



**FRC**

*FIRST Robotics Competition*

**PIT ADMINISTRATION  
SUPERVISORS' GUIDE  
2008**

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# 1 PIT ADMINISTRATION BASICS

Volunteers, thank you so very much for helping with the Pit Administration Station! We appreciate your time and effort and hope this guide will make things easier for you. We are reaching for a consistency goal this season, and will strive to make Pit Administration Stations mirror each other.

Please call 800 871-8326, *FIRST* Headquarters, if you have questions before or during an event. The Pit can be crowded, very exciting, and definitely noisy. It opens early and closes late. As Pit Administration Supervisor, you have a very key role in making the event a success!

The Pit is where:

- The behind-the-scenes action takes place during the competitions
- Everyone must wear safety glasses
- Teams turn in their Consent and Release forms and FRC Members and Mentors Roster, register, ask questions, get replacement parts, find lost things, work on their robots, and make friends
- Folks can get first aid from the EMT or nurse
- Spectators and judges come to see teams and robots
- The staging/queuing area for practice and competition rounds begins
- The coordination center for the machine shop is
- The Spare Parts area is
- Robot inspection takes place
- Guests get help finding teams or gather information about the competition and FIRST

You set the tone for the competition. Please be cheerful and helpful.

Pay special attention to the “**NEW**” items in this Manual. These indicate new procedures or changes in familiar ones.

## **1.1 Pit Administration Supervisor: Congenial and Helpful**

You and your volunteer staff are there to help make things run smoothly and pleasantly. Everyone in the Pit is a customer and deserves a smile and helpful attitude, even if you are trying to prevent teams from entering before opening time, clearing the aisles for safety and robot/team mobility, or asking teams to leave in the evening. Nag with style and a smile!

You will be on radio in order to be in touch with other key staff members and volunteers throughout the event. The radio will also enable you to get help when there is a problem, get an inspector, or find a staff member, etc...

We cannot over emphasize that all Pit personnel should be cheerful and knowledgeable. As Pit Administration Supervisor, make sure you introduce volunteers to each other as they come on duty, and try to promote a friendly atmosphere among each other and with the teams.

If someone on your crew doesn't have the right attitude for the job, ask the Volunteer Coordinator to kindly put him/her somewhere else and provide you with another person.

- **NEW:** Non-medical incident report form - Notify the Volunteer Coordinator if a situation arises that involves harassment or a threatening situation, etc. Maintain a “cool head” and limit your comments to him/her until the situation is under control. He/she will provide guidance for the situation.
- The “Golden Rule” of the Pit Station: “A wrong answer is worse than no answer.” Find out the correct response before giving any answer! Use the radio to find out the correct reply if

you do not know the answer. If the subject is delicate, ask the person to go to a neutral channel for discussion so you do not disrupt others using the radio.

- Make sure you are clear about “who to ask for what” before things get going. Ask the Event Manager or the Volunteer Coordinator for information. The morning meetings present a great opportunity for questions and answers.

## **1.2 Pit Administration Supervisor Packet**

This packet contains all of your key documents and you can find it in the Pit Administration traveling cart in the bin dedicated to your Regional. Some documents, especially those with signatures, require return to *FIRST*.

## **1.3 Meals**

Breakfast, lunch, and dinner, when scheduled, are served in the Volunteer Lounge. Listen for meal information at morning meetings. The Pit Administration station must be staffed at all times, even during lunch or dinner breaks, so send your volunteers to eat on rotating shifts.

If you have any dietary concerns, please discuss them with the Event Manager or Volunteer Coordinator. Lunch may be a “boxed lunch” which may be brought to the Pit station or served in the “lounge,” depending on the volunteer situation.

# **2 NEW ITEMS AND KEY TRAINING POINTS - 2008**

Pay special attention to this section, which points out new items or areas that need your review prior to the beginning of the event. If you have questions, contact team support prior to the event and at the event if necessary. 800 871 8326, press zero.

## **2.1 Consistency**

**This is the theme for events this year.** The *FIRST* Volunteer Resources Manager hopes to emphasize consistency and conformity so that teams come prepared and know what to expect. Please try to do things by the book and do not provide extras at your Regional. Teams come to expect things like extra supplies and are disappointed and unprepared at other events.

## **2.2 FRC Team Members and Mentors Roster for Registration**

Teams are required to turn in a completed “FRC Members and Mentors Roster,” which lists their team members and mentors’ names. As a part of registration, it is necessary to compare the forms against the roster to ensure everyone has turned in a completed consent form. If the list and forms do not match, talk to the team contact and have him/her supply the missing forms. If there is a problem, contact the Event Manager.

A few rosters are in your file box. If you need to copy one, there is one at the end of this guide.

## **2.3 Consent and Release Forms Return**

Please arrange the team consent forms, roster on top of each team, in numerical order. **Put them in your event bin for return to *FIRST*.**

## **2.4 FedEx Changes**

The shipping document process is no longer generated via FedEx.com. Instead, **the teams received their document(s) in their Kit of Parts.**

Teams competing within the contiguous / continental 48 states received Bills of Lading since there was a benefit change for those teams. This year shipment for those teams will be by FedEx Freight ground - not air.

U.S. Teams outside the “mainland” received air waybills and will ship FedEx Express Freight to/from the mainland only.

International teams received International Express Freight air waybills.

All teams have been told that their pre-printed documents are not replaceable, and that if they use a Bill of Lading or air waybill other than those pre-printed documents supplied in their kit, the team pays for the shipment. The only exception is those teams qualifying for the Championship at a Regional event. These teams will receive their documents at the shipping/drayage desk.

## **2.5 Robot Removal Exemption**

Teams are allowed to take home their robot after their last event if, and only if, they followed the directions in section 4 of the Manual, "Robot Transportation." The team will have to have met the February 15 deadline and criteria for exemption. **The team has to provide the official FIRST written proof of compliance to the Event Manager on the first day of the event.**

This permission will come from the Director of Robotics. You may need to contact the Event Manager for the team to ensure this runs smoothly. Contact Team Support if you have questions. 800 871 8326, press zero.

## **2.6 Match Lists Distribution**

Match lists may be available to teams on Thursday. You will be given instruction as to their distribution. Use a Team List as a checklist to ensure each team gets at least one. The Scorekeeper will generate the Match Lists today, probably 2 per team plus enough for queuers, judges, and a few to tape to your tables for the teams.

## **2.7 Non-Medical Incident Report**

The Volunteer Coordinator at your event will have the form and will process the report. Use the form to report anything that happens during the course of an event that should receive attention because it made you, as a volunteer, feel uncomfortable or threatened. If you see someone else made to feel threatened because of verbal abuse, inappropriate contact, or other negative behaviors, speak up and volunteer to fill out a report with that person.

Call the Event Manager if you need assistance or feel uncomfortable handling the situation.

## **2.8 Safety Glasses Directive and Procedure**

The supply of loaner safety glasses will be delivered to the Pit Administration Station. Some events will have glasses donated from an outside source. If this is the case at your event, the Event Manager or Volunteer Coordinator will be able to tell you about the procedure for your event since the glasses supplied by *FIRST* will not be used.

Everyone must wear ANSI-approved safety glasses at all times in the Pit. This includes all volunteers, judges, drayage contractors, EMTs. You, your staff...everyone. This very positive mandate is to help ensure safety will very likely bring out some negative reactions from teams. Your handling of the situation will be critical to its acceptance and success. You can empathize somewhat, but please put forward a positive acceptance to the directive.

There will be volunteers giving out, collecting, and cleaning loaner glasses at each Pit entrance. They will collect and clean the glasses when the lenders leave the Pit. The glasses will remain in your area in totes. The glasses have to last for the events on your truck route.

Team representatives will have to show that they have at least 4 pairs of safety glasses for their operators. They must bring/show them at registration and sign a statement on the Registration List, acknowledging that they understand that the team must supply and enforce the wearing of the safety glasses.

The Pit will be open early the morning of the first day so 3 team members/mentors can uncrate the robots. Safety glasses are required for everyone's entrance to the Pit.

The instructions for the procedure are at the end of this document.

## 2.9 The Filler Line

Although teams may not switch practice times, there will be a designated Filler Line at each Regional Competition. Teams whose robots are ready for practice, but don't want to wait for their designated practice match, may join the filler line. Teams from the Filler Line will be used on a first come, first serve 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 is dependent upon space at venues. Criteria for joining the filler line are as follows:

- 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 once spot in the Filler Line
- If a team is cued up for their practice match, they may not join the Filler Line
- Robots must have passed full/size & weight inspection before joining the Filler Line

## 2.10 UL Safety Tokens

FYI - The tokens for new events will not have the Regional name on them.

## 3 TEAM REGISTRATION OVERVIEW

Make registration as easy as you can by planning ahead and completing the team packets early. Remember to add the Team Lists, Pit Map, Practice Schedule, and Safety Tokens. Also, please include the Safety Captain's Badge for teams attending your event as their first.

Give the Operators' badges only if you have all of the team's consent forms.

**Where:** Once teams arrive and settle in their stations on the first morning, they come to the Pit Administration table to register. This happens 45 minutes prior to the official Pit opening (maximum of 3 people per team, one of whom must be an adult, post high school). Figure out ahead of time how you want to handle the process of filling the registration envelopes Wednesday night.

**Who:** An **adult** main contact/representative on the team must turn in the team's FRC Members and Mentors Roster and Consent and Release forms, **with team number on each**, before he/she can register. See the *Consent and Release Forms* Section. He/she will register and sign for and pick up the packet for his/her team.

**When:** All teams should register by noon on the first day, so as noon approaches, you may have to make an announcement or go to unregistered teams' stations and remind them to register.

**How:** You will probably want to have two registration "lines" if the event is a large one. You can use a spread of numbers, such as from team 1-1300, 1301-2300, etc. or you may want to use the odd/even number system. Try to post the numbers so teams can see the number definition so they wait in the proper line...or, have someone cheerfully guide them to the correct line. There should be at least two volunteers registering teams at a Regional.

**Paperwork:** One person should **check, verify, and collect** the team-numbered Consent and Release forms, get signatures on the Registration Team List, and hand out the team's Registration packet. *The registration packet label will indicate if you need to collect the forms.* If it does not say "Collect Forms," this is not their initial event and they have already turned them in. If a team has members, mentors, or chaperones who did not attend a previous event, they will need to submit completed forms at this time.

**Badges:** A second person can hand you the Operator Badges and Safety Badge once the team signs in and provides necessary forms. Don't give any badges to teams who have not handed in their team-numbered Consent and Release forms. One **Safety Captain Badge** per team is handed out at the team's initial event. The badges are in your event bin.

## 4 PREPARATION (USUALLY - WEDNESDAY EVENING)

Remember to wear your safety glasses at all times when you are in the Pit.

### 4.1 You and the Event Manager

- Attend volunteer meeting. Refer to “Meetings” for more information.
- Do the Pit and site “walkthrough” with the Event Manager and your staff. If you have time prior to the event, find the locations of stores such as Home Depot and Wal\*Mart.
- Ask where/when the Autodesk judging/viewing will take place.
- Ask the Event Manager or the Volunteer Coordinator for the names of key personnel and titles/assignments working the event. At the very least, know the radio channels for the various event “departments.”
- If there is a practice area in place, find out the procedure. If the Event Manager can't help you, he/she can tell you whom to ask.

### 4.2 Overview

Make sure the volunteers are working for at least a full day. Training and re-training is tedious. You will not need as much help on the second and third days. Registration is the busiest time.

Have your registration system in place for tomorrow. Brief your volunteers on the process. Ask them if they can help you set up the evening before the first event day.

### 4.3 Volunteer Training

Be sure they know all the necessary answers for teams and guests, such as the locations of the bathrooms, telephones, machine shop, and the First Aid/EMT. At the outset, make sure your volunteers will be able to spend significant time with you. Those who can only spend a few hours are not much benefit because you will constantly be answering questions for which they don't know the answers. Speak to the Volunteer Coordinator if this is a problem. Train an interested volunteer to assume the role of supervisor in case you can't work the event next year, or you wish to volunteer at another event.

Impress on your staff that a wrong answer can cause real problems. If a volunteer is not sure of an answer, tell him/her to ask you so you can research the answer. It's important to share new information, such as agenda changes, with each other. Indicate any changes on the Agenda or team list and tape one or two copies to the table, facing out, so teams can see them.

### 4.4 Setup

The Pit Administration Station area is usually set up as a rectangular workspace, with tables surrounding an open area. It usually has a staff entrance on each side with about 6 chairs. Make sure the configuration gives you, 2 or more volunteers, and the Pit Announcer enough area in which to move around during registration...better too big a space than too small.

The Pit Administration area usually has a cooler of water/beverages during the competition days - only for the staff/ volunteers.

#### 4.4.1 Rolling Travel Cart

You will find all of the materials that you will need to run the Pit Administration Table in this crate. After unpacking your event materials, store it behind your area, or use it as an extra flat surface for your safety equipment. Keep it handy for materials' storage.

The following items are in the cart:

- Safety Equipment: Set up on your tables behind you, away from teams' reach.

- Fire Extinguisher
- Baking Soda – for battery electrolyte spill neutralization
- Work Gloves – to loan team members

Ear Plugs – for anyone who requests them

- Registration materials (in the bin marked for your event)
- The File Box - contains file folders for each event on the truck route.
- The “FRC Manual”
- Safety tokens (in a separate container, marked for your event).
- Supplies drawer. These supplies are to last for all events on that truck.
- Written materials - Find these in the bin marked for your event. Display about ½, of the informational materials. Be sure to reserve some for Friday and Saturday. We send a standard amount for the events and do not expect you to print any more. You may want to reserve most of the *FIRST* Game Descriptions for Friday and Saturday since the teams are familiar with the game and program, but spectators are not. Please make a note and comment as to quantities on the form supplied at the end of this manual.

#### 4.4.2 Obtain Other Items

- Pit Maps for the Registration Packet (from the Event Manager)
- Practice Match Schedules for the Registration Packets (from the Field Tech Advisor or the Event Manager). Reserve a couple for the Pit, and tape the remaining ones on the table.
- Please do not pilfer items from other event bins, such as blank badges. This makes other events short.

#### 4.4.3 Pit Administration Supervisors’ Packet

Find your packet in the rolling cart in a bin labeled for your event. This will contain:

- The “Pit Administration Supervisors’ Guide”
- **Two Registration Lists** - Two lists enables you to have two lines...Odd/Even for faster registration. (The list indicates which teams you will need to collect the “Consent and Release” forms from - teams at their initial events). **Please file the completed list in the file box so it comes back to FIRST.**
- A **Medallion List** - This list shows the teams eligible to pick up their bronze medallions on Saturday, unless they win an award that provides medallions. This list requires signatures. **Please file the completed list in the file box so it comes back to FIRST.** (Refer to the section on Medallions for more information).
- **A Team List** – This should be accurate unless a team has been added to an event or dropped from it since the truck left NH.
- **Agenda copies** – The agenda may be subject to change. Teams should have printed/brought the latest one from the *FIRST* Web site. Confirm with the Event Manager that the Agenda from your Pit Administration Supervisor’s packet is the latest version. Make corrections/updates if necessary. Tape a copy to your Pit Administration table, facing out, and make corrections if they occur.

#### **4.4.4 Site Checks**

The Pit should be show-ready by Wednesday evening. The event company should complete the following jobs. If they aren't complete, mention it to the Event Manager.

- **Team Station Numbering:** The drayage company places the team number on the team station poles so it is easy to locate teams.
- **Dot removal:** Prior to team arrival, remove all left over judging dots on the team number station poles. Judges use them to note already-visited teams.
- **Cable Guards:** These prevent tripping accidents. Take a look at the Pit Station cable guards to ensure they are safely covering the cables on the floor.
- **Administration Station:** Tables should be already set up and skirted so that the area is large enough to be comfortable and roomy enough for volunteers and the announcer to sit and move around. There should be chairs for all of you. If you don't feel the area is adequate, speak with the Event Manager.
- **Crates:** Check robot crates arrival status with the drayage representative.

### **4.5 Registration Preparation**

If you and your volunteers work together to prepare the packets, you will have a better understanding as to their contents and will be able to explain each document/piece to each team during the registration process.

#### **4.5.1 Program Books**

Find the Program Books in your area. Provide each team with 5 books during registration. If you can't find them, ask the Event Manager to deliver them.

#### **4.5.2 Badge preparation and Distribution**

Prior to registration, place the badges in numeric order on the table away from teams.

**NOTE:** Teams competing at their initial event that do not provide all of their "Consent and Release Forms," do not get Operator Badges until they supply them.

#### **4.5.3 Registration Training**

Find your event's registration packets in the bin labeled for your event. The packets/envelopes are in numeric order, and each packet label shows the team number and official team name. You and your volunteers will stuff them. Train your volunteers so they:

- Understand that packet labels indicate whether the "Consent and Release Forms" need to be collected for that team. (At team's initial Regional event only)
- Go over/explain each document separately to teams during the registration process.
- Can explain the Safety Awareness and Recognition Program tokens.
- Emphasize the fact that the Operator Badges are not replaceable. Suggest that a team member be in charge of the badges, and suggest they don't take them home/hotel.

#### **4.5.4 Prepare Registration Envelopes**

You can put the Team List, Pit Maps, safety tokens, **Scholarship Trifold**, and Practice Schedule in the registration envelopes the night before the first event day. Also include the Safety Badge for each team if it is indicated on the registration packet label. (Teams get a safety badge at the team's initial event). If it is the team's initial event and there is no safety badge, put the team's number on a blank safety badge.

**NOTE:** “Consent and Release” forms and a FRC Members and Mentors Roster are required. If a team does not have them, the team must supply a roster and consent forms before they get their Operator Badges. Read about critical information regarding “Consent and Release Forms.”

- **Practice Schedule:** Scorekeeper will provide these for you on site.
- **Pit Map:** Events Manager will provide these for you on site.
- **Team List:** **1** per team. Teams have been told to download copies from the web.
- **NEW** - Scholarship Trifold: 1 per team
- **Safety Badge:** **At each team’s initial event ONLY**, it receives one safety badge. This safety person is responsible for bringing the badge to subsequent events and monitoring his/her team’s compliance of rules at home and at *FIRST* events. Team members can take turns with this duty. Safety Captains can also help keep aisles clear and watch for and correct safety infractions.
- **Operator Badges:** The four (4) badges are for the 2 robot operators, the human player, and the mentor/coach. Explain to the team representative that the Mentor’s badge has the dot. The wearer of this badge cannot score.
- **Safety Tokens:** Each team gets 10.
- **Program Books:** Program Books go with the packet, not in it.

#### **4.5.5 Registration List(s)**

Show your staff the list and familiarize them with the necessary information.

- The team adult mentor has to sign the sheet and print his/her name.
- The mentor must supply a cell phone number and the name of the team’s hotel.
- **Upon completion, file these forms in your event’s file box.** This return also applies to the Medallion Signature List you will use on the last day of the event.

#### **4.6 Verify Robot Arrival**

Confirm with the Event Manager or Drayage Company to ensure that all the robot crates have arrived and are in the correct Pit Stations. A missing crate could mean that it is in transit or that the team has dropped the event after the Registration List was printed at Headquarters.

If you have unsolved questions, have the event Manager call *FIRST* Team Support for the answer 800 871 8326, press zero.

#### **4.7 Reminders for Tomorrow**

- *Everyone* must wear safety glasses in the Pit.
- Is your area show ready?
- Are Pit volunteers familiar with the early Pit opening/uncrating the morning of the first day of the event?
- You and your staff should arrive at least 30 minutes prior to the early Pit opening.
- Make sure your staff is ready for team registration.

## **5 FIRST DAY OF EVENT (USUALLY THURSDAY)**

### **5.1 Early Staff Meeting**

- Attend the meeting and eat breakfast.
- Pick up and sign out your radio at the event office.
- Wear your safety glasses in the Pit.
- Are you and your area show-ready?
- Review the registration process so you are sure you are ready.

### **5.2 EMTs and Safety Advisors**

EMTs may change daily. Meet each morning with the EMT or nurse to introduce yourself to him or her. Each morning, make the EMTs aware of the FIRST incident reporting procedure and importance of their reporting an incident to you immediately so you can report any incident properly. Be sure you know the process, which is detailed later in this document. If you notice that the EMT or nurse is not present, report this to the Event Manager.

Also mention to the EMTs that the Safety Advisors will be involved with maintaining safety at the event. The Safety Advisors will be wearing green polo shirts, and the Lead Safety Advisor will have a pin designating that title.

### **5.3 Safety Glasses and their Inventory**

Touch base with the Lead safety glasses attendant and discuss the process of lending and collecting the glasses. Remind him/her about:

- The form dealing with safety glasses and their inventory and the fact that daily count numbers are a form requirement. (Form in safety glasses bin)
- Remind her / him that you will need the completed form to give to the Event Manager on the last event day.
- Be ready to help these volunteers should they require a break.

Some events will receive donated safety glasses for that event. If this is the case at your event, you will most likely not use the *FIRST* glasses and the associated inventory system. If you are not sure, ask the Event Manager.

### **5.4 Early Pit Opening**

The Pit will open early on the first morning to enable 3 persons per team to come in and open their crate(s) 45 minutes prior to the official Pit opening. This is for team convenience and Pit safety.

- If more than three team persons arrive, ask them politely to wait outside until the doors are open to everyone. Have volunteers at the Pit Administration area to monitor team violations.
- Use a team list to keep track of the number of persons entering the Pit to uncrate...3 persons max per team. Write down the number of team members entering the Pit to the left of the Team Number. If someone goes out to get a tool, just write his/her name down and check him/her off again upon return.
- Team members must wear safety glasses and should wear gloves for this process.

**TIP!** There are gloves in the rolling cart, and you can lend them to team members. To help ensure return, keep track of the person's name and team #.

## **5.5 Crates: Weight Conflicts and Removal**

The crates should each have a label indicating the crate weight. If teams have a problem with the weight or any damage associated with the crate shipment, the FRC Manual instructs them not open the crate and to go directly to the Drayage desk for help. The time set aside for weight discrepancy resolution is from 8 a.m. to 8:30 a.m.

Because of safety requirements, crates are removed from the Pit as early as possible. Teams are told this in the “of the FRC Manual, Robot Transportation” section. Once a team opens its crate, the crate integrity is no longer valid and the team has lost the right to argue the issues.

Crate removal: When teams have uncrated, they should notify the drayage company so the drayage personnel can remove the teams’ crates from their pit spaces.

## **5.6 Autodesk Review/Judging**

Inform your volunteer staff members so they know where, when, and how the review/judging will take place. Ask the Event Manager for these details and then tell teams during registration. It will most likely take place this morning.

## **5.7 Registration**

Refer to the “Registration Process,” especially the “Overview, ‘How’” section later in this document to familiarize yourself with the general registration process. Remember to collect the FRC Members and Mentors Roster and compare it to the number of consent forms.

Have your registration system in place with your volunteers. This process is perhaps the most important and most stressful part of the job. You may get “hit” with numerous questions, so if lines are long, ask teams to come back with their questions once the registration line subsides.

Once all teams have arrived and registration is complete, let the Field Tech Advisor know so the Match lists can be generated for competition.

### **5.7.1 NEW: Team FRC Members/Mentors Roster & Consent/Release Forms**

These forms are due at each team’s INITIAL Regional event of the season. Teams must provide a completed “Consent and Release” form for each team member and mentor. If this is a team’s initial event, it cannot register until you receive them. Make sure the team has the team number on all its forms.

- The registration packet label and the Registration List will show teams required to hand in the forms. (In red ink.)
- Collect the FRC Members and Mentors Roster and check all forms
  - \* Compare the number of mentors and students on the list with the number of forms the team supplies. This must match.
  - \* Make sure the forms are signed by a parent or legal guardian for students under 18, and check to make sure the parental signatures are individual and have not been signed by the same person.
  - \* Quickly look through the forms to ensure they are all in fact our forms and not school permission/consent slips.....look for missing team numbers also.
  - \* Ensure the forms are complete and show the team number and an adult signature. If a participant is less than 18 years old, his or her form must have his/her parent or guardian’s signature. The teacher / chaperone signature will not suffice.

NOTE: It is acceptable if items on the form are crossed out.

- Staple each team’s forms together.

- Arrange and keep them in order of team number.
- Store them in the traveling crate for your event for return to *FIRST*. This way you can find one quickly in case of an incident/emergency.
- Subsequent events / Championship: Teams do not need to repeat the “Consent and Release” forms process. One form turned in at the team’s initial Regional is good for *all* 2008 *FIRST* competitions. If a team member has not attended an event, he/she must supply a form at his/her first event of the season.

#### 5.7.1.1 **NEW: Signatures Questionable**

- If you see that the forms are signed by the same person, tell the mentor/team contact that the person who signed inappropriately will be liable. Those sheets need to be re-done and actual parental signatures obtained, faxed to the event, and turned in before those students are allowed to participate.
- Contact the Event Manager for assistance.
- Call *FIRST* Team Support 800 871 8326, press zero.

#### 5.7.1.2 **Team doesn’t have forms**

Sometimes teams will come and say that their forms are coming later with other team members. In this case, make sure the person you are speaking with is an adult team leader. If the person is *not*, do not provide any materials. Call Team Support if you need other mentors’ names. 800 871 8326, dial 0.

Do the following to resolve the problem:

- Have the Main Contact sign the Registration Team List and provide him/her with the registration packet minus the badges. DO NOT provide the Operator Badges. You must receive all Consent and Release Forms before the team can compete.
- If the team left them “home,” have them fax them to the event site and mail the originals to *FIRST* right away. Any person not having a form cannot compete and cannot be on the playing field. Tell the event manager. He or she will help you handle the situation and will provide a fax number for their receipt. All minors need a parental signature.
- Find blank forms in the file box and provide blank forms for adults, but students not yet 18 need parent or legal guardian signatures. You cannot accept the signature of a mentor on a student’s form. Mentors must have parents fax completed forms to them prior to receiving badges. Enlist the Event Manager’s help to resolve this problem.

#### 5.7.2 **Team Sign In and Safety Glass Check**

Each adult team representative registering a team must sign the Registration List.

- **Print:** On the Registration List, have the adult mentor picking up the packet print his/her name. (We prefer it is the main contact for the team, but another adult team representative may sign in).
- **Sign:** Have the adult team representative sign his/her name. This way, if a team member comes for a packet and says its team has not gotten one, you can assure him/her that the team is registered by providing the person’s name. The signature also shows that the team representative is signifying that he/she understands the safety glasses rules.
- **Safety Glasses and Compliance:** Each team has to present at least 4 pairs of safety glasses at Registration.

### **5.7.3 Complete the Registration Process**

- Safety: Explain that there will be Safety Advisors monitoring team safety throughout the event as a part of the Safety Awareness and Recognition process. Show the team the 10 UL safety tokens.
- Badges: Explain each of the badges: Operator, Mentor, and Safety Captain.
- Show/explain the Pit Map, Team List, and Practice List.
- Hand out the Program Books during registration, 5 per team.
- Explain the announcements process.
- If teams have not registered by 11:30 am, make an announcement telling unregistered teams to register. If they do not appear, go to the teams' stations and remind them to send an adult representative to register.
- Remind those teams at their initial event to pick up their participation medallions on Saturday.

### **5.7.4 Registration is Complete**

Once registration is complete:

- Let the Lead Robot Inspector and Field Tech Advisor know that all teams are registered.
- File the Registration Lists in the File Box for return to *FIRST*.

### **5.7.5 Match Lists**

Check with the Scorekeeper as to when s/he will generate the Match Lists. You will need 2 per team plus enough for queuers, judges, and your table. Ask when they will be available to you. If they are not available until Friday, put them on each team's table before the Pit opens.

## **5.8 Inspection**

Inspectors will handle the whole inspection process and will have their own equipment. If they are short-handed, they may ask for some administrative help.

## **5.9 Empty the Pit**

About 15 minutes before Pit closing, start to announce that the Pit will close in that amount of time. Repeat the closing announcement several times. Be courteous, but firm. The Event Manager will help clear the Pit if you have trouble.

- Straighten up the Pit Administration Station for the next morning. Be "Show Ready."
- Help with field repair if needed, making sure someone is always at the Pit Administration Station, unless the Pit is closed for the night.
- Return your radio to the event office charging station, and sign it in.

## **5.10 Reminders for Tomorrow**

*Everyone* must wear safety glasses in the Pit.

Is your area show ready?

Ask a volunteer to report early to help with Match List distribution

## **6 SECOND EVENT DAY (USUALLY FRIDAY)**

Attend the morning meeting and pick up and sign out your radio at the event office.

Arrive at least 30 minutes prior to Pit opening:

- Distribute Match Lists.
- Reserve enough copies for the judges.
- Tape about 3 Match Lists to the Pit Administration tables, facing out, for teams to reference.
- Place about a ¼ or a little more of the printed materials, including Match Lists, on the Pit Administration station table. Save some for tomorrow.

### **6.1 Distributing the Match Lists**

If there are enough printed, place two (2) copies on each team table before the Pit opens on the second day. If not, place only one. Make sure there are about 50 extra for queuers, media, and judges. Keep the rest at the Pit Administration table – out of sight. You may need some for Saturday spectators.

### **6.2 EMTs and Safety Advisors**

Meet with the EMT or nurse and introduce yourself to him/her. Make him/her aware of the *FIRST* incident reporting procedure and the Safety Advisors' involvement in maintaining a safe event. Safety Advisors will be wearing green golf shirts at the events.

### **6.3 Safety Glasses and their Inventory**

Touch base with the Lead Safety Glasses Attendant, especially if the volunteers have changed, and discuss the process of lending and collecting the glasses. Remind him/her about:

- The form dealing with safety glasses and their inventory and the fact that daily count numbers are a form requirement. (Form in safety glasses bin)
- You will need the completed form on the last event day so you can give it to the Event Manager.
- Be ready to help the volunteers should they require a break.

### **6.4 Chairman's Award Interviews**

You will receive a schedule in the morning from Judge Assistant. Refer to the Chairman's Award section in this Guide for clarification of the process.

### **6.5 Opening / Closing Ceremony Announcements**

Please make at least three (3) announcements, starting at 8:30 a.m., stating that the Opening Ceremony will begin shortly. Tell teams to find seats in the arena or game area.

Also announce, "No power tools can operate during ceremonies, and that power will be shut off if necessary. No talking or noise is allowed." A Pit "staffer" must remain behind to ensure that these rules are followed. Make similar announcements for the closing ceremony, and urge teams to find seats in the audience. There can be no noise in the Pit during this time.

### **6.6 Team Social**

Refer to the Agenda to see if your event has a Team Social. If so, refer to "Team Social" section of the Manual for information and directions. There is an FRC Manual in the rolling cart.

Some venues have a cap on attendance capacity at the Team Social because of fire safety and maximum occupancy issues and teams may have to use wristbands for entrance. If applicable,

refer to “Wristbands” in this guide. The Event Manager will provide instructions if they are necessary and if you are to be involved with their distribution.

## **6.7 Volunteer Pins**

The Volunteer Coordinator may bring a form to use for recording volunteer information and information on Volunteer Recognition Pin Distribution. Distribute the pins to those volunteers according to the number of years of service. The Volunteer Station will also have these pins and forms.

## **6.8 Empty the Pit**

About 15 minutes before Pit closing, announce that the Pit will close in 15 minutes. Repeat the closing announcement several times. Be courteous, but firm.

- Straighten up the Pit Administration Station for the next morning.
- Help with field repair if needed, making sure someone is always at the Pit Administration Station, unless Pit is closed for the night.
- Return your radio to the event office and sign it in.

## **6.9 Reminders for Tomorrow**

Everyone must wear safety glasses in the Pit.

Is your area show ready?

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## 7 FINAL EVENT DAY (USUALLY SATURDAY)

- Attend the morning meeting
- Pick up and sign out your radio.
- Arrive at least 30 minutes prior to Pit opening, 15 minutes for your staff.
- Place the rest of the printed materials on the Pit Administration station table.
- Meet each morning with the EMT or nurse to introduce yourself to him/her, make the EMTs aware of the *FIRST* incident reporting procedure and the Lead Safety Advisor involvement.
- Continue distributing the volunteer pins according to the directions.

### 7.1 Safety Glasses Inventory and Final Count

- Check with the Lead Safety Glasses Attendant, especially if the volunteers have changed, to ensure she / he knows the process and completes the inventory form. Let them know that you or your staff can relieve them for bathroom breaks, lunch, etc.
- Make sure the volunteers know that they need to stay until all glasses are collected.
- The Field Tech Supervisor will bring the field personnel glasses for inclusion in the count going to the next event.
- Please make sure he/she has filled it out with the day's distribution numbers.
- Once all glasses are collected, give the form to the Event Manager to fax to *FIRST*.

### 7.2 Opening/Closing Ceremonies Announcements

- Make at least 3 announcements, starting at 8:30a.m., stating that the Opening Ceremony will begin shortly.
  - Instruct teams to find seats in the arena/game area.
  - Announce: *"No power tools can operate during the ceremonies. Power will be shut off if necessary."* There must be complete silence during the opening ceremonies and work is not allowed. A Pit "staffer" must remain behind to ensure that these rules are followed.
- Make similar announcements for the Closing Ceremony, and urge teams to find seats. A Pit "staffer" must remain behind to ensure that these rules are followed.

### 7.3 Chairman's Award Submissions

Someone will give you the submissions. Return them to all the teams on Saturday after the ceremony. (You will receive them from the Judge Assistant that day).

Label and store any unclaimed RCA forms in the file box for return to *FIRST*.

### 7.4 Safety Credits Log for the UL Safety Awards

On Saturday, about noon, Team Safety Captains will ask you to count and record their safety credits (tokens), or these volunteers may do it themselves. The Lead Safety Advisor will collect the list and the advisors will determine the winners. Refer to the "Safety Awareness Recognition Program" section for more information.

Winning teams will come to you and ask for their pins. The Lead Safety Advisor should let you know the winning teams' numbers.

When the count is finished, return the collected tokens to the token container and put it in the crate for shipment back to *FIRST*.

## **7.5 Championship Qualifying Teams – FedEx Airbills**

The Event Manager has the Bills of Lading or air waybills for the teams that qualify for the Championship at this event. They will be at the drayage desk.

Winning the following qualifies teams for CMP registration as a result of your event.

1. 2008 Regional Chairman's Award winners (1 per Regional)
2. 2008 Regional Engineering Inspiration Award winners (1 per Regional)
3. 2008 Regional Rookie All-Star Award winners (1 per Regional)
4. 2008 Regional Winners

## **7.6 Bronze Participation Medallions**

All *FIRST* teams receive 25 participation medallions at their initial event if they do not win an award that provides medallions.

### **7.6.1 Who Gets Them?**

Teams that don't win a gold or silver medallion, a Regional Chairman's Award medallion or a regional Engineering Inspirational Award medallion, will receive a box of 25 bronze participant medallions at their initial regional only.

Teams who have already attended an event do not get another box of medallions, even if they say that they didn't get enough for their whole team or that they didn't pick them up at their initial even. **NO EXCEPTIONS.** They can address this subject with *FIRST* at the end of the season. There is a short window for this process in May.

### **7.6.2 The Distribution Process**

You will have a Medallion list in your Pit Administrator's packet. It shows all the teams attending this as their first event.

Ask the Event Manager to provide the team numbers for the Regional Chairman's Award (RCA) and the Regional Engineering Inspiration Award (REI) winners prior to the Closing Ceremony on Saturday. **Please remember that this list is confidential and you may not share it with anyone.** This will allow you time to prepare for the distribution of medallions.

Omit the following teams from the list of those receiving participant medallions:

- The 6 teams in the finals
- Regional Chairman's Award winner (RCA)
- Engineering Inspiration Award (REI) medallion

Medallion List:

- Have each adult team representative sign and print her/his name on the list by his/her team number. Notice that they are agreeing that they have not received any other medallions.
- Write the team number on each box of medals you give to the mentors.
- Put the Medallion List in the File Box for return to *FIRST*.

## **7.7 Pit Administration Area Cleanup**

- After lunch, announce your request that teams remove the "judge stickers" from team poles. Before leaving, make sure all poles are free of stickers.
- Make sure the safety glasses volunteers know that they should continue to collect glasses?
- Fill out the "Comments and Copies" sheet and put it in the file box.

- Put the Medallion List and Registration List in the File box for return to *FIRST*.
  - Make sure the Consent and Release forms, roster on top, are in numerical order and in your event's bin.
  - Start cleaning up during Awards Ceremony:
    - \* Place Lost Items forms in file box and pack the Found articles in the bin for your event and put them into the rolling cart for return to *FIRST*.
    - \* Discard the site-specific team handout documents, such as Team Lists and Pit Maps.
    - \* Pack the remaining office supplies with those moving to the next venue.
    - \* NEW: Return the "Star of the Day" poster to the Volunteer Coordinator.
    - \* Collect and give the Safety Glasses Inventory to the Event Manager for faxing to *FIRST*.
  - Once the Pit is packed up, help move Pit materials to the truck.
  - Return your radio to the event office and sign it in.
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## 8 MEETINGS AND EVENT COMMUNICATION

### 8.1 Volunteer Meeting

Please attend the volunteer meeting, usually held on site Wednesday evening. You will explain the Pit Administration Station and its function to your volunteers. We strive to have people working all 3 days of the competition so you won't constantly be training new volunteers.

It is important to stress that volunteers are expected to work the time to which they commit. Some volunteers come to work a short time, collect the free t-shirt, eat, stay awhile, and leave. If you notice this happening, or if you have too many volunteers, find the Volunteer Coordinator and let him/her know so the volunteers can work elsewhere.

### 8.2 Staff Meetings

Make sure you attend the morning staff breakfast meetings to learn the latest information, any agenda changes, instructions, and next meeting time/place.

### 8.3 Radio Communication

You will be on radio communication with other key people such as Inspectors, EMTs, Event personnel, and *FIRST* staff.

Radios are stored and recharged in the staff meeting area. Sign your radio out and in on the Sign In Sheet in the Event Office each morning. Put it on the charger every day when you are finished.

Key staff generally uses headsets, which makes communication easier and more private. If you have never used a radio, please ask for instructions during your first meeting. Instruct your lead volunteer how to use the radio if you are going to be away from your station and off the premises.

## 9 THE PIT ADMINISTRATION STATION

All Pit Administration materials go to the Pit Administration table when the truck is unloaded and the area and team stations should be set up when you arrive. Ensure the area is workable. Refer below for station setup.

### 9.1 General Description

We are the cheerful information station! Someone must be at the station at all times when the Pit is open. Be especially mindful of this because of safety and incident reporting. As a general rule, there should be at least two people at the station at all times, as well the Pit (queuing) announcer. The teams and public are not allowed in the Pit Administration Station.

The Pit Administration Supervisor must be available on radio at all times in case of possible accidents or illnesses. When leaving the radio's communication limits, give the radio to another capable volunteer who is manning the table.

### 9.2 Resources for Problem Solving

You will find that you will spend much of your time problem solving problems, so be prepared.

- Read this Guide.
- Review the PowerPoint presentation on the volunteer website, Pit Administration link. <http://first.wpi.edu/Volunteers/index.html>
- Attend morning meetings. The Event Manager will try to keep you as informed as possible concerning who does what and the Agenda and any changes.

- Ask the Volunteer Coordinator or the Event Manager for a list of personnel and titles of those working the event.
- There will be a representative from the on-site Drayage Company, Shepard Exposition Services, at all events except the SBPLI Long Island Regional, which uses Festo Corporation as the drayage handler. Refer to Section 4 of the FRC Manual, the “Shipping & Drayage” section and printed instructions from the web site, or refer individuals to the drayage representative with shipping questions.

### **9.3 Supplies**

Your crate(s) should contain everything you need such as: paper, pens, pencils, stapler, scissors etc. These supplies are for staff/volunteers only and must travel to all events on that truck route. Use your discretion when lending items to teams...you may not see them again. Write down the team number, person’s name, and the borrowed item, so if it is not returned you can go to the team and ask for it.

If supplies get really low, and you don’t think the next event will have enough, contact Team Support and let the person know who you are, which items you need, and which event you are calling from.

Reserve a few handouts for the last day. The “one-pager” describing the game and scoring system is mainly for guests who are not familiar with the game.

### **9.4 Pit Maps/Practice Lists**

The map shows the layout of the entire Pit: Pit Administration Station, Spare Parts, First Aid/EMT station, and the Inspection/Weigh Station etc. Please add one of each per registration packet. You will also have some Pit Maps and Practice Lists available to help teams, judges, VIPs, and visitors find specific teams.

**TIP!** Make sure you always reserve enough of the bulk printed-materials, such as the Pit Maps and Match Lists, for judges and a few to last through Saturday’s Competition. Tape at least one copy of each to the Pit Administration table. Also add a Practice Schedule to the packets. The scorekeeping person or Event Manager will supply these sheets.

### **9.5 Robot Traffic Flow**

Refer to the Pit Map and make sure the teams follow the correct traffic pattern to the competition area. If the map does not indicate the flow, ask the Event Manager. Make sure that the Pit Announcer is aware of the proper traffic pattern and that he/she relays this information to the teams before the events begin.

### **9.6 Lost Item Reports**

The Pit Administration Station is also the Lost and Found department. There will be “Lost Items Report” sheets in the file box. The form asks for contact information and a description of the item. If the item is found, the information will enable *FIRST* to contact the owner of the lost article.

- When someone reports an item missing, have him or her fill out one of these sheets.
- Throw away the forms as things are found and returned to the “loser.”
- Try to locate the owner of lost items as they come in and before the end of your event.
- Store the filled-out forms in the Lost Items Folder of the file box for return to *FIRST*.

Store all found but unclaimed articles from your event in your event’s bin in the traveling crate for return to *FIRST* headquarters. If someone comes to claim an item after the crate is packed on the truck, have him/her contact Team Support at [frcteams@usfirst.org](mailto:frcteams@usfirst.org).

## **9.7 Pit Announcements**

Avoid “team deaf ear.” Talk with the Pit Announcer and decide on a plan for making scheduled announcements. Inform the teams you will make them at specified times, every 15 or 30 minutes apart. This process will help teams pay more attention to them. During the registration process, tell teams about the process.

The Lead Safety Advisor will have an announcement he or she wants repeated throughout the competition, so you may want to include other announcements during those broadcasts.

## **10 ALSO IN THE PIT**

The Pit is home to other conveniences listed below.

### **10.1 Robot Inspection**

Inspections are necessary to ensure robot safety and rule compliance concerning specified parts and their use. Some teams will be ready for inspection as soon as they register.

- Teams can practice without being inspected, but each team must pass inspection before it can compete in any official matches.
- Some teams will require re-inspection several times before they officially pass. Each time they make changes to the robot, the machine requires a new inspection.
- We recommend that teams finish inspection by the afternoon of the first day.
- Make announcements to encourage the teams to at least begin the process of the weigh in and measurement.
- The Process: The Head Inspector is in charge of this process, and the Inspectors will already have the inspection sheets or will have the capability to print them. They will have the necessary equipment for the process in their rolling cart, which they may store at the Pit Administration. Station. Inspectors will update and keep the inspection sheets throughout the day.
  - Ask the Lead Inspector what the process will be like. Will the available inspector go to the waiting team and inspect the robot at the team’s station, or will the teams come to the inspection area?
  - Teams go to the inspection area to weigh and “size” their robots.
  - Teams can notify the inspectors when they are ready for inspection. If a team is unaware of where the inspection table is, or how they go about being inspected, show/tell them.
  - When inspection for the day is complete, the inspectors will return the sheets/folders to their cart for storage.

### **10.2 Practice Field**

Become familiar with the Practice Field signup process and rules if there is a field at your event. The Event Manager can provide you with a contact name of the person running the process.

### **10.3 Machine Shop & Machine Shop Drivers**

A machine shop, usually off site, will be available for teams’ use during the competition. Check with the designated machine shop driver and become acquainted with the process.

- Not all machine shops are equipped the same from site to site and the machining tools may not be the same.
- The biggest use of the machine shop is usually on the first day of the event.

- Some machine shops require transportation if it is located away from the building. If so, teams must use the designated transportation. They can't go on their own!
- The volunteer(s) managing machine shop transportation are often in radio contact with the Pit Administration Supervisor. (Obtain radio channel from Event Manager)
- The driver(s) are usually available at or near the Pit Administration table, and available upon request. Teams may have to wait if drivers are off site.
- Acquaint volunteers with the procedure for team transportation to the machine shop.
- If the system does not seem to be working well, discuss it with the driver, machine shop manager, and/or the Events Manager to implement improvements.

#### **10.4 Spare Parts & Innovation First Parts**

At competition events, there will be a volunteer to handle this station, but you or another volunteer may be asked to help out during breaks. There will be a short manual in the Spare Parts cart explaining the system.

Spare parts are limited and the teams are informed of what parts will be in stock. The volunteer uses his/her judgment when to "loan" parts or not. Less expensive parts are less important. Record all transactions.

Innovation First supplies control systems for the Kit of Parts and have replacement parts available at the competitions. These parts are expensive and require special instructions, including permission from an Innovation First person for the loan. **This process also includes taking a credit card number before any part is loaned.** Know which radio channel to use for Innovation First.

#### **10.5 Shipping / Drayage Service Desk**

It is the team's responsibility to pre-arrange for the shipping of its robot from the competition back home...or to the next event. There will be a Drayage company representative set up in the Pit. Refer team members with shipping questions to the representative.

#### **10.6 Pit Announcer**

This job is mainly timing. Train the Pit Announcer to work with the Team Queuer to call the matches. It is imperative that this person keeps constant control of the traffic flow from the Pit area to the playing field, and is primarily responsible for calling all teams from the Pit to the playing field. You are responsible for training and overseeing the Pit Announcer if he/she has not done it before. You may need to assume this position during breaks, so coordinate your break schedules.

**Queuing:** The Pit Announcer will be in constant contact with the team queuer, using a separate radio channel. Keep people away from the announcer so he/she can concentrate! Remember – he/she has to think current match, previous calls, and future matches. He needs to know when teams have left the Pit after being called to the field – and who is lagging behind. You or a volunteer may need to go to the team station to get the team moving!

**Lost/Found:** Announce that the Pit Administration Station is the lost and found area. If you announce found items, don't describe them.

**Keep it Quiet:** Teams will turn announcements "off" and not listen if there are too many. Let *him or her know if there seem to be too many.*

**Team Needs:** If a team comes up and needs to borrow a particular tool, the announcer can say, "Team XXX is looking for such and such a tool." The announcer should keep a running list of what team needs what part and which team provides it.

**Safety Announcements:** Work together with the Safety Advisors to devise a schedule of safety and other announcements, such as every 15 minutes or every half hour.

Make **NO** birthday, “thank you” or other **”frivolous” announcements.**

## **10.7 Finding Teams for Guests**

You can help if the inquiring person knows either of the below team information:

- **The team number:** Look on the Pit Map for the team’s station.
- **The school or sponsor:** Refer to the Team List, which includes companies and schools. Look on the list and compare the number to your Team List. Check the Pit Map for the team station.

## **10.8 Team name “Short Name” corrections**

*FIRST* can make on-site corrections to a team’s short team name only on the first day of the event. (This is the 21-character-or-less-name that appears on the scoring system). Write the change(s) on a Team List and give the list to the scoring personnel. *FIRST* can make changes on site for announcing purposes at that event, but teams must make their permanent changes via the Team Information System (TIMS). If they have questions, recommend that they contact Team Support at [frcteams@usfirst.org](mailto:frcteams@usfirst.org) or 800 871 8326.

## **10.9 Match Lists**

### **\*\*IMPORTANT\*\***

Keep the match lists secret from the teams until the first day of Competition!

(Usually Friday morning) Teams will come rushing in, anxious to see the list that shows the teams that are competing in each match, the alliances, and playing field.

Some teams complain that the schedule of their matches is too close together, or the teams in their alliance are always the same or they are always in alliances with rookie teams etc. Your reply to that type of complaint is that the list is computer-generated and changes or switches with other teams cannot happen.

The Pit Administration Supervisor is responsible for:

- Making sure the Event Manager/Field Tech Advisor is informed when all teams are registered.
- Placing lists on teams’ tables on the first morning of actual competition, prior to Pit opening.

## **10.10 Wristbands for Team Social**

Some events may have capacity restrictions and/or team social attendance limits, and require each attending person to wear a wristband. Event personnel will provide them and provide distribution instructions if your help is needed. If wristbands will be used, they should already be separated by team numbers and ready for handout at Registration or on the day of the social. If/when you give them out:

- Record the dispersal by using a team list. Label it “Wristbands,” write down the name of the person picking up the wristbands, number of bands, and check off the team on the list.
- Ask each team if they have extras. Record the exchange, and save the extras for teams not having enough.

## **11 FIRST TEAM SUPPORT EXTENDED EVENT HOURS**

The Headquarters Team Support team will be available at 800 871-8326 until 8 p.m. Eastern Time on the first and second days and from 12 p.m. until 5 p.m. on the last day during the Regional events. Staffing will be limited, and we may be helping another customer when you call. Please leave a complete message including your phone number and your question. If it concerns a specific team, leave the team number. We will return your call as soon as possible.

## **12 SAFETY AWARENESS RECOGNITION PROGRAM**

Safety is an important aspect of our events and we heightened our emphasis on safe work habits by asking teams to appoint Safety Captains to help ensure best safety practices at their work places and our events. We are making every effort to promote safety in each aspect of robot building and competitions. Underwriters Laboratories (UL) joined this crusade and will be watching for things like safe lifting and work habits as well as safe entrance and egress to the playing fields.

The coveted UL Industrial Safety 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 in the heat of competition.”

### **12.1 Program Overview**

**Safety Advisors:** There will be at least two at each event, one is the “Lead” who will wear a pin to signify the position. These volunteers will train other safety volunteers on site, and will be wearing emerald green shirts. They will work to help promote work and event safety, and may ask for scheduled safety announcements throughout the day.

**Star of the Day:** On Friday and Saturday, the Safety Advisors will choose a person, student or adult, who has contributed to safety in a big way. The Lead Safety Advisor will post the award winner at the Pit Administration Station and give a “Star of the Day” pen to the star. You may be asked to post a sign and pack it back in the crate for the next event. With the exception of the safety tokens, the Safety Advisor materials arrive in the Volunteer Coordinator crate. The sign should go back to that crate at the close of the event.

### **12.2 How it Works**

Teams will have had the opportunity to read about the process before the competitions begin. Besides the UL Industrial Safety Award, there are 3 Safety Awards for each Regional. To determine the winners, UL has devised the following credit system.

- Teams will receive 10 safety tokens at registration. (Put them in their registration packets.)
- Teams are involved in the recognition program. Each keeps 5 tokens and passes the other 5 on as “peer recognition credits” to teams displaying safe behaviors and using safe techniques. Teams can award all 5 tokens to one team or dole them out as they see fit.
- Teams can earn additional safety credits when the Safety Advisors observe best safety practices throughout the event. These advisors will share feedback with teams about why the credits were earned.
- As the tournament progresses, the payout doubles as the significance of maintaining good, safe behaviors become apparent and competitive pressures increase.
- Credits are not taken away for poor safety performance.
- The Lead Safety Advisor will post the “Star of the Day” award in your area each day, and will award a pen to the “Star.” (Poster may be in the Volunteer Coordinator’s Crate)

## **12.3 Here's what to do**

Be sure to meet the Lead Safety Advisor. Know what channel he/she will be using on the radio so he/she can visit any incident sites and talk with the injured person to see if/how safety can be improved.

On Saturday about noon, collect and count each team's tokens and record the number on a Team List, unless the Safety Advisors take on that job. The Lead Safety Advisor will collect the team list with your recorded numbers so they can confer and choose the winners. Of course this information is confidential, so do not give numbers to the teams. The 3 teams with the most tokens will be announced during the Awards Ceremony and will come to your area to collect their pins.

Liaise with Safety Advisor to determine what the pin collection process will be for the teams.

Put the tokens back in the proper container for return to *FIRST*.

## **13 INCIDENTS**

This section provides a clearly defined procedure with specific responsibilities for handling the timely reporting of incidents involving bodily injury and/or property damage at a *FIRST* Robotics Competition event. This is an extremely important procedure.

- Each morning, be sure to confer with the EMT or nurse on duty to ensure all involved follow the procedure. The medical staff on duty may change from day to day, so ensure the new personnel are familiar with our procedure concerning the form and instructions.
- Mention any safe or unsafe practices you witness to the Safety Advisors.

Also, remember the form for non-medical incidents, which the Volunteer Coordinator manages.

### **13.1 Incident Reporting Procedure**

You will be the Incident Reporting Person (IRP), and will be responsible for coordinating incident reporting. You must be available and on site during the periods the event is open to the teams, volunteers, and general public. Designate another trained volunteer to be the IRP if you need to be away from the facility. Make sure the Event Manager is aware of the change.

The Event Manager will take care of faxing the form and returning the original form to *FIRST*. He/she will also notify the insurance company and *FIRST* of any serious problem. If at all possible, ask for a copy of the form and store it in the file box.

If an incident, such as illness or injury occurs, please follow the procedures below.

#### **13.1.1 Qualities of the Incident Reporting Person (IRP)**

Include the Lead Safety Advisor. Notify him/her of the incident and location. All should:

- Be calm in an emergency.
- Be able to talk to witnesses without assessing fault.
- Be able to communicate with the insurance company if necessary.
- Have clear/legible handwriting when filling out the form. Fill it out completely.

#### **13.1.2 Incident Reports**

**Where:** The file box contains copies of the Incident Report Form. Please be familiar with the form and procedure and maintain a form supply for the rest of the events on the truck route. Train another volunteer on this procedure in case you are gone.

**Why:** Although the majority of incidents will not result in a claim, it is better to err on the side of caution and report them. Should an incident result in a claim after the event, the documents will

be on file, complete with witnesses and a written report. This information would be impossible to get once the event is over. We appreciate your efforts at the time of the incident.

**Caution:** In all conversations with the injured, witnesses, spectators, and media you should say, “the incident is being investigated” without any further comment. Do not imply liability or any payment, as no one knows for sure until all facts are known.

### **13.1.3 Responsibilities/Duties of the IRP**

- EMTs may change daily. Meet *each morning* with the EMT or nurse to introduce yourself to him or her and make all EMTs aware of the *FIRST* incident reporting procedure and the involvement with the Lead Safety Advisor.
- The EMTs and the IRP (you) will be on radio for immediate communication about any occurring incident.
- Complete the event Incident Report for any incident requiring treatment off site, or one requiring more than a band-aid on site.
- Obtain the signed “Release Form” of the injured person, match it to the incident report, and file the report as per the procedure below.

### **13.1.4 Incident Response and Reporting**

Should an incident or illness occur at an event, do the following:

1. **Report** it to the EMTs or nurse if it warrants their attention.
2. **Respond** to the scene immediately. Bring a clipboard, pen, and an incident report.
3. **Notify the Lead Safety Advisor.**
4. **Complete the incident report** for the injured party including:
  - **Team number**, if applicable. (Top of report)
  - Date
  - Event
  - Note injured person’s involvement: volunteer, judge, team member, or spectator
  - Time of incident occurrence and treatment release
  - Injured person’s name. (Parent/Guardian’s name if injured is a minor)
  - Address
  - Phone number
  - Provide injury description, medical care if any, and disposition
  - Observe/inspect the accident location and note the conditions in the area: wet, dry, slippery, bumpy, etc. The more information the report contains, the better.
  - Patient’s description of the incident
  - Any witness(es) – get names and contact info, team # if applicable
  - Address
  - Phone number
  - Their account of the incident and associated activity
  - Sign the form and indicate your title/position at the event and provide your phone number.

## 5. Give the form to the Event Manager

- Give the completed form to the Event Manager so he/she can fax it to *FIRST* via fax at (603) 647-5772 and return the completed original to *FIRST* Headquarters. If you can, get a copy of the form and file it in the file box.
- The Event Manager will also contact the insurance company in case of serious injury.

# 14 SAFETY ITEMS AND RULES

Safety is undoubtedly one of the most important aspects of the competitions. Read instructions for all Pit safety materials and instruct your volunteers on their use.

## 14.1 Safety Item Descriptions

**Fire Extinguisher:** It is a CO<sub>2</sub> Fire Extinguisher. There is another one on the playing field.

**Baking Soda:** Use this material to cover battery spills.

**Band-aids:** Team members should see the EMTs for help as simple as a band-aid. Our band-aids are for staff and volunteers.

**Gloves:** Team members should wear gloves if there is a pinch or slice possibility, especially when uncrating. We have extras to loan team members. Please have them sign for them and record their team number.

**Safety Glasses:** Everyone in the Pit must wear safety glasses at all times.

## 14.2 Safety Glasses Loaning Process

The job of the safety glasses volunteers is to ensure that people do not get into the Pit unless they are wearing appropriate safety eyewear. Subsequent FRC events will also be using these loaner safety glasses.

- These volunteers will loan, collect, and clean safety glasses at each Pit entrance. Someone from your group may have to relieve them for bathroom breaks, etc.
- The totes containing the loaners will arrive at your Pit Administration Station, and will also contain cleaner, paper towels, and a pen/marker to “stripe” them.
- Volunteers will draw a stripe on the loaners to designate them as “on loan.” This way, the volunteers will know which ones to collect when persons leave the Pit.
- Store most of the totes in your area for the volunteers. The volunteers should already have instructions as to the process.
- The volunteers will clean and inspect all borrowed glasses at the end of your event before repacking them on the final event day for truck transport to the next venue.
- If the volunteers have questions or need assistance, they will contact you.
- Refer to the guide for the safety glasses loaning process in the totes containing the glasses.
- When all visitors have left the Pit, the volunteers will tally the total number of safety glasses and side shields handed out and returned in the Pit over the entire three days of your event. They will calculate the % returned. If it is less than 90%, they are instructed to tell you so that you can notify a *FIRST* representative.
- They will give you a completed form dealing with safety glasses distribution numbers. Give the completed form to the Even Manager for fax to *FIRST*.

- They should alert you if it appears that the supply of safety glasses, cleaning spray, or tissue wipes is running low so you can let us know if we need to send more supplies for that truck.

### **14.3 Site / Team Restrictions**

Please read the following restrictions and have teams adhere to them to promote an orderly, safe, pleasant, and exciting competition.

- Address the main contact of the team and not students, unless danger is a factor.
- Impress upon them that as a group, we all should honor the agreements *FIRST* has with the venue and help promote the spirit of good partnership!
- If after being asked to comply and a team chooses not to, please contact the Regional Director or his/her counterpart at the event.

The following restrictions are in the team Manual, but some teams may need reminders.

- Wear safety glasses at all times in the Pit.
- Do not bring food on the site. If you bring food, do not bring it onto the property.
- Do not use noisy devices, such as whistles or air horns.
- Do not save seats. It is not fair to other teams or to the guests we hope to interest as team sponsors or volunteers.
- Do not ship robots directly to the site. All shipments go through the Drayage Company.
- Do not arrange for Internet access on the site or bring free phone lines for it.
- Do not remove any *FIRST* or Team number signs.
- Do not sell any products. This includes food, hats, shirts, or any promotional products.
- Do not give out any free food products, such as candy, water, soft drinks, or fruit. You may trade team pins, however. \*Pit Administration Note: Use common sense when administering this restriction – team-trading items of a non-intrusive nature are allowed pins, pencils, pens etc.
- Do not use helium tanks or 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 wear open-toed shoes or Crocs.
- Do not play loud music in the Pit because it interferes with important announcements. If a team receives more than a warning or two, the power to the team's Pit Station will be shut off and/or the music confiscated.
- Do not form "tunnels" during the Awards Ceremony or at any time since this can cause discomfort to those traveling through them. It also creates safety issues.
- Do not run in the venue.
- Soldering is permitted using electric iron/gun only.

## **15 PIT OPENING/CLOSING**

Make sure teams do not enter early. *Be sure to arrive at the Pit about a half hour prior to opening*, especially on the first morning. This helps ensure that teams all have the same amount of time to work on their robots. It also helps prevent theft and/or vandalism. During cold weather events,

teams are sometimes allowed to enter a portion of the building, such as the gym, but they are not allowed into the Pit ahead of schedule.

### **15.1 Early Pit Opening**

The Pit will open early on the first day to enable 3 persons per team to come in and open their crate(s) 45 minutes prior to the official Pit opening. This is for team convenience and Pit safety.

### **15.2 Event Agenda and Pit Closing Announcements**

The Agenda will not be a part of the registration packet. You will find a few in your Pit Administration Supervisors' Packet. It may not be the latest version and may have changed since our trucks shipped. Teams have been asked to print them prior to attending the event.

Check the Agenda each day for the next day's Pit opening time. Each site will have security personnel to prevent teams from entering before the designated time, but sometimes security is uninformed or lax.

Check the Agenda for the closing time. About a half hour before the Pit is scheduled to close, make the closing announcement, again in 15 minutes, then 5 minutes prior to closing time. When the time arrives, you will have to actually move around the Pit and kindly ask the teams to leave...laughingly, but firmly, kick them out!

An Event Staff representative will assist in clearing the Pit. Some teams cannot seem to break away, so if you run into difficulty, do not hesitate to ask for help from other volunteers or staff.

## **16 AWARDS AND RECOGNITIONS OVERVIEW**

### **16.1 Autodesk Visualization Award**

The Regional Peer Judging will occur at the Regional events and will be overseen by a designated volunteer. Interested teams submitted entries to Autodesk in February, and selected a regional at which to participate in the judging process. The submitting teams will vote on the first day of the event, between 10am-2pm.

Teams may not vote for themselves. Winning at the Regional will have no impact on judging/winning at the Championship since the Championship has a separate judging process.

### **16.2 Regional Chairman's Award (RCA)**

Check with the Event Manager for the judging room location. You may need one dedicated volunteer to escort teams on Friday and possibly Saturday. The Judge Assistant will give you the interview schedule for posting no later than 10a.m. on the second morning.

By 10 a.m. on the morning of the second day of each Regional Competition, a list of interview times for the submitting teams will be available at the Pit Administration Station. Interviews will take place during the second day, and a panel of judges will conduct on-site Chairman's Award interviews with those teams who entered a submission for that Regional. Judges will select one winner for the Regional Chairman's Award at each regional competition.

Interviews are limited to ten (10) minutes with not more than three (3) team-selected persons, students and/or mentors, presenting. During the first five (5) minutes of the interview, they present to the judges. The judges use the second five (5) minutes for their interview.

You will receive RCA Feedback Forms on the last event day afternoon. Give them back to the teams after the Awards Ceremony. It is the teams' responsibility to come to the Pit Administration desk to receive the Regional Chairman's Award feedback form. Mark any unclaimed forms with your Regional event's name and store them in the file box for return to *FIRST* Headquarters. If there is no room in the file box, put them in an envelope and put them in your event's bin.

**CMP Eligibility:** The winning Regional Chairman's Award team is eligible to register for and compete in the Championship event, and must let *FIRST* know if it wants to go to the Championship by Tuesday after the event in which it qualifies, and it must make arrangements with the drayage company to temporarily hold its crate while it makes that decision. It has until the Tuesday following the event to confirm or change arrangements made with drayage at the event. Refer to Section 4 of the Manual.

### **16.3 Volunteer Recognition Pins**

The System: *FIRST* recognizes milestones of our volunteer and mentor involvement by awarding pins. The Volunteer Information and Registration and Pit Administration areas are the pin distribution areas. The system uses the honor system and requires the:

- Potential recipient to fill out the *FIRST Volunteer Information Form* and turn it in prior to receiving the pin. Each pin must have a completed form, even for replacements.
- Provider to check the form to ensure accurate completion.
- Provider to determine which incremental pin the volunteer should receive.

**Maintain Inventory:** Return remaining pins to the box/baskets in the rolling crate. If inventory is low and there are more events scheduled for the truck, notify the Volunteer Coordinator so he/she can notify *FIRST*. Try to be specific about remaining numbers/types, such as 5-year pins.

### **16.4 Bronze Participation Medallions**

All *FIRST* teams receive 25 participation medallions at their initial event only if they have not won a gold or silver medallion, a Regional Chairman's Award medallion, or a regional Engineering Inspirational Award medallion.

#### **16.4.1 Who Doesn't Get Them?**

Teams who have already attended an event do not get another box of medallions, even if they say that they didn't get enough for their whole team or that they didn't pick them up at their initial event. **NO EXCEPTIONS.** They can address this subject with *FIRST* at the end of the season. There is a short window for this process.

Teams winning award medallions do not get bronze medallions. See "Omit" below.

#### **16.4.2 The Process**

The Medallion list in your Supervisor packet shows the teams attending this as their initial event.

Ask the Event Manager to tell you the team numbers for the Regional Chairman's Award and the Regional Engineering Inspiration Award winners prior to the Closing Ceremony on the last day of the event. Please remember that this list is confidential and you may not share it with anyone. This will allow you time to prepare for the distribution of medallions.

Omit the following teams from the list of those receiving participant medallions:

- The 6 teams in the finals
- Regional Chairman's Award winner (RCA)
- Engineering Inspiration Award (REI) medallion

Have each adult team representative sign and print her/his name on the Medallion List by their team number. Notice that they are agreeing that they have not received any other medallions.

Write the team number on each box of medals you give to the mentors.

File the Medallion List in the file box for return to *FIRST*.

## 17 BREAKOUT (MULTI) BOXES FOR AUDIO/VIDEO

Some events have breakout boxes that record the whole event and have ports that teams can tap into for recording *their own matches only*. Ask the Event Manager where the breakout boxes are so you can tell teams if they ask. Teams must have their own VCR-type connectors.

## 18 FREQUENTLY ASKED QUESTIONS (FAQS)

Try to familiarize yourself with the site and the Robotics Manual in order to help answer teams' questions. Below you will find some typical questions.

### 18.1 Agenda Specific

What time does the Pit close? What time does the Pit open in the morning? What time is lunch? What if there are changes?

Relay any changes to the teams via Pit announcements. Make any changes on the Agenda taped to the table.

### 18.2 Site Specific

Before your event begins, please check with the Event Manager for the answers to these questions if you can't find the answers yourself.

- Where are the bathrooms, pay phones?
- Where is the Team Social location? Ask Event personnel or look under "Events" in the Manual to see if your site is having one. Not all sites will.
- Where can I find a hardware store? Ask local volunteers or site staff to see if they have this information. The Admin section of the Manual provides urls for locating stores on line. Sometimes the local Regional Director and/or committee member will provide a list. Ask at your morning meeting!
- Where do we interview for the Chairman's award?

### 18.3 Participation

Q. Is there a *FIRST* Robotics Competition Manual Available?

A. Yes, you may use the one at the Pit Administration Station as long as you do not take it away.

Q. Can I change my practice time with another team?

A. Sorry, no, it makes it too confusing for everyone.

Q. Do I need to be inspected before my practice?

A. No, just before qualifying matches, but at least start with the weigh in and measurement.

Q. Can I add something to my robot after inspection?

A. Yes, but you will have to be re-inspected.

Q. Can I do an "unofficial" weigh in of my robot?

A. Yes, as often as you need to do so.

Q. How are the teams paired in the qualifying matches?

A. The computer chooses them randomly.

Q. Can I take my robot off site at the end of the day?

A. No! Robot and parts remain on site all 3 days and nights.

## **18.4 Shipping and Drayage Statements/Questions**

Refer these types of questions to the Shipping/Drayage booth. Teams have been given information regarding these subjects in the “Robot Transportation” section of the Manual. Answers to some frequently asked questions are:

- *FIRST* will not replace lost FedEx forms, **no exceptions**.
- Teams cannot trade or give away their FedEx air waybills or Bills of Lading.
- The drayage company will not accept handwritten FedEx forms.
- Teams are required to use either FedEx or the Shepard Logistics designated shipper.
- Teams must ship their crates home, and cannot bring their robot home from any event unless they have submitted for an exception and have written approval with them.
- Does *FIRST* pay for the robot to ship back home? No, *FIRST* does not pay any shipping, but FedEx Express does donate some shipping. Refer to the Manual for information regarding the FedEx complimentary shipping donation and rules. Refer to the Shipping and FedEx Regulations sections in the “Robot Transportation” Manual section.
- How do I ship my crate from here? Check with the drayage/shipping representative as soon as they are on site; they will have the paperwork teams need to complete. If they plan to use the donated FedEx shipping, they must have the forms provided in the kit of parts. If they have just qualified, the Event Manager will have the proper forms for them.

## 19 COMMENTS AND COPIES

It is difficult to determine the quantities for printed materials. Our aim is to supply teams and spectators with enough materials, but not to overdo and overspend. We do not expect you to make more copies. Sometimes it is hard to say “no” to teams, but we try very hard to provide enough copies for the teams. Try to tell them nicely that they have to manage with what we have to give them. Please take the time to fill out this table, which will help us forecast future copied materials numbers for events. With the addition of new Regional events, it is possible that quantities should be higher for these events. We appreciate any insight you can provide.

If you have not received a copy of this document, copy this page, fill it out, separate it from the document, and send it back in the Pit Administration Supervisor’s Packet. Please feel free to make any comments about what we can improve or make things easier for you, our teams, or spectators.

Your Printed Name: \_\_\_\_\_

Regional: \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please use the table below to write in any supplies/quantities overage/shortage, and put this page in the file box for return to *FIRST*. Did we miss something that we should include for the next event?

Printed Piece	Too Many?	Too Few?	Estimate of increase/decrease
Safety glasses			Confer with safety glasses volunteers and let <i>FIRST</i> know if quantity is too low during/after your event. 800 871 8326
Consent & Release Forms			
Members/Mentors Rosters			
Game Descriptions			
Incident Reports			
Lost Items Forms			
Registration Lists			
Team Lists			
Pit Maps			
Match Schedules			
Blank Operator Badges			
Blank Safety Badges			
Clip Boards			
Volunteers			

## 20 YOUR FEEDBACK

Once the season or your event is over, please let us know how you feel. We obviously rely heavily on our volunteers, dedicated people who sign up each year and give their energy and time to make each season better. Without your valuable input, we cannot improve year to year.

Please feel free to give us your suggestions/comments on how we can make our events better, your job easier, and anything else you wish to include. Please send e-mail to [tmeyer@usfirst.org](mailto:tmeyer@usfirst.org) with your comments, putting Pit Administration and the name of your event in the e-mail subject line.

Thank you so very much for all your help throughout the season!

## **21 APPENDIX: - PIT SAFETY GLASSES PROCEDURES**

### **21.1 Overview**

The Pit is the designated work area for the student teams competing at FRC events. Because the teams use power tools and test their machines in the Pit, there are essential safety practices in place. Most importantly, *FIRST* requires all personnel in the Pit area to wear safety glasses at all times. To facilitate compliance while also allowing event attendees and guests to visit the Pit, *FIRST* has Safety Glass Attendants (SGAs) responsible for carrying out specific safety glass adherence procedures. The SGAs work under the direction of a Lead Safety Glass Attendant in the Pit. This document explains the procedures that the SGAs should follow.

### **21.2 Safety Glasses Use Requirement**

*FIRST* Safety Policy mandates that everyone in the Pit wear safety glasses at all times, NO EXCEPTIONS.

### **21.3 FIRST “Loaner” Safety Glasses & Eyeglass Side Shields**

*FIRST* provides a limited supply of safety glasses for the SGAs to lend to visitors entering the Pit who have not brought their own. For those visitors wearing prescription eyeglasses that are “safety rated” and prefer not to also wear the loaner safety glasses, a small quantity of plastic eyeglass safety side shields has been supplied that may be temporarily attached to the prescription glasses to make them functionally equivalent to traditional safety glasses.

### **21.4 Safety Glass Attendant (SGA) Duties**

The SGAs are responsible for enforcing overall compliance with the Safety Glass Use Requirement in the Pit.

- It is their job to hand out, receive back, and clean returned glasses and side shields for reuse.
- They keep a count of the number handed out and returned for inventory monitoring purposes.
- At the conclusion of the event, the SGAs shall inspect, clean as necessary, count, and repack all loaned items in their travel containers for transport and reuse at subsequent events.
- The SGAs shall implement the procedures stated below to ensure compliance with the Safety Glass Use Requirement and facilitate a smooth flow of personnel entering and leaving the Pit.

### **21.5 Restricted Pit Access & Safety Glasses Control**

- The Pit area has been configured so that access is restricted to designated entrance / exit points. Each entrance point shall be manned by two SGAs who are responsible for ensuring that:
- People enter and leave the Pit only through these points
- Everyone going in has on appropriate safety eyewear.

### **21.6 Safety Glass Attendant Instructions**

It is very important that the SGAs carefully follow these instructions. Subsequent FRC events will also be using these loaner safety glasses, and their availability for distribution at those events will depend on careful compliance with these instructions. The attendants must clean and inspect all borrowed glasses at the end of each event before repacking them on the last day for truck transport to the next venue. You are their contact.

### **21.6.1 First Morning - Pit SGA Station Setup**

The Pit opens early on the first day so teams can uncrate their robots. Three (3) representatives per team are allowed early entrance for this purpose. SGA volunteers should arrive about an hour before the Pit opening to ensure eyewear compliance.

1. Upon arrival at the Pit on, SGA volunteers should locate their assigned entrance point and verify that a table, chairs, and trash container have been set in place for their use and have a designated SGA partner to work with so there will always be at least one SGA on duty at your station throughout the entire time the Pit is open each day.
2. On the first day, he / she should locate the *FIRST* containers of safety glasses that have been delivered to the Pit. You will find the glasses in large, plastic “totes.” In the totes, there should be:
  - A small package of eyeglass side shields
  - A colored, permanent marker pen
  - Spray bottles of glasses cleaning solution
  - Boxes of paper cleaning tissue wipes.
3. The volunteer should place one full and one empty tote on the table. *FIRST* supplied a limited number of glasses for this event that will also be used at other venues, not just yours. Only open and use the minimal number of totes you actually need to service the crowd passing through your Pit entrance point-typically one or two totes. (One full tote contains approximately 130 pairs of glasses). Don't keep more totes at your table than you need as a working quantity.
4. Keep the remainder of the *FIRST*- supplied safety glasses totes closed and stored at a secured location, such as behind the Pit Administration table, so that they will not be inadvertently opened by others in the Pit.

### **21.6.2 Handing Out & Reclaiming Glasses During “Pit Open” Hours**

Loaner glasses are for the general Pit visitors and guests who need them, and should be retrieved when people exit the Pit.

FRC teams are required to bring their own glasses. If absolutely necessary, team members may be provided with loaner glasses.

### **21.6.3 Enforce the Safety Glass Use Requirement: That's your job!**

Since many people will feel put upon - forced to wear safety glasses, it is very important that all involved use gracious professionalism. Empathize if you need to, be pleasant, and tout the *FIRST* efforts to provide a safe environment for the team members, mentors, and guests. Thank them for their cooperation. If a person still refuses to wear safety glasses and insists on entering the Pit, you may be asked to intervene.

### **21.6.4 Continuous manning of Pit entrance points:**

If the volunteer must leave his/her assigned station once the Pit has been opened, make sure there is a SGA partner on duty. At least one SGA must be manning it and controlling access at all times during Pit open hours.

### **21.6.5 Marking the “loaner” glasses**

Mark the *FIRST* supplied safety glasses to identify them as “loaner” glasses so that they may be recognized as such for later retrieval as people leave the Pit. *FIRST* has provided colored permanent marker pens for this purpose.

- Before giving out a pair of new glasses, mark it with a marking pen to identify it as a *FIRST* loaner pair by drawing a noticeable stripe on each side frame near their hinges.
- Wave the marked glasses to dry the wet stripe before handing them out.
- Tightly replace the caps to the pens when not in use so that they will not dry out

### **21.6.6 Eyeglass Side Shields**

The safety glasses *FIRST* provides are designed to fit over normal prescription glasses, however, some visitors may have prescription eyeglasses that are “safety rated,” and prefer not to have their vision blurred by wearing an additional safety pair. In these circumstances you may lend side shields that have also been provided by *FIRST*. The shields are designed to slip over the frames of the prescription glasses and cover their exposed sides.

Before providing shields, ask the visitor to verify that his/her eyeglasses meet the ANSI Z87 safety standard. Make a small identification mark on the shields with the pen for later identification and retrieval, and give them to the visitor.

### **21.6.7 Inventory Monitoring Each Day**

We expect some loss at each event and have planned accordingly. To ensure control, the SGAs must maintain a tally of items distributed and retrieved at the station each day so that totals can be compared and total losses estimated at the end of the event.

### **21.6.8 Retrieving & Cleaning Returned Glasses and Shields**

As visitors leave the Pit, the SGAs are responsible for retrieving all loaned safety glasses and side shields. They will inspect and clean them before returning them to their tote, and discard any used glasses that are badly scratched or damaged. They should retrieve as many glasses as possible for use at the subsequent venues.

## **21.7 Inventory Totals, Paperwork, and Re-pack**

As the event winds down on the last day, the SGAs will retrieve, clean, count, and repack all loaned items. As soon as all visitors have left the Pit, the volunteers should meet with the other SGAs and tally the number of safety glasses and side shields handed out and returned over the entire three days. Under the supervision of the Lead Safety Glass Attendant, the SGAs should:

- Stay long enough to collect all glasses from exiting teams.
- Include the glasses that the Field Tech Supervisor should provide from the field. The SGAs should also ask him for ties to close the totes.
- Calculate the % returned.
- Fill out the inventory form, including any low supplies, and give it to you. Then you give it to the Event Manager to fax back to Headquarters. If the sheet shows the tally is less than 90%, advise the Event Manager so s/he will note that on the fax report to *FIRST*.
- Repack all loaned glasses and seal the totes with plastic ties. These are available from the tools travel case on the playing field.
- Prepare them for reloading onto the truck and let you know when the job is complete.



## 22 APPENDIX: PIT SAFETY GLASSES INVENTORY FORM

### I. **Attention** Safety Glasses Lead Attendant

This procedure is critical to the success of the mandate of safety glasses use in the Pit. To ensure an adequate inventory for subsequent events, please help us by providing the following information.

1. Please fill in the information below at the conclusion of your event.
2. Give it to the Pit Administration Supervisor for forwarding to *FIRST* via the Event Manager.

NAME OF REGIONAL EVENT: \_\_\_\_\_ DATES \_\_\_\_\_

YOUR NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

Number of pairs of safety glasses handed out: day 1 \_\_\_\_\_, day 2 \_\_\_\_\_, day 3 \_\_\_\_\_

Number pairs reusable safety glasses retrieved: day 1 \_\_\_\_\_, day 2 \_\_\_\_\_, day 3 \_\_\_\_\_

Total pairs side shields handed out: \_\_\_\_\_ and returned: \_\_\_\_\_ during all 3 days.

Please calculate: Event total % glasses returned =  $\frac{\text{TOTAL\#RETURNED.OVER.3.DAYS}}{\text{TOTAL\#DISTRIBUTED.OVER.3.DAYS}} \times 100$ .

Please record your calculations and any comments below:

Cleaning supplies low? Yes, Need Cleaner \_\_\_\_\_ No, Have Cleaner \_\_\_\_\_

Yes, Need Towels \_\_\_\_\_ No, Have Towels \_\_\_\_\_

**Give this form to the Pit Administration Supervisor for forwarding to *FIRST* via the Event Manager.**

### II. **Attention** Pit Administration Supervisor

1. Please liaise with the Lead Safety Glasses Attendant the afternoon of the first day, and work together to ensure proper coverage of the process throughout the event.
2. Please give this completed form, provided by the safety glasses attendants, to the Event Manager on the last day of your event.
3. The Event Manager will then fax it to *FIRST* that day.

### III. **Attention** Event Manager

Please fax this completed form to *FIRST* on the last day of the event.

603 666 0043, "Attention Charlie Jost."

## **23 APPENDIX: MEMBERS AND MENTORS ROSTER**

Please find a copy of the roster on the next pages.

# FIRST Robotics Competition Event(s) – 2008 Members and Mentors Roster

Complete this form and firmly attach it to the top of your team's consent forms.

**ALL TEAMS:** Know that your participation at any event is not guaranteed until you present the completed *FIRST* Consent and Release Forms at the team's INITIAL regional event of the season. Each attending participant and mentor of the FRC team must provide a Consent and Release form. Team members under 18 must also have a parent or legal guardian's signature on their form.

**FRC Team Number** \_\_\_\_\_

Official Team Name	
Team Location (City, State/Province, Country)	
Initial Event Name	
Total Number of attending Team Members & Mentors	
<b>Primary Adult Contact/Mentor attending event.</b>	
Name	
Address 1	
Address 2	
City; State/Province	
Zip/Postal Code, Country	
Phone	
Cell Phone	
Email	
<b>Secondary Adult Contact/Mentor attending event.</b>	
Name	
Address 1	
Address 2	
City; State/Province	
Zip/Postal Code, Country	
Phone	
Cell Phone	
Email	

**TEAM MEMBER and MENTOR NAMES** - PRINT Last name, First name. Please show mentor status-  
(Example: Smith, Joe – MENTOR)

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

## Continued: FRC Members and Mentors Roster – 2008

Team #	
21	67
22	68
23	69
24	70
25	71
26	72
27	73
28	74
29	75
30	76
31	77
32	78
33	79
34	80
35	81
36	82
37	83
38	84
39	85
40	86
41	87
42	88
43	89
44	90
45	100
46	101
47	102
48	103
49	104
50	105
51	106
52	107
53	108
54	109
55	110
56	111
57	112
58	113
59	114
60	115
61	116
62	117
63	118
64	119
65	120
66	121