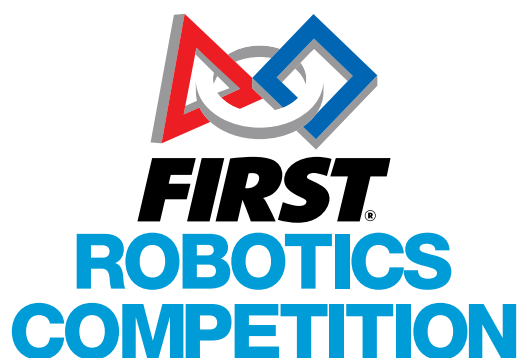


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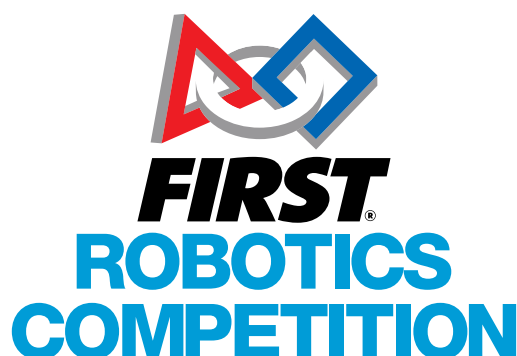


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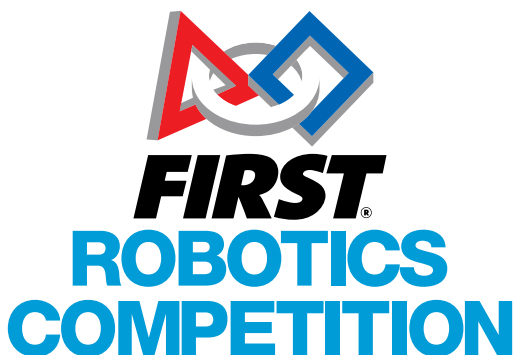


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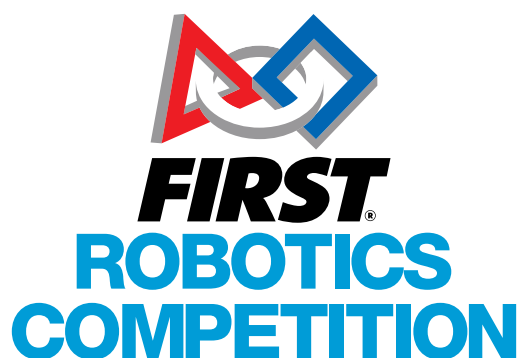


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## 4 AT THE EVENTS

### 4.1 Overview

This section provides a general summary regarding safety, mascots/uniforms, recommended items and equipment for teams to bring to competition events. You will also find information about Pit rules, generic event schedules, robot inspections, replacement parts, and competition manners. The following section provides a “feel” for competition schedules, event check-in procedures, practice times, and matches. Please familiarize your team with this overview so all team members know what to expect at the events.

### 4.2 *FIRST* Safety

Participants and team mentors must review the *FIRST* safety policies and the *FIRST* Safety Manual located [here](#). These resources provide sound safety practices for your team’s work space and *FIRST* events.

Every team should know, understand and follow the safety rules found in the *FIRST* Safety Manual.

#### 4.2.1 Safety Recommendations

At events, the pure anticipation and excitement can sometimes overshadow common sense and safety fundamentals. One safety area teams sometimes overlook is the need to wear appropriate clothing when working on or being around robots. In addition to the ANSI-approved, UL-listed, or CSA rated safety glasses required for eye protection, *FIRST* highly recommends that team members and mentors:

- Refrain from wearing dangling jewelry or loose, baggy clothing near the robots;
- Tie back long hair so that it will not get caught in the robot or other machinery; and
- Wear gloves to protect hands and fingers when handling the robot or the robot crate; finger injuries are one of the most common injuries at events!

See the [FIRST Safety Manual](#) for more information.

#### 4.2.2 Safety Recognition Program

Throughout the competition, the easily recognizable, green-shirted Safety Advisors will continuously tour in pairs to observe activities in the Pit, practice field, queue line, and playing fields to observe the safety habits of the teams. This includes observing the un-crating/un-bagging of robots and transporting them between the Pit and playing fields. The Safety Advisors will rate safe performance in three key areas:

- Safe Behavior;
- Physical Conditions; and
- The use of Safety Glasses as well as other Personal Protective Equipment (PPE) as appropriate.

See the [FIRST Safety Manual](#) for more information on the Safety Recognition Program.

#### 4.2.3 Robot Carts

To protect team members from muscle strains and other injuries as they transport the robot between the Pits and the competition area, we strongly recommend team members use a cart. Please keep the following in mind:

- Carts must remain in the team Pit area when not in use for robot transportation;

- All carts should fit through a standard 30-inch door;
- Wheels on the cart must not damage site flooring;
- Do not add music or other sound-generating devices to the cart, with the exception of devices of reasonable volume intended to be activated occasionally to make others in the direct vicinity aware that a robot is on the move for safety purposes; and
- Put your team number on your cart so it can be identified by field personnel.

*NOTE: Carts must be safe. They must be easy to control and maneuver, and pose no risk to bystanders. Carts identified as unsafe by Safety Advisors must be made safe before they will be allowed to be used.*

*Refer to the [FIRST Safety Manual](#) for robot lifting techniques. By practicing these safety techniques, your team members will also develop a quick, fluid routine.*

## 4.3 Courtesies and Rules

Please help to make guests feel comfortable and welcome! Provide your team with the event specific site restrictions and rules which could be found [here](#) so everyone can work and compete in a safe, sportsmanlike and friendly environment.

## 4.4 Staff/Volunteer Badges

At events, *FIRST* staff, event staff and volunteers will wear badges clearly marked with their title. Should your team members or mentors have questions or a problem, staff and volunteers will help you find the answer.

## 4.5 Competition Overview

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

### 4.5.1 Practice Matches

Practice matches are played on the first day of each event. See *Game Manual* [Section 5 \(5.2 Practice MATCHES\)](#), for more details.

#### 4.5.1.1 THE FILLER LINE

Although teams may not switch assigned practice times, there will be a designated filler line at each competition. Teams whose robots are ready for practice may join the filler line, IF THEY HAVE PASSED FULL INSPECTION. Teams from the filler line will be used on a first come, first served basis to fill empty spots in practice matches left by other teams that do not show up for their own practice match. See the *Game Manual* [Section 5 \(5.2.2 Filler Line\)](#) for more details.

#### 4.5.1.2 COURTESY

In order to make the most of practice time, there will be specified teams on the field during an assigned practice slot. Each team must be respectful of the other teams sharing the field. Friendly

interaction between machines is acceptable, if all teams are willing. Unsportsmanlike conduct on the part of a team during practice could result in loss of practice time or other unfavorable action.

## 4.5.2 Competition Matches

Once your team robot passes inspection and receives its official sticker, you are eligible to compete.

### 4.5.2.1 QUALIFICATION MATCH SCHEDULES

Before the Pit opens on the morning when qualification matches begin, Pit Admin volunteers will place a copy of the qualification schedule on each team's Pit table. This list provides information as to when teams will participate, with whom and against whom. The list is final and the schedule will not be altered. See the Game Manual [Section 5 \(5.1.1 MATCH Schedules\)](#) for more details.

### 4.5.2.2 SCOUTING

Teams often use the Qualification Schedule to scout other teams to watch their strategies and robot capabilities. This is especially helpful when choosing alliances, should your team advance to the playoff matches.

### 4.5.2.3 EARLY MATCHES

Make sure your team is on time and in place if you have an early match on competition days. If your team is scheduled for any of the first four matches on those days, you must queue before the opening ceremony. Matches begin immediately after the conclusion of the opening ceremony.

## 4.5.3 Competition Agendas

Print the event-specific agenda from the web site for each event you will attend. This information can be found [here](#).

Bring it with you so your team will have the event's agenda.

## 4.6 LOAD IN PROCEDURES

Please check your event's public agenda for robot drop-off/pit set-up times.

**NEW THIS YEAR:** Some Regional events will be allowing teams to set up their pits as well as drop off their robots during the load-in period before pits officially open. Check the competition agenda for the event you are attending to see if pit set-up will be allowed.

If pit set-up will be allowed:

- » Safety glasses
- » Closed heeled and closed toed shoes.
- » Appropriate clothing
- » Appropriate hair ties

■ Teams will be allowed to set up their pits during periods when, in prior years, they would have only been able to load in their equipment.

- » This includes both the afternoon/evening of the day before the event and the period in the morning before pits officially open to all participants.



- No more than five members of each team (one must be an adult mentor) will be allowed in the pit to load in and set up pits.
- No work of any kind on the bagged robot is allowed during these early set-up periods, even if an inspector has checked the bag and lock-up form for compliance. The robot must stay in the bag and sealed.
  - » All teams still must wait until the pits officially and fully open, as indicated on the event schedule, and even then can only open the bag if an inspector has checked for compliance
- Teams that have completed their set-up during either of the two periods must leave the pits to help minimize pit congestion.
- Teams will not be allowed to continue pit set up after the scheduled time of pit closing. Teams must plan to have their pits in a safe state at that time, even if some items are left undone
  - » Teams setting up their pits the afternoon or evening before will still be allowed in the following morning to complete set-up, if necessary.
  - » If pit set-up will not be allowed:
- Safety is still the top priority. As such, normal pit rules will be in place. All team members must be wearing
  - » Safety glasses
  - » Closed heeled and closed toed shoes.
  - » Appropriate clothing
  - » Appropriate hair ties
- Teams are to bring their equipment in safely, drop it off in their pit area, and leave the pit
  - » The only other action teams are allowed is to plug in their battery chargers and start charging their batteries.
- No more than five members of each team (one must be an adult mentor) will be allowed in the pit to load in their equipment
- No work of any kind on the bagged robot is allowed. The robot must stay bagged.
  - » All teams still must wait until the pits officially and fully open, as indicated on the event schedule, and even then can only open the bag if an inspector has checked for compliance

### 4.6.1 Bag and Tag

On 'Stop Build Day' - (Tuesday, February 23rd), all teams must stop work on the robot by midnight local time and seal it in a large bag (using a tag) that will be included in the 2016 Kickoff Kit. Teams must also record when the robot was sealed on a Robot Lock-Up Form. Teams then transport the robot to and from their events on their own. Please check your event's public agenda for robot drop-off times. The robot may not be un-bagged and no work on the robot is allowed until the Robot Lock-Up Form from has been reviewed and signed by an inspector at your team's event.

See [Section 5 \(5.2 Bag and Tag and Robot Transport to Regional/District Events\)](#) for more information on Bag and Tag details.



## 4.7 EVENT CHECK IN

Event check-in takes place at the Pit Admin station the evening before and the first morning of each event. An adult team member must check in no later than noon on the first competition day of the event.

### 4.7.1 Consent and Release Forms

We strongly encourage all team members and mentors submit their Consent and Release forms electronically. Mentors registered in TIMS may complete the electronic Consent and Release form in [TIMS](#), and student team members/parents may complete their Consent and Release forms electronically via the [FIRST Youth Team Member Registration](#) (STIMS).

*TIP! Having your team members and mentors submit their Consent and Release forms electronically will make things much easier for you—no excess paperwork to collect and keep track of!*

*Please note: If a team member decides to submit their Consent and Release form electronically, it will cover the team member's attendance for the entire season – from Kickoff through Championship. However, if a team member chooses to turn in a "hard copy" of the form (e.g. printed out from the website and signed) he/she will have to provide it at each FIRST event they attend. Details on the Consent and Release form process are available [here](#).*

### 4.7.2 Event Check-in Envelope

Upon receipt of your team's consent and release forms, each team will receive an envelope containing the following:

- Operator Badges;
- History Patch for Team Standard;
- Pit Map;
- Practice Match Schedule;
- Safety Captain Badge; and
- Team List

### 4.7.3 Pit Admin Station

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

- Turn in your team's roster and any hard copy Consent and Release forms;
- Check in and receive your check in envelope and badges. Please review your event agenda for Pit opening/closing time for each event;
- Get answers to most questions, including machine shop access;
- Ask about lost and found articles; and
- Report an illness, injury, or other incident.

## 4.7.4 Team Pits

Team Pit areas are the designated spaces where teams work on their robots. Each team is assigned a Pit space, which is marked with a sign containing the team number. This helps team members, judges and visitors find teams easily. Each team's Pit will have a table and power outlet.

Teams, volunteers, *FIRST* staff and guests spend a lot of time in the Pit area. Get to know other teams, help each other when you can, and keep the aisles clear. Time is short and help is very often right “next door” in the adjacent team pits.

*Please note: Children under 12 MUST be accompanied in the Pit by an Adult at all times!*

### 4.7.4.1 PIT RULES

For safety and because of insurance regulations:

- Teams cannot build any structure that supports people or items for storage above the work area in their Pit;
- No team station structures, signs, flags, or displays can be higher than 10 feet above the floor;
- Team signs, flags, and displays must be securely mounted to the Pit structure.

### 4.7.4.2 PIT STRUCTURE

*FIRST* personnel, event management and/or local committee members will require teams to remove any Pit structure that is deemed unsafe or outside specifications.

### 4.7.4.3 SPACE REGULATIONS

Each team is allotted approximately the same amount of workspace at an event, usually about 10'x10'x10'. However, Pit size can vary from event to event and in many cases, the space can be smaller. In all cases, the height of a team's Pit cannot exceed 10' (this includes the height of signs, flags, banners, etc.).

Keep your equipment and team members within your assigned area and do not “grow” into the aisle or any other spaces in the venue. If your team is too large to fit into the allotted Pit space, encourage your team to leave the area to scout other teams and/or to watch the matches. We ask that you please do not add to your space by setting up in another area.

## 4.7.5 Spare Parts Station

Spare parts will be available at the events; however, item availability varies from event to event. *FIRST* asks that teams bring any unused parts from their Kits to events to assist and support each other or donate them to the spare parts case (which will be used at other events). This kindness can expand your *FIRST* network of friends as you exchange parts.

Teams are responsible for all items required at events. If a team needs a replacement high-value item, LOANERS will be on hand based on availability and under certain restrictions that will be published after Kickoff.

4.7.6 Inspection

To ensure all robots are safely constructed and fall within the *FIRST* rules, there is an official Robot Inspection Station at each event. Certified Inspectors will be on site. Inspectors can sometimes help find problems and/or provide suggestions during an early inspection. Read below for criteria and caveats:

- To ensure safety and readiness, pre-inspect your robot before you bag it. This will help make your official inspection go smoothly and quickly;
- Inspectors will use an official inspection sheet for checking robots; a draft copy of the inspection checklist will be available to teams during the build season. Inspectors check off items on an inspection sheet as the team meets each piece of inspection criteria;
- Don't wait until the last moment to begin the inspection process! Bring your robot to the Robot Inspection Station early. Partial inspections, such as height and weight compliance, help prevent an inspection clog at the end of the day;
- Student team members must accompany the robot and be prepared to answer Inspectors' questions;
- Correct items and return for inspection, or ask for an inspection to be completed in your pit, until your robot passes;
- Robots must pass inspection before actually competing in qualification matches;
- Inspectors may re-inspect randomly before or after matches to ensure continued safety and compliance.
- See the Game Manual [Section 5 \(5.5.2 Eligibility and Inspection\)](#) for more details.

4.7.7 Machine Shop

Some events have a machine shop to help teams with repair and fabrication either sponsored by NASA or local organizations. While the machine shops vary, *FIRST* strives to have welding and a variety of high-powered tools available at the shop.

The staff and volunteers in the Pit Admin station will be able to tell you how to make use of the machine shop.

In most cases, the machine shop is on site and readily accessible to all teams. If a team attends an event where the Machine Shop is off-site, volunteers should be in place to help transport the robot to and from the machine shop. Team members are not allowed to travel with the robot. The team will fill out a Machine Shop Request Form that travels with the robot, so the machine shop staff and volunteers can follow their directions. The event should set up a method of communication between the venue and off-site Machine Shop in case there are any questions.

Teams can travel to the off-site Machine Shop on their own, either by walking or using their own vehicle. Remember that teams cannot be driven by the Machine Shop Shuttle Driver. All student team members must be accompanied by an adult at all times. We recommend bringing a second adult mentor, or a minimum of two students per group per the *FIRST* Youth Protection Program guidelines. The Youth Protection Program guidelines can be found [here](#).

<b>Pit/Machine Shop Hours:</b>	Specific hours are necessary to provide teams with equal work time.  Please be aware of the opening and closing hours of the Pit/Machine Shop posted on the event-specific agenda.
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## 4.7.8 Team-Provided Mobile Machine Shops

*FIRST* welcomes team-provided mobile machine shop facilities/trailers at events, but the proposed facility must comply with *FIRST* and venue requirements. The mobile machine shop/trailer sponsor must adhere to the following requirements:

### 4.7.8.1 TEAM-PROVIDED MACHINE SHOP REQUIREMENTS

- The mobile machine shop must be run by properly trained individuals who are 18 years or older. Student team members are not allowed to run shop equipment.
- Neither *FIRST* nor the venue is liable for any loss or damage to team-owned equipment that should occur at the event.
- Provide security measures for the equipment (for example: bring a lock for a trailer). Neither *FIRST* nor the venue will provide these services for you.

### 4.7.8.2 LOCAL RESTRICTIONS

If a team-provided mobile machine shop is used, please note there are local restrictions such as fire codes and venue approval that you must consider as part of the process. *FIRST* will do its best to convey any relevant needs and work on your behalf to gain venue approval through a professional, legal process.

### 4.7.8.3 OTHER REQUIREMENTS

In addition to the above, the sponsoring team(s) must:

- Include an electrical source for the mobile machine shop facility;
- Ensure all teams have the ability to use the mobile machine shop and its tools/machines. (i.e. access cannot be restricted to certain teams);
- Handle job requests through the same counter/process as the *FIRST* provided shop services. We recommend using a standard Machine Shop Request Form. The sponsoring team's requests must be handled in the same manner as all other teams requests; and
- Operate ONLY during the event hours when the Pit is open.

## 4.7.9 Machine Tools at Events

When using tools in the Pit, be sure to use them properly, in a safe and controlled manner. Unsafe operation, especially those that endanger others and your team, will be subject to scrutiny by the event staff and safety reviewers. Their findings may result in team warnings or event expulsion.

Please adhere to the following safety rules regarding Pit safety and tool use:

### ■ **Tools that throw sparks are prohibited.**

Examples: Electric welders, bench grinders and angle grinders.

### ■ **Tools that produce open flames are prohibited.**

Examples: Gas welders and propane/MAPP gas torches.

### ■ **Floor standing power tools are prohibited.**

Examples: Full-size drill presses, full-size band saws and full-size table saws.

- **Grinding or painting in the Pit is prohibited.** Designated grinding and painting areas are available to teams.
- **Brazing/welding is prohibited at the team Pits.** Use the machine shop.
- **Soldering is permitted.** Use electric iron/gun only.
- **Small, bench-top machinery, with appropriate guards, is permitted in team Pits.**
  - » We consider 'small' machinery as machinery easily lifted by one person. Examples: Small band saws, drill presses, and sanders.
- **Small, desktop machining centers are permitted as long as they are reasonably sized.** They must be appropriately covered to prevent throwing of chips during operation.
  - » We consider 'small' machining centers to be easily lifted by one person. Example: Desktop CNC mill.

#### 4.7.10 Suggested Equipment for Teams to bring to the events

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; and
- A relatively small cart to transport your robot from the Pit to the playing field. See [Section 4.2.3 Robot Carts](#) for cart requirements.

#### 4.7.11 First Aid Station

There will be a first aid station in the Pit to assist in the event of injury and illness. Team Mentors and the Safety Captains should refer to the Pit map for the location and alert team members. **Notify the Pit Admin Station of any injuries or illness.** Bring a travel size first-aid kit for minor injuries.

#### 4.7.12 Traffic Flow

At each event, there is a predetermined traffic flow pattern to maximize efficiency of the team/robot entrance and exit to maintain safety to the competition area. Refer to the Pit map for the flow. Queuing volunteers maintain this pattern at each competition event. Please obey the traffic rules to ensure an efficient lineup for practice and competition.

It is extremely important to keep aisles clear for safety, judging accessibility, robot mobility, maintaining competition schedules and courtesy. Please keep chairs and equipment out of the aisles. Please sit in the audience, not on the floor or in the aisles. **Judges and Safety Advisors will notice non-compliance.**

#### 4.7.13 Announcements

We make every effort to keep noise down and announce only important items and scheduling, so PLEASE do not ask the Pit Announcer to make frivolous announcements.



### 4.7.14 Queuing Your Team

The Pit Announcer and Queue Volunteers must maintain the practice and match schedules. Your team should designate team members to be your Queue Captains and carefully watch the schedule and alert the team when its turn is near. The Queue Captain should:

- Look at the Pit map to find the pre-set traffic pattern for each event.
- Listen carefully for the queuing announcements and line up your four competing team members/mentor and robot when your team number is announced.
- Queue your team one-half hour prior to your matches at the Championship since there are no match announcements. Ensure you monitor play within your respective division and adjust your queuing time accordingly. Please check with the Lead Field Queuing personnel on your field if you have questions.

*NOTE: Check the schedule. If your team is in the first four matches of any day of competition, your team's robot and competition team must queue prior to the Opening Ceremony, on or near the field.*

### 4.7.15 Property Security

There have been occasions when items such as cameras and laptops have “disappeared” from the Pit or competition area. Use common sense and do not leave valuable items unattended. Neither the site nor *FIRST* is responsible for any theft. Take valuable items with you, or designate a team representative to remain with them in the team Pit or competition areas.

### 4.7.16 Lost and Found

If you find an article or lose one, come to the Pit Admin station to fill out a “Lost Item Report” or turn in an article you find. We will make every reasonable attempt to return articles to owners.

## 4.8 Ceremonies

At every event, there are Opening and Closing Ceremonies. These ceremonies allow everyone to show honor and respect for their countries, sponsors, teams, mentors, volunteers and award winners and they provide everyone with the opportunity to applaud the successes of team members and mentors. They also give teams a chance to “meet” the judges, referees, MCs and other important persons and sponsors involved with the event.

At the Awards Ceremony, *FIRST* presents trophies and medallions to outstanding teams. We encourage all team members to attend the ceremonies, on time, to show appreciation for the event and those people involved who are volunteering their time and efforts.

Should a few team members need to remain in their pit to continue work on their robot during the Opening or Closing Ceremonies, they are allowed to. However, the team must follow the rules below.

### 4.8.1 Pit Manners/Rules during the Ceremonies

- Team members will not be allowed to use power tools, hammers or other noisy tools during the ceremonies;

- All persons in the Pit should observe the code of behavior for the presentation of all national anthems:

- » Maintain a respectful silence;
- » Stand, facing the flag. If there is no flag, look toward the video screen showing a flag; and
- » ALL hats off please.

## 4.9 Pit Closing Etiquette

For many reasons, it is necessary that teams adhere to the Pit closing time each day. Many people working in the Pit are volunteers and deserve to have a set closing time. Help get ready for pit closing in advance by assigning team members and mentors to the role of Pit clean up and organization.

## 4.10 Team Socials

Team socials may be held after the awards ceremony on the evening of the second day of the event. Team socials may include food, fun and an opportunity to unwind and get to know each other in an informal, relaxed and entertaining setting. Team socials are not sponsored by *FIRST*.

## 4.11 Team Spirit and Team “Look”

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. Part of the pleasure of being a team member or mentor is the way the team stylizes itself.

Team numbers provide unique identification for *FIRST* Robotics Competition teams. We strongly recommend that you include the team number on all team T-shirts, trading buttons, hats, cheers and costumes.

### 4.11.1 Team Giveaways

Teams often bring small items to give away to others at the event. This is completely optional, but is certainly a great way to promote your team’s identity. The most popular item to give away is a button with your team logo and number.

### 4.11.2 Mascots and Team Costumes

Keep safety in mind. Awards acceptance often means descending and ascending stairs/bleachers. Please make sure that mascot and team costumes are safe and comfortable for the wearer to prevent fainting and dehydration.

### 4.11.3 Competition Spirit

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

- Using noisemakers;
- Using objects that can damage bleachers or floors;
- Wearing inappropriate clothing; and/or

Please make sure your Pit space and surrounding areas are clean when you leave the site each day.



### 4.11.4 Banners and Flags

We encourage teams to bring team flags and/or banners for display in their pits and/or the playing field area, under these rules:

- Do not cover or move other team banners or sponsor banners that are already in place
- Share the available space fairly with other teams
- Hang banners only where they will not obstruct the view of spectators
- Hang banners in a safe manner
- At the end of the event, safely remove all banners and anything used to hang the banners (tape, string, etc.)
- Do not use banners to block off or save seats (see [Section 4.12 Bleacher Rules](#) below)
- Respect venue-specific rules regarding banner location and hanging method

## 4.12 Bleacher Rules

Sitting together in a group during competition matches makes the game more exciting and fun. It's where you can show support for your team. Since very often there is not enough seating to accommodate everyone, there has to be a policy regarding seating. Teams are not permitted to save seats for team members that are not present. In addition, it is not permitted to hang banners or ribbons to designate seating. Event staff will remove and discard any banners, roping, etc., used to designate seating. Please take turns sitting in the bleachers if seating is limited. If there is a crowding problem, we ask that you kindly leave after your team's match and return later if possible.

## 4.13 Site Restrictions

Read the following site restrictions and adhere to them in order to promote an orderly, safe, pleasant and exciting competition.

- Do not use skateboards or 'hoverboards'. This is a safety concern.
- Do not use drones. This is a safety concern.
- Do not bring bottled gas tanks (e.g. helium). This is a safety concern.
- Do not use noisy devices, such as floor stompers, whistles and/or air horns.
- Do not arrange for Internet access or phone lines from venue service providers or attempt to use venue internet connections reserved for event purposes (e.g., FMS or streaming).
- Do not sell any products. This includes food, hats, shirts or any promotional products.
- Do not distribute any food products, such as candy, water, soft drinks or fruit.
- Do not sell raffle tickets.
- Do not use walkie-talkies.
- 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 Pit will be shut off and/or the music device confiscated.

- Do not form “tunnels” during the Awards Ceremony. This can cause discomfort to those traveling through them and creates safety issues.
- Do not save seats.

## 4.14 Incident Reporting

### 4.14.1 Medical Incident Reporting

*FIRST* strives to create an environment in which team members can grow, learn, and have fun with minimal risk of injury. *FIRST* requires that physical injuries and medical problems, however slight, be documented and reported to the party conducting the event or his or her designee and to *FIRST* Headquarters within 48 hours of the occurrence. Should an incident or illness occur at an event, we ask that you do the following:

- Report it to the EMT or nurse
- Have an adult mentor complete a Medical Incident report with the Pit Administration area

### 4.14.2 Non-Medical Incident Reporting

*FIRST* maintains a culture where concerns about the safety and comfort of team members can be raised and addressed. If anyone states that they feel threatened or uncomfortable because of verbal abuse, inappropriate contact, or other negative behaviors that are not in the spirit of *FIRST*, we ask that you complete a Non-Medical Incident Report to formally document the event. *FIRST* takes all disclosures and indications of risk seriously, while honoring every individual's right to privacy. Non-Medical Incident Forms are kept at the Pit Admin area and may be completed anonymously.

## 4.15 Considerations

You will often hear the expression *Gracious Professionalism*® throughout your involvement in *FIRST*. You can read Woodie Flowers' definition in [Section 1 \(1.3 Gracious Professionalism®, a FIRST Credo\)](#). One of our main goals is to encourage all team members and mentors to conduct themselves with kindness, sharing and consideration of others.

*Gracious Professionalism* is a central tenet of the *FIRST* experience. It is not acceptable to engage in hostile action, hostile/profane language or any other violent or antagonistic conduct. *FIRST* reserves the right, at its discretion, through the Event Manager or his/her designee, to arrange for any team, team member, event participant or other individual to be removed from participating or attending any *FIRST* event or program for engaging in such conduct. *FIRST* looks forward to everyone's cooperation in keeping our programs and events exciting, educational and full of *Gracious Professionalism*.

**SAFETY GLASSES are REQUIRED!**  
Bring enough for your team and visitors.

**Bring required completed CONSENT/ RELEASE FORMS  
and TEAM ROSTERS for all student team members and  
mentors!**

## TOOL BOX ITEMS

- Ball driver set / nut driver set
- Batteries and Charger
- Box cutter
- Broom (small, for team Pit cleanup)
- Cable ties / connectors / rubber bands
- C-Clamp, large, medium, small
- Cutters
- Deburring tool
- Dremel tool/accessories
- Drill - cordless w/charger
- Drill bit set
- Flashlight
- Glue, super and/or glue stick
- Hacksaw and blades
- Hammer (ball peen & brass)
- Heat gun
- Leatherman-type tool
- Level, small
- Lithium grease, spray can
- Magnet on a stick
- Paint brush
- Pliers - large, small, needle nose assort.
- Power outlet strip/extension cord (2)
- Power screwdriver
- Saber saw/wood & metal blades
- Sandpaper - various grits
- Screws - nuts - washers
- Screw driver assortment, flat and Phillips
- Shrink tubing
- Socket set – 1/4", 3/8" drive
- Soldering iron (electric), solder, wick, flux
- Spare parts
- Square - small, medium
- Tap & die set/assorted taps
- Tape
- Clear
- Electrical
- masking
- Tape measure / ruler
- Tin snips
- Tweezers / scissors
- USB stick/drive
- Vice grip - large, small
- Volt meter
- WD-40 / lithium grease, spray can
- Wire terminal crimpers / Wire strippers
- Work gloves- several pairs
- Wrenches, Allen, crescent, open and box
- X-Acto type knife and blades

## ADDITIONAL ITEMS

- Banners - Corporate signs & flags for team Pit
- Camera and film, disposable
- Cart for moving robot
- Drop light
- Epoxy
- File folder box for paperwork
- Hand truck
- Laptop / software / cables / discs
- Manual and updates
- Medical Release Forms
- Message board - dry erase marker set
- Notepads / spiral notebook / clipboard
- Paper / Sticky Notes
- Paper towels and paper cups
- Pens / pencils / sharpies / markers
- Portable printer
- Release form for each person, completed
- Seat(s) for team Pit (small, foldable)
- Schedule to set up and break down team Pit
- Spray cleaner
- Stapler / staples
- Storage box / bins- trinkets & trash (buttons)
- Team roster and contact information
- Trash can (small) / trash bags
- Plastic zip type bags

## PERSONAL ITEMS

- Alcohol Prep Pads / First Aid Tape
- Anti-Nausea or Diarrhea Medication
- Cough Drops / Sore Throat Medicine
- Eye Wash And Drops
- Facial Tissues/ Cotton Balls / Wet Cloths/
- Feminine Products
- First Aid Kit - Band-Aids / Blister Kit / Ice Pack
- Hand Sanitizer / Liquid Soap
- Insect Sting Medicine / Insect Repellent
- OTC Pain Medication; i.e., Aspirin, etc...
- Safety Glasses
- Sewing Kit (Small)
- Sunscreen / Sunburn Spray / Aloe Vera Gel