the Seeding Matches are finished.

1.3.7. “Event Attendees” Notification Deadline

FIRST must receive an estimated number of attendees (we do not need names) for each event in which your team is scheduled to compete. Provide this information no later than February 23, 2001 (5:00pm, EDT)

Notify the designated FIRST Staff Team Coordinator listed for the event(s) you will attend and provide your estimated number of attendees.

LORI RAGAS lori@usfirst.org	ERICKA-LEIGH SMITH ericka@usfirst.org
Phone: (800) 871-8326, EXT. 433 Fax: (603) 666-3907	Phone: (800) 871-8326, EXT. 432 Fax: (603) 666-3907
J & J Mid-Atlantic New Brunswick, NJ	Great Lakes Ypsilanti, MI
NASA Kennedy Space Center Kennedy Space Center, FL -	Lone Star Houston, TX -
NASA Langley/VCU/School of Engineer Richmond, VA	Motorola Midwest Evanston, IL
Philadelphia Alliance Philadelphia, PA	Silicon Valley San Jose, CA
SBPLI Long Island Selden, NY	Southern California Regional Los Angeles, CA
UTC New England Hartford, CT	West Michigan Grand Rapids, MI
New York City FIRST! New York, NY	
National Competition, Epcot/ Orlando, FL	
Odd-numbered teams LORI	Even-numbered teams ERICKA-LEIGH

1.3.8. Mascots and 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. Not only does this promote team spirit, it helps the audience, announcers, judges, and spectators identify you and your robot.

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 danger of fainting and dehydration.

1.4. Pit Information

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 small*, time is short, and help is right next door. Your team’s best friend can be the team in the next pit station. Help each other when you can!

1.4.1. Pit 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. The Pit Administration station is the place where teams:

- Register and receive their registration packets
- Can get answers to most questions
- Check in and notify a staff member that the team is ready for its initial robot inspection. (Robots must pass inspection before they can compete in Seeding Matches.)

1.4.2. Pit Equipment

Machines will be delivered to your station. 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*

1.4.3. Courtesies and Rules

The Pit is where the behind-the-scenes action is. Remember that the FIRST Staff wants you to enjoy the Competition and is there to help in whatever way possible. Please read the rules below and follow them so everyone can maintain the area 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 it 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.

Grinding and Painting: Teams are prohibited from grinding or painting at their pit stations. There will be grinding and painting stations available to all teams.

Hours: Please be aware of the opening and closing hours of the Pit area. They are posted on your agenda received in your Registration Packet. Should the hours change, they will be available at the Pit Administration Station. Specific hours are necessary to provide teams with equal work time.

Noise: Use of loud audio systems, whistles, and blow horns is not allowed in the Pit Area. They prevent teams from hearing important announcements 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 the pit area. 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 are *required to wear safety glasses* in the Pit and on the playing field. It is a requirement that

each team bring enough to supply its team and 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.

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

1.5. Judges' Yearbook Page

The Yearbook Page consists of a team overview page and a materials page. To make the judging process more efficient and provide judges with a common starting point for each team, we require teams to provide a list of the materials they use on their robot. The Yearbook Page will help provide the judges with some insight into each team and its workings, team history, and information about the team's robot. There will also be a spot for a single photo. 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 National Competition.

The Main Contacts for each team will receive an e-mail with the "Yearbook Page" form. It will also include a "Materials" form. *The Main Contact will also receive instructions how to fill out the forms, as well as required formats, and a deadline.* To ensure that the information is archived properly, there are specific guidelines to save the document and return to FIRST via e-mail.

1.6. Yellow Freight

FIRST has negotiated a 53% discount on shipping rates for all Robotics Competition teams. This discount should save teams substantial money on shipping charges during the season. *Use of Yellow Freight is optional.*

1.6.1. Benefits

If your team chooses Yellow Freight, the following will occur:

- Yellow Freight will provide FIRST with a master account number to enable us to track shipments from the ship point to the drayage company. Each team will receive an individual number when your representative fills out the Bill of Lading. This will allow teams to track their shipments.
- Yellow Freight will provide FIRST with proof of shipment and "out-of-hands" verification.
- Each team will be able to call the Yellow Freight Customer Service Center 24 hours a day at (800) 610-6500 or use their web site www.YellowFreight.com to make arrangements and track their shipment.

1.6.2. Shipping Instructions

If your team chooses Yellow Freight, the following will occur:

- Yellow Freight will provide FIRST with a master account number to enable us to track shipments from the ship point to the drayage company. Each team will receive an individual number when you fill out the Bill of Lading. This will allow teams to track their shipments.
- Yellow Freight will provide FIRST with proof of shipment and "out-of-hands" verification.
- Each team will be able to call the Yellow Freight Customer Service Center 24 hours a day at (800) 610-6500 or use their web site www.YellowFreight.com to make arrangements and track their shipment.

1.6.3. Shipping Instructions for Yellow Freight

FIRST is pleased to offer our Robotics Competition participants a program in association with Yellow Freight to make shipping to this year's competitions easier. The following steps will guide you through the shipping process. Please follow them carefully.

1. Find the Bill of Lading at the web address below.

<http://www2.yellowcorp.com/cgi-bin/gx.cgi/applogic+yfsbolforms.E000ShowForm>

2. Fill in the Bill of Lading

When you are ready to ship, *fill in ONLY the following* on the Yellow Freight Bill of Lading

- Under “Name,” enter: *FIRST Robotics Competition Team ###* (Substitute the “###” with your team number. You *must* put your team number.)
- Shipper’s name and address (Fill in the Company/School, address, phone)
- Consignee information (Drayage Company address/phone information)
- Number of pieces (also called units) List *each* crate/weight separately.
- Weight (total weight, including all packing and crating)

3. Freight Costs

To get your shipping cost, call Yellow Freight Customer Service Center at 1 800 610-6500. Information you will need to tell the customer service representative is:

- a) Class 125 Exhibition Material
- b) Tariff T500Y
- c) Total Weight on Bill of Lading
- d) From Where
- e) To Where

The Yellow Freight representative will provide you with your total shipping cost.

4. Accepted Payment - Prepaid only

- a) Credit Card: The following Credit Cards are accepted: American Express, Master Charge and Visa. Advise the driver at the time of the pickup and he will take down the payment information.
- b) Check: Payable to Yellow Freight and given to the driver at time of the pick up

5. Shipment Pick Up

To arrange your pick-up, call the Yellow Freight Customer Service Center at 1 800 610-6500. They will arrange the pick-up no matter where you are located.

6. Tracing Your shipment

At the time your shipment is picked up, the Yellow Freight driver will attach a shipment number to your copy of the Bill of Lading. Use this number for tracing your shipment all the way through. There are two ways to trace your shipment.

- a) You can call the Yellow Freight Customer Service Center at 1 800-610- 6500 which is available 24 hours a day, 7 days a week.
- b) You can go on line at: www.yellowfreight.com

7. Problem Resolution

Fortunately, when something less than perfect happens to your shipment with Yellow Freight, Yellow has the means and processes in place to get the answers you need and the help to rectify the situation. Call the Yellow Freight Customer Service Center at 1 800- 610-6500 and they will be glad to assist you.

1.7. Team Checklist

This 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 pean & 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

