

5. ADMINISTRATIVE DETAILS

5.1 How to contact U.S. FIRST

U.S. FIRST Can be reached via phone, fax, mail, email, or the Competition BBS.

Mailing Address and Telephone/Fax Numbers

U.S. FIRST
340 Commercial Street
Manchester, NH 03101
603-666-3906
603-666-3907 (fax)

Technical And Judicial Hotline

If at any point in the design process you run into technical difficulties or need clarification of any of the rules, please contact:

Eric Rasmussen
ear@usfirst.org

All questions and answers about the rules will be made public in a periodic series of faxes to the teams, and on posts to the BBS. However, the identity of teams submitting the questions will not be made public unless they are posted by the team on the BBS.

Administrative Questions or Concerns

Sally Washburn or Susan Howland
sally@usfirst.org howland@usfirst.org

Sponsorship Questions or Concerns:

Susan Howland or Dia Stolnitz
howland@usfirst.org dia@usfirst.org

U.S. FIRST BBS

U.S. FIRST has established a computer bulletin board system which will be on-line for the duration of the 1996 Competition. The BBS is intended to serve as a means of encouraging information exchange among teams and U.S. FIRST staff, and is not intended for use by the general public. Items such as travel arrangements, rule clarifications or technical questions and answers will be posted there.

The U.S. FIRST BBS can be reached by modem at 603-666-5431 or by Telnet to usfirst.org on the Internet. Modem users should set their connection to 8 bit, no parity, 1 stop bit, and use either VT100 or ANSI terminal emulation. Currently, the maximum modem speed supported is 14,4k baud. However, we hope to upgrade this to 28.8k real soon now.

To setup an account on the BBS, connect via modem or Telnet and follow the instructions at the login prompt. If you experience any problems, please contact Eric Rasmussen.

5.2 U.S. FIRST Web Site

U.S. FIRST has a site on the World Wide Web. You can visit us at <http://www.usfirst.org>. This site is intended to provide information about U.S. FIRST to the general public. As such, it will not provide rules updates or other information intended for teams only.

The web site also provides links to home pages setup by Teams involved in the U.S. FIRST Competition. If you have a web page that is not listed, please send email to webmaster@usfirst.org.

5.3 New England Tournament

3/28-3/30

Location

The New England Tournament will be held at New Hampshire College. The full address is:

New Hampshire College
2500 North River Road
Manchester, NH 03104

Hotels

Below are some suggestions on where to stay if you will need overnight accommodations for the New England Tournament.

Crowne Plaza -
2 Somerset Parkway
Nashua, NH 03063
603-886-1200
\$68 up to quad occupancy
Cut off 3/1/96

Nashua Marriott Hotel
2200 Southwood Drive
Nashua, NH 03063
603-880-9100
\$67 single/double
Cut off 3/6/96

Days Hotel/Manchester
55 John E. Devine Drive
Manchester, NH 03103
603-668-6110
\$59 single/double/triple/quad
Cut off 3/11/96

Sheraton Tara Wayfarer Inn
121 South River Road
Bedford, NH 03110
603-622-3766
\$74 single/double
Cut off 2/27/96

Highlander Hotel
200 Highlander Way
Manchester, NH 03103
800-548-9248
\$75 single
Cut off 3/18/96

Suisse Chalet
860 Porter Street
Manchester, NH 03101
800-524-2538
\$49.70 single/double
Cut off 3/6/96

Please note that all rooms are first come, first served. The rates quoted here can only be guaranteed until the "cut off date" listed for each facility.

5.4 National Championship

4/18 - 4/20

The National Championship will be held at Walt Disney World's Epcot Center. For directions and information about overnight accommodations, please see appendix H.

5.5 Schedule of Events

New England Tournament

- | | |
|-------|---|
| Day 1 | <ul style="list-style-type: none">• team arrival, Registration and Practice, Official Weigh-in• U.S. FIRST final field and technical check |
| Day 2 | <ul style="list-style-type: none">• Seeding Matches• Celebration Party (following seeding matches) |
| Day 3 | <ul style="list-style-type: none">• Double Elimination Tournament & Finals• Awards Ceremony |

National Championship

- | | |
|-------|---|
| Day 1 | team arrival, Registration and Practice, Official Weigh-in
U.S. FIRST final field and technical check |
| Day 2 | Seeding Matches at American Gardens Stage |
| Day 3 | Double Elimination Tournament & Finals
Awards Ceremony at Innoventions Fountain
Wrap Party at Future World West |

Registration

At each event, teams will need to register in the Pit Area by noon on the first day, or Practice Day, of the event. At this time you will:

- surrender both of your RNETs and two of your batteries
- sign-up for your practice times
- receive an orientation packet to the event site and your pit station
- inform U.S. FIRST where the machine will be after the Competition. See Section #, *Administrative Details*, for more details.

Once you have unpacked, a U.S. FIRST staff member will be around to photograph your machine. These photographs will be used by the judges, referees and event staff to identify teams and their machines while on-site at the event.

Practice

In order to make the most of practice time, two fields run at the same time with three teams on a field during an assigned practice slot. It is strongly recommended that each team is respectful of the others sharing the field during this time. Friendly interaction between

machines is acceptable if both/all teams are willing. Unsportsmanlike conduct on the part of a team at any time during the Competition could result in penalty or disqualification.

Everyone will receive at least two half-hour practice slots based on the time you register. The earlier you check-in, the earlier your practice times will be. If additional time is available, an announcement will be made and one additional time slot per team will be assigned on a first-come, first-served basis.

If you need to change a practice slot because of the need for additional prep or repair time, you will be responsible for finding a team with which to switch practice. The staff in the Pit Area will help you locate a team; however, if you cannot arrange the change, that practice slot may be forfeited.

Practice days are:

New England Tournament	afternoon	Thursday, March 28, 1996
National Championship	afternoon	Thursday, April 18, 1996

Official Inspection

Before competing in the Seeding Matches, every machine must pass an inspection for rules compliance. U.S. FIRST staff will be on-site all day to inspect your machine.

Seeding Matches

Each team will compete between 4 and 6 times, and will accumulate points towards its seeding rank. Since these matches are pre-set, lists will be distributed to each team during the practice day. From each match, based on the score the winner will receive 3 seeding points, second place will receive 1 seeding point and the third place will receive no points.

After all matches, teams will be ranked by place totals (not points); ties will be determined by total score, last match score, and flip of a coin, in that order. Results of seeding will determine the first round matches of Saturday's competition.

Seeding matches are on:

New England Tournament	all day	Friday, March 29, 1996
National Championship	all day	Friday, April 19, 1996

Double Elimination Tournament & Finals

Each team will start off in the double-elimination tree according to their seed. The winning team advances to the next round, and the losing teams move to the losing bracket. Every team will be able to lose at least two matches before being eliminated. Competition concludes when there are only four teams left.

The Finals follow the Double Elimination Tournament. The final four will play 1-on-1, best 2-of-3.

Tournament and Final matches are on:

New England Tournament	all day	Saturday, March 30, 1996
National Championship	all day	Saturday, April 20, 1996

Shipping Deadlines

To provide every team, regardless of events in which they participate, approximately the same number of design and build days, the following shipping regulations and dates apply:

New England Tournament (Manchester, NH) Competitors

1. Teams may either ship or bring their machines with them to the tournament.

2. After the tournament, all teams competing in the National Championship will have five days to make repairs and/or changes to their machines, within all rules outlined in this document.
3. **By end-of-business on Friday, April 5**, machines must be picked up by a shipper for transport. This will give all New England teams five additional days to work on their machines.

National Championship participants only

1. Teams must ship their machines by end-of-business on Tuesday, April 2, 1996.
2. This will give all teams competing in only the National Championship an equal number of days to work on their machines as teams competing in both events.

5.6 Submission Deadlines

Team Profiles

U.S. FIRST will publish short profiles on each team in the event programs. **By Friday, March 8, 1996** please send or fax us your profile—you may use the following questions as guidelines when you write your description. Please keep in mind that we are on a deadline and that late submissions run the risk of not being included.

Important: please spell out the following as you would like them printed:

Company/University:

School(s):

Team and/or vehicle nickname:

You may send us a copy of your team logo (black & white, camera-ready if possible, no larger than 8 1/2 x 11)

- 1) How many students and engineers are involved in your effort? How is it organized?
- 2) What is unique about your team?
- 3) Give a brief history of how your team has gone about working on the project.
- 4) Describe any special aspects of your design or intended design that you want the event audience to appreciate (this will remain confidential until the first day of the competition).

This is your team's chance to tell the world who you are and what makes you great. Team profiles should be 200 words or less. Please review pages 11-19 of the 1995 national event program for a look at team submissions for Ramp 'n' Roll.

Chairman's Award Materials

Must be received at the U.S. FIRST OFFICE NO LATER THAN 5:00 PM ON WEDNESDAY, MARCH 27, 1996.

5.7 Shipping & Transportation of Machines

Shipping & Transportation of Machines

UPS is offering complimentary shipping via 2nd Day Air service. Machines shipped to the National Championship must leave your facility by the end-of-business on the dates outlined above. Remember, however, you do not need to go the expense of rush shipments—there are approximately two weeks between events.

1. All machines competing in the National Championship must be shipped to Freeman Decorating, 2300 Principle Row, Orlando, FL 32837-8337, ATTN: U.S. FIRST (Epcot). The phone number is (407) 857-1500.
2. When shipping, batteries must be unplugged and packaged separately from the rest of the machine. A small box inside of your crate is acceptable. This is a federal law.
3. For packages weighing under 70 pounds, corrugated, double wall cardboard of at least 200 pounds bursting strength is required. For packages between 100 and 120 pounds, 275 pound bursting strength is required. For packages between 120 and 150 pounds, 500 pound bursting strength is required. Wood crates should only be utilized if the machine can be bolted to the wood and there are no moving pieces inside the crate. Wood crates should also have handles screwed to the outside to ease lifting. It is recommended that a duplicate address label be placed inside each box before being sealed. Florida is a humid state and moisture could be a concern to moisture sensitive equipment. Please take necessary precautions.
4. The machines may not leave a Competition event site until the conclusion of the that event. If repairs are required, they must be performed on site, unless accompanied by a U.S. FIRST staff member to an off-site designated machine shop.

UPS Packaging Guidelines

1. Weight limit 150 pounds per package
2. Size limit Up to 130 inches in length & girth combined
 Up to 108 inches in length
(Girth is the perimeter in the plane perpendicular to the longest dimension.)
3. Follow the guidelines in the "Package With Care" brochure.

You can get your package to UPS in one of several ways:

1. Drop off at any UPS facility.
2. Drop off at a UPS Authorized Shipping Outlet such as Mail Boxes, Etc. or Pak Mail.
3. Call 1-800-PICK-UPS (1-800-742-5877) to arrange for a pick up.
4. Schedule a pick up through on line services such as Prodigy (JUMP UPS) or CompuServe (GO UPS). Visit the UPS home page at: <http://www.ups.com> to track your package and get information on UPS services.

Call 1-800-PICK-UPS for the location of the nearest UPS facility or Authorized Shipping Outlet.

5.8 Before You Come to the Competition

Pit Area

Each team will have a table and power outlet in the pit area. We suggest you bring an extension cord (heavy duty and at least 25') and a power strip to make best use of your power drop. Machines which have been shipped to the Competition site will be delivered to your station; otherwise, you will be responsible for bringing your machine there.

No team displays or team/personal audio systems will be allowed in the Pit Area. U.S. FIRST staff make frequent important announcements which all teams need to hear.

U.S. FIRST reserves the right to limit the number of team members in the pit area. If the pit area may become too crowded for machines and teams to safely and quickly move back and forth to the field, we will request that some team members leave the area. In the event that additional assistance from another team member is necessary, let us know.

Warm Clothing

If your team attends the New England Tournament, please be sure to bring warm clothing. New England weather can be unpredictable and it is often very cold. There may be snow and ice on the ground. It is strongly recommended that you bring warm gloves, boots, hats and jackets.

5.9 Before You Leave the Competition

Return Unused Kit Parts and the Kit Container

Before you leave the Competition for the final time, please return your unused kit parts and the kit container to the Pit Registration Area. We must recycle some of these parts and we use the containers from year-to-year. Thanks, in advance, for your help with this.

Take your Machine home

U.S. FIRST encourages teams to take their machines back home with them. U.S. FIRST robots have appeared in pep rallies, parades, corporate annual meetings and even anti-gang assemblies!

Return the Control System

If you would like to take your machine back for educational, display or recruiting purposes, let us know prior to the last event you will be attending. At that time, you will be asked to provide U.S. FIRST with a deposit of \$1,500 which will cover the lending of a remote control system that can be picked up after the Competition (since RNETs will be confiscated). The control system remains the property of U.S. FIRST and the \$1,500 deposit is to cover possible damage to the control system. Your deposit will be returned once we receive the control system back. This deposit can be a check or purchase order which will be held until the return of the system. At that time the deposit will be canceled and returned to you. The U.S. FIRST control systems is not for sale.