

# Greater Pittsburgh Regional

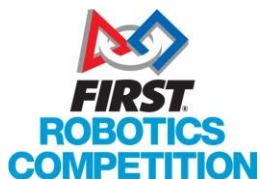
## TEAM EVENT HANDBOOK



PRESENTED BY



Gene Haas Foundation



1 – 9/12/2022

[firstwcpa.org](http://firstwcpa.org)



April 5-8, 2023

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## Welcome

### **Welcome to the *FIRST*® Robotics Competition Greater Pittsburgh Regional**

We are delighted to have all of you - students, parents, teachers, sponsors, volunteers and spectators - with us for this special occasion, our twentieth year of the *FIRST* Robotics Competition in Western and Central Pennsylvania.

Greetings to our Greater Pittsburgh Regional teams and welcome to those who traveled long distances to be here with us! We look forward to seeing how you solved this year's *FIRST* Robotics Competition challenge, Charged Up<sup>SM</sup> presented by The Gene Haas Foundation. Week 6 will mark the culmination of months of hard work, creative problem solving and incredible teamwork. On the arena floor, you will test your design, strategy, and fabrication skills. You have learned what it means to be part of a team and you have contributed to its success. In the spirit of *Gracious Professionalism*®, your opponents will become your friends and colleagues – for years to come.

To all of our volunteers, mentors, teachers, and parents: Thank you for your year-round support to create this outstanding opportunity for our students. Your investment of time and energy has been significant, and you have served as terrific role models. You have positively impacted this next generation of innovators, educators, engineers and leaders and you should be proud of your accomplishments!

To all our sponsors and partners: you play a critical role thanks to your commitment of funding, volunteers, internships, and leadership. You know the importance of a workforce that is technically astute, innovative, and energized and recognize that *FIRST*® participants are the future workforce that keeps our country competitive in the global economy. And in these times of economic uncertainty, we are even more appreciative of those of you who have stepped up to help us continue this all-important event. This Regional and *FIRST* year-round STEM related activities have been made possible thanks to your support!

We invite everyone to join us to cheer for these students as they put into play lessons and skills learned over the past several months. Watch them compete on the arena floor and visit them in the pits. Talk to them and congratulate them! They are all winners! They are our future.

On behalf of the leadership of *FIRST* Western & Central, PA we wish all participating team members great success, volunteers amazing fun, and spectators super charged excitement! Best of luck to everyone!

The *FIRST*® Greater Pittsburgh Regional Planning Committee

## COVID-19 Health and Safety Policy

Updated August 1, 2023, subject to change

*FIRST* closely monitors news and guidance from the Centers for Disease Control and Prevention, the World Health Organization, local health agencies, as well as state and federal laws and regulations, as we continue to plan the *FIRST* Western and Central PA events including Greater Pittsburgh Regional. The following precautionary measures are currently in place for the event. These measures may be updated as new information becomes available.

Attendees refer to all participants, volunteers, staff, spectators, and guests.

- **Code of Conduct:** All attendees are expected to follow the [FIRST Code of Conduct](#), including demonstrating Gracious Professionalism at all times.
- **Self-Evaluation:** All attendees are encouraged to perform a brief daily health self-evaluation to check for common symptoms of illness before entering the event. Attendees should not attend the event if they have symptoms of illness or have recently been in close contact with someone with symptoms of illness.
- **Face coverings:** Face coverings are **optional** for all attendees in all indoor event areas. Attendees are asked to bring a sufficient supply of [suitable face coverings](#) for the duration of the event if desired. A Face shield is not a suitable face covering.
- **Vaccination:** Vaccination greatly reduces the risks associated with COVID-19. We strongly recommend everyone who is eligible and has access to a vaccine consult with their physician and be fully vaccinated against COVID-19, with booster shots if applicable, prior to attending the event.
- **Social Distancing:** When possible, attendees are encouraged to practice social distancing and to remain in cohorts to limit interactions with those outside of their group. Attendees are expected to practice good hand hygiene. Please be mindful of high traffic areas such as the concession stands, seating areas, and the pit area. Be mindful to limit the number of attendees in the pit area to pit volunteers, those who are directly related to working on the robot, and their mentors. All other attendees are invited to enter the pits in short visits.
- **Safety Glasses:** *FIRST* volunteers will not distribute safety glasses to teams this year. Please bring an adequate supply of safety glasses for your team and attendees on your roster. Those without safety glasses are asked to enjoy the event in any areas where safety glasses are not required.

## Event Location

David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222 USA

Venue website: [David L. Lawrence Convention Center](#)

Event Website: [FIRST Western & Central PA](#)

## Mentors Meetings before the Event

Regular bi-weekly Coach/Mentor meetings will be held beginning Tuesday, January 17, 2023, 7:00 p.m. Eastern time to answer questions about the event and discuss topics that are relevant to this year's game. These meetings will not be recorded, are not mandatory, and all are welcome to attend. Please contact the Regional Director if you would like to be included in the meetings.

## Directions

More information will be added to the handbook as it becomes available.

## Parking

More information will be added to the handbook as it becomes available.

## Load In/Load Out

More information will be added to the handbook as it becomes available.

## Safety Glasses

Remember to have your safety glasses handy when you load in Wednesday, not have them packed away. You will need them to get into the pits.

Safety glasses are required to be worn on and around the playing field and in the pit area per the 2020 Event Rules Manual. The pit area includes the walkway between individual pits. *FIRST* volunteers will not distribute safety glasses to teams this year. Please bring an adequate supply of safety glasses for your team and visitors you invite. Those without safety glasses are asked to enjoy the event in any areas where safety glasses are not required.

Team members will be allowed a 10-minute grace period to retrieve their safety glasses from their pits at the start of pit opening or load-in. Please note: This grace period is just to retrieve safety glasses. If robot work or pit set-up is being done, safety glasses must be worn, with no exceptions.

## Team Check-In

ALL teams must submit their printed roster from Event Registration to ALL regional competitions that they attend.

- An adult member of your group, may check in the team, preferably the lead or alternate mentor.
- Team check-in is available Wednesday evening or Thursday morning when your team arrives.
- Please REMEMBER to bring a printed roster that includes all attendees who are associated with your team **indicating a Signed Consent and Release Agreement for each attendee.**
- Please include a phone number on the roster where the two lead adults of the team may be reached in the event of an emergency, such as a mobile number. Also please check that a voice mail may be left and the mailbox is not full.
- When submitting your roster, please cross off any names on the roster of individuals who will not be attending the event. Leave the names on the roster even if the attendees will be at the event for a portion of the total time, such Friday morning only.
- Double check that all names on the roster have completed the Consent & Release form electronically. This will be indicated by a check-mark to the far right of the name.
- Once the information is verified, we will count the number of adults and the number of youth for your group, and give the representative of your team wristbands to be worn at the event.

- Please be sure all attendees associated with your team wear the wrist bands for all days of the event.
- Wristbands will be checked throughout the event by Safety Attendants beginning 10:00 Thursday morning in order to give teams enough time to disburse the wrist bands to the members of the group.

## [Contacting Other Teams](#)

Please take a look at two Facebook Pages that are a great way for you to communicate with other local teams and the teams who will be attending the Greater Pittsburgh Regional.

- [FIRST Western and Central PA Robotics](#)
- [The Steel City Robotics Alliance](#)

## [Team Pre-Order Meals](#)

Teams may pre-order lunch and dinner meals. More information will be added to the handbook as it becomes available.

## [Team Onsite Meals](#)

More information will be added to the handbook as it becomes available.

Please note: **Outside food and drink are NOT allowed at the venue.** Likewise, no heat sources such as coffee pots, microwave ovens, etc., are allowed in the pits.

## [Lodging](#)

Many hotel accommodations are available nearby and may be found through an online search. More information will be added to the handbook as it becomes available.

## [Nearby Hardware / Supply Stores](#)

More information will be added to the handbook as it becomes available.

## Machine Shop

More information will be added to the handbook as it becomes available.

## Practice Field

A full practice field will be located near the pit area. The field will be available on a first-come, first-served basis.

## Reserved Seats for VIP's

Reserved seats in mid-field are intended for VIP seating to have a view of the competition field. This area will be used by the Judges during opening and closing ceremonies. A few other seats will be reserved for Judge Match Observers. Please respect the judge seating reservations.

**No other seats may be saved at any time. Seat saving devices will be removed.**

## Media Passes

### **Team Media – 2023 *FIRST* Robotics Competition - Greater Pittsburgh Regional**

- The team will be issued one media badge at the beginning of the competition. The team will not be given a 2<sup>nd</sup> or a replacement badge.
- The Team Media person **MUST** queue up with the team. The badge must be visible.
- The Team Media person may move about the perimeter of the field outside of the carpet, except for the section in front of the scorekeepers when the team is on the playing field.
- The Team Media person is asked to be mindful of others, to keep out of the way of traffic, or may be asked to leave the area.
- The Team Media person may not coach others.
- The Team Media person is asked to please be mindful that Referees need to see the field and will move around the field.
- The Team Media person needs to leave the area immediately following the match.
- If rules are not followed, the removal of a badge may be determined by the Head Referee or FTA.

We are asking each Team Media Person to submit 20 or so of their best images by 8:00 a.m. Saturday morning. Email the Regional Director at [dfrownfelter@firstinspires.org](mailto:dfrownfelter@firstinspires.org).

**Identify your images with your team number.**



## Team Ambassadors

If your team has students who would be great at talking with people, please have them sign up at Pit Admin. Each Ambassador will have a name tag with an Ambassador ribbon attached. The Ambassadors will take our VIP's and other guests on tours of the pits and should be prepared to answer questions about themselves, their team, and this year's competition. The Ambassador's welcome table will be located in the front entry on Friday and Saturday. Students will staff the table in shifts and won't be on duty for the whole competition.

## Volunteering

Volunteering at the Greater Pittsburgh Regional is a great way to get to know the details of the *FIRST* Robotics Competition. Simply follow the prompts on your [firstinspires.org](https://firstinspires.org) dashboard and register. We ask volunteers to be available for Thursday, Friday, and Saturday and Judges to be available Friday and Saturday. Many positions are available for those who may be arriving with a team Thursday morning. Limited one-day assignments are also available. Please add the note when you volunteer if you would like to volunteer for only one day, but do not have a preference which day. We will assign you as positions arise.

## Dean's List and Chairman's Awards Signup

Sign-up sheets with prescheduled team and student time slots for the Dean's List and Chairman's Awards will be available at Pit Admin. beginning Thursday noon. Time slots may be switched with another team or individual with agreement by both parties. See Pit Admin for details.

## Safety Glasses

Safety glasses are required to be worn on and around the playing field and in the pit area per the 2020 Event Rules Manual. The pit area includes the walkway between individual pits. *FIRST* volunteers will not distribute safety glasses to teams this year. Please bring an adequate supply of safety glasses for your team and visitors you invite. Those without safety glasses are asked to enjoy the event in any areas where safety glasses are not required.

Team members will be allowed a 10-minute grace period to retrieve their safety glasses from their pits at the start of pit opening or load-in. Please note: This grace period is just to retrieve safety glasses. If robot work or pit set-up is being done, safety glasses must be worn, with no exceptions.

## Participants of the 2022 Greater Pittsburgh Regional

More information will be added to the handbook as it becomes available.

## Venue Floor Plan

More information will be added to the handbook as it becomes available.

## 2023 Greater Pittsburgh Regional Activity Schedule

### Competition Schedule

<b>Wednesday</b>	
6:00PM-8:00PM	5 Team Reps to Load In and Set Up Pits

<b>Thursday</b>	
7:45AM	5 Team Reps to Load In
8:30AM	Pits, Machine Shop, Registration and Inspection Open
9:00AM-11:00AM	Driver's Meeting, Field Open for Measurement and Calibration
11:00AM-12:00PM	Lunch
12:00PM-6:30PM	Practice Matches
8:00PM	Pits and Machine Shop Close Teams exit the building

<b>Friday</b>	
8:00AM	Pits and Machine Shop Open
8:30AM-9:00AM	Opening Ceremony
9:00AM-12:00PM	Qualification Matches
12:00PM-1:00PM	Lunch
1:00PM-5:45PM	Qualification Matches
5:45PM-6:15PM	Awards Ceremony
6:30PM**	Pits and Machine Shop Close Immediately Following Awards Ceremony. Teams exit the building.

<b>Saturday</b>	
8:00AM	Pits and Machine Shop Open
8:30AM-9:00AM	Opening Ceremony
9:00AM-12:15PM	Qualification Matches
12:15PM-12:30PM	Alliance Selections
12:30PM-1:30PM	Lunch
1:30PM-4:30PM	Playoff Matches
4:30PM-6:00PM	Awards Ceremony
6:30PM	Pits and Machine Shop Close Immediately Following Awards Ceremony. Teams exit the building.

### Team Activities Schedule

<b>Thursday</b>	
8:30AM-4:00PM	Homework Study, Carson Room

<b>Friday</b>	
12:15PM-1:00PM	Mentor's Meeting, Mentor's Lounge, Bring your Lunch
5:40PM	Mentor's Parade, Playing Field

<b>Saturday</b>	
10:00AM-12:00PM	<i>FIRST</i> LEGO League Explore, <i>FIRST</i> LEGO League Challenge, and <i>FIRST</i> Tech Challenge Demonstration, Lobby
12:10PM-12:15PM	Mascot Parade, Playing Field
12:30PM	Senior Photo, Playing Field

**\*\*Schedule subject to change.** All times are estimated based on flow of rounds. See Pit Administration table for updated times.

A Quiet Room is available. See Pit Admin if a quiet room is desired.

## Activities

### Homework Study

We understand your sacrifice as a student to be at *FIRST* Robotics Competitions during school hours and realize your efforts to juggle your schedules. The Carson Room will be available for students to use to study Thursday, 8:30 a.m. to 4:00 p.m. Please use Gracious Professionalism in the Homework Study as students need a quiet place to work on their assignments. A sign-up sheet will be located at the Pit Admin table for Mentors to volunteer overseeing the Homework Study room in one-hour intervals. This is a great time for mentors to have a quiet place to catch up on their “homework” as well.

### Quiet Room

The Quiet Room has been created to be a quiet, relaxing space intended to help team members with lower sensory limits to unwind from the competition.

### Mentor’s Meeting at the Event

The Mentor’s Meeting is scheduled for Friday, 12:15 p.m. to 1:00 p.m. in the Mentor’s Lounge. Tables will be available for you to bring your lunch for a “Town Hall” meeting. Mentors, coaches, and parents of all teams are welcome to attend.

### Mentor’s Parade

The Mentor’s Parade is scheduled for Friday, around 5:40 p.m., around the playing field between Qualification Matches and the Awards Ceremony.

### *FIRST* LEGO League, Explore, *FIRST* LEGO League Challenge, and *FIRST* Tech Challenge Demonstrations

Area teams from *FIRST* LEGO League Explore, *FIRST* LEGO League Challenge, and *FIRST* Tech Challenge will host a demonstration of this season’s robots in the Lobby of the Convocation Center, Saturday, 10:00 a.m. to 12:00 p.m. After the demonstration they are invited to join the fun, walk through the pits, and watch the rest of the event. We welcome these teams to see what we do in the *FIRST* Robotics Competition.

### Mascot Parade

The Mascot Parade is scheduled for Saturday around 12:10 p.m., around the playing field between Qualification Matches and Alliance Selections.

## Senior Photo

The Senior Photo will be taken soon after Alliance Selections Saturday around 12:30 p.m., on the playing field.

## Event Rules Manual

The official *FIRST* Robotics Competition Event Rules Manual may be found at:

<https://www.firstinspires.org/resource-library/frc/event-experience>

## Contact Us

Please note: The schedule, activities, team participation, and items in this handbook are subject to change. All times are estimated based on flow of rounds. We'll do our best to keep you informed of changes or additions. Please contact Daphne Frownfelter, Regional Director, with any questions or concerns at [dfrownfelter@firstinspires.org](mailto:dfrownfelter@firstinspires.org), 610-401-4310.