



Oregon Robotics Tournament and Outreach Program
presents
Oregon FIRST Tech Challenge
2007-08 State Championship Tournament

March 2, 2008
Glencoe High School
2700 NW Glencoe Road, Hillsboro, Oregon 97124

February 16, 2008

Dear FTC Robotics Coach:

This letter and the attached enclosures are intended to help prepare you and your team for our upcoming tournament. Please read all the information in this packet thoroughly yourself, and read pertinent parts aloud to your team. Also, pass on necessary information to parents and guardians, as indicated throughout these documents. Contact us directly with any questions. Our goal is to provide useful information to make tournament day run smoothly. There are 31 teams registered for our tournament. Everyone's cooperation is necessary to make this event a success.

Most of the communications you will receive from us will be by email. Please check you email regularly and respond promptly if requested. If you are not receiving email announcements from ORTOP or us please call one of us with a correct email address or check your spam filter.

Our FIRST Tech Challenge (FTC) tournament event expects that you, as coach, and all adults associated with your team will abide by FTC values, policies, procedures and standards as stated in the FTC Coaches' Promise and agreed upon as part of the tournament registration.

Overview of Tournament Day

7:15-8:00am Registration: Teams arrive at Glencoe High School for registration. Registration is in the lobby just beyond the front doors. **Registration OPENS at 7:30 am and CLOSES at 8:00 am.** All teams are expected to register at this time.

Coach checks in and picks up registration folder; the registration folder will be marked if the team is assigned one of the first two rounds of Performance competition rounds. Coaches should check their schedule at this time and ensure that they are aware of the time for their first scheduled event. All team members put on Participant ID tags and security-access wristbands, with team # and team "engineer's" name. **There can be no more than 10 students on one team.** You'll be given only 10 Team "Engineer" badges. Team proceeds to Pit room.

8:00 -8:25am Coaches: Coach attends the Coaches' Meeting. *Please confirm the location of the meeting when you register.* In this meeting, we'll review the flow of the day and the tournament rules, and answer your last-minute questions. Your team mentor/asst. coach will be responsible for leading your team from the Pit area to the Auditorium for the opening ceremonies.

8:25am All teams proceed to the Auditorium for opening ceremonies.

8:30-9:00am Opening Ceremonies: We'll welcome the teams, thank sponsors, and make a few short announcements. We will also review robot driving rules with the teams.

9:00am **Judging Begins:** Teams will receive a customized schedule showing when and where they should appear to be interviewed by the judges. Teams are responsible for getting themselves to the Judging events. If you are not present at the Judging events then you will miss this judging opportunity. As with the Performance competition round, because of the tightness of the schedule, you will not be able to make up a missed judging opportunity. You should arrive at the associated judging venue five minutes before your assigned judging opportunity and check in with the judge's room assistant upon arrival. Please do not arrive earlier than that because you may interfere with the previous teams entering and leaving the judging room

Bring your Team # card to all competition areas to present to judges/referees.

9:00-11:00 **Tournament field available for practice.** Use of the practice area will be scheduled to ensure that all teams have comparable access to the area; the practice area monitors will facilitate table use.

11:00-12:00 **Lunch:** Your team may not eat in the pit area. No food or beverages are available on site. Teams may arrange for food to be delivered by team parents; parents are not allowed in the pit area and thus teams must make arrangements with team members to receive delivered food either in the Glencoe HS Cafeteria or in front of the building. Note that the tournament is hectic and has limited tournament staff; thus, tournament staff will be unable to track down teams for food delivery.

12:00 noon **Qualification Rounds begins!** Team goes back to Pit area to practice or make adjustments to robot, or watches other teams in the Performance competition.

All teams will be on an even footing, in that none will know the competition-pairing schedule until the day of the competition. Because of the tightness of the schedule, you will not be able to make up a missed competition round.

Bring your Team # card to all competition areas to present to judges/referees.

Approx 2:45 **Elimination Rounds:** After each team finishes its last round it should move its belongings to its vehicles prior to the awards ceremony

4:00pm **Pre-Awards Activities and Awards Ceremony:** After Competition is complete, teams go to Gym for Pre-Awards Activities and the Awards Ceremony. Note: Additional details and schedule adjustments will be announced on the day of the tournament. The Awards ceremony may start early depending on the actual team load on the day of competition.

Team goes back to Pit room to retrieve any remaining belongings and leave site.

5:00pm **Adjournment**

THIS SCHEDULE IS SUBJECT TO CHANGE. CHECK TOURNAMENT PROGRAM AND LISTEN FOR UPDATES THROUGHOUT THE DAY.

Access to the Tournament

ID Tags and security-access wristbands – Team members, coaches, and mentors will be issued ID tags when the team checks in at the tournament. Only those with badges will be granted access to certain restricted areas during the tournament. Restricted areas at our tournament are the Pit Area, Practice Table Room, and the Judging Rooms. Be sure to have your team members wear the ID tags and badges at all times. Anyone without ID tags and badges and nametags will not have access to the pit and judging areas.

Because of site security, everyone entering the Pit area will need to wear their ID Tags and nametags at all times when in the Pit areas. ID tags and badges will be issued to team members, coaches, and mentors in accordance with the team roster provided to security.

Adults to Supervise Participants – Plan on two adults per team (e.g., yourself and your team’s mentor) and three adults for larger teams. Note that due to space considerations, a maximum of three adults will be allowed to accompany the team into restricted tournament areas.

Guests – The Gym has ample seating. Please invite family, friends, sponsors, and school VIPs. Only team members, coaches, and mentors will be allowed in the Pit, Practice, and Judging areas; parents, family members and guests are restricted the competition gym and the cafeteria.

Extra Children – We recommend that you do not bring extra children with you. If you have youngsters who are not members of your team and want to attend the tournament, you should have them accompanied by an adult who is not attending as part of your team. Children must be supervised at all times while at the tournament site.

Coaches with Multiple Teams – If you have more than one team at this tournament, it’s important that you bring an adequate number of adults with you to supervise your teams. Please let us know in advance and we will try to place your team's Pit tables in close proximity to one another; however, there are no guarantees that we will be able to do so. Remember too that your teams will be competing at different times in different places and that each team must have a designated coach that is responsible for each team.

Food

Sack Lunches – You are encouraged to bring lunch from home in order to provide your team with the most flexibility in fitting its lunch time into its schedule with the various events. Your team may not eat in the pit. Please have your lunch in the cafeteria. However, as only team members are allowed back in the Pit area you must either bring your food with you or arrange to have your support crew (friends and family) bring your food to the lobby. There is no food available on site (although there are a number of places available within a few miles of the site) so you will need to make any food arrangements in advance. If you plan to have food or supplies delivered during the course of the day, please make sure that you have cell-phone numbers ready as the tournament staff will not be able to find you or to deliver your food and supplies for you.

***** NO FOOD OR BEVERAGES ARE NOT ALLOWED IN THE PIT GYM *****

Parking

Parking is readily available at the Glencoe High School . You can unload your team and equipment in front of the building, but do not leave your vehicle parked there. The driver must remain with each vehicle and move to a parking area upon unloading.

Directions to Glencoe High School

Glencoe High School is in Hillsboro. The address is 2700 NW Glencoe Road, Hillsboro, Oregon 97124. It is located south of Hwy 26. From Portland, travel Hwy 26 west to Exit 61 (Shute Road/Hevetia Road), left onto Shute Road, right onto Evergreen Road, left on to Glencoe Road. Please see enclosed map or consult a mapping website.

Tournament Volunteers

You will be able to recognize Tournament Volunteers; they will be wearing “Special” T-Shirts. Feel free to ask volunteers for help or information. They are there to make the tournament run smoothly and to help you throughout the day.

Fun Stuff

We're going to have a great time. There will be an opening ceremony plus Pre-Award activities while the judges are making their final decisions. Your team should consider wearing something fun to identify your team members, i.e. hats, T-Shirts, stickers. ORTOP encourages participants to talk and share their experience. This is a great opportunity to meet new friends, share stories and learn from each other. This is an educational, friendly competition.

Sincerely,

Nick Brandt and Kevin W. Rudd

ORTOP FIRST Tech Challenge 2007 State Championship Tournament at Glencoe High School
nick.brandt@intel.com and kevin.w.rudd@intel.com

ENCLOSURES TO THIS LETTER:

- COACHES' FTC CHAMPIONSHIP CHECKLIST & GUIDELINES
- RELEASE FORM – Please have the parent/guardian of each team member sign a copy of the form and return it to you prior to the tournament. **WE NEED A SIGNED RELEASE FORM FOR EACH OF YOUR TEAM MEMBERS.** Please be prepared to turn in these release forms at the local qualifying tournament registration desk
- TOURNAMENT LOCATION MAP