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# Administrative Manual

## 1 Introduction



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### 1.1 WHAT IS THE FIRST® ROBOTICS COMPETITION® (AKA FRC®)?

The *FIRST* Robotics Competition (FRC) pairs high school students with adult mentors (primarily engineers and teachers) to design and build robots that compete against one another in this high energy “Varsity Sport for the Mind™”. Each year at the Kickoff in January, a new, challenging game is introduced. These exciting competitions combine the practical application of science and technology with the fun, intense energy and excitement of a championship-sporting event. Teams are encouraged to display Gracious Professionalism® and to cooperate while competing – known as Coopertition™.

In 2013, FRC will reach 60,000 high-school students representing approximately 2,700 teams. FRC teams come from nearly every state in the United States, as well as from Australia, Bosnia-Herzegovina, Brazil, Canada, Chile, Dominican Republic, Germany, Israel, Mexico, Puerto Rico, Turkey and the United Kingdom. FRC teams will participate in sixty Regional Competitions, over a dozen FRC District Competitions, one State Championship, and one Region Championship, and approximately 400 deserving teams will qualify to go to the *FIRST* Championship in the Edward Jones Dome in St. Louis, MO.

This year’s challenge will be presented at the 2013 FRC Kickoff on **Saturday, January 5, 2013**. At the Kickoff event, all teams:

- see the 2013 game field for the first time;
- learn about the 2013 game rules and regulations; and
- receive their Kickoff Kit.

### 1.2 GRACIOUS PROFESSIONALISM®, A FIRST CREDO

Dr. Woodie Flowers, *FIRST* National Advisor and co-founder of FRC, elaborates on the significance of Gracious

Professionalism in *FIRST*:

“*FIRST* celebrates high-quality, well-informed work done in a manner that leaves everyone feeling valued. Gracious Professionalism seems to be a good descriptor for a big part of the ethos of *FIRST*. It is one of the things that makes *FIRST* different and wonderful.

Gracious attitudes and behaviors are win-win. Gracious folks respect others and let that respect show in their actions. Professionals possess special knowledge and are trusted by society to use that knowledge responsibly. Thus, gracious professionals make a valued contribution in a manner pleasing to others and to themselves.

In *FIRST*, Gracious Professionalism means that we learn and compete like crazy, but treat one another with respect and kindness in the process. We try to avoid leaving anyone feeling like they have lost. No chest-thumping barbarian tough talk, but no sticky sweet platitudes either. Knowledge, pride and empathy comfortably blended.”

## 1.3 PROMINENT FRC AWARDS

*FIRST* values and acknowledges team performance, both on field and off, that promotes our mission to change culture. The three (3) most prominent FRC awards that celebrate our culture are described below.

Additional awards recognize outstanding technical expertise, community involvement and safety practices. A complete list and description of awards available to teams can be found in [Section 6 - Awards](#) of the manual.

### 1.3.1 The Chairman's Award

Every year, veteran FRC Teams have the opportunity to compete for *FIRST*'s most prestigious award; i.e., the Chairman's Award, which represents the spirit of *FIRST*. This award was created to maintain *FIRST*'s focus on changing culture in ways that would inspire greater levels of respect and honor for science and technology, as well as encourage more of today's youth to become scientists, engineers and technologists. The Chairman's Award honors the team that best embodies the goals and purpose of *FIRST* and is a model for other teams to emulate.

*FIRST* will present a Chairman's Award at each regional and district event. Chairman's Award recipients from district events will go forward to be considered at the State or Region Championship. The recipients from the Regional events and the State or Region Championships will be eligible to be considered for the Chairman's Award presented at the *FIRST* Championship.

### 1.3.2 The Woodie Flowers Award

The Woodie Flowers Award, founded in 1996 by Dr. William Murphy, celebrates outstanding mentors who lead, inspire and empower their team. Woodie Flowers Award winners demonstrate effective communication in the art and science of engineering and design.

Students submit an essay that nominates one (1) mentor from their team for consideration.

### 1.3.3 The Dean's List Award

Now in its fourth year, this award celebrates outstanding student leaders whose passion for, and effectiveness at, attaining *FIRST* ideals is exemplary. Finalists are chosen by a panel of judges at each FRC regional, The Mid-Atlantic Robotics (MAR) FRC Region Championship and the Michigan FRC State Championship. From this pool of finalists, the Dean's List Award Committee will select 10 Winners at the Championship in St. Louis, MO.

Student winners are invited to a summit at *FIRST* HQ and DEKA which coincides with the FRC Supplier's Summit held over the summer.

Mentors submit an essay nominating a maximum of two (2) students, preferably in their junior year, from their team for consideration.

## 1.4 SAFETY: A FIRST CULTURE

Safety is critical within *FIRST* and must be observed continuously by all participants. As a part of the "Safety Awareness and Recognition Program", teams are observed and evaluated at many levels and by many individuals at the events and the Championship.

Key People in this Process:

**Safety Advisors** - evaluate team safety behavior and practices at Regional Competitions.

**Referees and other Field Personnel** - observe safety on the playing field as well as adherence to the game rules.

**Judges** - evaluate how teams have integrated safety into their robot designs when considering the team for technical awards.

**Teams** - Safe practices at the competitions are mandatory. Teams are required to adopt safe habits throughout the entire competition season including during travel to and from events and while working in their shops at home, etc.

More information on our safety program can be found here:  
<http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual>





PLEASE take the time to read the sections of this manual. It was prepared with YOU in mind and is a great resource for important information you will need throughout the season.

## 2 Communication

### Section 2

**FIRST<sup>®</sup>, the FIRST<sup>®</sup> logo, FIRST<sup>®</sup> Robotics Competition, FRC<sup>®</sup>, Coopertition<sup>®</sup>, and Gracious Professionalism<sup>®</sup> are registered trademarks, and Sport for the Mind<sup>™</sup> are common law trademarks of the United States Foundation for Inspiration and Recognition of Science and Technology (FIRST<sup>®</sup>). ©2013 FIRST. All rights reserved.**

### 2.1 OVERVIEW

This section provides teams with necessary information for contacting FIRST staff, key vendors and others and how FIRST will communicate important season information. This section also contains help regarding the use of the FIRST logo, finding materials on the website, the Team Information Management System (TIMS) and tips on reserving hotels.

### 2.2 FIRST HEADQUARTERS - CONTACT INFORMATION

You can reach FIRST via mail, email, phone and fax or get information from our website. The office is open Monday through Friday from 8:30 AM to 5:00 PM, EST. Refer to the sections below for the appropriate help resource.

*Be sure to provide your TEAM NUMBER on all communications!*

Mailing Address	200 Bedford St, Manchester, NH 03101
Email Address	frc teams@usfirst.org

<b>Phone Numbers</b>	(603) 666-3906, "0" for team support
	(800) 871-8326, "0" for team support
<b>Fax Numbers</b>	(603) 666-3907 (Main)
	(603) 647-5772 (Finance)

## 2.3 TEAM SUPPORT

The Operations (Team Support) Group is eager to answer your FRC program and season related questions. Please call or email us with any questions you may have – we look forward to helping you!



### Emails and Subject Lines

Please write to [frcteams@usfirst.org](mailto:frcteams@usfirst.org) with your questions.

To facilitate a quick reply, always include your **Team Number** in the **subject line**.

### 2.3.1 Please do not duplicate efforts

We ask that you do not contact or copy multiple people about the same problem. Being a small group, we must work efficiently and avoid having more than one person working on the same issue. We can usually answer questions or requests within one to two business days. Please do not hesitate to contact us by phone if your question requires immediate assistance.

## 2.4 TECHNICAL RESOURCES

Information on the 2013 Control System, including software and hardware, as well as other technical resources, will be available after Kickoff. For more information, please use the [Kit of Parts homepage](#). The technical links are on the right side of the page.

## 2.5 ADDITIONAL SOFTWARE CONTACT INFORMATION

### **Autodesk**

Please go to [www.autodesk.com/FIRST](http://www.autodesk.com/FIRST) and join the Community to download Autodesk software products. Visit the Community often to check on new information and resources; to get your 2013 Kit of Parts modeled in Autodesk Inventor Professional 2013 (available after Kickoff); and/or to submit your questions and requests for technical support.

### **PTC Software**

PTC offers donated software to all FIRST teams, Creo® – CAD software, Mathcad® – Engineering Calculations software, and Windchill® – Project and Document Management software. Visit [www.ptc.com/go/first](http://www.ptc.com/go/first) for information on the free software solutions. If you cannot find answers to your questions from the above website, please contact [FIRSTsupport@ptc.com](mailto:FIRSTsupport@ptc.com).

## 2.6 FIRST ROBOTICS COMPETITION WEBSITE

Visit the *FIRST* Robotics Competition (FRC) area on [www.usfirst.org](http://www.usfirst.org) where you can find answers to administrative concerns and link to other areas of support.

- Check deadlines and dates for TIMS, entries, grants, registration and payments, robot shipment, and awards submissions. <http://www.usfirst.org/roboticsprograms/frc/calendar>
- Find links to the “Competition Manual and Related Documents” page, the “Robot Control System” page, the “Robot Shipping” page, the “Season News and Email Blasts” page, , and other information at: <http://www.usfirst.org/roboticsprograms/frc/game-and-season-info>

## 2.6.1 Getting Answers to Your Competition Questions

Competition Manual - is available at:

<http://www.usfirst.org/roboticsprograms/frc/competition-manual-and-related-documents> Sections relating to the game will be posted after Kickoff.

Team Updates – will be posted at: <http://frc-manual.usfirst.org/TeamUpdates>

After Kickoff, *FIRST* will post Team Updates online. Team Updates provide rules updates, important information about parts and administrative reminders/deadlines. Please note that some updates will result in *FIRST* publishing revisions to manual sections.

**NOTE: Please be sure to check these website locations often during the build season to ensure that you have the latest information!**

## 2.6.2 FRC Q&A Forum

After Kickoff, *FIRST* provides an on-line forum for questions and answers (Q & A). The Q & A system can be found here: <http://www.usfirst.org/roboticsprograms/frc/qanda>.

## 2.6.3 Email Blasts

Email blasts are important communications that *FIRST* sends to team contacts identified in TIMS. The email blasts remind teams of important deadlines, updates, and other timely FRC information.

*FIRST* archives the email blasts on the *FIRST* website at “2013 News and Email Blasts” webpage at: <http://www.usfirst.org/roboticsprograms/frc/emailblastarchive.aspx>.

*FIRST* will typically send out one FRC email blast on the Thursday of each week throughout the FRC Season and on Tuesdays during competition event weeks.

In addition to the FRC Email Blast, Rookie Email Blasts will be sent to rookie teams periodically on Tuesdays during registration and throughout the FRC season.

## 2.6.4 FRC Blog

Is located at: <http://www.usfirst.org/roboticsprograms/frc/blog> and should be read weekly for additional important updates from the Director of FRC.

## 2.7 TIMS - SUPPLYING INFORMATION TO FIRST

TIMS is the online system used by the Main and Alternate Contacts of the team to:

1. create a Team Profile;
2. register for events;
3. enter Kit and Kickoff Preferences;
4. enter Judge's Information (for awards); and
5. accept students to the team, track their electronic Consent and Release Forms, print a Team Roster and assign students to submit for key awards and track their progress.

TIMS additionally provides options to allow teams to register themselves as a team willing to mentor others or for a team to identify itself as a team in need of mentoring.

## 2.8 JUDGES' INFORMATION

**The Judges' Information Section is the best way to provide an overview of your team to the competition judges. Please take advantage of this opportunity and provide this important information in TIMS.**

The Judges' Information is a team overview page. It is an opportunity to share valuable information and statistics about your team with *FIRST* and the judges at the events. This information is very important for planning events and very helpful in our efforts to procure funding. *FIRST* may use the robot photos you submit in the Awards Ceremonies. Enter the information under the "Judges' Information" section in TIMS.

The purpose of the Judges' Information page is to provide:

- a common starting point for judging each team;
- insight for Judges into the team's workings, history, goals, strengths and robot; and
- team data for *FIRST* and its archives.

Please refer to the team manual, Section 6 – The Awards, for more information about the individual awards.

## 2.9 EVENT-SPECIFIC INFORMATION

Event-specific information such as agendas, site information, pre-order lunch forms etc. are posted under each event at: <http://www.usfirst.org/roboticsprograms/frc/regional-events>. Tip! Check back periodically as this page is updated in stages.

## 2.10 REGIONAL EVENTS AND CHAMPIONSHIP HOTEL INFORMATION

Steele Meetings, Inc. will once again be handling the hotel reservation system for Regional Events and the Championship. Please click on the following link for more information and to make your reservations:

<http://www.firstchampionshiphousing.com/Home.aspx>.

## 2.11 FIRST LOGOS

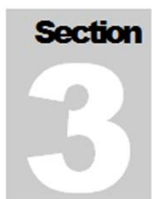
There are numerous creative opportunities for designing a unique team identity. Every year, we see great examples of how teams "brand" their efforts with websites, team logos on robots, t-shirts, hats, banners, fliers and giveaways. These branding activities are a great way to get students interested in art, communications, computer and language arts to join and work on the team.

As you manage your own promotion, you may want to incorporate the *FIRST* logo in what you do. Because our mark - the combination of the composite graphic element plus the *FIRST* word mark – is a registered trademark, we have a few guidelines for you to follow when using *FIRST* or FRC logos. You can find the logos and information about how to legally use them at <http://www.usfirst.org/roboticsprograms/marketing-tools/brand>

### 2.11.1 Logo Use

Once the game is announced at Kickoff, you will be able to download this year's game logo at <http://www.usfirst.org/roboticsprograms/marketing-tools/frc> (see link in FRC GAME Section).

## 3 Team Organization



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### 3.1 GETTING STARTED: GUIDES, HANDBOOKS AND OTHER HELPFUL RESOURCES

Read and print the following documents at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=5504>

- “Starting an FRC Team”
- “FRC Handbook”
- “FIRST Mentoring Guide”
- Community sponsored resources

Each of these documents provides information and suggestions for team organization. For help with other practical aspects of the competition, refer to the “Resources” fly-out on the left hand side of the FRC Home page at <http://www.usfirst.org/roboticsprograms/frc>. Here you will find sponsorship links, tutorials, technical links for programming and pneumatics, ideas for team sustainability, mentoring resources and other assets.

Tip! Safety is an integral part of the FIRST programs. Be sure to read the safety page at <http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual> where you will find the link for the “FIRST Robotics Competition Team Safety Manual.”

Start your season off by assigning a Safety Captain, creating safe work places and establishing a safe work ethic.

## 3.2 SUGGESTED LEADERSHIP ROLES

Developing a team leadership structure that assigns clear roles and responsibilities is the first step to organizing your team. Once complete, it will be much easier to prepare for the season, unify and manage the team, keep current with important information and meet season deadlines. Your team is encouraged to align its leadership structure with the contact requirements of the TIMS (outlined in the tables below). Although we encourage the following guidelines, team structure is the team’s prerogative and the following are only suggestions.

Examine the roles and compare recommended qualities and abilities with your mentors from a *FIRST* perspective. Please remember it is essential that team members and mentors share the workload!

### 3.2.1 Main Contact Responsibilities

The Main Contact is the primary contact who provides team information to FIRST and undertakes key actions on behalf of the team via TIMS. It is recommended this role is filled by the lead mentor of the team. This person may choose to delegate some of the responsibilities listed below, but should still be up to date with their progress and ensure their completion. This position must be held by one 18 years old or older.

Award Submissions:	Assign student awards submitters in TIMS. Ensure submissions of Woodie Flowers, Website, Chairman’s, and other Awards by the respective deadlines. Find details in the “Awards” section of the FRC Manual. Review <a href="http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=440">http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=440</a>
FRC Blog:	Monitor the FRC ‘blog for “behind the scenes” news and updates. <a href="http://www.usfirst.org/roboticsprograms/frc/blog">http://www.usfirst.org/roboticsprograms/frc/blog</a>

Calendar of Important Deadline Dates:	Monitor the <i>FIRST</i> website calendar for changes, additions at: <a href="http://www.usfirst.org/roboticsprograms/frc/frc-season-calendar">http://www.usfirst.org/roboticsprograms/frc/frc-season-calendar</a>
Communications	Read <i>FIRST</i> Communications, Team Updates, FRC Blog, etc. (see below). Ensures team is educated on important information. Contacts <i>FIRST</i> Team Support with any questions.
Consent and Release Forms:	Ensure all team Consent and Release Forms are submitted. Please refer to <a href="#">Chapter 4- At the Events Section 4.8.1</a> of the Team Manual for more information regarding the Consent and Release form. Review <a href="http://www.usfirst.org/roboticsprograms/frc/first-student-team-information-members-system-and-consent-form">http://www.usfirst.org/roboticsprograms/frc/first-student-team-information-members-system-and-consent-form</a>
Contact Information:	Keep all contact information up to date in the TIMS Team Profile Section. Provide his/her accurate email address, mailing address, and phone number to allow timely communication with <i>FIRST</i> , especially for use during vacations or team travel.
Email Blasts:	Receive, read and share with team email blasts. Email blast archive page located at <a href="http://www.usfirst.org/roboticsprograms/frc/emailblastarchive.aspx">http://www.usfirst.org/roboticsprograms/frc/emailblastarchive.aspx</a>
Event Information:	Register team for Events in the TIMS
Judges' Information:	Enter judges' information into the TIMS by the deadline
Kit and Kickoff Information:	Submit selections in the TIMS by deadline
Robot Transportation:	Invite Shipping Contact to team, or assume role. Ensure the Shipping Contact is actively learning the rules and making plans to transport your team's robot. Also ensure that they are meeting all deadlines.
Safety:	Work with team's Safety Captain to ensure team member safety. Review <i>FIRST</i> Safety Policies/Procedures.
Scholarship Opportunities:	Invite team Scholarship Contact in the TIMS.
Team Profile:	Maintain and update Team Profile Information in the TIMS to reflect correct team contacts, partner organization, team demographic information
Team Updates	Reads Team Updates posted at <a href="http://frc-manual.usfirst.org/TeamUpdates/0">http://frc-manual.usfirst.org/TeamUpdates/0</a>
TIMS (Team Info System):	Maintain and update team information via the TIMS: <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>
Track Twitter Feed:	Monitor the FRC Twitter Feed for announcements about updates, news and important information. <a href="http://twitter.com/FRCTeams">http://twitter.com/FRCTeams</a>

### 3.2.2 Alternate Contact Responsibilities

The Alternate Contact is the Main Contact's "right hand" and shares in providing and maintaining accurate information in TIMS, as well as providing leadership to the team. The Alternate Contact should read and share in the responsibilities of the Main Contact as outlined above. Generally the Alternate Contact assumes the Main Contact role should the Main Contact not be able to fulfill his/her duties. **This position must be held by one over the age of 18.** Key duties of the Alternate Contact are outlined below:

Calendar of Important Deadline Dates:	Monitor the Calendar of Important Deadline dates for changes, additions at: <a href="http://www.usfirst.org/roboticsprograms/frc/frc-season-calendar">http://www.usfirst.org/roboticsprograms/frc/frc-season-calendar</a>
Communications:	Receive and distribute relevant <i>FIRST</i> communications to team members.
Chairman's Award	Collect information about, and document, the successes and accomplishments of the team. Organize the Chairman's Award (CA) submission for the team and help prepare the CA presentation to be given to the judges at the event. Please refer to Team Manual, <a href="#">Chapter</a>



	<a href="#">6– The Awards</a> for more information about the Chairman’s Award.
Contact Information:	Provide current contact information for the TIMS, including an alternate phone number and address in case <i>FIRST</i> has to make contact during vacation or while the team is traveling.
Public Relations:	Confer with Main Contact. Notify Public Relations (PR) Contact of any upcoming team fundraising or events.
Robot Transportation:	Be familiar with the robot transportation responsibilities in case the Shipping Contact needs help. Can also assume role of Shipping Contact.
Safety:	Work with team’s Safety Captain to ensure safety while working and traveling.
Support:	Provide any support the Main Contact or team may need.
Vacation Coverage:	Assist Main Contact with receiving communications and handling team issues during vacation periods.
TIMS (Team Info System):	Assist Main Contact with maintaining and updating team’s TIMS record at <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>

### 3.2.3 Shipping Contact Responsibilities

The Shipping Contact is a critical position on the team, as this contact is responsible for handling robot transportation, Bag and Tag, and receiving any items shipped from *FIRST* to the team (e.g., a replacement part). The Main or Alternate Contact can be assigned to the role of Shipping Contact, or they may invite a separate Shipping Contact via the invitation process in TIMS.

Communications:	Receive and read <i>FIRST</i> email blasts, read the FRC Blog and the Team Updates. Communicate with <i>FIRST</i> on any robot transportation related questions.
Contact Information:	Provide the Main or Alternate Contact with current contact information for the TIMS, including a valid phone number to enable <i>FIRST</i> contact during vacation times or when the team is traveling.
FedEx Donation	Receive and safeguard any shipping paperwork the team is given because of travel to Championship or because you have been granted a Bag and Tag Exemption. The FedEx donation can save your team hundreds of dollars on shipping your robot. Carefully guard the shipping documents. Use the shipping paperwork as specified in manual <a href="#">Chapter 5 Robot Transportation</a> .  <b><u>NEITHER <i>FIRST</i> NOR FEDEX WILL REPLACE LOST SHIPPING DOCUMENTS.</u></b>
Kit of Parts (KoP):	If your team opted to pay for your Kit of Parts shipment (i.e., elected the “Team Pays” choice in the TIMS), confer with Main/Alternate Contact to ensure that the shipping address in the TIMS is correct.  If your team wants to pick up the kit, make sure the Main Contact meets the deadline for this TIMS entry.  Designate an adult mentor to pick up the kit at a Kickoff.  If your team wants to designate another team to pick up the kit, make sure the appropriate Surrogate Kit Pickup paperwork is delivered to <i>FIRST</i> by the deadline as indicated on Calendar of Important Deadline Dates at <a href="http://www.usfirst.org/roboticsprograms/frc/calendar">http://www.usfirst.org/roboticsprograms/frc/calendar</a>
Robot Transportation	<b>Read <a href="#">Chapter 5 - Robot Transportation</a> in the FRC Team Competition Manual as well as review supplemental instructions as directed in that chapter.</b>  <b>Be familiar with and conform to the following:</b>

	<ul style="list-style-type: none"> <li>* Bag and Tag Events, requirements and procedures</li> <li>* Deadlines and requirements for shipping your robot crate, if you are traveling to Championship or have been granted an Exemption</li> <li>* Customs requirements if you travel over a border</li> <li>* Other requirements that pertain to your particular team situation</li> </ul>
TIMS Team's FedEx, UPS or USPS Account Number:	<p>Provide the Main or Alternate Contact with a shipping account number for the TIMS. This could directly impact the missing, defective, or broken parts replacement system for your team.</p> <p>Sponsor/school may let team use its shipping account, or obtain a number from the companies' websites.</p>

### 3.3 RECOMMENDED ADDITIONAL CONTACTS

#### 3.3.1 Corporate / University Contact Responsibilities

This contact provides information about the team to the University or Corporation sponsoring the team. Keeping the sponsor/partner informed of team progress and achievements throughout the season is a great way to ensure their support.

Communications:	Receive related team emails. Provide information if necessary.
Contact Information:	Provide up to date contact information for the Main Contact for the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Public Relations:	Notify university/sponsor contacts of any upcoming team fundraising or events. Confer with Main Contact. Let supporters know about trials and successes regarding the robot design and build. Get them excited right through the process and continue providing information throughout the year. Invite them to an event.

#### 3.3.2 Public Relations Contact Responsibilities

Advertising the team's goals and accomplishments is critical. The Public Relations Contact works with the team to ensure that the community and sponsors are apprised of the team's progress and accomplishments.

Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary.
Contact Info.	Provide up to date contact information to the Main Contact for the TIMS.
Fundraising:	The team would be wise to advise this person of any fundraising activity or team

	appearances at least two weeks before the date so that advance notification of the event can be prepared and sent to media contacts.
Public Relations Updates:	Responsible for receiving and disseminating any PR updates issued by <i>FIRST</i> , and using them to the team's advantage in local newspapers, as well as TV/radio stations.
Sponsors:	Send any PR information to current sponsors all during the year, and prepare "marketing" materials to attract potential new sponsors.

### 3.3.3 Scholarship Responsibilities

This team contact is responsible for disseminating information about *FIRST* Scholarships to the student FRC team members and their parents. It is **HIGHLY RECOMMENDED** that a Scholarship Contact is assigned to the team and entered in TIMS!

Communications:	Receives key Scholarship Information from <i>FIRST</i> and share information with team students and parents. Contact <i>FIRST</i> about any scholarship related inquiries. Information on scholarships may be found on the following link: <a href="http://www.usfirst.org/aboutus/scholarships">http://www.usfirst.org/aboutus/scholarships</a>
Contact Information:	Provide up to date contact information for the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.

### 3.3.4 School Contact Responsibilities

This adult representative is responsible for knowing and enforcing all school rules regarding team participation. A teacher or principal may be best qualified for this role to facilitate the team's progress and meeting deadlines.

Communications:	Receive school related team emails. Provide information/reply if necessary.  If no one is specified to work on the following projects, work with Main Contact to make sure students get them done. Refer to the web <a href="#">Calendar of Important Deadlines</a> . Monitor Award due dates. Please refer to the Team Manual – <a href="#">Chapter 6 – The Awards</a> .
Contact Info:	Provide up to date contact information for the Main Contact in the TIMS
Public Relations:	Notify Public Relations Contact of any upcoming team fundraising or events. Conferring with Main Contact.
Safety:	Stress safety whenever possible.
Scholarships:	Inform students early about scholarship opportunities and deadlines, and encourage and assist those interested in applying for them. Information on scholarships may be found on the following link: <a href="http://www.usfirst.org/aboutus/scholarships">http://www.usfirst.org/aboutus/scholarships</a>

### 3.3.5 Technical Contact Responsibilities

This person will assist the team with technical issues and problems related to engineering.

Communications:	Receive team emails. Reply with inquiries as necessary. Keep the rest of the team apprised on your technical successes/issues. Ask for help/ideas.
Contact Information:	Provide up to date contact information for the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Pre-Ship Inspection:	Work with the team members to perform a robot inspection before your robot is packed for transport or sealed in its bag. Use the Inspection Sheet that will be listed in the FRC Game Manual – Section 4 after Kickoff. This inspection will show where problems are so you can correct them before transporting your robot. It will also provide the students with information they will need to know during the on-site, pre-competition inspection since the inspectors will be asking the students questions.
Public Relations:	Notify Public Relations Contact when your robot nears completion or when you have an opportunity to show off your robot.  If the PR contact is not available, notify local media of any upcoming team fundraising or events. Plan these opportunities with your Main Contact.
Safety:	Stress safety and ensure safe working conditions, safety glasses use, etc...

### 3.3.6 Travel Contact Responsibilities

This person will make event(s) travel and hotel arrangements for the team members and mentors. Tackle this task early to ensure there is room on preferred flights and in preferred hotels.

Communications:	Receive relevant <i>FIRST</i> communications and communicate with <i>FIRST</i> and team as necessary.
Contact Information:	Provide up to date contact information for the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Hotel Reservations:	Regionals and Championship: Refer to <a href="#">Chapter 2 - Communications</a> section of the Manual for hints and good advice on choosing team hotels.
Manual and Website:	Refer to the “Site Info” on the website for special travel/parking instructions. Bring the directions for the venue.
Stores/Supplies:	Refer to the <a href="#">Chapter 4 - At the Events</a> portion of the Manual to find links to various types of stores, such as printing, supplies, hardware. Find stores near your chosen event and print out the directions to them.
Travel Pricing:	Obtain, consider, and compare travel costs prior to registering for an event(s). The web has many opportunities to compare fares. Ask for group rates to see if that is a good option. Is bussing an option?

*Tip!* If team contacts are using school email addresses, please make sure the school's firewall allows emails from [frcteams@usfirst.org](mailto:frcteams@usfirst.org)

## 3.4 OTHER IMPORTANT TEAM POSITIONS

Your team may want to consider appointing one or several Rules Monitors and Safety Captains. Students are welcome to fill these positions if the team members and mentors agree and find responsible candidates. *FIRST* does not need their contact information in the TIMS.

Please read below for some job-related roles these students or adults may want to fill.

### 3.4.1 Game Rules Monitor Responsibilities

Know Point System:	Be sure the team understands the system; implement the best strategy.
Know Penalties:	Be sure all mentors and operators know and understand all penalties.
Learn Game Rules:	Read and understand the rules of the game and communicate them to the team members so they know the ins and outs of the game.
Learn Web System:	Check the online Manual for rules, changes, and web-based question and answer system.  Online manual is at <a href="http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=452">http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=452</a> .  Q&A is at <a href="http://www.usfirst.org/roboticsprograms/frc/game-q-and-a">http://www.usfirst.org/roboticsprograms/frc/game-q-and-a</a>
Monitor Team Updates:	Communicate any changes, written in the updates, to the team.  Team Updates are at: <a href="http://frc-manual.usfirst.org/TeamUpdates/0">http://frc-manual.usfirst.org/TeamUpdates/0</a>  News and Email Blasts are at: <a href="http://www.usfirst.org/roboticsprograms/frc/emailblastarchive.aspx">http://www.usfirst.org/roboticsprograms/frc/emailblastarchive.aspx</a> .

### 3.4.2 Safety Captain Responsibilities

At the Events:	Bring enough safety glasses for the team and all guests. Make sure persons unpacking or unbagging robot will have glasses to wear as they arrive at the Pit, and make sure all persons wear safety glasses/goggles properly.  Be sure your team transports and lifts the robot safely.  Know where the EMT area is, and report any injuries to the Pit Supervisor at the time of injury or treatment.  Discourage running in the Pit or Competition Arena, and work with the green-shirted Safety Advisors to keep things safe and the Pit aisles clear.  Bring any serious safety infractions, such as metal grinding or open flames to the attention of the Pit Supervisor, as well as any blatant discourtesies.
Home Work Site:	Obtain enough safety glasses for the team. Ensure all persons wear them when working on the robot or in the "work" vicinity. People who wear glasses must have regulation safety glasses with side shields or wear safety goggles over their glasses.  Make sure the work area is safe and the floor is clear at the team's workplace and at

	the events.
Read FRC Competition Manual:	Read "Courtesies and Rules" section in <a href="#">Chapter 4 - At the Events</a> section of the Manual. Meet with team members and decide what the team deems important in the safety area. Diplomatically enforce their findings.
Read FRC Team Safety Manual:	Print and read the " <i>FIRST</i> Robotics Competition Team Safety Manual", which can be found here: <a href="http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual">http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual</a> Meet with the team and go over the manual with everyone.
Safety Policies:	Review Safety Policies and Procedures in the " <i>FIRST</i> Robotics Competition Team Safety Manual" and inform the team of the mandates and suggestions. Encourage all team members and mentors to read the document, follow the suggestions, and become familiar with the safety awards.  Suggest that the team build a robot cart if it doesn't have one.
Use Courtesy:	At all times, think and behave with a <i>Gracious Professionalism</i> ® attitude.  This position is one that makes teams aware of safety issues and inspires team members to improve safety conditions. It and supports the methods <i>FIRST</i> uses to ensure a safe environment and encourages others to do so as well. Use common sense and good judgment when bringing an infraction to someone's attention. Please be kind and positive because the Safety Captain is an ambassador for your team.

## 4 At The Events

### Section 4

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### 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.

### 4.2 FIRST SAFETY

Participants and team mentors must review the *FIRST* safety policies and the ***FIRST* Safety Manual** located

at <http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual?id=470>. It provides sound safety practices for your workplace and *FIRST* events.

Every team should know, understand and follow the safety rules found in the FRC Team 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 or being around the 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!

Please remember that fire extinguishers are available at the Pit Admin station and near the playing field. Please stay within your team's Pit or move to the competition viewing area. If the Pit area becomes too crowded for teams and their machines to move back and forth to the field safely and quickly, *FIRST* will request that some team members leave the area.

See the ***FIRST* Safety Manual** located at <http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual?id=470> for more information.

## 4.2.2 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 devices to the cart; 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.

## 4.2.3 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 uncrating/unbagging of robots and transporting them between the Pit and playing fields. The Safety Advisors will rate safe performance in three key areas:

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

See the **FIRST Safety Manual** located at <http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual?id=470> for more information

## 4.3 COURTESIES AND RULES

Please help to make guests feel comfortable and welcome. Provide your team with the site restrictions and rules so everyone can work and compete in a safe, sportsmanlike and friendly environment.

## 4.4 STAFF / VOLUNTEER BADGES

At events, 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 – especially your friendly Pit Admin staff!

## 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

Your event check-in envelope should contain the Practice Match schedule. If the Practice Match schedule is not in your envelope, check with Pit Admin. Practice matches take place on the competition field. The Schedule will indicate the field you will practice and with what teams. **TEAMS CANNOT SWITCH PRACTICE TIMES.**

#### 4.5.1.1 Practice Time Slots

All teams will receive a comprehensive list of practice times. Your team must be at the field and ready to practice at the designated times. If your team/robot cannot be ready for your practice time slot, don't forfeit your team's practice time entirely. Send in your human player (if a human player has apart in the current game) to practice alone. Your team members may want to scout other teams and their strategies during practice and the actual competition matches.



#### 4.5.1.2 The Filler Line

Although teams **may not** switch 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. Filler Lines will be limited to, at most, six robots, but the number is dependent upon space at venues. Criteria for joining the Filler Line are as follows:

- **ROBOTS IN THE FILLER LINE MUST HAVE PASSED FULL INSPECTION;**
- Teams must join the Filler Line with their robot;
- Teams may not work on their robot while in the Filler Line;
- Teams may not occupy more than one spot in the Filler Line; and
- If a team is queued up for their practice match, they may not join the Filler Line.

#### 4.5.1.3 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, the Pit Admin Supervisor 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.**

#### 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 final 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 up before the opening ceremony.**

Matches begin immediately after the conclusion of the opening ceremony.

Please note that there will not be audible queuing at the Championship. As such, teams must queue up a half hour prior to each designated match.

### 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 at <http://www.usfirst.org/roboticsprograms/frc/regional-events?id=430>. Bring it with you so your team will have the event's agenda.

#### 4.5.3.1 Championship Agenda

As Championship approaches, important event information will be posted at:  
<http://www.usfirst.org/roboticsprograms/frc/championship-event>

## 4.6 LOAD IN PROCEDURES

### 4.6.1 Bag and Tag

This year, once again, all USA and Canadian FRC District and Regional Events will be Bag & Tag.

Don't know what Bag & Tag means? On 'Stop Build Day' - Feb 19<sup>th</sup>, all teams must stop work on the robot and seal it in a large bag (using a tag) that will be included in the 2013 Kit of Parts. Teams record when the robot is sealed on a Robot Lock-Up Form. Teams then transport the robot to and from the event on their own. Please check the public agenda for robot drop-off times. The robot may not be unbagged, and no work on the robot is allowed until the Robot Lock-Up Form has been reviewed and signed off by an inspector.

See [FRC Administration Manual Section 5 - Robot Transportation](#) for more Bag and Tag details.

### 4.6.2 At Championship

For Championship, teams will ship their robots to the event in a crate. See [FRC Administration Manual Section 5](#) for more details.

For convenience and to help ensure safety in the Pit, five (5) people from each team will be allowed to uncrate and work on their robot on Wednesday evening. See Championship Agenda, when published, for specific times. At least one of the five team members entering the Pits must be a post-high school adult (the others may be either students or adults).

The priority tasks for team members are to uncrate their robot, have their Robot Lock-Up form signed off by an inspector before they unbag their robot, and move their crate to the aisle so that it is accessible to Shepard Exposition Services (SES) for removal. Teams can then set up their Pit and get the robot INSPECTED. **No work on the robot is allowed until the Robot Lock-Up Form has been reviewed and signed off by an inspector.** The rules for

Wednesday night Pit entry at the Championship are as follows:

- Teams will not be allowed to use the practice fields Wednesday night;
- Teams should be focused on setting up their Pits and getting inspected;
- The five team members will be permitted to load in team materials on Wednesday night;
- Team members may only make one trip with load-in materials;
- There is no set limit to the amount of material teams may load-in, but it must be done in a safe, manageable way (Safety Advisors and other volunteers will be on site checking for, and helping mitigate, unsafe conditions);
- Safety glasses are required while in the Pit; and
- An adult team member (one of the five permitted in the Pit) may use this time to check-in early to avoid the rush on Thursday morning.

SES (Shepard Expo Services) Desk personnel will be on hand to help during this limited opening.

- If your crate has incurred damage, do not open it until you notify the SES Desk personnel right away about the problem.
- Look for any label on your crate having to do with weight or crate damage questions regarding your shipment. Contact the SES Desk before opening the crate. Once your team opens a crate, you cannot protest a weight issue.
- **SES - Resolution time for weight overage / damage problems:**
  - Notify the SES Desk personnel immediately.
- When you have uncrated, notify the SES Desk personnel so haulers can remove the empty crate(s) and keep aisles clear and safe.

## 4.7 EVENT CHECK-IN

Event check in takes place at the Pit Admin station the first morning of the event at the Regional Competitions, and Wednesday evening and Thursday morning for the Championship. At each event, an adult member of each team should check in by no later than noon on the first day of the event.

Prior to attending your event(s), please download the Agenda and review other important information specific to your event. You can find agendas and other information on the 2013 FIRST Robotics Competition Regional Events page: <http://www.usfirst.org/roboticsprograms/frc/regional-events>

### 4.7.1 Consent and Release Forms

We highly encourage all FRC team members to submit their Consent and Release forms electronically.

FRC Team Mentors registered in TIMS will submit in TIMS. Student team members will submit via the FIRST Student Team Information Member System (STIMS) at: <https://my.usfirst.org/stims/site.lasso>

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 “hardcopy” of the form (i.e., printed out from the website and signed) he/she will have to provide it at the Kickoff event (if attending) and at every competition.

### 4.7.2 Event Check In Envelope

Upon receipt of your team's consent and release forms, each team will receive a registration envelope containing:

- Pit Map;
- Practice Match Schedule;
- Safety Captain Badge;
- Team List; and
- Operator Badges.

## 4.8 THE PIT

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.

***Children under 12 MUST be accompanied***

***in the Pit by an Adult at all times!***

### 4.8.1 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 in teams and help teams and visitors. Come to the Pit Admin station to:

- Turn in a printed roster and team's hard copy Consent/Release Forms;
- Check in and receive your check-in envelope, and badges. 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.

### 4.8.2 Team Pits

These are the areas where teams work on their robots. These numbered spaces help organize team placement and help team members, judges and visitors find teams easily. These areas are set up to be as equal as possible. Each team's Pit will have a table and power outlet.

#### 4.8.2.1 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 team Pit;

- No team station structures, signs, flags, or displays can be higher than 10 feet above the floor;
- Team station signs, flags, and displays must be securely mounted to the structure

#### 4.8.2.2 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.

#### 4.8.2.3 Space Regulations

Each team is allotted approximately the same amount of workspace at an event, usually about 10'x10'x10'; however, the size will vary from event to event, and in many cases the space is smaller. Be sure your equipment will fit in a space smaller than those dimensions. In all cases, the height 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 undesignated space. If your team is too large to fit into the allotted space, encourage your team to leave the area to scout other teams and/or to watch the matches.

***Don't add to your space by setting up in another area!***

#### 4.8.3 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.

***Batteries & chargers WILL NOT be available at any event unless you have made prior arrangements with FIRST (email [FRCParts@usfirst.org](mailto:FRCParts@usfirst.org) for more information). NOTE TO NON-NORTH AMERICAN TEAMS TRAVELLING TO USA EVENTS – Batteries will be provided to you at the Spare Parts Station and will be labeled with your team number. Please DO NOT ship batteries within your crate.***

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

#### 4.8.4 Inspection

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

- To ensure safety and readiness, pre-inspect your robot before you ship it. This will help to 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 passes those portions of the process;
- Don't wait until the last moment to begin the process. Bring your robot to the Inspection Station early. Partial inspections, such as for 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 until your robot passes;
- Teams may practice on the first day of the event, during their scheduled practice times only, without completing the inspection process; however, if field personnel deem a robot unsafe, it will not be allowed to practice until the unsafe condition is fixed. See [Section 4.5.1](#) regarding requirements to participate in a practice session as a 'Filler'
- Robots must pass inspection before actually competing in qualification matches;
- Each time you alter the form, fit, or function of your robot, you must request and pass a robot re-inspection; and
- Inspectors may re-inspect randomly before or after matches to ensure continued safety and compliance.

## 4.8.5 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. 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".*

**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/Machine Shop posted on the agenda event specific agenda which can be found on the *FIRST* website.

## 4.8.6 Team Provided Mobile Machine Shops

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

### 4.8.6.1 Approval, Liability and Security Coverage

- If your team would like to provide a mobile machine shop, please get *FIRST* approval and clearance prior to each event. Email: [frcteams@usfirst.org](mailto:frcteams@usfirst.org) to request approval prior to the Kickoff.
- Teams must provide liability coverage. Note that liability coverage at event venues vary, and specific venue

policies may further restrict the use of team-provided mobile machine shops. Without the proper additional insurance certificate, the mobile machine shop cannot be used at the event. The requirements are:

- Name *FIRST* as an additional insured;
- Fax the certificate to 603-666-3907 Attention: Team Services; and
- Present a copy of the certificate to the Event Manager on site prior to setting up the machine shop.
- Include an appropriate team-provided staffer to perform the requested work. Each staffer must be covered under the provided liability coverage.
- Provide for any security requirements. Neither *FIRST* nor the venue is liable for any loss nor will provide these services for you.

#### 4.8.6.2 Local Restrictions

Although *FIRST* may approve a local machine shop use at any Regional, 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.

#### 4.8.6.3 Other Requirements

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

- a. Include an electrical source for the mobile machine shop facility;
- b. 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 ;)
- c. Handle job requests through the same counter/process as the *FIRST* provided shop services. This includes the sponsoring team's requests; and
- d. Operate ONLY during the event hours when the Pit is open.

#### 4.8.7 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 caution 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 (1) 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 (1) person**

Example: Desktop CNC mill.

## 4.8.8 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; and
- A relatively small cart to transport your heavy robot from the Pit to the playing field. See [Section 4.2.2](#) for cart requirements.

## 4.8.9 First Aid Station

There will be a first aid station in the Pit to assist in the event of injury and illness. Mentors and the Safety Captain should refer to the Pit Map for the location and alert team members. *Notify the Pit Admin Supervisor of any injuries or illness and fill out an incident report.* Bring a travel size first-aid kit for minor injuries.

## 4.8.10 Traffic Flow

At each event, there is a predetermined traffic flow pattern to maximize efficiency of the team/robot entrance and exit and to maintain safety to the competition area. Refer to the Pit Map for the flow. The queuing team maintains this pattern at each 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, courtesy and for maintaining competition schedules. Please keep chairs and equipment out of the aisles. Please sit in the audience, not on the floor or in the aisles. Judges/Safety Advisors will notice noncompliance.

## 4.8.11 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.

## 4.8.12 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.
- Highlight team practice times on the Practice Schedule on the first day of the event and your competition match times on your Match List for the second and third days.
- Listen carefully for the queuing announcements at Regional events 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 up prior to the Opening Ceremony, on or near the field.

### 4.8.13 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.

### 4.8.14 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 to turn in an article you find. We will make every reasonable attempt to return articles to owners.

## 4.9 CEREMONIES

There are both Opening and Closing Awards Ceremonies. These ceremonies allow everyone to show honor and respect for their countries, sponsors, teams, mentors, volunteers and award winners and to 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.

### 4.9.1 All Teams Should Attend

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.

### 4.9.2 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.

## 4.10 PIT CLOSING ETIQUETTE

**On Time:** 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 met. Assign team members and mentors to the cleanup/organization of your team Pit.

**Robot Transportation:** The team's shipping contact should have a plan to ensure that everything is packed and out the door by closing time. For further details about shipping your robot or participating in the Bag and Tag system, please refer to the *FRC Administration Manual* [Section 5 - Robot Transportation](#).

## 4.11 TEAM SOCIALS

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

## 4.12 CHAMPIONSHIP FIRST FINALE

This event takes place after the Awards Ceremony on Saturday evening. Please refer to the Championship Event Information.

## 4.13 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 FRC teams. We strongly recommend that you include the team number on all team T-shirts, trading buttons, hats, cheers and costumes.

### 4.13.1 Team Giveaways

Often teams 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.

### 4.13.2 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 for the wearer as to vision and movement and that they are comfortable and cool enough to prevent fainting and dehydration.

### 4.13.3 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
- Taping or affixing items or papers to walls, bleachers, floors or other site areas.

Please make sure your team Pit and surrounding area is clean when you leave the site.

### 4.13.4 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 hang them in the competition area, since this area is designated for official *FIRST* sponsor banners ONLY.

You may bring banners to the competition area while your team competes, but do not leave them or use them to section off seating. *Saving group seats is not permitted.*

Hang banners ONLY in your team Pit.

## 4.14 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 allowed to save seating space.**

With this in mind, it is not permitted to hang banners or ribbons to designate such an area. *We will remove and discard any banners, roping, etc...* Please take turns sitting in the bleachers, if seating is limited. Share the fun. When you see there is a crowding problem, leave after your team's match and return later for another few matches.

## 4.15 SITE RESTRICTIONS

Please read the following common site restrictions and adhere to them in order to promote an orderly, safe, pleasant and exciting competition. Please refer to Section 4.2 of this manual section for additional site restrictions at your event.

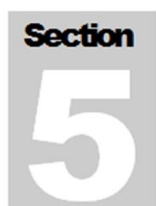
- **Do not bring food** to the site. If you bring food, do not bring it onto the property.
- **Do not use noisy devices**, such as floor stompers, whistles and/or air horns.
- **Do not arrange for Internet access or phone lines** on the site or attempt to connect to the Internet.
- **Do not sell any products**. This includes food, hats, shirts or any promotional products.
- **Do not distribute any food products**, such as candy, water, soft drinks or fruit.
- **Do not sell raffle tickets**.
- **Do not bring bottled gas tanks (e.g. helium)**. This is a safety concern.
- **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 confiscated.
- **Do not form "tunnels"** during the Awards Ceremony. This can cause discomfort to those traveling through them and creates safety issues.

## 4.16 CONSIDERATIONS

You will often hear the expression Gracious Professionalism® throughout your involvement in *FIRST*. You can read Woodie Flowers' definition in [Section 1 – Introduction](#) of the 2013 FRC Administration Manual. 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®.

## 5 Robot Transportation



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### OVERVIEW

**Following the guidelines will ensure that your robot arrives where it needs to be on time so that your team can focus on the important thing – participating in the event!**

## 5.1 STOP BUILD DAY

All teams must cease work on their robot on or before Stop Build Day. Any team that fails to comply may jeopardize their participation in the rest of the FRC season.

Note that “Stop Build Day” is a specific date, so you may work on your robot until midnight on that date in whatever time zone you are working.

**STOP BUILD DAY is TUESDAY, FEBRUARY 19, 2013**

## 5.2 BAG AND TAG

A “Bag and Tag Event” is a competition event where teams must carry their robots to/from the event. Teams attending these events must “Bag and Tag” their robots according to the instructions outlined in Section 5.5 – Instructions for “Bag and Tag”.

For the 2013 Season, ALL USA and Canadian FRC events (including District Events) are “Bag and Tag” EXCEPT the Championship.

Teams are not allowed to ship their robots in or out of these events unless they receive an Exemption. How do we get an Exemption? See Section 5.4 – Requesting an Exemption.

1. Only teams that have requested and been granted an Exemption will be able to make use of the FEDEX shipping donation. Those granted an Exemption will ship their robots to a predetermined robot drayage/storage facility.
2. To secure transportation services to/from the robot drayage/storage facility, teams granted an exemption may need to coordinate with a local “friendly” team for assistance. FIRST HQ will facilitate this coordination.
3. DO NOT SHIP YOUR ROBOT DIRECTLY TO THE VENUE!! If you do so, you may not be able to compete.

NOTE: Even if you have been granted an Exemption and/or are going to the Championship, you will still need to “Bag and Tag” your robot within your shipping crate and may not open the bag until an onsite inspector has approved you to do so.

Each team will receive a special “Bag and Tag” kit in January with their Kit of Parts. The kit will contain:

- two (2) plastic bags large enough to contain your robot; and
- at least six (6) zip tie tags with individual serial numbers.

## 5.3 REQUESTING AN EXEMPTION

If bringing your robot yourself to the event presents you with a substantial hardship, you may request an exemption by emailing [frcteams@usfirst.org](mailto:frcteams@usfirst.org). Include as much detail as you can in your request, and use the subject line: “Bag and Tag Exemption Request, Team XXXX”, with your team number in place of “XXXX”. Exemption requests will be handled on a case-by-case basis. Not every request will be granted. Exemptions must be submitted by December 7, 2012.

In cases in which an exemption is granted, *FIRST* HQ will establish a robot storage/drayage location near the event site. Robot transportation services under the FedEx donation will be provided for that event and *FIRST* HQ will provide shipping instructions for approved teams.

The requirement to get an exemption approved from *FIRST* HQ for robot shipping applies only to teams wishing to use the transportation services as coordinated by *FIRST* HQ. Teams may otherwise use any transportation method they wish for their robot, at their own risk and expense, as long as the robot remains sealed in the bag and teams DO NOT ship directly to the venue. However, unless a team has received an exemption approval, the final leg of the robot’s journey arrival at the venue and delivery to the team pit, must be done by hand by the team.

If you have been granted an Exemption, you can find shipping instructions under [Section 5.7.1](#)

## 5.4 INSTRUCTIONS FOR "BAG AND TAG"

1. Bag and Tag your robot on Stop Build Day, and complete the Robot Lock-Up Form
2. The Proper bagging procedure is as follows:
  - Set the bag on the floor, leaving room for the robot in the center.
  - Place the robot in the center of the bag and pull the bag up around the robot. Be careful not to catch the bag on any corners or sharp edges.
  - Tightly seal the bag with your next numbered tag.
  - Complete the Robot Lock-Up Form as required in Section 5.5 to verify the date and time that the bag was sealed.
3. The team may bag their bumpers separately from their robot. However, the separately-bagged bumpers must be sealed with their own tag, and that tag number must be entered on the Robot Lock-Up Form.
4. Transport your robot to your event venue in your own vehicle. If you plan to transport your robot in a personal vehicle, please ensure that you have adequate means to secure the robot. If the robot is being transported in

- open air vehicle, such as in the back of a pickup truck, please be very careful to shield the bag from excessive wind which can cause the bag to flap against the robot, causing damage to the bag.
5. You must bring your own bagged, sealed and tagged robot into the venue through the designated robot entrance. Teams will NOT have access to the loading docks or forklifts; we recommend bringing a rolling cart or dolly to facilitate the load in.
  6. You may NOT open your bag until:
    - it has been checked, approved by an onsite inspector, AND
    - the pits have officially been opened for robot work. You must have your Robot Lock-Up Form ready for review at the event. DO NOT forget to bring it.
  7. After your Robot Lock-Up Form has been properly checked and approved, your team may open the bag and prepare to compete.
  8. After the event, if you are attending another event, such as the Championship or another regional or district event, re-seal your robot in the bag with a new tag and enter the new tag number on the Robot Lock-Up Form. You may not access your robot again until the next event, unless you are attending a 2-Day event, as explained in Section 5.6.
  9. Remove your robot from the event through the designated exit.
  10. IF you are attending the Championship as your next event, or have been granted an Exemption so you may ship your robot to the next event, follow the instructions in Section 5.7.

## 5.5 ROBOT LOCK AND UNLOCK INSTRUCTIONS

### 5.5.1 Completing the Robot Lock-Up Form

The Robot Lock-up Form is available the Competition Manual pages of the FIRST website. Make sure that you complete every item on the form. **INCOMPLETE FORMS WILL BE REJECTED BY INSPECTORS AT EVENTS.** The Robot Lock-Up Form must be filled in by an adult, 18 years old or older, who is NOT a student on the team.

By signing this form the signatory attests to the fact that he/she is:

- 18 years old or older;
- is not a student member of the team, and
- that all rules and regulations regarding access periods and lock/unlock are being followed. Cell phone numbers are required for verification in case inspectors at events have questions regarding the form.

Remember to bring your Robot Lock-Up Form to your event. A missing Robot Lock-Up Form is one of the top reasons teams are delayed in being allowed to unbag their robots at events.

### 5.5.2 Using the Robot Lock-Up Form

The Robot Lock-Up Form **MUST** be used:

- on "Stop Build Day";
- during any "Robot Access Period" taken advantage of if you are attending a 2-Day event. See Section 5.6 for details. The "Robot Access Period" only applies to teams attending 2-Day events. Teams attending 3-day events do not have a "Robot Access Period"; and/or
- before you leave an event, if you expect you will/may be attending a later event.

The Robot Lock-Up Form **DOES NOT** need to be used:

- before "Stop Build Day";
- during the event; and/or
- after an event, unless you are competing at any later events, including the Championship.

## 5.6 "ROBOT ACCESS PERIOD" – FOR TEAMS ATTENDING 2-DAY EVENTS

Two-day events for the 2013 season include all Michigan District Events and all Mid-Atlantic Robotics (MAR) District Events. Teams attending these events will not have as much time to work on their robots at events as teams attending traditional 3-day events. Due to this differential, teams are granted an additional "Robot Access Period" to unbag their robot between "Stop Build Day" and their 2-day events.

If you are NOT attending a District event in 2013, you are NOT granted a "Robot Access Period" after "Stop Build Day" and this section does NOT apply to you.

### 5.6.1 'Robot Access Period' - Permitted Actions

During the Robot Access Period, teams may perform any activity they would normally do during the build season, including practicing with the robot.

### 5.6.2 'Robot Access Period' - Schedule

Teams may unlock their robot for a total of 6 hours during the 7-day period preceding any two-day event in which their team will be competing with their robot. The 6 hours may be broken up in any way the team wishes, with the exception that no single access period may be shorter than 2 hours. The robot must be locked up in between sessions and this must be documented on the Robot Lock-Up Form each time.



## 5.7 ROBOT SHIPPING – FOR TEAMS GRANTED AN EXEMPTION OR ATTENDING CHAMPIONSHIP

If you are approved for an exemption, *FIRST* HQ will send you two (2) FedEx vouchers (bills of lading) for transportation to/from the official drayage location with specific instructions as to which type of FedEx service you are eligible for based upon geography; i.e., Express Air Freight (only if required for the area – mostly international, non-North America) or Freight LTL Truck (most North American teams including Canada and Mexico).

ALL teams competing at the *FIRST* Championship in St. Louis will be issued a voucher because teams **MUST** ship their robots to the Championship. **NOTE:** If you are granted an Exemption **AND** will be competing at the *FIRST* Championship, you will still only receive two (2) vouchers. **NO TEAM RECEIVES MORE THAN TWO (2) FEDEX VOUCHERS BEFORE CHAMPIONSHIP.** Although the donation from FedEx is generous, we need to be prudent and manage this resource so it is fairly shared.

Note that even if you are granted more than one Exemption, you will still only be receiving two (2) FedEx vouchers. *FIRST* HQ will still arrange for the services needed to receive your robot near the venue, store it and bring it back to the storage location, but it is up to the team to decide on which legs of the crate shipment they wish to use their vouchers. In some cases, this will mean the team will need to pay for the shipping of the crate itself, even if all other support services are taken care of.

If you did not sign up for the Championship, but qualified for the Championship during an FRC regional or District event, and you were **NOT** granted an Exemption, you will be given one (1) FedEx voucher (bill of lading) at the qualifying event to be used for shipping your robot to the Championship. Go to Pit Administration at your event to collect one (1) FedEx voucher to be used for shipping your robot the Championship drayage facility. If you were granted an Exemption, you will have already received the maximum number of allowable vouchers (two (2) FedEx vouchers) prior to the Championship so **NO** additional vouchers will be given.

If you attend the *FIRST* Championship, you will receive an additional FedEx voucher (bill of lading) in your registration packet that will allow you to ship your robot home.

Robots going to the *FIRST* Championship must be shipped by the Thursday after the final qualifying event. All Exemption granted teams and **ALL** teams attending the Championship must build a crate to ship their robot in. FedEx will not pick up a robot that is not in a crate. See the “Shipping Crate Construction” document posted with the FRC Administrative Manual for more details: [www.usfirst.org/frc/competitionmanual](http://www.usfirst.org/frc/competitionmanual). These minimum guidelines **MUST** be followed.

Keep your filled crate weight below 400 pounds. Teams are expected to use their crate to ship their robot and to minimize any additional components or tools included, in order to keep the crate weight below 400 pounds. **DO NOT** include any tools, luggage or additional materials that will cause your crate to exceed the maximum weight. Any teams exceeding 400 pounds will be charged overage fees accordingly.

Teams granted an Exemption or attending Championship may ship a tool crate. Some teams choose to ship a second

crate to the event(s) to have additional tools available. Shipping a second crate is allowed, but only if the team meets the following requirements:

1. The team is solely responsible for ALL shipping and drayage costs for their second crate;
2. The second crate may NOT be shipped using the FedEx donation. Abuse of the FedEx donation may result in a loss of this option for all teams in the future;
3. Paint or stencil "TOOL CRATE – Pc 2 of 2" in letters at least 6 inches tall on each side of the crate. Failure to properly label which crate contains tools may delay arrival of your robot at the event.

FedEx Freight requires prior notice for pickups, especially if your location does not have a loading dock. If you have been granted an Exemption and/or are attending the Championship, you must call one (1) week ahead to schedule your pickup AND indicate if your facility has a loading dock or. Please make sure that you contact the appropriate division of FedEx based upon the instructions provided on your waybill; i.e., Air, International Express or Freight.

### 5.7.1 Shipping Instructions for Exemptions Granted Teams

Your robot will be shipped to a drayage location identified by *FIRST*. Depending upon the location, you may be required to work with a local "friendly team" to get your robot from the drayage location to the venue. *FIRST* HQ will assist you with this.

Once at the venue, you will uncrate the robot and return it to the crate at the conclusion of the event for re-shipment. Once the robot is re-crated, attach the second completed voucher to the crate to facilitate shipping from the drayage facility to your home location. Please keep one (1) copy of the voucher for your records to track the shipment. The drayage company or the "friendly team" will pick it up at the event, bring it back to the drayage location and ship the robot to its next destination using instructions you provide which are attached to your crate. International teams please make sure you have also included the necessary customs documents; i.e., commercial invoice and certificate of origin, etc... so that your shipment is not delayed.

If your first event is the one to which you have been granted an Exemption, you must still bag and tag your robot on "Stop Build Day". This is because you may be able to delay shipping your robot until after "Stop Build Day", and inspectors will need evidence that the robot has not been worked on between "Stop Build Day" and shipment. Follow the Robot Lock and Unlock Instructions in Section 5.6 to lock up your robot. DO NOT open your bag at the event until it has been checked, approved by an inspector, AND the pits have officially opened for robot work. Remember you will need to re-bag the robot again at the conclusion of the event if you are going to a later competition.

If the event to which you have been granted an Exemption is not your first event you must bag and tag your robot at the conclusion of the earlier event, bring it back to your build site or other location away from the event venue, crate the robot and prepare for shipment. Follow the Robot Lock and Unlock Instructions in Section 5.6 to lock up your robot at the earlier event. DO NOT open your bag at the next event until it has been checked, approved by an inspector AND the pits have officially opened for robot work. Remember you will need to bag the robot again at the conclusion of the next event if you are going to a later competition.

## 5.7.2 Shipping Your Robot to the Championship

If you have already competed at another event, you must ensure your robot is bagged and tagged at the conclusion of that event per the instructions in Section 5.4. Bring your robot back to your build site or other location away from the event venue, crate the robot and prepare for shipment. Follow the instructions as outlined in Section 5.7 regarding crating requirements.

If you are shipping to Championship from an earlier event to which you have been given an Exemption, your robot will be sent from that earlier event to that event's drayage location. You may be able to ship from there directly to the Championship.

All teams attending the Championship will receive one (1) shipment home for their robot under the FedEx donation. The Bill of Lading for this shipment will be distributed at the Championship in the team's registration packet.

## 5.8 IMPORTANT SHIPPING CONTACTS

### 5.8.1 FIRST Is Your Main Contact

If you have any questions about robot shipping rules or processes, CALL FIRST! Rules in this chapter are written and administered by *FIRST*, not FedEx. *FIRST* is not responsible for information given by representatives of outside vendors.

<b>Additional instructions:</b>	<a href="http://www.usfirst.org/frc/competitionmanual">www.usfirst.org/frc/competitionmanual</a>
<b>Download shipping labels and Robot Lock Up Form:</b>	<a href="http://www.usfirst.org/frc/robotshipping">www.usfirst.org/frc/robotshipping</a>
<b>Phone:</b>	(800) 871-8326 OR (603)666-3906 - 8:30 AM to 5:00 PM EST
<b>Email:</b>	<a href="mailto:frcteams@usfirst.org">frcteams@usfirst.org</a> Subject line: FIRST Team [your #] Shipping Question
<b>Fax:</b>	(603) 666-3907
<b>Address:</b>	Team Support/Operations 200 Bedford Street Manchester, NH 03101

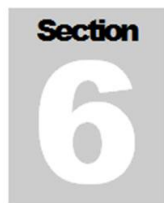
### 5.8.2 FedEx

Call FedEx to schedule your pickup and with any FedEx tracking questions. Have your Bill of Lading and/or Pro

Number available when you call.

<b>Website:</b>	www.fedex.com
<b>Phone - FedEx Freight:</b>	1-866-393-4585
<b>Phone - FedEx Express:</b>	1-800-GO-FedEx (1-800-463-3339)

## 6 Awards



**FIRST<sup>®</sup>, the FIRST<sup>®</sup> logo, FIRST<sup>®</sup> Robotics Competition, FRC<sup>®</sup>, Coopertition<sup>®</sup>, and Gracious Professionalism<sup>®</sup> are registered trademarks, and Sport for the Mind<sup>™</sup> are common law trademarks of the United States Foundation for Inspiration and Recognition of Science and Technology (FIRST<sup>®</sup>). ©2013 FIRST. All rights reserved.**

### 6.1 FIRST ROBOTICS COMPETITION AWARDS

This chapter contains descriptions of the *FIRST<sup>®</sup>* Robotics Competition Awards as well as any required submission criteria. Note an asterisk designates a new or “changed” award. Unless otherwise noted, all awards are given at Regional events, District events, State/Region Championship and the *FIRST* Championship. *FIRST* will hold an Awards Ceremony to present these awards at each event.

### 6.2 COMPLETE AWARDS LIST

Award	Description	Selected By	Regional	District	State/Region Championship	CMP Division	FIRST CMP
Chairman's Award	The Chairman's Award represents the spirit of <i>FIRST</i> . It honors the team that, in the judges' estimation, best represents a model for other teams to emulate. It embodies the goals and mission of <i>FIRST</i> . It remains our most prestigious award.	Chairman's Judge Panel (application and interview process)	X	X	X		X

Award	Description	Selected By	Regional	District	State/Region CMP	CMP Division	FIRST CMP
Championship Winner Award	Award celebrates the alliance that wins the final match of the Championship Playoffs	Robot Performance					X
Championship Finalist Award	Award celebrates the alliance that makes it to the final match of the Championship Playoffs	Robot Performance					X
Creativity Award <i>Sponsored by Xerox</i>	This award celebrates creative design, in process, execution, or via a creative or unique strategy of play. It is focused on a feature or features of the machine or development process.	Judges	X	X	X		X
Division Champion Award	Award celebrates the alliance that wins the final match in their division at the Championship.	Robot Performance				X	
Division Finalist Award	Award celebrates the alliance that makes it to the final match in its division at the Championship.	Robot Performance				X	
Engineering Inspiration Award	Award celebrates a team's outstanding efforts in advancing respect/appreciation for engineering and engineers, both within their school and their community.	Judges	X	X	X		X
Entrepreneurship Award* <i>*Sponsored by Kleiner Perkins Caufield &amp; Byers</i>	Award celebrates the entrepreneurial spirit and recognizes a team which has developed a comprehensive business plan in order to define, manage and achieve team objectives. This team displays entrepreneurial enthusiasm and the vital business skills to ensure a self-sustaining program.	Judges	X	X	X		X
Excellence in Engineering* <i>*Sponsored by Delphi</i>	Award celebrates an advantageous machine feature(s). This award recognizes any aspect of engineering elegance that reinforces the principles of <i>FIRST</i> .	Judges	X	X	X		X
<i>FIRST</i> Dean's List Award	Award celebrates outstanding student leaders whose passion for and effectiveness at attaining <i>FIRST</i> ideals is exemplary.	<i>FIRST</i> Dean's List Judges	X		X		X
<i>FIRST</i> Future Innovator Award*  <i>*Sponsored by the Abbott Fund</i>	Award celebrates innovation and intellectual property creation inspired by the <i>FIRST</i> season experience	<i>FIRST</i> Future Innovator Award Judge Panel					X
	<i>FIRST</i> presents this award to honor an organization or individual that has	<i>FIRST</i>					X

Award	Description	Selected By	Regional	District	State/ Region CMP	CMP Division	FIRST CMP
Founder's Award	contributed significantly to the growth of <i>FIRST</i> .						
Gracious Professionalism® Award*  *Sponsored by Johnson & Johnson	Award celebrates outstanding sportsmanship and continuous Gracious Professionalism® in the heat of competition, both on and off the playing field.	Judges	X	X	X		X
Highest Rookie Seed Award	Award celebrates the highest-seeded rookie team at the conclusion of the qualifying rounds.	Robot Performance	X	X	X	X	
Imagery Award*  *In honor of Jack Kamen	Award celebrates attractiveness in engineering and outstanding visual aesthetic integration from the machine to the team appearance.	Judges	X	X	X		X
Industrial Design Award*  *Sponsored by General Motors	Award celebrates form and function in an efficiently designed machine that effectively addresses the game challenge.	Judges	X	X	X		X
Industrial Safety Award*  * Sponsored by Underwriters Laboratories	Award celebrates the team that progresses beyond safety fundamentals by using innovative ways to eliminate or protect against hazards. The winning team consistently demonstrates excellence in industrial safety performance that shines throughout the competition from unbagging to re-pack.	Safety Advisors	X	X	X		X
Innovation in Control Award*  *Sponsored by Rockwell Automation	Award celebrates an innovative control system or application of control components (electrical, mechanical or software) to provide unique machine functions.	Judges	X	X	X		X
Judges' Award	During the course of the competition, the judging panel may encounter a team whose unique efforts, performance or dynamics merit recognition.	Judges	X	X	X		X
Quality Award*  *Sponsored by Motorola	Award celebrates machine robustness in concept and fabrication.	Judges	X	X	X		X
Regional/District Finalist Award	Award celebrates the alliance that makes it to the final match of the competition.	Robot Performance	X	X	X		
Regional/District Winner Award	Award celebrates the alliance that wins the final match of the competition.	Robot Performance	X	X	X		
Rookie All Star	Award celebrates the rookie team exemplifying a young but strong partnership effort, as well as	Judges	X	X	X		X

Award	Description	Selected By	Regional	District	State/Region CMP	CMP Division	FIRST CMP
Award	implementing the mission of <i>FIRST</i> : To inspire students to learn more about science and technology.						
Rookie Inspiration Award	Award celebrates a rookie team's outstanding success in advancing respect and appreciation for engineering and engineers both within their school and in their community.	Judges	X	X	X		X
Safety Animation Award*	<i>FIRST</i> and Underwriter's Laboratories (UL) invite teams to submit a short animated film to promote team safety.  <i>*This is a pre-season award</i>	UL	n/a	n/a	n/a	n/a	n/a
Team Spirit Award*	Award celebrates extraordinary enthusiasm and spirit through exceptional partnership and teamwork to further the objectives of <i>FIRST</i> .  <i>*Sponsored by Chrysler</i>	Judges	X	X	X		X
Digital Media Award*	Award celebrates teams that look beyond the team website, taking into account the numerous ways people search for and consume content.  <i>*Replacing Website Award</i>	TBD					X
Woodie Flowers Award*	Award celebrates effective communication in the art and science of engineering/design.  Dr. William Murphy founded this prestigious award in 1996 to recognize mentors who lead, inspire and empower those around them by using excellent communication skills.  <i>*Sponsored by Dr. William Murphy</i>	Panel of prior WFA Winners	X		X		X

## 6.3 AWARDS SUBMISSION PROCESS

The Chairman's Award, the Woodie Flowers Award, and the Entrepreneurship Award must be submitted through the *FIRST* Student Team Information Members System (STIMS) <https://my.usfirst.org/stims/site.lasso>. The Main or Alternate contact for your team must assign at least one (1) and up to four (4) student award submitters in FRC TIMS. Those students will be notified of their status via email and may then log into the STIMS and be able to view the awards submission section on their main page.

The *FIRST* Dean's List Award must be submitted by the team's main or alternate contact through TIMS, <https://my.usfirst.org/frc/tims/site.lasso>.

The *FIRST*® Future Innovator Award (FFIA) must be submitted via the FFIA portal. LINK COMING SOON. Submission for awards will open at **Noon Eastern Time on Thursday, November 8, 2012** and close for submissions at **Noon Eastern Time on Thursday, February 21, 2013**.

## 6.4 CHAIRMAN'S AWARD

The *FIRST*® Robotics Competition (FRC®) is about much more than the mechanics of building a robot or winning a competitive event. It is about the partnership among people who are part of the *FIRST* community and the impact on those who participate in *FIRST* programs with a united goal of achieving *FIRST*'s mission. *FIRST*'s mission is to change the way young people regard science and technology and to inspire an appreciation for the real-life rewards and career opportunities in these fields.

The concept of the Chairman's Award includes Regional and District Championship Chairman's Awards, which enable *FIRST* to recognize more teams for their exemplary efforts in spreading the *FIRST* message, as well as their talents in organizing materials for their presentations.

The teams who have earned the Regional and District Championship Chairman's Award can travel to the *FIRST* Championship to be considered for the 2013 Chairman's Award.

### 6.4.1 Overview

The Chairman's Award was created to keep the central focus of FRC on the ultimate goal of transforming the culture in ways that will inspire greater levels of respect and honor for science and technology, as well as encouraging more of today's youth to become scientists, engineers, and technologists.

The Chairman's Award represents the spirit of *FIRST*. It honors the team that, in the judges' estimation, best represents a model for other teams to emulate, and which embodies the goals and purpose of *FIRST*. It remains *FIRST*'s most prestigious award.

### 6.4.2 First-Year (Rookie) and NASA Grant Teams

Because the Chairman's Award recognizes sustained excellence and impact, not just a one (1) year team effort, it is not possible for a first year (rookie) team to receive the Chairman's Award. However, all teams that received a NASA Grant, including rookie recipients, must prepare a Chairman's Award submission as part of the grant requirement (even though rookie NASA grant teams will NOT be considered for the award).

All teams are encouraged to print a copy of their final submission for their records and to confirm for themselves that the submission was accepted.

### 6.4.3 Submission Information

The criterion for the 2013 Chairman's Award has special emphasis on recent accomplishments in both the 2012/2013 year and the preceding two (2) years. The judges focus on teams' activities over a sustained period, as distinguished from just the six (6) week design and build time frame.



With the exception of Michigan, teams may submit for the Chairman's Award at one regional or district event at which they are competing. *FIRST* will present a Chairman's Award at each regional and district event. Chairman's Award recipients from district events will go forward to be considered at the State or Region Championship. The recipients from the Regional events and the State or Region Championships will be eligible for the Chairman's Award presented at the *FIRST* Championship.

#### Michigan Teams

Michigan teams may submit their Chairman's Award submission at either one of their first two district events.

#### Hall of Fame

Hall of Fame members; i.e., teams that have already earned the Championship Chairman's Award, are ineligible to resubmit for consideration for five (5) years. Teams that earned the Chairman's Award at the Championship prior to 2008 are eligible to participate in 2013. Teams that earned the Chairman's Award in 2008-2012 are ineligible in the 2013 season.

### 6.4.3.1 Submission Content

The Chairman's Award is presented to the team judged to have created the best partnership effort among team participants and which best exemplified the true meaning of *FIRST* through measurable impact on its participants, school, and community at large.

The *FIRST* Robotics Competition is not about machines; it is about the experience of people working together toward a shared goal. Documenting and preserving your team's *FIRST* experience becomes an important component of the over-all *FIRST* experience.

There is no single "best way" for a team to earn the Chairman's Award. Many factors come into play. The primary factors the judges will evaluate are:

- How strongly does the submission document the impact *FIRST* has on the learning experience of the students, school curriculum, engineers, and/or community during the 2012/2013 team year as well as in prior years?
- Has the team explained/demonstrated why/how it should be a role model for other *FIRST* teams to emulate?
- How well has the team communicated its excitement and impact within the entire school, community, and beyond (state/nation) through participation in *FIRST* during the 2012/2013 team year as well as in prior years?
- Has the team documented an innovative way to spread the *FIRST* message?
- How well year-round team partnership effort is reflected during the 2012/2013 team year as well as in prior years? (You can define partnership in many ways, including: the partnership among the team's students/corporate sponsor/engineers; school/university sponsor/engineers; students/adults; community/team)

As a whole, does the content of the documentation exemplify the true meaning of *FIRST*?

The Chairman's Award submission should include documentation for all the above factors.

### 6.4.3.2 Submission Format

The submission, excluding the Executive Summary, will be limited to 10,000 characters, including spaces and punctuation, and may include up to four (4) photographs totaling no more than 1.0Mb of memory.

### 6.4.3.3 Submission Process

Students may submit their team's Chairman's Award submission through the *FIRST* Student Team Information Members System (STIMS) (<https://my.usfirst.org/stims/site.lasso>). Follow the directions shown on the site to submit your team's entry. Teams may only submit at one regional or district event at which the team will compete. This site will be available beginning at **Noon Eastern Time on Thursday, November 8, 2012.**

Submitters may enter information, save it, and return to the site to edit the Chairman's Award submission until they are ready to finalize it for final judging. All entries will need to be finalized by **Noon Eastern Time on Thursday, February 21, 2013.** No entries will be accepted or altered after this date.

Chairman's Award submitters will go into STIMS ( <https://my.usfirst.org/stims/site.lasso>) and enter the following required information:

Team Number:

Regional/District Selection:

**Executive Summary** – Teams ***must complete all the following fields*** in order to be considered for this award. The information included in the Executive Summary is not included in the total character/word count for the Chairman's Award Submission.

- Team Name
- Corporate/University Sponsors
- Briefly describe the impact of the *FIRST* program on team participants with special emphasis on the 2012/2013 year and the preceding two years (500 characters allowed, including spaces and punctuation)
- Examples of role model characteristics for other teams to emulate (500 characters allowed, including spaces and punctuation)
- Describe the impact of the *FIRST* program on your team and community with special emphasis on the 2012/2013 year and the preceding two years (500 characters allowed, including spaces and punctuation)
- Team's innovative methods to spread the *FIRST* message (500 characters allowed, including spaces and punctuation)
- Describe the strength of your partnership with special emphasis on the 2012/2013 year and the preceding two years (500 characters allowed, including spaces and punctuation)
- Team's communication methods and results (500 characters allowed, including spaces and punctuation)
- Other matters of interest to the *FIRST* judges, if any (500 characters allowed, including spaces and punctuation)
- Upload pictures (maximum of 4 allowed, not to exceed 1.0Mb in total)
- Essay (10,000 characters allowed, including spaces and punctuation, or approximately 1500 words)
- Electronic signature of Team Captain/Student Representative certifying that the document is complete and accurate

Chairman's Award submissions are posted on a private, password-protected site where only the judges can read the entries. Judges at each regional and district event will be interviewing the candidates who successfully completed the submission process. Teams should always print and bring a hard copy of their submission to the event.

In preparing this document, bear in mind that students, engineers, teachers, community, school, sponsors, families, and other supporters, as well as the machine itself are all integral parts of your team experience. Your submission needs to clearly convey the factors outlined above.

***Important Note:*** *Chairman's Award Judges also review the information entered in the Judges Information Page as part of the Chairman's Award submission. This information is entered as part of the Team Information Management System (TIMS) at <https://my.usfirst.org/frc/tims/site.lasso>. Refer to Section 1 Communications for more details about the Judges Information Page.*

## Submission Deadline

Chairman's Award submissions are due no later than **Noon Eastern Time on Thursday, February 21, 2013.**

### 6.4.3.4 Interview Process and DVD Requirement for 2013 Season

All teams submitting for the Chairman's Award will be interviewed by the Judges at the event. Chairman's Award interviews are limited to ten minutes total; five minutes for a presentation by the team (which includes set-up) and up to five minutes of question and answer led by the Judges. Not more than three team members (students and/or adult mentors) from each team are allowed to present.

Teams submitting for the Chairman's Award must provide a DVD to the judges at the start of their Chairman's Award interview. The content of the video must be in English and should explain what the team has done to earn the Chairman's Award. The video *may* be shown to the judges during the team's 5 minute presentation time or the team can choose to not show the video during the presentation time. Even if the video is NOT shown during the interview, a DVD must still be provided to the Judges in order for the team to be considered for the Chairman's Award. In addition, the team must provide the equipment for viewing (i.e. laptop/speakers etc.) the video. **Teams who do not submit a DVD to the judges will not be considered eligible for the Chairman's Award and will not be interviewed by the judges. This is applicable at all events including the FIRST Championship.**

**Note:** For 2013, any teams that submitted for the Chairman's Award and want their DVD back at the end of the event will need to collect their DVD, after the awards ceremony, from Pit Administration. In addition, the winning Chairman's Award team will also be required to bring a copy of their DVD to the **FIRST** Championship. Therefore, the winning team must also collect their DVD after the awards ceremony if they want to bring that copy to Championship.

The DVD format should be as follows:

- A 16:9 ("widescreen aspect ratio")
- Not more than 3 minutes long, no shorter than 1 minute long.
- Include a clean audio track
- Free of copyright restrictions, including music.

DVD may consist of:

- Video footage
- Voice over/music over still photographs
- Animated presentation
- PowerPoint converted to DVD format

**Note:** Teams do not have to use professional equipment to get professional results. There is a good chance that someone on your team or in the school does this as a hobby and can be recruited to help.

## Sound

- Should be clear of pops and hisses

## Copyright

- If using copyrighted music must have written permission
- If using Creative Commons Music (CCM) on line, the music must be used in accordance with the appropriate license and properly attributed.
- Music may not contain obscene or suggestive language

## Content Guidelines:

- Please show us what you are doing to earn the Chairman's Award
- Please **do not** identify non-team minors by name or specific location. Use only first names, **no** locations.

## Other required information (to be included on the cover of the jewel case):

- Your team number (also include on the front of the DVD)
- Your team name (also include on the front of the DVD)
- The Regional/District competition you are entering
- Your corporate and university sponsors
- Permission for *FIRST* to use your video in marketing & promotional material and/or live at *FIRST* events & competitions (this form can be found at the end of this document)

**Note 1:** Please ensure that your DVD is actually a DVD file. Files with extensions like .mov., .avi., or .wmv. may not play on equipment at the event. If we cannot view your DVD, you may be ineligible.

**Note 2:** The Chairman's Award is our highest honor and teams who receive the Chairman's Award represent the highest standards of *FIRST*. When the Chairman's judges have narrowed the selection to two or three teams, these contenders for the Chairman's Award at all events will have their DVD viewed by the Judge Advisor for appropriate content and to ensure that the above guidelines have been met. Although the Chairman's judges will not be judging your video as part of your submission, a DVD with inappropriate content will disqualify a team for the award.

## Tips, Timelines & Tools

- [Chairman's Award Video Helpful Tips and Guidelines](#)
- [Chairman's Award Video Suggested Shot List](#)
- [Chairman's Award Video Tape Log \(example\)](#)
- [Chairman's Award Video Tape Log \(blank\)](#)
- [Chairman's Award Video Consent & Release Form](#)
- [Guidelines and Tips](#) video by Paul Lazarus of White Dwarf Productions
- More [Guidelines and Tips](#) by Paul Lazarus of White Dwarf Productions

## 6.4.4 The Chairman's Award Championship Award Process

At the Championship, a panel of judges will review the submissions from all the Regional and District Championship Chairman's Award recipients and will select one winning Chairman's Award recipient. This team has the additional honor of choosing one of its junior or senior student members to receive the Allaire Medal.

## 6.4.5 The Allaire Medal - Leadership Exemplified

The Allaire Medal recognizes leadership exemplified and is awarded to an individual student on the winning Chairman's Award team.

Named in honor of Paul A. Allaire, a long-serving *FIRST* Chairman of the Board, the Allaire Medal is given to the student who has demonstrated outstanding leadership on his/her *FIRST* team, within his/her school and community and whose personal character best embodies the spirit of *FIRST*.

The team receiving The Chairman's Award at the Championship will select the Allaire Medal recipient. The adult and student team members of the Chairman's Award winning team determine the winner. The recipient must be a high school junior or senior who has been accepted into a four (4) year degree program at a college or university. The Allaire Medalist receives the Allaire medallion and up to \$10,000 in total scholarship support for undergraduate tuition, room/board and fees/books at his or her intended university or college.

## 6.5 FIRST FUTURE INNOVATOR AWARD (FFIA) Sponsored by the Abbott Fund

This award recognizes creativity in effectively solving a real-world, complex problem through the invention of a unique solution beyond the requirements of the *FIRST* competition season. This award directly links to the *FIRST* mission to inspire young people to be science and technology leaders and to the *FIRST* vision to transform the culture by creating a world where science and technology are celebrated.

### 6.5.1 Award Overview

The FFIA will be judged by a panel of leading experts in the fields of engineering and patent law, including Dean Kamen, and representatives from Abbott and others, to determine the winning idea.

The winner will be announced at the *FIRST* Championship. The winning student(s) will be granted an award sponsored by the Abbott Fund and also will have the opportunity to meet with a venture capitalist firm for a real-world experience in discussing their invention and possible business application.

The FFIA competition is open to all FRC and FTC teams officially registered for the current 2012/2013 *FIRST* competition season. Teams may apply at the [FFI PORTAL](#). The FFIA portal for student submissions will open at **Noon Eastern Time on Thursday, November 8, 2012 and close for submissions at Noon Eastern Time on Thursday, February 21, 2013.**

### 6.5.2 Award Criteria

Applicants make a formal electronic submission(s) of an invention pertaining to the National Academy of Engineering's 14 Grand Challenges or related to one of the four broad themes of the challenges: 1) Sustainability; 2) Health; 3) Security; or 4) Joy of Living. The invention does not need to 'solve' one of the Grand Challenges, of course, just be related to one in some way. Even a very small part of the solution is a step forward!  
<http://www.engineeringchallenges.org>

Each of the Grand Challenges falls under one or more of four broad themes: 1) Sustainability; 2) Health; 3) Security; and 4) Joy of Living.

Here is the list of Grand Challenges, with links to more detail on each:

1. [Make Solar Energy Economical](#)
2. [Provide Energy From Fusion](#)
3. [Develop Carbon Sequestration Methods](#)
4. [Manage The Nitrogen Cycle](#)
5. [Provide Access To Clean Water](#)
6. [Restore And Improve Urban Infrastructure](#)
7. [Advance Health Informatics](#)
8. [Engineer Better Medicines](#)
9. [Reverse-Engineer The Brain](#)
10. [Prevent Nuclear Terror](#)
11. [Secure Cyberspace](#)
12. [Enhance Virtual Reality](#)
13. [Advance Personalized Learning](#)
14. [Engineer The Tools Of Scientific Discovery](#)

Ideas submitted for an FFIA in prior years will not be accepted unless the idea has been greatly improved/changed and could be considered new.

Submissions will be reviewed and evaluated by a designated judge panel independent of current *FIRST* Program competition season judged awards.

*FIRST* strongly encourages all teams to file for patent protection by filing a provisional patent application with the United States Patent and Trademark Office (USPTO), before submitting for the Future Innovator Award.

- Additional information regarding provisional patent applications can be found at [www.uspto.gov](http://www.uspto.gov)
- Once an idea is shared through submission for this award, patent protection can only be sought in the United States and cannot be sought in any other jurisdiction, unless a provisional patent has been filed before submission.

### 6.5.3 Award Judging

At the 2013 Championship, the winner of the *FIRST* Future Innovator Award, sponsored by the Abbott Fund, will be announced and shown at the awards ceremony.

Submission will be judged on the following criteria:

1. Complexity of the problem to be solved by the invention
2. Effectiveness of the invention in solving the problem
3. Uniqueness of the invention
4. Simplicity of the invention
5. Practicality of developing and implementing the invention
6. Whether the invention was utilized for a *FIRST*-related activity
7. The degree to which the invention addresses one of the 14 Grand Challenges or the 4 Challenge Themes
8. Judge's Discretion (This criterion gives Judges the ability to take in to consideration elements of the invention not well captured above)

### 6.5.4 Additional Documentation and Video

[How to Apply for a Patent](#)

[Patent Process Video by Abbott](#)

[Submission Tips Video by Abbott](#)

[2012 Award Presentation at CMP](#)

Any additional questions can be submitted to [maxid@maxval-ip.com](mailto:maxid@maxval-ip.com)

## 6.6 FIRST DEAN'S LIST

In an effort to recognize the leadership and dedication of *FIRST*'s most outstanding FRC students, the Kamen family sponsors an award for selected top students, aka *FIRST* superstars, known as the *FIRST* Dean's List.

Similar to the very prestigious National Merit Scholarship Award winners, there are three (3) "categories" of *FIRST* Dean's List Award students:

1. *FIRST* Dean's List Entrants/Nominees (the group of two (2) students nominated by each FRC team);
2. *FIRST* Dean List's Finalists comprised of the two (2) students selected at each regional; six (6) selected at the Michigan District State Championship; and four (4) selected at the Mid-Atlantic Regional (MAR) Championship;
3. *FIRST* Dean List Winners (10 students selected from the *FIRST* Dean's List Finalists at the FRC Championship).

Teams nominating students as *FIRST* Dean's List Entrants/Nominees should note that colleges and universities are extremely interested in recruiting *FIRST* Dean's List Award students and accordingly. *FIRST* strongly urges teams to nominate a student in his or her junior year as a *FIRST* Dean's List Semi-Finalist. While *FIRST* judges will consider any student nominated by their team as a *FIRST* Dean's List Semi-Finalist, judges will give preference to students in their junior year when making their selections to maximize the impact of the *FIRST* Dean's List Award for students and colleges/universities supporting *FIRST*.

The students who earn *FIRST* Dean's List Award status as either an Entrant/Nominee, Finalist or Winner, will not only be great examples of student leaders who have led their teams and communities to increased awareness for *FIRST* and its mission all the while achieving personal technical expertise and accomplishment, but it is *FIRST*'s intention that they will continue on, post-award, as great leaders of *FIRST*'s ever growing student alumni and as advocates of *FIRST*. The *FIRST* Dean's List Award, introduced in 2010, joined the ranks of other prestigious *FIRST* awards like the *FIRST* Founder's Award which honors sponsors or other supporters who help to grow *FIRST*; the Woodie Flowers Award, which honors outstanding mentors at *FIRST*; and the Chairman's Award, which honors the teams believed to have best achieved the mission of *FIRST*.

Since its introduction in 2010, the *FIRST* Dean's List Award has attracted the attention of prestigious colleges and universities who desire to recruit *FIRST* Dean's List students. As *FIRST* believes such interest is beneficial to our students, those selected will be asked to provide written consent for the release and use of certain personal information, including image, to interested colleges/universities for the sole purpose of their recruitment to the institution. Prestigious colleges have expressed great interest in meeting *FIRST* Dean's List's Award winners and so *FIRST* hopes that each team will take advantage of the opportunity to nominate their best students as *FIRST* Dean's List Semi-Finalists!

The award was created during the 2010 FRC season by the Kamen family in recognition of Jack and Evelyn Kamen; parents of *FIRST* founder Dean Kamen. Jack, who passed away in August of 2008 at the age of 88, and his wife

Evelyn have been fixtures at many *FIRST* events. Their humor, along with a positive and supportive attitude, truly symbolizes the *FIRST* culture. In fact, Jack is the designer of the playful red, white and blue geometric shapes that create the *FIRST* logo which wonderfully balances the technical and emotional sides of what *FIRST* is all about. Dean's mother, Evelyn, is a tireless caretaker for her family and is an exceptional teacher, principal and tremendous *FIRST* supporter. She lends her experience as a leader of schools to chair the judge panel that selects the ***FIRST Dean's List*** Award winners.

Dean's parents always encouraged his passion for innovation and his gift for motivating leaders throughout the world to support the *FIRST* mission. It is the family's hope that this award will encourage the passion in all *FIRST* students to promote the *FIRST* mission both as a student on an FRC team and for years to come as members of the *FIRST* student alumni.

## 6.6.1 Submissions

The process for competing for the ***FIRST Dean's List*** is similar to the process for the Woodie Flowers Award and the Chairman's Award in that applicants must first compete at the Regional level to be considered at the Championship level. Entrants/Nominees for the ***FIRST Dean's List*** are submitted by their mentor and supported by the entire team. These students will be reviewed at one (1) Regional where their team is competing with two (2) ***FIRST Dean's List*** Finalists chosen at each Regional.

All Dean's List Finalists will be considered for the final selection of ten (10) ***FIRST Dean's List*** Award winners at the *FIRST* Championship in St. Louis.

Each FRC mentor is invited to select up to two (2) students (may select only one but not more than two) as ***FIRST Dean's List*** Semi-Finalists. In deciding which students to nominate, mentors should consider the impact the award will have on the nominated student. For example, mentors may choose to nominate a junior whose college acceptance prospects would be enhanced by both the nomination and any subsequent advancement in the competition. Each mentor may only submit their two (2) ***FIRST Dean's List*** Semi-Finalists to compete for the ***FIRST Dean's List*** Finalist designation at one (1) regional. Students previously selected as *FIRST* Dean's List Entrants/Nominees or Finalists ARE eligible for nomination again this year.

## 6.6.2 Criteria

Criteria for selection of the *FIRST* Dean's List shall include, but not be limited to a student's:

- demonstrated leadership and commitment to the ideals of *FIRST*;
- interest in and passion for a long term commitment to *FIRST* and its ideals;
- overall individual contribution to their team;
- technical expertise and passion;
- entrepreneurship and creativity;
- ability to motivate and lead fellow team members; and
- effectiveness at increasing awareness of *FIRST* in their school and community

Evaluation of Entrants/Nominees and Finalists will be based on a one page essay, submitted by the mentor, which best describes each student's fulfillment of the criteria. (As previously noted, Mentors can submit up to two nominations/essays per team). Although a single mentor must submit the nomination, the team as a whole must verify the accuracy of the submission. *FIRST* is relying upon the team for veracity and accuracy of the submission data.



Each entry shall be in the form attached which includes identifying information; i.e., the student's cumulative GPA; and an essay of not more than 4,000 characters attesting to why the student has been nominated. Essays must be submitted no later than **Noon Eastern time on Thursday, February 21, 2013** to <https://my.usfirst.org/tims/site.lasso>. A photograph of the *FIRST* Dean's List Semi-Finalist is encouraged, but optional, and the essay submission and such photos may be used, in promotion of the recipient and/or the award, at the discretion of *FIRST*. Winners will be required to sign a *FIRST* media release to allow use of their likeness to sponsors contributing to the *FIRST* Dean's List recognition program and will be responsible for any taxes associated with federal/state prize requirements.

If a team is attending more than one regional event, the mentor must select one event at which their nominations are to be considered. Each essay must clearly state the team name, the names and grade levels of the student(s) nominated, an explanation of why the students were nominated as well as the regional event at which the nomination is to be considered. Teams participating in Michigan and Mid-Atlantic Robotics Region District events must submit their nominees at the local Championship.

### 6.6.3 Judging

At each FRC regional event, Judges will select two (2) students from the ***FIRST* Dean's List** Entrants/Nominees as ***FIRST* Dean's List** Finalists. The two (2) Regional ***FIRST* Dean's List** Finalists will be honored at the award ceremonies at that regional event. Six (6) *FIRST* Dean's List Finalists will be selected/honored at the Michigan FRC State Championship and four (4) selected/honored at the Mid-Atlantic Robotic FRC Region Championship.

All ***FIRST* Dean's List** Finalists will be considered for the ***FIRST* Dean's List** at the *FIRST* Championship in St. Louis using the essays provided. Finalist candidates need not be present at the *FIRST* Championship in order to be considered. Ten (10) Students will be selected as the ***FIRST* Dean's List Award** Winners for the 2013 FRC season.

The ten (10) 2013 ***FIRST* Dean's List** Award winners will receive the following:

- A unique trophy and public recognition at the 2013 *FIRST* Championship;
- a written recommendation from *FIRST* leadership to the college(s) or employer(s) of their choice;
- a credit towards the winning student's team 2014 registration fee;
- a commemorative plaque for the student's school Hall of Fame;
- an invitation for them, and a chaperone, to attend an expenses paid ***FIRST* Dean's List** Award Summit, at *FIRST* Headquarters in Manchester, New Hampshire; and
- the opportunity to work with all members of the *FIRST* Dean's List and *FIRST* leaders to advance the mission of *FIRST*.

### 6.7 THE FOUNDERS AWARD (Championship Only)

Each year *FIRST* presents this award to honor an organization or individual that has contributed significantly to the growth of *FIRST*.

### 6.8 DIGITAL MEDIA AWARD (Replaces Website Award)

The FRC web site award was started in 2003 to recognize excellence in student designed, built and managed websites. Given the new digital possibilities to spread the *FIRST* message, FRC has expanded the website award to include other digital media. With the *FIRST* Digital Media Award, students are encouraged to look beyond building a team website, taking into account the numerous ways people search for and consume content. Students should think broadly, considering channels (traditional sites, mobile, apps), devices (smart phones, tablets), and content (social,

rich, and viral\* media). Be imaginative!

## 6.8.1 Award Criteria

Develop a team marketing strategy complete with rationale for digital channels/devices to disseminate content. Digital media still includes websites, but can and should be augmented with mobile apps for disseminating content including social, viral\* and rich media.

*\*Viral media defined as low/zero budget and homemade content. Professionally produced content will be disqualified. Viral content is something that premieres and is spread person-to-person on the Internet.*

## 6.8.2 Judging Criteria

At the 2013 Championship, the winner of the Digital Media Award will be announced at the awards ceremony.

Submission will be judged on the following criteria:

- **Strategy**
  - Target right audience with right message
  - Develop a clear strategy for choice of distribution channels and content creation
  - Must use at least two channels. More channels are not necessarily better
- **Overall Experience** – Ensure content and channels fit together in look and feel
  - Are you promoting a positive impression of *FIRST* and its mission?
- **Visual Design**
  - Appealing
  - Easy to read
  - Visual fit with *FIRST* – Even though the team has its own identity, is it clear that this team is a part of *FIRST*?
- **Navigation** – Content organization and prioritization
  - Simple
  - Intuitive
- **Content** – Is information compelling and optimized for consumption. More than just text. (Think about using sound, video.) Good content should be engaging, relevant, appropriate
  - Was original content created?
  - Content is kept up-to-date and refreshed
  - Action-oriented
  - Use of live links
  - Appropriately cited and not infringing on others' trademarks or copyrights
- **Functionality** – Content loads quickly. Works with multiple major browsers
  - Ease of use
  - Efficiency – Able to complete required tasks easily
  - Utility
- **Engagement**
  - Did your digital media engage an audience to find out more about your team or about *FIRST*?
  - How did you track the results?

## 6.8.3 Submission Process

## 6.9 WOODIE FLOWERS AWARD

The Woodie Flowers Award celebrates effective communication in the art and science of engineering and design. Dr. William Murphy founded this prestigious award in 1996 to recognize mentors who lead, inspire and empower using excellent communication skills.

Two subcategories are awarded:

- The Woodie Flowers Finalist Award (WFFA) is presented to one adult mentor at each Regional Competition or Region/State Championship.
- The Woodie Flowers Award (WFA) is presented to one WFFA winner at the *FIRST* Championship

### 6.9.1 Eligibility

Each year, students may submit an essay nominating one mentor from their team to be considered for this award. *FIRST* will recognize one adult mentor at each regional or State/Region Championship to receive the WFFA. If a team already has a mentor who has received the WFFA in a prior year, then that team may re-submit that mentor in the current year in addition to nominating a mentor for the WFFA if they wish. The current year WFFA recipients, along with those mentors who received a WFFA in a prior year and have been re-nominated, will be judged to receive the WFA at the FRC Championship.

### 6.9.2 Spirit of the Award

High school students on a *FIRST* Robotics Competition team may nominate one (1) adult team member as their Woodie Flowers Finalist Award (WFFA) candidate. The students will describe how this mentor has given them the best understanding of the challenges, opportunities and satisfaction involved in the discipline of engineering and design. Professor Flowers will lead the past Championship Woodie Flowers Award (WFA) recipients as they judge and select the Finalists and the Championship recipient based on student essays.

This award recognizes an individual who has done an outstanding job of motivation through communication while also challenging the students to be clear and succinct in recognizing the value of communication. As such, it is very important that this be a student-led effort and a student decision. Team mentors should direct their students to the online entry site and let the high school students decide whom to nominate. Adults can help edit, but this must be a student-led effort, since any team mentor is eligible. Authors must be **clearly** identified as high school students in the online submission.

### 6.9.3 Award Eligibility Requirements

Regional WFFA (except District Event Teams) – Each team may nominate one adult member from their team to be judged at one Regional Event they are attending. The adult mentor must be on the same team as the student. Previous year WFFA recipients are not eligible to receive the current year WFFA.

Michigan State Championship WFFA (applies only to teams participating in Michigan District Events) - Each Michigan

District team may nominate one adult member from their team at one District Event to be judged at the Michigan State Championship. The adult mentor must be on the same team as the student. Previous WFFA recipients are not eligible to receive the current year WFFA. One Regional WFFA recipient will be selected at the Michigan State Championship.

MAR Region Championship WFFA (applies only to teams participating in MAR District Events) - Each MAR District team may nominate one adult member from their team at either one District Event to be judged at the MAR Region Championship or at a Regional Event they are attending. The adult mentor must be on the same team as the student. Previous WFFA recipients are not eligible to receive the current year WFFA. One Regional WFFA recipient will be selected at the MAR Region Championship.

Please note that at each District Event, the Region/State Championship WFFA nominees nominated at that District Event will be called to the playing field to be recognized.

FIRST Championship WFA – All prior year Regional WFFA recipients are eligible to be re-nominated for the current *FIRST* Championship Woodie Flowers Award. However, if a team has multiple prior Regional WFFA recipients, then the team may only re-nominate **one** of those previous recipients. The re-nomination can be made as soon as the online submission process begins. All of the Regional WFFA recipients from the current year are automatically eligible to receive the current *FIRST* Championship Woodie Flowers Award. Teams that have submitted a previous year WFFA recipient for the current *FIRST* Championship WFA and have a current Regional WFFA recipient will be asked by the WFA committee which Regional WFFA recipient from their team will be their *FIRST* Championship WFA candidate. A person may not receive the WFA more than one time.

## 6.9.4 Judging Criteria

Two aspects of this award are important: (1) the accomplishments in communication by the mentor and (2) the student's ability to communicate clearly and concisely through their nomination.

A specific judging criterion is based upon the team's description of how the mentor inspired each member of the team in some or all of the following ways:

- Level of student participation;
- Creativity of effort;
- Clear explanation of mathematical, scientific, and engineering concepts;
- Demonstration of enthusiasm for Science and Engineering;
- Encouragement to work on projects as a team effort;
- Inspiration to use problem-solving skills;
- Inspiration to become an effective communicator; and
- Motivation through communication.

Each *FIRST* team completes a product development cycle as it designs a concept, develops a prototype, and builds and debugs a unique machine. This requires teamwork, attention to detail, scheduling and hard work. The award-winning essay should answer this question; "How did the candidate inspire your team throughout this process?" If the essay best describes how this individual excels above all others as he or she inspires the team, then that mentor truly deserves to be recognized with the award that honors Professor Woodie Flowers and his contribution to engineering, education, and communication.

## 6.9.5 Entry Requirements

The students enter team and candidate information, reference information, and a maximum three thousand (3,000) character essay written in English. Teams may also add up to six (6) pictures, totaling no more than 1.0 Mb. of memory. This essay should be a team effort and will stand alone as the team's entry to award their candidate the deserved recognition.

For students to re-nominate a past WFFA winner for the Championship WFA, they must write and submit a new 3,000 character essay.

Teams may only submit their WFFA candidate at one Regional or District competition for judging.

## 6.9.6 Submission Deadline

The Woodie Flowers Award entries are due by **Noon Eastern Time on Thursday, February 21, 2013.**

## 6.9.7 Entry Process

Students enter their candidate through the *FIRST* Student Team Information Members System (STIMS) <https://my.usfirst.org/stims/site.lasso>.

Student nominators must follow the directions listed on the screen. As the student nominator fills out the required information, he/she will also choose their selected regional/district.

Student nominators can easily enter information, save it, and return to the site to edit their entry information until they are ready to submit it for judging. All entries will be final at **Noon Eastern Time on Thursday, February 21, 2013.** No entries will be accepted or altered after this date.

Students will go to the website to enter information in the following fields:

Team Number

Candidate Information:

First Name, Middle Initial, Last Name

Address, City, State, zip code

Employer

Occupation

Position on team

High School Student Nominator's information: (Student recommending candidate)

First Name, Last Name

Phone Number

High School

E-mail Address

Position on Team

Year in school (9th, 10th, 11th, 12th)

Adult Reference (On the same team)

First Name, Last Name

Phone Number

E-mail Address

Position on Team

Adult Reference (Any FIRST affiliation)

First Name, Last Name

Phone Number

E-mail Address

Regional / District Selection (Team must attend this Regional / District)

Upload Pictures (Up to 6, no more than 1.0 Mb total)

Essay (Character max: 3,000) - The students will see a quote from Dr. Murphy and/or Woodie about the value of concise and clear writing. Once candidates' information and essays are submitted, they are sorted and posted on a private, password-protected site where only the Judges can read the entries.

### 6.9.8 Prior Year Regional WFFA Recipient Re-Submission

Student nominators must submit a new 3,000 character (maximum) essay in order to re-nominate their previous year Regional WFFA recipient to be eligible for the current Championship WFA. Student nominators will not be able to edit the original submission. Past winners without a new essay will not be eligible for the WFA. While the judges can review past essays, the new essay must be able to stand alone as a complete submission.

Each *FIRST* team may nominate/re-nominate a maximum of one (1) candidate for the 2013 *FIRST* Championship WFA.

### 6.10 ENTREPRENEURSHIP AWARD sponsored by Kleiner, Perkins, Caufield &

## Byers

This award celebrates the entrepreneurial spirit and recognizes a team which has developed a comprehensive business plan in order to define, manage and achieve the team's objectives. This team displays entrepreneurial enthusiasm and the vital business skills to ensure a self-sustaining program.

### 6.10.1 Business Plan Submission

A formal business plan must be completed and entered through the *FIRST* Student Team Information Members System (STIMS) <https://my.usfirst.org/stims/site.lasso>.

The Awards Submission section of STIMS will open for submissions at **Noon Eastern Time on Thursday, November 8, 2012** and close for submissions at **Noon Eastern Time on Friday, February 22, 2013**.

### 6.10.2 Guidelines

- A formal business plan is uploaded in PDF format into STIMS (<https://my.usfirst.org/stims/site.lasso>).
- The team has a clear concept or approach to building their team and functions as a complete unit.
- They assumed risks and were successful in managing that risk, dealing appropriately with adversity and unexpected events.
- They had a plan and executed it successfully.
- They understood the goals of the competition and the goals of FIRST.
- They demonstrated sustainability through, for example, succession and contingency planning.

#### **Business Plan Template**

##### ***The Executive Summary***

The Executive Summary is your chance to tell a story and should be no longer than two pages. It provides a concise overview of the plan along with a history of your team. This section tells your reader where your team is and where you want to take it. It's the first thing your readers see, therefore it is the thing that will either grab their interest or make them want to keep reading or make them want to put it down and forget about it. More than anything else, this section is important because it tells the reader why you think your business idea will be successful.

##### ***Contents of the Executive Summary:***

- The Mission Statement – briefly explains the thrust of your business. It could be two words, two sentences, a brief paragraph or a single image. It should be as direct and focused as possible, and it should leave the reader with a clear picture of what your business plan is all about.
- Date the team began
- Names of the founders and the functions they perform
- Number of team members
- Location of team and who are your sponsors
- What you do/services rendered
- Relationships and information regarding current sponsors

- Summary of team growth – what have done in the past leading up to this point.
- Summary of team's future plans – what are your plans for growth in the next 12 months in the areas of sponsorship, team and community outreach (including helping FIRST grow)

With the exception of the *Mission Statement*, all of the information in the *Executive Summary* should be highlighted in a brief, even bulleted fashion.

### 6.10.3 Eligibility

Teams are eligible to win the Entrepreneurship Award at any event they participate in.

## 6.11 FIRST SAFETY ANIMATION AWARD

Every year, *FIRST* and Underwriter's Laboratories (UL) invites teams to submit a short animated film to promote team safety.

### 6.11.1 Award Overview

Your team is invited to participate in the 9<sup>th</sup> annual *FIRST* Safety Animation Contest for FRC student team members.

### 6.11.2 Theme

The theme for 2013 is: “**Make Event Safety A Top Priority**”

STOP. THINK. ACT. FRC teams practice safety throughout the FRC season. Now it's time to spread the word to participants and spectators. Your 2013 Safety Animation should demonstrate the ways FRC safety rules benefit everyone everywhere.

Ideas for consideration include:

- Personal awareness of safety issues
- Personal Protective Equipment
- Safe utilization of hand and power tools
- Stored energy, Battery safety, Chemical safety
- Respect of Electricity
- Proper lifting practices
- Situational awareness

The *FIRST* Safety Manual, which contains the FRC safety rules that FRC teams live by, is available here <http://www.usfirst.org/roboticsprograms/frc/safety-video-and-manual>



### 6.11.3 Criteria

Animations should:

- Be no more than 40 seconds long including opening and credits
- Be submitted electronically as a region one .iso image of a DVD

### 6.11.4 Submission

Animations must be submitted by your team's student award submitter in STIMS, <https://my.usfirst.org/stims/site.lasso> between **Noon Eastern Time on Thursday, October 11, 2012 and closes Noon Eastern Time on Thursday, December 13, 2012.**

### 6.11.5 Judging

Submissions will be reviewed and evaluated by UL designated judge panel. This is independent of current *FIRST* Program competition season judged awards.

### 6.11.6 Deadline

Animations must be submitted online by **Noon Eastern Time on Thursday, December 13, 2012.**