



2023 Team Guide

Welcome Teams,

Congratulations on completing your 2023 build season for CHARGED UPSM presented by Haas! We are excited to see your robot designs for unlocking the power of engineering to transform renewable energy and power a better future. While you've been putting the final touches on your bots and updating their programming, the Orlando 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 - Orlando Regional on the UCF Campus at the Addition Financial Arena, March 15th -18th.

We have been busy planning the regional and preparing this guide while you've been preparing your robots to charge up your community. 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 have questions after reading, please reach out to us. You may also check for updates on our regional website under the Event Information tab.

We strongly recommend you print this guide and bring it with you to the event.

The Orlando Regional will be celebrating our 25th Anniversary this year and we have extra special features planned for this year. The Regional Planning Committee encourages you to check out the additional activities happening in association with the competition – workshops, the Hall of Fame, History Walk and Stellar Alumni displays, FLL and FTC demos and an FLL Showcase. The Friday Night Celebration will include a taco bar, yard games, music and lots of time to celebrate our 25th with all the other teams.

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

Good Luck and Go Teams!

Wendy Austin

FIRST Regional Director, North and Central
Florida

Sarah Plemmons

Competition Chair, Orlando 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!

Wednesday, March 15th

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

Thursday, March 16th

7:45 AM 5 Team Reps to Load In/Setup Pits
8:30 AM Doors Open; Pits, Machine Shop, Registration, and
 Inspection Open
9:00 AM – 11:00 AM Load-In Ends, Driver's Meeting, Field Opens 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 17th

7:45 AM Doors Open; Pits and Machine Shop Open
8:15 AM – 8:45 AM Opening Ceremonies
8:45 AM – 12:00 PM Qualification Matches
12:00 PM – 1:00 PM Lunch
1:00 PM – 6:00 PM Qualification Matches
6:00 PM – 6:30 PM Awards Ceremony
~6:30 PM Pits and Machine Shop Close Following Awards
 Ceremony

Saturday, March 18th

7:45 AM Doors Open; Pits and Machine Shop Open
8:15 AM – 8:45 AM Opening Ceremonies
8:45 AM – 12:30 PM Qualification Matches
12:30 PM – 12:45 PM Alliance Selections
12:45 PM – 1:30 PM Lunch
1:30 PM – 4:30 PM Playoff Matches & Awards Ceremony
~5:00 PM Pits Close 30 Minutes After Closing Ceremony
 Concludes

Schedule subject to change. All times are estimated based on flow of matches. See Pit Admin for updated times.

Additionally, we will be having 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.

Thursday, March 16th

9:30 AM – 5:00 PM	Team Workshops
10:00 AM – 4:00 PM	Exhibits Open
11:00 AM	Senior Picture
12:00 PM – 5:00 PM	Merchandise Sales

Friday, March 17th

8:00 AM	Mascot Parade
10:00 AM – 4:00 PM	Exhibits Open
10:00 AM – 5:00 PM	Merchandise Sales
Evening (immediately following awards ceremony)	25th Celebration Team Social

Saturday, March 18th

8:00 AM	Alumni Parade
9:00 AM - 12:30 PM	FLL Explore Showcase
10:00 AM – 4:00 PM	Exhibits Open
10:00 AM – 5:00 PM	Merchandise Sales
During Playoffs	Stellar Alumni Recognition

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

2. Load-In / Load-Out Instructions

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

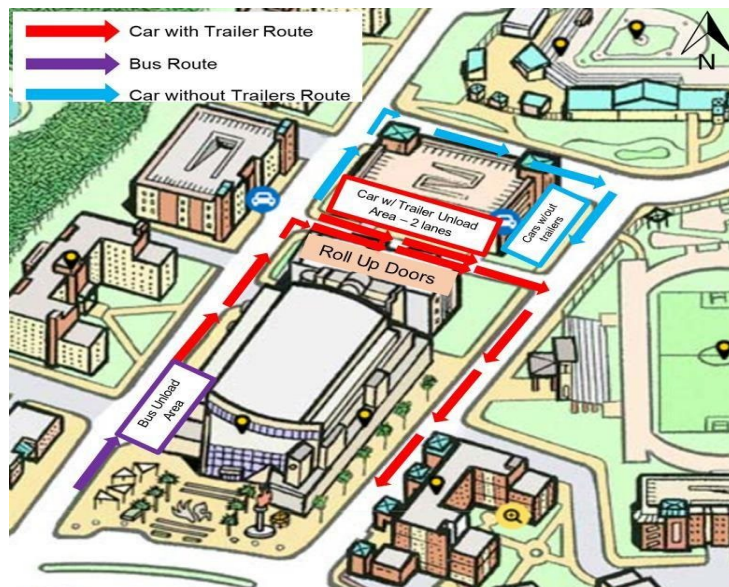
The intention for early load-in hours is to allow teams to find their pit space, place their robot and tools in their pit space **and begin building their pit during early load-in hours!** Teams will load in through the roll-up bay door located in the back of the pits (by Garage F). Any team members loading-in **must** enter the pits through the roll-up bay door. Teams are encouraged to arrive early to ensure they can load in large items for their pit space during this time. Also, please stop by the Pit Admin desk to collect Pit passes for your team. Access to the Pit is **restricted** to those with pit passes, so be sure to register and pick them up at Pit Admin during load-in!

Please print or download this section and have it ready for the load-in process. This will keep everyone safe and efficient. There will be athletic events on Wednesday night, so use extra caution while driving near the arena and watch for pedestrians.

Load-in Routes for Wednesday Night

There will be different routes for the load-in process on Wednesday night only. These routes are designed to reduce the wait times for load-in. UCF parking patrol personnel will again

be present to assist load-in managers and volunteers with traffic flow. Please follow their instructions – this will help ease the load-in process for all involved!



As shown in the above diagram, all traffic will still flow by entering on West Plaza Drive and exiting on East Plaza Drive. Teams are to deliver their robot, pit materials, and tools to the rear of the Addition Financial Arena using one of the following three routes:

- Buses: If you will be unloading items from a bus, use the dedicated area (shown above in Purple) to unload all items. You are encouraged to bring a cart(s) of some type, as teams will need to transport any items from the bus unload area to the roll up doors at the back of the pit building in the alley. Buses are **NOT allowed** to drive in the alley behind the pit building under any circumstance.
- Cars/Trucks with Trailers: Vehicles pulling trailers will enter on West Plaza Drive and turn right into the alley between the pit building and Parking Garage F (the normal unloading area, shown in red on the map). As this is a fire lane, **the driver must stay with the vehicle at all times - no exceptions**. We recommend having two mentors for this method – one to stay with the vehicle and one to escort students into the pit.
- Cars/Vans/Trucks without Trailers: Depending on traffic, vehicles without trailers will be directed by parking services to enter on West Plaza Drive, turn right onto Knights Victory Way, and then turn right onto East Plaza Drive. This route is shown in Blue on the above map. Cars will be directed to pull up onto the extra-wide sidewalk section and unload there. This route is shown in blue on the map. **The driver must stay with the vehicle at all times - no exceptions**. We recommend having two mentors for this method – one to stay with the vehicle and one to escort students into the pit.

Load-in Routes for Thursday Morning

If a team is unloading Thursday Morning prior to the pit opening, the car is to enter on West Plaza Drive and turn right behind the Arena to load in. Once load-in is complete, the car should exit on East Plaza Drive. Again, as the alley is a fire lane, **the driver must stay with the vehicle**

at all times - no exceptions. All buses should unload along the side of the Arena on Thursday morning.

Vehicle loading and unloading is to be safely expedited and the vehicle removed from the alley as soon as the robot, pit materials, and tools are unloaded/loaded. We ask that you be mindful of others who need 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 parking garage and Venue.

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 garage 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 inspection manager and inform him/her that they are ready to load-in.

- During this time, teams 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. However, 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 Parking after Load-in

After load-in, teams may park their cars in Garages D, F and H. There is a parking fee associated with this. Trailers and other oversized vehicles will be allowed to park their trailer in Parking Lot D-2 in the row closest to Gemini Blvd. There will be no charge to park in the lot. These trailers and oversized vehicles may park overnight during the event in lot D-2 **at your own risk.**



Lot D2 Parking Area

After teams have loaded in, the roll-up bay door will be **closed** until Saturday afternoon for load-out. Instead, the side pit entrance on the east side of the pit building will be open after the arena has opened for the day. 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. Busses are to use the parking spaces surrounding parking garage F, located behind the venue. Teams transporting their pit materials, robot and tools by bus should carry their robot, pit materials, and tools from the staging area outside the venue garage doors to these bus parking spaces; busses should not enter the alley under any circumstances. There will be athletic events on multiple nights, so use extra caution while driving near the arena.

Important reminders

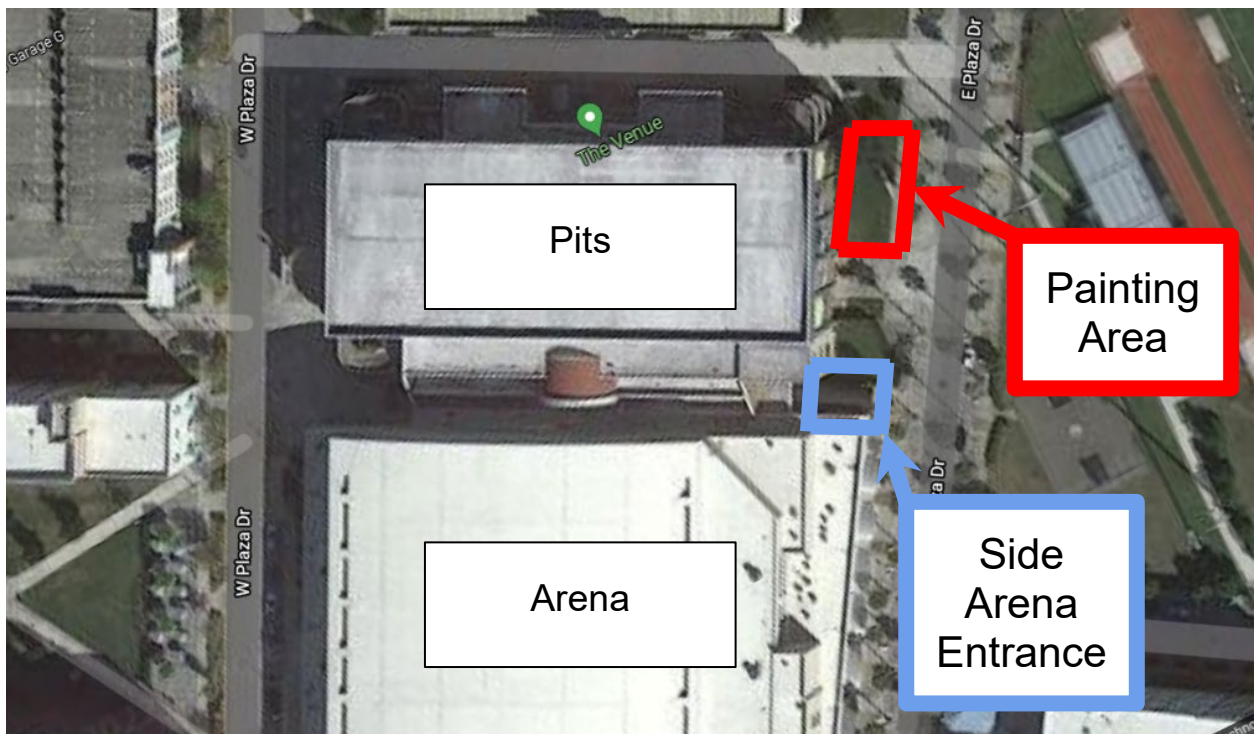
- Be prepared in the event of rain to protect your equipment during the load-in/load-out periods.
- Be sure to have your fabricated items with you at the time you load-in. This is the only time you will be allowed to bring fabricated items into the venue!
- If your robot came in a crate, let Pit Admin know when the crate is ready to be picked up!

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 unless you are uncrating a robot or setting up your pit. If your robot was shipped in a crate, remember to bring safety glasses for early load-in.
- Teams may bring in their robot and any other equipment/pit items that would normally be permitted within the venue (per E401 of the Event Rules).
- 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 safely exit the pit area until the pits open on Thursday morning at 8:30 AM. Teams bringing in their equipment on Wednesday night are asked to wait 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 as **fabricated items must be loaded in during your initial load-in window**.
- No work may be done on any robot until the pit opens each morning at 8:30 AM.
- Teams that shipped their robots to the competition may uncrate their robot on Wednesday from 6 PM to 8 PM, or Thursday beginning at 7:45 AM. No work may be done on the robot until the pit opens each morning at 8:30 AM. Safety glasses must be worn while uncrating a robot.

3. Being a Good Guest

No painting will be allowed in the arena or pit. This refers to any type of paint, including body, hair, and spray paints. Do **not** use paint inside the bathrooms, on the concrete areas outside the arena, or on the artificial turf (this includes artificial grass) in the plaza area. You are allowed to paint, if required, in the grassy area shown in the red box below (near the side arena entrance). Make sure wet paint does **not** get into the arena.



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

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

4. Safety

Per *FIRST* guidelines, **safety glasses will not be distributed to teams.** 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.** You might consider 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 and visiting public, 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 lenses are prohibited; your eyes must be clearly visible to others.

FIRST Robotics Competition participants must wear closed-toed 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. Flip-flops, 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. There will be a limited number of child-size safety glasses available to borrow and return at the entrance to the pit for public visitors. 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!

Please do not bring skateboards, hoverboards, weapons of any kind (including light sabers and blaster replicas), or drones to the Orlando Regional. Also, do not bring bottled gas tanks (e.g. Helium) to the competition. Helium balloons are not allowed in the Addition Financial Arena or Venue buildings.

5. Water in Pits

Teams are permitted to bring sealed water bottles into the pits. Florida can be hot in March, and the pit can get hot on Thursday morning and Saturday afternoon when the big roll-up door is open for load-in/out. As there are no water fountains in the facility, and the closest concession stands are at the front of the arena, we encourage teams to bring bottled water into the pits.

6. Meals, Snacks, and Beverages

Meals are not provided for attendees. There are food concessions located in the building as well as many restaurants on the UCF campus. We recommend that you assign a few adults to develop a lunch plan for feeding the team and providing snacks throughout the event. Food brought in from or bought outside the arena cannot be brought into the building. UCF personnel will stop you if you attempt to bring in outside food or drink **unless** it is necessitated by a dietary restriction. If the weather is nice, there are many grassy areas near the arena where teams can set up a picnic lunch. 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. **PLEASE NOTE:** Jimmy Johns is considered **outside** of the arena this year. You will not be able to eat this food inside the arena if it is open during the event.

New this year, Arena Catering is offering a pre-order boxed lunch option for teams! To order these boxed lunches, please click the following link and use the lunch pre-order form: <https://www.firstinspires.org/team-event-search/event>. **NOTE: orders must be placed by March 10th!** Food purchased through Arena Catering or at the concession stands can be eaten inside the arena.

This year's Orlando Regional will be held while UCF is NOT in session, which means many of UCF's restaurants will be closed. There are restaurants in Knight's Plaza which surrounds the Addition Financial Arena. Information about these restaurants can be found here: <https://www.knightsplaza.com/locations>. Many delicious restaurants can be found in the area surrounding UCF 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 Addition Financial Arena.

7. The Machine Shop

Machine shop services will again be provided by the UCF College of Engineering and Computer Science. The machine shop has mill, drill and lathe machining capability, band saw, and table saw cutting capability, a bit of soldering, grinding/ polishing, threading & tapping capability, and most hand / power tools. **The shop does not have any welding capability.** 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 UCF employees operating the machine shop. Team members and mentors are not allowed in the Machine Shop for safety reasons - however, there is an office in front of the shop to wait. The shop operates on a first come, first serve basis.

Per guidelines from *FIRST*, *teams must provide their own transportation to and from the machine shop. The Regional Planning Committee has made arrangements for a golf-cart and gator to transport parts to and from the arena to the machine shop, but **team members and mentors are not permitted to ride on the vehicles.** The machine shop is within walking distance of the arena or teams may drive over to the machine shop and park with a parking pass provided by Pit Admin. **There will be multiple spots (orange cones in spot) available in the loading dock area of the College of Engineering and Computer Science. When parking you must move the cone out of the way and park. When leaving you must put the cone back or we risk losing the available spots.** Maps and more information will be available at Pit Admin and signs will be placed along the walking path. *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 drivers will take the form to the shop and return with the part. The machinists appreciate drawings with the requests.*

Machine Shop hours (subject to change):

Thursday 8:30 a.m. – 8:00 p.m.

Friday 7:45 a.m. - 8:15 p.m.

Saturday 7:45 a.m. - 2:00 p.m. (closing time approximate; check with Pit Admin for updates)

8. Moving between Arena and Pits

Teams and visitors will be able to navigate between the Pits and the Arena using the hallway on the first floor this year, to the right of the information tables. This may change during the event, so keep an eye out for potential changes! Keep in mind: the hallway is narrow and has lots of traffic, so be cautious when using it. There will be robot traffic here as well - please be on your guard and remember, safety first!

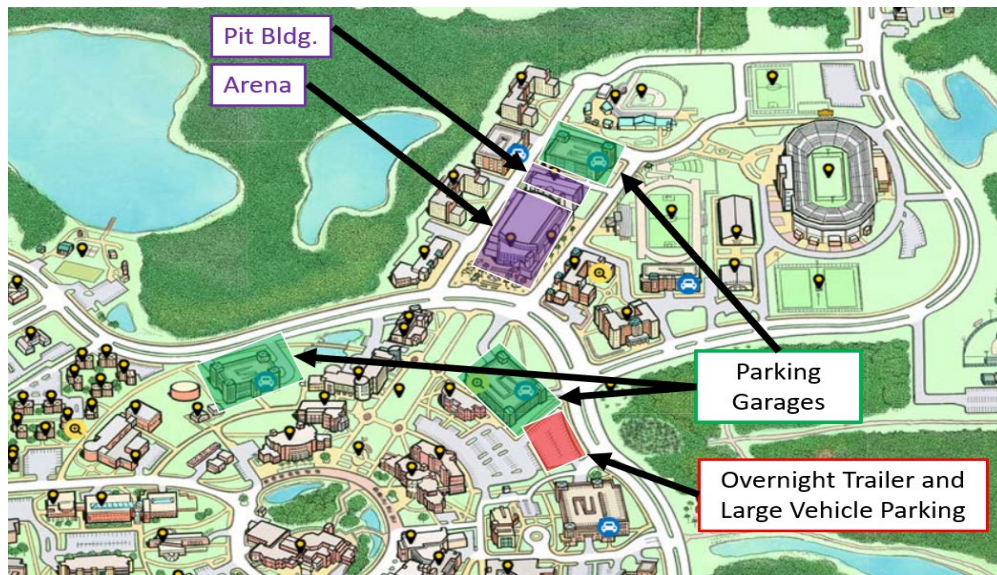
9. Team Media Badges

Only team members, **with driver badges or media badges**, transporting a robot will be permitted to enter the arena floor. 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.

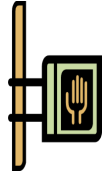
10. Directions, Parking, and Jaywalking

The address for the Addition Financial Arena on the UCF campus is 12777 Gemini Blvd. N, Orlando, FL 32816 (Gemini Blvd N & West Plaza Dr.). NOTE: There will be other traffic some nights during the event. Please exercise caution when driving around UCF!

Teams may park their cars in Garages D, F and H. There is a parking fee. Oversized Vehicles and Trailers may park in Lot D-2 at no cost and **at your own risk**. Please make sure your bus drivers know the specific location of this lot. Reference the diagram below for parking locations.



Overall Parking Map



Pedestrian traffic regulations are strictly enforced by the police on campus. Violations can include crossing the street when the crosswalk signal is a red hand, indicating it is not safe to cross, and crossing the road outside of the marked crosswalks. **Pedestrians face a fine of \$62.50 or more for jaywalking if they cross the street before the signal changes, and not paying the fine will result in points added to their driver's license.** Please be mindful of the traffic/crosswalk signals and don't jaywalk!



11. 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.

12. Site Layout

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

13. Exhibits

- The Information Desk, Regional Merchandise Sales, Student Ambassador, and Welcome tables will be located on the 1st floor of the arena in the lobby.
- There are multiple FIRST programs, and we are happy to host a few this year for regional attendees to learn more about these programs! FLL and FTC teams will be exhibiting on Friday and Saturday. FLL Explore will be exhibiting on Saturday only.
- Multiple Universities will be tabling on Friday and Saturday (subject to change), including:
 - o University of Central Florida
 - o Florida Polytechnic
 - o Florida Tech
 - o Embry Riddle Aeronautical University
 - o UCF Army ROTC
 - o Kettering University
- Certain Sponsoring companies will also be exhibiting throughout the competition. Be sure to keep a look out during the competition for these exhibitors, and remember to thank them for sponsoring the Orlando Regional!

14. Web Streaming

The Orlando 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, and will be on the Orlando FRC Regional website as well.

15. Student Ambassadors

We will be selecting 30 students to serve as Student Ambassadors to escort visitors around the Addition Financial Arena, allowing them to meet with company sponsors, media outlets, and various other VIPs. 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.

There will be a Student Ambassador meeting for selected students at 2 PM **on Thursday, 3/16**. More information will be distributed closer to the event. Please be at the **VIP/Welcome Tables in the 1st floor lobby at 1:55 PM on Thursday!**

If you have any questions, please send an email to frcorlandoambassador@gmail.com.

16. Thursday Workshops

We will be holding workshops on Thursday on the 3rd floor of the Addition Financial Arena. 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 Orlando Regional website for updates (including places to stream them, if available)!

- www.orlandofrc.org
- <https://www.facebook.com/OrlandoFRC/>
- <https://twitter.com/orlandofrc>

Tentative Schedule for Thursday, March 16th Workshops

Time	Room 1041 (Arena)	Room 115 (Venue)
09:30 - 10:15	SPAM Advanced Strategy	-
10:00 - 10:45	-	Ninjineers - Take your Legislator to Build workshop
10:30 - 11:15	SPAM Scouting	-
11:00 - 11:45	-	Roaring Riptide - A Tidal Wave of AT
11:30 - 12:15	Art and Design - Virtual Reality (Ringling College of Art and Design)	
12:00 - 12:45	LUNCH	LUNCH
1:00 - 1:45	UCF's Knight's Experimental Rocketry (KXR) club	-
1:15 - 2:00	-	PIGTalk - How to Have a Successful Outreach Program with Exploding Bacon
2:00 - 4:00	Fluid Power Systems (hands on)	-
2:15 - 3:00	-	Big Bacon Theory of Image and Marketing
4:00 - 4:45	#FIRSTLikeAGirl A discussion with Women in STEM careers Featuring: Deborah Karagosian, cybersecurity expert and executive at Telos; Beverly Seay, computer/controls executive and chair of the UCF board	FRC 1622 Team Spyder - Fundraising Workshop

Schedule subject to change. All times are estimated.

17. 25th Anniversary Celebration

2023 marks the 25th year for the Orlando Regional. At the 25th Regional we are honoring our past, reveling in our present and looking forward to our future. As a way to celebrate our present, we will be hosting a celebration Friday Night (3/17) to celebrate our students, mentors, and volunteers. At the event there will be dinner served along with a variety of activities for guests to participate in.

Tickets are \$15 per person. Ticket Sales will close on **Monday, March 6th at 9pm**. You can purchase tickets two different ways: PayPal (in the form provided) or Cash at the Orlando Regional (see Laurel Lichtenberger at the Merchandise Table). Although you may pay at the Regional, you must pre-register for the event using [this form](#).

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!