



2024 Team Guide to the Tallahassee Regional

Welcome Teams,

Congratulations on your 2024 CrescendoSM build season! We are excited to see your robot designs for this season. While you've been putting the final touches on your bots and updating their programming, the Tallahassee Regional Planning Committee has been busy preparing for your arrival.

You are receiving this document/email because your team is registered to attend the *FIRST* Robotics Competition - Tallahassee Regional on the FAMU Campus at the Alfred Lawson Jr. Multipurpose Center, March 13th - 16th.

We ask that you read this document in its entirety and we hope that this document will answer many of the questions you have regarding the event. If you still have questions after reading, please reach out to us. While you've been preparing your robots, we have been busy planning the regional and preparing this guide. You may also check for updates on our [Regional website](#) under the Event Information tab and our [Facebook](#) and [Instagram](#) Pages for some fun Tallahassee 200th Anniversary trivia posts. They might come in handy during the competition.

We strongly recommend you print this guide and bring it with you to the event. Any updates to the Team Guide will be published on the event website as the event nears.

The Regional Planning Committee encourages you to check out the additional activities happening in association with the competition – workshops, Team Social, and Sponsor & Scholarship Row displays.

Be sure to check our website and Facebook for information on our Regional. We look forward to your arrival and are excited for CrescendoSM at the Tallahassee Regional. Now read on and get ready for the Tallahassee Regional!

Good Luck and Go Teams!

Wendy Austin

FIRST Regional Director,
North and Central Florida

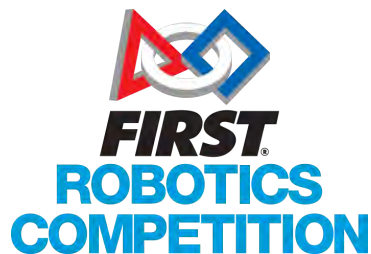
Laura Leonard

Regional Planning Committee
Chair, Tallahassee Regional



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1. Event Schedule

Robotics competitions are as complex as the robots competing, which leads to many opportunities for slowdowns. Teams will receive a welcome packet at check-in. Please review the schedule in the packet for any updates.

In the interest of fairness to all teams, pit closing times will be **strictly enforced**. Please remember your gracious professionalism and vacate the pits by the closing times on the schedule below. Our volunteers cannot leave until after teams have left the building, and they need their rest too!

Competition Schedule

Wednesday, March 13th

6:00 PM – 8:00 PM 5 Team Reps to Load In/Setup Pits

Thursday, March 14th

7:45 AM 5 Team Reps to Load In/Setup Pits
8:30 AM Pits, Machine Shop, and Inspection Open
9:00 AM – 11:00 AM Registration, Driver's Meeting, and Field Open for
Measurement and Calibration

11:00 AM – 12:00 PM Lunch
12:00 PM – 6:30 PM Practice Matches
8:00 PM Pits and Machine Shop Close

Friday, March 15th

8:00 AM Pits and Machine Shop Open
8:30 AM – 9:00 AM Opening Ceremonies
9:00 AM – 12:00 PM Qualification Matches
12:00 PM – 1:00 PM Lunch
1:00 PM – 5:45 PM Qualification Matches
5:45 PM – 6:15 PM Awards Ceremony
~6:00 PM Pits and Machine Shop Close Following Awards Ceremony

Saturday, March 16th

8:00 AM Pits and Machine Shop Open
8:30 AM – 9:00 AM Opening Ceremonies
9:00 AM – 12:15 PM Qualification Matches
12:15 PM – 12:30 PM Alliance Selections
12:30 PM – 1:30 PM Lunch
1:30 PM – 4:30 PM Playoff Matches
4:30 PM – 6:00 PM Awards Ceremony
6:30 PM Pits Close

Schedule subject to change. All times are estimated based on the flow of matches.

Additionally, we will have multiple activities occurring throughout the event! A list of the events can be found below. More details on the Team Workshops can be found in Section 15.

Non-Competition Schedule

Thursday, March 14th

10:00 AM – 4:00 PM	Exhibits Open
10:00 AM – 4:00 PM	Merchandise Sales
11:00 AM	Senior Picture
10:00 AM – 5:00 PM	Team Workshops

Friday, March 15th

8:15 AM	Alumni Parade
9:00 AM – 6:00 PM	Merchandise Sales
10:00 AM – 4:00 PM	Exhibits Open
6:15 PM - 9:00 PM	Team Social

Sunday, March 16th

8:15 AM	Mascot Parade
9:00 AM – 5:00 PM	Merchandise Sales
10:00 AM – 4:00 PM	Exhibits Open

Team Social

Challenger Learning Center & the Regional Planning Committee would like to invite you to join the other FRC Teams and Event Volunteers for the Tallahassee Regional Team Social on Friday, March 15th from 6:15 pm to 9:00 pm at the Challenger Learning Center and Kleman Plaza in Downtown Tallahassee. This event is free of charge - Bring Your Own Dinner. A few Food Trucks may be available. IMAX movie, Planetarium shows, Game Stations, and other activities will be available. DJ will help us dance off the stress of the first day of matches.

2. Health Policies

Gracious Professionalism® is part of the ethos of FIRST. It's a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. *Showing respect for the health and safety of all participants at the event - team members, mentors, volunteers, event staff, and visitors - exemplifies the spirit of Gracious Professionalism®.*

The Tallahassee Regional Planning Committee (RPC) and FIRST® hold the health and safety of FIRST Program-specific personal protective equipment rules, including those around safety glasses and closed

shoes, will be enforced as usual. **All participants are expected to bring their own personal safety glasses including team chaperones and visitors**; there will be limited supply for sale on-site.

In addition, every team should bring their own safety glass cleaning supplies. Antifog spray also is recommended to help prevent fogging of glasses. Other safety measures are included in the FIRST Safety Manual.

Do not come to the event if you are sick or if you have been in contact with someone who is sick with a cold, flu or COVID. Frequent hand washing with soap and water, or hand sanitizer, is encouraged. Face masks are optional. Safety is always our highest priority, so while we love to see your smiling faces, we respect if you choose to wear a face mask. Above all, we hope you will treat each other with kindness and respect throughout the event.

3. Load-In / Load-Out Instructions

Load In: Wednesday, 6:00 p.m. - 8:00 p.m. OR Thursday, 7:45 a.m. - 8:30 a.m.

The intention for early load-in hours is to allow teams to find their pit space, place their robot and tools in their pit space **and begin building their pit during early load-in hours! 5 team members including one adult** will load in through the double door located in the back of the Lawson Center via the loading dock. Any team members loading in **must** enter the pits through the double doors.

Please print or download this section and have it ready for the load-in process. This will keep everyone safe and efficient.

Load-in Route

This route (shown in the image on the following page) is designed to reduce the wait times for load-in. Regional volunteers will be present to assist load-in managers with traffic flow. Please follow their instructions – this will help ease the load-in process for all involved!

As shown in the diagram, all traffic will flow by approaching from Perry Street, turning left on Okaloosa, and proceeding to the loading dock at the designated ramp. Teams are to deliver their robot, pit materials, and tools to the rear of the Lawson Center using this route.

Drivers MUST stay with the vehicle!

Once load-in is complete, the vehicle should exit to the designated trailer parking areas or the stadium parking lot.

Vehicle loading and unloading is to be safely expedited and the vehicle removed from the lane as soon as the robot, pit materials, and tools are unloaded/loaded. We ask that you be mindful of others' needs to unload/load their vehicles and not park in this area for an extended time - if a driver is waiting on team members to arrive to unload/load the vehicle/trailer, they should wait to move towards the load-in area until the team is ready. Additionally, drivers are not to block the pedestrian crosswalks to/from the Venue.

Load-in/Load-out Map



Load-in Process

As teams arrive, they must place their robot, all mechanisms, pit materials and spare parts in the staging area located outside the doors of the venue. Volunteers will be present to aid teams throughout the load-in/load-out process and identify where teams may stage their robot, pit materials, and tools prior to entering the venue. Once they have everything they intend to bring into the venue, they are to approach the safety manager and inform him/her that they are ready to load in.

- During this time, 4 team members and an adult will be allowed to load in their robots including all mechanisms, pit materials, and spare parts into their pit. **Teams will be allowed to set up their pit on Wednesday night OR Thursday morning during early load-in. Teams MUST choose one early load-in time or the other to load in all materials including their robot. They may not use both. Teams will NOT be allowed to perform any work beyond setting up their pit.** No work may be done on the robot until the pit opens Thursday morning at 8:30 AM. A maximum of **five** individuals will be allowed access to the venue for this purpose (one individual must be an adult mentor on the team 18+ years of age and cannot be a high school student).

Attention: Teams can only bring fabricated items in during the team's **initial** load-in as described in Rule E401 of this year's *FIRST* Event Rules. **No exceptions.**

Trailer & Bus Parking after Load-in

After load-in, teams may park their cars in the Bragg Stadium Parking lot. Trailers and other oversized vehicles will be allowed to park in the highlighted parking lots shown on the map. There will be no charge to park in the lots. These trailers and oversized vehicles may park overnight during the event **at your own risk**.

After teams have loaded in, the double door will be **closed** until Saturday afternoon for load-out. The only acceptable entrance during the event is the main entrance facing Wahnish Way. Teams are **NOT** to use the doors at the back of the pits for entrance or exit at any time - they are for emergency exit only.

Load-Out Processes

For load-out, all pit materials, tools, and robots must be queued in the staging area before bringing your vehicle around.

TALLAHASSEE REGIONAL TEAM LOAD-OUT FOR SATURDAY, MARCH 16TH.

Teams will unload using double doors at the back of the pit area via the loading dock. **STAGE ALL YOUR ITEMS NEAR THE EXIT DOOR OR OUTSIDE THE BUILDING ON THE LOADING DOCK BEFORE CALLING YOUR VEHICLE TO LOAD.** It is important that you do not load your vehicle until all your items are staged and ready to load.

FOR VEHICLES:

As with Load-in, all traffic will flow by approaching from Perry Street, turning left on Okaloosa, and proceeding to the loading dock at the designated ramp. Do not arrive in this location until your team has all their items staged and ready to load. If you need to park your trailer after loading to return to the building for the remainder of the afternoon, please park in the trailer lot (location seen on map).

Important reminders

- Be prepared in the event of rain to protect your equipment during the load-in/load-out periods.
- Be sure to have your fabricated items with you at the time you load-in. This is the only time you will be allowed to bring fabricated items into the venue!

Early load-in restrictions

- Only 5 team members will be allowed to bring in materials. At least one of those team members must be an adult mentor on the team (18+ years of age and not a high school student). Otherwise, any combination of mentors and team members is acceptable.
- Safety glasses will not be required during early load-in if you are just dropping off pit items and your robot. If you are building your pit, safety glasses will be required. Teams may bring in their robot and any other equipment/pit items that would normally be permitted within the venue.
- Teams are encouraged to make a single trip in with their robot and equipment but may make more than one if necessary.
- After team members have dropped off their materials and set up their pit, they are to exit the pit area until the pits open on Thursday morning at 8:30 AM. Teams bringing in their equipment on Wednesday night are not allowed in until the pits open on Thursday morning at 8:30 AM to bring in additional, small hand-carried items or continue setting up their pit. Please remember this does not include fabricated items since **fabricated items must be loaded in during your initial load-in window**. No work may be done on the robot until the pit opens Thursday morning at 8:30 AM.
- If loading-in on Thursday morning, you may not begin any work on the robot until Pits officially open at 8:30 AM.
- **No work may be done on any robot until the pits open on Thursday morning.**

4. Being a Good Guest

No painting will be allowed on campus.

Also, if you hang anything up on the bleachers or walls, **use painter's tape** and **take it down** before you depart on Saturday.

No team banquet/meal tables may be set up anywhere inside the building.

One last thing - please show appreciation to our hosts by picking up your team's area in the stands each night. Thanks!

5. Safety

Per *FIRST* guidelines, **safety glasses will not be distributed to teams OR visitors**. When you are packing, please remember to include safety glasses for every student, mentor, and family members who will be visiting your team in the pit area. Plan on bringing extras as spares, as glasses are often misplaced. *FIRST* has provided a limited supply of safety glasses on hand for use by the volunteers, VIPs, and tours, so we appreciate your efforts to supply enough safety glasses for everyone you bring with you!

Everyone (team members, family, friends, mentors, visitors) is required to wear ANSI approved eye protection (safety glasses) when in the Pits. Lightly tinted Yellow, Rose, Blue, and Amber tints are *FIRST* approved. Reflective or dark lenses are prohibited; your eyes must be clearly visible to others.

***FIRST* Robotics Competition participants must wear closed-toed and heeled shoes** that completely cover the entire foot. Shoes must be substantial and have closed-toes and heels to protect against foot injuries, regardless of work location. Heelys are not acceptable footwear in this venue. Flip-flops, crocs, sandals, mules, lightweight slippers, etc. are not acceptable when working on or near the robot.

Spectators attending *FIRST* competitions should follow the following footwear rules:

If substantial close-toed shoes are not worn, spectators may enter the pit area as long as they remain in the pit aisles. Please note that loose sandals (like flip-flops) or bare feet are not permitted in the team pit area **under any circumstances**. Spectators that do not meet the footwear requirement for participants as previously described are not allowed inside individual team pit areas or where robots are being worked on. Be sure to mention this safety requirement to anyone that you invite to the event that is not familiar with FRC so they can visit your team and view your robot in the pit. *FIRST* LEGO League and *FIRST* Tech Challenge participants don't have the same requirements for their events, so be sure to inform them!

Children twelve and under must always have a person eighteen or older with them. Strollers and baby carriages are not allowed within the individual team pits.

Safety glasses will not be required during early load-in **unless you are uncrating a robot or setting up your pit**. If your robot was shipped in a crate, remember to bring safety glasses with you for early load-in!

DO NOT bring skateboards, hoverboards, weapons of any kind (including light sabers or blaster replicas), or drones to the Tallahassee Regional. Also, do not bring bottled gas tanks (e.g. Helium) to the competition.

6. Water in Pits

Teams are permitted to bring sealed water bottles into the pits.

7. Meals, Snacks, and Beverages

Meals are not provided for attendees. There are food concessions located in the building as well as many restaurants near the FAMU campus. There is also a Publix and Aldi close to the venue. We recommend that you assign a few adults to develop a lunch plan for feeding the team and providing snacks throughout the event. Food may be brought in from outside vendors if the waiver provided to team coaches was signed, printed, and submitted at check-in. If the weather is nice, there are some local green parks and spaces where teams can set up a picnic lunch. Teams may **NOT** set up buffet lines or team meal tables inside on the concourse. We highly recommend that the entire team **NOT** leave the arena/venue for lunch, allowing for the team to prepare and arrive on time for their first match after lunch concludes.

This year's Tallahassee Regional will be held while FAMU is on Spring Break. There are restaurants on and near campus in the Colleetown area that are quick service and close to FAMU.

Many delicious restaurants can be found in the area surrounding FAMU that your team may want to eat at during or after the regional. If you choose to get food from any of these establishments, remember you **must** eat the food outside of the Lawson Center or provide the signed waiver mentioned above.

8. The Machine Shop

Machine shop services will be provided by the NASA Mobile Machine Shop. The machine shop has a variety of tools and equipment and most hand/power tools. The shop will be manned by at least one machinist during all competition activities.

The machine shop is a great asset for the teams. It is important to follow their rules to assure safety for both team members and NASA employees operating the machine shop. NASA operators will determine the protocol regarding guests in the shop space. The shop operates on a first-come, first-serve basis.

The NASA Machine Shop will be located in the loading zone at the back of the Pits. *FIRST* has provided a Machine Shop Request Form that will be available at Pit Admin. If the part request is simple, described sufficiently on the form, the machine shop will accept form to the shop and return the part to Pit Admin. The machinists appreciate drawings with the requests.

Machine Shop hours (subject to change):

- Thursday 8:30 a.m. – 8:00 p.m.
- Friday 8:00 a.m. - 7:00 p.m.
- Saturday 8:00 a.m. - 2:00 p.m. (closing time approximate; check with Pit Admin for updates)

9. Moving between the Field and Pits

Teams and visitors will have limited paths available for transiting between the Competition Field and the Pits:

1. Pits are on the same floor as the Competition Field. There will be marked lanes for teams to use to approach the field and queue for matches.
2. There will be a marked single entrance to the Pit area from the audience seating for the event. Pits are open to the public with correct footwear and eye protection. Please comply with signage and marked access points.

Limiting traffic in the pathways from the field to the pit will create a safer pathway for moving robots to the queuing area. We ask that you be on your guard when navigating near robots – remember, safety first!

10. Team Media Badges

Only team members, **with drive-team badges, technician badge, or media badge**, transporting a robot will be permitted to enter the Competition area. Teams will each be provided **one media badge**. Team members wearing a media badge must have a camera with them and accompany their drive team with the robot to the arena to be given access to the field. **Team members wearing the media badge are not permitted to work on a robot, coach/strategize after entering the queuing area or during a match or leave the designated media area during match play to ensure the safety of volunteers and team members.** Media members must stay with the drive team in the queuing area until their team is loading onto the field. Volunteers on the field may make changes as needed for safety and to ensure a good flow of matches.

11. Directions and Parking

The address for the Alfred Lawson Jr. Multipurpose Center on the FAMU campus is 1800 Wahnish Way, Tallahassee, FL 32310. Teams may park their cars in the Bragg Stadium Parking Lot for free. Oversized Vehicles and Trailers may park in the designated lots at the North end of Bragg Stadium at no cost and **at your own risk**. Please make sure your bus drivers know the specific location of this lot. Reference the provided maps for parking locations.

12. Security

Teams should never leave anything of value unattended. For added protection, it is recommended teams use security locks/cables to attach computers to a large object, such as a table. Please label all robot batteries, battery chargers, controllers etc. with your team number. Turn in lost and found items to the Pit Admin Desk in the pit area.

13. Site Layout

The field and pits are located in the venue. The pit map will be uploaded to the *FIRST* Tallahassee Regional website when it is available. Please note that the **pit map is subject to change!**

14. Exhibits

- The Information Desk, Regional Merchandise Sales, Student Ambassador, and Welcome tables will be located on the main floor of the Lawson Center in the lobby.
- Multiple Universities will be tabling throughout the weekend including:
 - Florida Institute of Technology
 - FAMU-FSU College of Engineering
 - Florida A & M University
 - Florida State University
 - Embry-Riddle

- Certain Sponsoring companies will also be exhibiting throughout the competition. Be sure to keep a lookout during the competition for these exhibitors, and remember to thank them for sponsoring the Tallahassee Regional!

15. Web Streaming

The Tallahassee Regional will be streamed on the web thanks to Twitch. Matches on Friday and Saturday, as well as some coverage of Thursday's activities, will be streamed. The stream link will be distributed closer to the event date and will be on the Tallahassee FRC Regional website as well.

16. Thursday Workshops

We will be holding workshops on Thursday on the 4th floor of the Lawson Center. Limited space is available, so be sure to arrive early for workshops! The Regional's Workshops consist of a mix of technical and non-technical sessions. The schedule is shown below and is subject to change. Keep an eye on our Social Media and the Tallahassee Regional website for updates!

Tentative Schedule for Thursday, March 14th Workshops

Time	Side A	Side B
10:00-10:45 am	Fundraising: <i>Tim Sexton, Special Forces Ballistabots Team 8788</i>	Robot Control 101 : Christian Hubicki, College of Engineering
12:00-12:45 am	Pig Talks: Outreach for Success <i>Exploding Bacon Team 1902</i>	
1:00 - 1:45pm	#FIRSTLikeAGirl - How to Empower Young Women in STEM, <i>Exploding Bacon Team 1902</i>	Helicopter Design Competition: Dr. Arce, College of Engineering
2:00 - 2:45 pm	Scouting Workshop: <i>S.P.A.M. Team 180</i>	Helicopter Design Competition: Dr. Arce, College of Engineering
3:00 - 3:45 pm	Sustainability and Continuity Best Practices for <i>FIRST</i> Teams, Elise Cronin-Hurley	Motion Capture for Robotics and Biomechanics: Praban Timilsina, College of Engineering
4:00 - 4:45 pm	FIRST with Assistive Technology (AT): <i>Roaring Riptide Team 4118</i>	

17. Student Ambassadors

We will be selecting 20 students to serve as Student Ambassadors to escort visitors around the Lawson Center, allowing them to meet with company sponsors, media outlets, and various other VIPs. Ambassadors will work the VIP Reception plus a 2 hour shift each day during the competition. They need to be able to comfortably talk with adults in clear and concise terms, convey the values of *FIRST*, and be able to give statistics about the Regional and their own teams.

Descriptions of the ambassador program have been sent to teams. All teams are urged to support the programs, but with the understanding that candidates must not have critical team duties (like being a driver) during the competition. Please nominate up to 2 students/team by Wednesday, March 13th. If you have any questions, have more than 2 members, or the form does not work for you, please reach out to Bethany Petri at bmccabe1102@gmail.com. Use this [nomination form](#) for potential Student Ambassadors.

There will be a Student Ambassador meeting for **selected students** at 4 PM, **on Thursday, 3/14**. More information will be distributed closer to the event. Please be at the **VIP Tables in the lobby at 3:55 PM on Thursday!**

Thanks for reading through the Team Guide!

Please feel free to visit our [website](#) and [Social Media](#), or email the Regional Director, Wendy Austin, at waustin@firstinspires.org if you have any questions!

2023-2024

FIRST[®] CrescendoSM season

Daily Health Screening

Tallahassee Regional

Do you have any of these symptoms?

- Fever or chills
- Cough, shortness of breath, or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Cough, congestion, or runny nose
- Vomiting or diarrhea

Have you been exposed to illness recently?

Are you waiting for Flu or COVID-19 test results due to your symptoms?

***If you answered “YES” to any of these questions,
you have NOT passed the daily health screening...***

DO NOT COME TO THE EVENT VENUE

Metz Culinary Management Services – *FIRST* Robotics Competition 2024 Tallahassee Regional First Right of Refusal Waiver Request

Contact Information

Lead Mentor/Team Contact: _____

Team Number: _____

Team Address: _____

Phone: _____ Fax: _____

Email: _____

Event Information

Event Date: March 14-16, 2024 Event Location: Lawson Center at Florida A&M University

Event Title: *FIRST* Robotics Competition Tallahassee Regional

This waiver releases Metz Culinary Management Services and Florida A&M University of all food liabilities. I/we understand that any food brought on to the campus of Florida A&M outside of the scope of Metz Culinary Management Services is our responsibility, including clean-up. No food preparation is allowed on site. All food/beverages must be provided by a business registered with the State of Florida Department of Business and Professional Regulation. No waiver requests will be considered on or after the event date. This form must be signed and submitted to the Catering Office via email prior to March 14, 2024: ma4017catering@metzcorp.com.