**Sycamore High School Robotics**

**2017-2018**

**Parent/Student Handbook**

**Team 12056 Aves Ablaze**



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Preface

The purpose of this handbook is to provide students and their parents’ information related to the operating practices, expectations and requirements for being a member of a SHS Robotics *FIRST®* Tech Challenge Team.

Before a prospective team member accepts a position on the team, both student and parent(s) should read the handbook and acknowledge that they will strive to meet the expected commitment.

Much of the material contained in this handbook is drawn from on-line material made available by the *FIRST®* organization (**F**or **I**nspiration and **R**ecognition of **S**cience and **T**echnology) as well as other publically available FTC team handbooks. SHS Robotics thanks them for their contributions.

# Team History

SHS Robotics began in fall of 2016, in which two students founded a Robotics Club at SHS Robotics in hopes of starting an FTC team. There was much interest in the robotics team, and membership soon grew to over 20 people. Students were immediately engaged in the world of FIRST and loved how SHS Robotics was a self-run organization with little adult help.

The team was soon named Aves Ablaze, a play on the Sycamore mascot. Although they faced what seemed like thousands of setbacks along the way, through hard work and dedication, they built a simple yet reliable and competitive robot from just the simple kit of parts. With the help of school funding, sponsorships, and member donations, Aves Ablaze was able to compete in two competitions in their rookie year earning a prestigious award at both. At the scrimmage, they received the Newcomer’s Award, signifying that they were the most outstanding rookie team. At the Cincinnati Qualifying Tournament in early 2017, they earned the Judges Award for their efforts as a self-run team.

# SHS Robotics

## Mission

To inspire young people to pursue careers in science and technology, by engaging them in a team oriented extra-curricular program where they will develop leadership skills and learn about designing, engineering, programming, business, and project management in the fun and creative field of robotics.

## Vision

SHS Robotics shares the vision of *FIRST®* - “To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders." (Dean Kamen, FIRST Founder)

## Values

SHS Robotics shares the values of *FIRST®:*

**Gracious Professionalism®** - To act with integrity and sensitivity. To value others, and respect individuals and the community. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended.

**Coopertition®** - To display unqualified kindness and respect in the face of fierce competition. Coopertition® involves learning from teammates and mentors while assisting and enabling others when you can.

In addition, SHS Robotics will commit to:

**Innovation & Creativity –** To differentiate our robot designs using tools and resources available to everyone.

**Teamwork –** To reach consensus on our team objectives, to put the best interests of the team first and to fully participate in the activities of the team.

**Excellence -** To always look for opportunities to improve oneself and the team. To give our best effort and inspire others to do the same.

**Community Outreach** - To share our experiences with others and promote the benefits of STEAM (Science, Technology, Engineering, Art, Math) programs throughout our community.

**Having Fun** - To enjoy what we do as individuals and as a team.

# *FIRST*®

## About *FIRST*®

*FIRST*® (**F**or **I**nspiration and **R**ecognition of **S**cience and **T**echnology) was founded in 1989 by inventor Dean Kamen to inspire young people's interest and participation in science and technology. Based in Manchester, NH, the 501(c)(3) not-for-profit public charity designs accessible, innovative programs that motivate young people to pursue education and career opportunities in science, technology, engineering, and math, while building self-confidence, knowledge, and life skills.

*FIRST*® is a “**Sport for the Mind”**, where young, innovative, and creative minds explore science and technology, solving real-world problems and competing in exciting, hands-on robotics challenges including *FIRST*® Lego League (FLL), *FIRST*® Tech Challenge (FTC), and *FIRST*® Robotics Competition (FRC). These annual programs culminate in an international robotics competition and celebration. Through their *FIRST*® experience, participants win recognition, gain self-confidence, develop people and life skills, make new friends, and perhaps discover an unforeseen career path.

*FIRST*® is “**More Than Robots.”** *FIRST*®participation is proven to encourage students to pursue education and careers in STEM-related fields, inspire them to become leaders and innovators, and enhance their 21st century work-life skills.

## A *FIRST®* Experience

Colleges, universities and corporations recognize the value of the *FIRST*® experience. They recognize that *FIRST*® team members are passionate about science, technology, engineering, and math, and that *FIRST*® students develop critical life skills including problem solving, time management, teamwork, and the appreciation of diversity.

Over 150 Scholarship Providers worth over $16 million are available for students who have participated in *FIRST*® Robotics Competitions and/or *FIRST*® Tech Challenge programs.

Scholarships vary in value from one-time awards of $500 to full tuition for four years estimated at $160,000. Most awards are annually renewable if an acceptable academic average is maintained.

For more information on *FIRST*®, please visit [www.firstinspires.org](http://www.firstinspires.org) for more details.

# *FIRST*® Tech Challenge Competition

## Overview

*FIRST*® Tech Challenge is designed for students (grades 7-12) who want to compete head to head using an exciting sports model. Teams design, build, and program their own robots to play a 12’ x 12’ floor game, in an Alliance format, against other teams. Participants call it “the hardest fun you’ll ever have!” Guided by adult Coaches and Mentors, students develop STEM skills and practice engineering principles (like keeping an engineering notebook), while realizing the value of hard work, innovation, and sharing ideas. Each season concludes with regional Championships and an exciting  *[FIRST](http://championship.usfirst.org/?__hstc=212927755.9c748460411433392599adb36b1990bc.1464300128548.1464427776914.1464433161355.6&__hssc=212927755.22.1464433161355&__hsfp=3743816522" \t "_blank)*[®](http://championship.usfirst.org/?__hstc=212927755.9c748460411433392599adb36b1990bc.1464300128548.1464427776914.1464433161355.6&__hssc=212927755.22.1464433161355&__hsfp=3743816522" \t "_blank) [Championship](http://championship.usfirst.org/?__hstc=212927755.9c748460411433392599adb36b1990bc.1464300128548.1464427776914.1464433161355.6&__hssc=212927755.22.1464433161355&__hsfp=3743816522" \t "_blank).

Robots are built from a reusable platform, powered by Android technology and programmed using Java. Teams, supported by Coaches and Mentors are required to develop a game strategy, then design and build robots based on sound engineering principles. Awards are given for performance in the competition, as well as community outreach, design, and other real-world accomplishments.

Students get to…

* Design, build, and program robots.
* Model the real-world engineering design process.
* Apply math and science concepts.
* Develop strategic problem-solving, organizational, and team-building skills.
* Build life skills while building robots and work towards participating in tournaments and World Championship.
* Compete and cooperate in Alliances at tournaments.
* Raise funds, design and market their team brand, and do community outreach.
* Qualify for scholarships at over 150 colleges/universities.

The best part about *FIRST*® Tech Challenge is being part of a team. Student and adult team members are encouraged to bring any skills they already have, like programming, electronics, metalworking, graphic design, web creation, public speaking, videography, and many more. *FIRST*® Tech Challenge and SHS Robotics welcomes every student, with or without special skills.

## *FIRST®* ****Tech Challenge Competition Schedule****

The *FIRST*® Tech Challenge season starts in May, when team registration opens. The season kick-off is in early September when the annual robot game is announced. The design and build season runs from September to January. Tournament season varies by region, starting as early as October and ending as late as April. State and Regional Tournaments will advance teams to Super-Regional Championship Tournaments, and winners earn spots at the *FIRST*® Championship towards the end of April. There are also many off-season events where teams participate, strategize, hone their skills, learn new technology, meet other teams, and *have fun*!

Although competitions vary based on type and location, the general outline is as follows. The competition begins with the Robot and Field inspections, in which teams demonstrate to judges that their robots do not break a single rule as outlined in the FTC game handbook. Next is the Judging Session. Prior to each competition, FTC teams will create a presentation outlining their seasons to be conveyed to the judges during this time. During the 15 minute judging period, the team presents to a panel of judges, and they may ask any sort of question to the team. Finally is the robot game. This begins with a randomized alliance portion in which teams are paired with, and play against a new set of teams for each round. The top 4 teams then have the opportunity to each choose 2 alliance members to compete in a bracket style championship.

## Participation Cost

The costs of fielding a *FIRST*®Tech Challenge team varies from team to team and region to region depending on what level of participation the team chooses. In the 2016-2017 season, the Aves Ablaze budgeted $3000 in order to pay for registration, field pieces and perimeter, robot parts and technology, t shirt, and other miscellaneous items. In order to help defray the cost of FTC, team members are required to pay a yearly membership fee of $100. The remainder comes from Sponsors, Fundraisers, 501(c)(3) not-for-profit organizations and 501(c)(3) company matching gift programs. (See also “***6.9.1Financial Support”)***

Here are some basic cost parameters per team (excluding travel):

* The *FIRST* Tech Challenge registration $275.
* Qualifying Tournament Entry Fees $100 per event.
* Half Game Field $235 or Full Game Field $450.
* T Shirts $15 per member (around $300 per team).
* Replacement Parts and Supplies $1500- $2500.

## Time Commitment

Mentors/Adult Volunteers meet regularly with their teams throughout the school year. Students are expected to attend every All Team Meeting, in addition to all department meetings. There will be periods when the meeting frequency will increase significantly as competition dates approach. Students are also expected to spend time engaging in fundraising and outreach events after school and on weekends. (Refer to “***7.1 Attendance / Meeting Rhythm*”** for details)

Like any sport or other after-school activity, the more time you invest, the better you will become at your task(s) and the more responsibility you will be given.

# SHS Robotics *FIRST*® Tech Challenge Teams

## General Expectations

* Make SHS Robotics a priority. Attend all team meetings, working sessions and outreach events. Represent the team when invited to robotics competitions.
* Be considerate and advise the team president, department heads, and mentors of planned absences well in advance.
* Be an active participant. Take initiative when you see something you can do.
* Contribute and Value ideas of others with respect and understanding.
* Express questions, concerns openly and respectfully.
* Participate appropriately in the decision-making process.
* Support the decisions of the team.
* Fulfill your assigned responsibilities and look for opportunities to help others.
* Be accepting of direction and advice from coaches, mentors and peers.
* Be safe and responsible. Be conscientious about tools and equipment.
* Be an advocate for SHS Robotics and demonstrate the team values.
* Show Gracious Professionalism**®**. Help your team members and other teams in need.
* Thoroughly read and learn the FTC game rules.
* Read and acknowledge the content of this FTC Team Handbook.
* Adhere to the Sycamore High School Student Handbook.
* Enjoy Yourself! “This is the hardest fun you’ll ever have.”

## Team Structure

FTC rules permit up to fifteen (15) students on a team supported by a minimum of two adult mentors per team. Each team will have a student All Team President, supported by an Engineering Department Head, Programming Department Head, and Strategic Department Head. There will also be numerous adult coaches and mentors to offer their help and expertise.

Each SHS Robotics Member will be assigned to one of the three departments (Engineering, Programming, Strategy) based on factors such as availability, interest, skillset, etc. and it is ultimately up to the Team President, Department Heads, and coaches to finalize each team member’s assignment. Team members will then work in their departments to complete the required tasks, which will be assigned by the Department Head.

All team communication will be the job of the All Team President and coaches, however department communications will be facilitated by the respective Department Head. Such forms of communication include email, Remind, and group messaging.

## Competition Team Openings

The number of openings within the SHS Robotics FTC program is a function of:

* *FIRST*® tech challenge rules.
* Student interest and commitment.
* Number of seniors graduating out of the team.
* The budget to cover the annual cost of purchasing robotics parts, tools, competition fees and advertising (t-shirts, flyers etc.).
* The number of teachers and number of parent volunteers committed and able to provide mentoring at every team meeting.
* The space and resources available within the school for meetings and robot practice.

## Competition Team Member Selection

Being a member of a SHS Robotics is a privilege. It is very likely that there will be more prospective members than spaces on the team. Positions are offered to those students who best share the team values, will benefit the team the most and can make the time commitment to SHS Robotics. The student must also be in good academic standing.

Due to the cap of 15 members per team, and due to the high interest in SHS Robotics, official team members will not be chosen until about 1 month outside of the first qualifying tournament. Prior to this point, every member acts as part of the team.

Recruitment is done on an annual basis and if the student is successful, he/she will generally join the team at the start of the new school year.

All skill levels are welcome and needed. Student and adult team members are encouraged to bring any skills they already have, like programming, electronics, metalworking, graphic design, web creation, public speaking, videography, and many more.

The Team President, Department Heads, and adult mentors will be part of the decision making process.

If offered a position on a SHS Robotics FTC team, a student is considered a team member when he/she acknowledges they can meet the expectations and requirements outlined in this handbook. The team coach also needs to receive concurrence from one or more parents/guardians.

# Roles and Responsibilities

There are many ways students and parents can contribute to our *FIRST*® Tech Challenge teams. Team roles and responsibilities generally include the following:

## All Team President

The team President is the student focal point and a role model for the *FIRST*® Tech Challenge team. The President will oversee the team’s activities as a whole and is responsible for:

* Managing and coordinating with all department heads
* Coordinating with all coaches, mentors, team administrators, and the SHS Robotics Board
* Making/ Managing the Master Spreadsheet
  + - Team Member Information
    - Attendance
    - Budget
* Creating a budget for the team
* Talking to adults about getting professional help
* Emailing parents and team members with weekly updates (or whenever needed)
* Spending money as seen fit (with due input from SHS Robotics Board and Aves Ablaze Department Heads)
* Creating a calendar of all meetings
* Coordinating and plan team meetings
* Registering team through FIRST
* Registering team for competitions
* Recruiting new team members
* Coordinating the Engineering Notebook

## Programming Department Head

Leads all aspects of the software and code development of the team. The Programming Department Head is responsible for:

* Writing well-commented programs for the autonomous part of the competition.
* Writing code for the driver control.
* Selecting sensors to improve functionality and performance.
* Updating programs and code as necessary to adapt to design or strategy changes.
* Knowing the rules and regularly monitoring forums and *FIRST*® resources for rule updates, and ensuring team compliance.
* Communicating problems and possible solutions clearly and respectfully with team members.
* Ensuring the software development process is documented in the Engineering Section of the Engineering Notebook with sufficient and descriptive detail that other team functions can understand the purpose and function of the code.
* Ensuring there is a hard copy of the program available at events.
* At events, making any changes the Drive Team requests in order to be more efficient during the controlled portion of the match.
* Offering assistance and training to team members that are new to programming.
* Applying for the Control Award

## Engineering Department Head

Leads the main designing and building of the robot. The Engineering Department Head is responsible for:

* Ensuring all team members take safety precautions while building the robot.
* Using guidelines from team brainstorming activities to build a robot.
* Taking the robot design from concept to a working product.
* Making decisions about the mechanical design.
* Investigating different solutions to solve mechanical design challenges.
* Testing to ensure that all mechanisms on the Robot work effectively together.
* Communicating problems and possible solutions clearly and respectfully with team members.
* Achieving consensus and making changes based on input from the team.
* Scheduling adequate time for the Programming Team to conduct testing of the robot chassis and sensor operations.
* Quickly communicating any design changes to the Programming Team.
* Knowing the rules and regularly monitoring forums and *FIRST*® resources for rule updates, and ensuring team compliance.
* Ensuring the robot design and any subsequent changes are fully documented in the Engineering Notebook with sufficient detail that the robot could be constructed from the notes.

## Strategic Department Head

Leads all strategic aspects of the team, including outreach, sponsorships, fundraising, mentoring, t shirt and logo design, etc. The Strategic Department Head is responsible for:

* Completing the team section and business plan (and/or strategic plan and sustainability plan) for inclusion in the Engineering Notebook.
* Working with the Engineering and Programming teams to assure team activities, actions, failures, and successes are recorded (including photos) and documented in the Engineering Notebook.
* Communicating team activities through social media. Assuring the team web-site is kept “fresh”.
* Taking photos or video footage of the build process and events for use in marketing and outreach efforts.
* Assembling promotional materials to showcase the team capabilities.
* Coordinating, preparing and submitting “Promote,” “Compass,” and “Video” Award entries.
* Visiting sponsors and potential sponsors.
* Contacting the local media, surrounding schools, or civic organizations to increase public awareness of the team, and to show how students benefit from the FTC experience.
* Preparing team members for competition scouting and judging session as competitions approach.
* Helping to establish and promote team identity and spirit.

## Robot Drive Team

The drive team is responsible for driving the team robot during tournaments. The team consists of two drivers and a drive team coach. They will also participate in the robot inspection. Members must be able to memorize the rules, understand the robot mechanics, work well under pressure and communicate well within the team and with alliance partners.

TeleOp (Remote Control) drivers must show an aptitude for remote control finesse, and precision. The drive team coach must able to direct the drivers through an adaptive strategy, manage the clock and communicate the actions of other robots on the field.

Typically, students on the drive team will be selected from the Programming or Engineering departments, however anyone interested is welcome to learn and try out for the roles. Since these are critical roles for tournament day, additional team members will need to train as back-ups in case of last minute absences.

## Sub team member roles/assignments

Depending on their personal interests and skills, all team members will be assigned roles and responsibilities within the general categories of build, programming and business. However, students will be expected to flex across the sub-teams depending on the needs of the team during the season, (for example a robot programmer could also be a web-master for the business team). It is expected that everyone will get exposure to various aspects of planning, strategic thinking, leadership, design, CAD, fabrication, assembly, marketing, media and communications, public relations, web-site management, alliance scouting and most importantly fun!

## Adult Coach

In *FIRST*® Tech Challenge, the term coach and mentor are used interchangeability. However, for the purpose of this handbook the adult coach is defined as the two adult mentors who assume responsibility for advocating the team and FIRST, and coordinating with the Team President to register the team through FIRST, register for competitions, and lead team during meetings. All coaches MUST pass the FIRST Youth Protection Program (YPP) screening, as well as be approved by Sycamore Community Schools through the passing of a detailed background check and fingerprinting.

The coach will:

* Monitor compliance with Sycamore High School Handbook.
* Be the focal point for all activities requiring access to Sycamore High School and/or resources provided by the school district.
* Be the focal point for student/teacher/parent confidential discussions including any conduct or academic related issues.
* Act as a liaison between Team members, Mentors, Parents, and Volunteers.
* …Plus all the roles and responsibilities of an adult mentor.

## Adult Mentors

Mentors are vital to a team’s success. Without them, student’s ideas may not be realized. They bring their industry experience to share with the students and help teach them how to be successful. We are fortunate to have Engineers and other Professionals willing to commit a significant portion of their personal time to work side-by-side with the students.

Mentors perform many roles including:

* Helping the team set realistic goals.
* Facilitating meetings and helping the team to coordinate the work.
* Being a resource for training and education.
* Taking care of administrative responsibilities, such as tournament registration and communication.
* Relaying guidelines and rules to the team, other Coaches, Volunteers and parents.
* Facilitating team activities and discussion. Ensuring all decisions are made in the best interest of the team as a whole.
* Coordinating help.
* Maintaining equipment and purchasing supplies.
* Communicating with Sponsor organizations.
* Planning and scheduling meetings, visits, and trips.

## Parent Involvement

Parents play a vital role in our team’s success, and enhance students’ participation in the team. Parents of student are expected to provide financial, material, physical, and spiritual (cheer) support throughout the competition season. ANY HELP IS NEEDED!

### Financial Support

For the 2017-18 season, a contribution of $100 per student is expected at the start of the season. This will help defray part of the cost of registration, robot supplies, and team supplies. The remaining funds will be raised by the students from fundraisers and sponsors.

### Volunteering/Team Engagement

* Participate as a volunteer in events sponsored by the SHS Robotics team.
* Provide transportation (Refer to “***7.4 Team Travel / Transportation*”**) and chaperone at competitions. Visit the team during the year and during the build season to view the progress of the robot, animation, CAD, and programming.
* Bring food for the team during special events and extended working hours (build season & tournament season).
* Suggest and/or help organize fund raising events for the team. Help identify new avenues or business contacts for team sponsorship.
* Become a future mentor!

# Requirements

## Attendance / Meeting Rhythm

In order to be a productive and effective member of a *FIRST*® Tech Challenge team, students are expected to attend every team activity and remain engaged in the purpose of that activity.

A student’s attendance and behavior is considered a reflection of their level of commitment to the team. Their attendance record will influence decisions by team leaders and mentors concerning eligibility for attending *FIRST*® events and attaining future team roles. Should they expect to be absent for any reason, team members are expected to notify the respective team president, department heads, and mentor(s) by email. Parents should by on copy of the email. *No shows are unacceptable.*

Planned absences such as vacations should be communicated well in advance, so workarounds can be put in place. *FIRST*® Tech Challenge rules require meeting attendance to be recorded in team’s Engineering Notebook.

### Build Season (Sept-Dec)

The most important time period for the team is known as the build season. This is when the *FIRST*® Tech Challenge game is “revealed” and the team works on the strategy, design, construction, documentation and testing of the robot.

During the build season, students are expected to attend up to 3 meetings per week, each lasting approximately 2 hours. There will be weeks where the demand will be higher so the team can accomplish its goals.

In addition to the regular meeting rhythm, students are required to support special weekend events such as “Kick-Off” weekend, build days, outreach events and fundraising activities. In many of these cases, the teams will look for support from parents to provide transportation and/or food for the team.

### Tournament Season (Dec-Mar)

The most demanding part of the year is tournament season. Typically, a team will enter two state qualifying events, but may elect to participate in a scrimmage for playing experience. If schedule and budget permits, the teams may also elect to compete in an out-of-state qualifying event. Qualifying events usually run Friday evening and all day Saturday.

During the tournament season the meetings will become more frequent and informal. The team will focus on preparing for competition weekends and improving the performance and reliability of the robot. Meeting schedules will revolve around the needs of each sub-team. In some instances, such as the week prior to a tournament, students may be asked to help on a daily basis after school, on holidays and on weekends.

For tournament weekends, the team President and Department Heads, drive team members and mentors are required to participate. However, the support of team members is needed to scout alliance partners and cheer along all of the teams. Tournament days are a showcase opportunity for the team, recognizing the creativity and hard work they have put in to their robot design projects. Students and parents alike will have a lot of fun attending the events.

### Post-Tournament Season (Offseason: Apr-May)

Depending on the success of the team, the period after the last competitions and before the end of the school year is referred to as the post-tournament season. In this period, the team will celebrate their success, wish the seniors farewell and focus their activities on outreach and recruiting.

There may also be scrimmages and unofficial competitions where new and old team members alike can experience the flow of tournament play and interact with other teams.

### Summer Break (Jun-Aug)

During the high school summer break there will be no formal robotics meetings however those in leadership roles may need to support the coaches/mentors in planning and preparing the upcoming season.

Team members and prospective teams are encouraged to participate in available STEM camps to further their learning experience.

### Meeting Agenda

During the build season, students, coaches and mentors will meet on a regular basis to work on the robot design and prepare for the upcoming tournament season. The agenda for each meeting with specific tasks and goals is coordinated between the team President, Department Heads and the coach/mentors.

## Grades

Participation in SHS Robotics is an extra-curricular activity. GRADES ARE A PRIORITY! Students shall put their academic grades before any team needs. Parents are strongly encouraged to understand the expectation of being a SHS Robotics team member before consenting to their student’s participation. During the season, the parent is to communicate with the adult team coaches any academic or other concerns regarding their student.

## Code of Conduct

Participation on the SHS Robotics team is considered an extracurricular activity of Sycamore City Schools. All team members, parents, and mentors shall conduct themselves in a manner consistent with the Sycamore High School student handbook.

Some notable considerations for the robotics team are:

* Gracious Professionalism**®** and Respect are expected at all times.
* Do not roam the school. Be on time and head directly to your meeting location.
* Leave an area better than you found it. Always pick up after yourself, and never leave a team meeting or session without having checked your area.
* Make sure all equipment/tools are put away and the spaces are clean of debris.
* Do not play games on the computers. There is always work to be done. Ask the team President, a sub-team leader or a mentor for something to do.
* Have consideration for any one speaking at a meeting. Side conversations are a distraction to those listening around you as well as disrespectful to the person who is speaking.
* Be Safe! All students shall wear safety glasses, when in the proximity of building, testing or operating a robot. At competitions, safety glasses must be worn in the pits at all times. The team will be penalized for all members not wearing proper eye protection. The drive team must wear them during matches. Do not lift or stack heavy items in an unsafe manner that could cause personal injury to yourself or others. Wear gloves, ear protection or closed toe shoes as appropriate. Store sharp objects in appropriate containers immediately after use.
* Never work alone. Ensure at least one mentor or student is with you at all times.

## Team Travel / Transportation

Parents are responsible for the travel arrangements, conduct and costs of students attending any SHS Robotics meetings or events.

If a parent is transporting a student to a team meeting or an event, they are equally responsible for their timely pick-up as they are for drop-off. The mentors/coaches spend a significant portion of their personal time with the students, and it is only courteous to be prompt so they can share time with their own families.

Traveling to competitions is a privilege earned through hard work and commitment to the team. We understand that circumstances may arise that creates a conflict; however, students are strongly encouraged to make every effort to earn the opportunity to travel as this is a rewarding, exciting fun experience – perhaps the best part of *FIRST*®.

If parents are unable to provide transportation for their student, Adult mentors may offer to transport them in their personal vehicles. In such cases, the student is responsible for his/her own safety, well-being, and must be respectful for the parent/mentor’s vehicle. Written permission (email) is required from a parent before this is allowed.

Other requirements when traveling…

* Adhere to the Sycamore Schools Student Handbook Rules of Conduct.
* Demonstrate the Team Values. Respect the SHS Robotics brand.
* Be on time.
* Be respectful of those around you. Keep noise to a minimum in hotels and restaurants.
* At competitions, be respectful of other teams and refrain from un-sportsman like conduct.
* Volunteer to clean up and help take down the competition and pit areas.

## Fundraising

The team operates from donations from parents, business sponsorships and fundraisers. At this time, Sycamore School District provides limited financial support but does manage the SHS Robotics financial account through the District Offices.

To minimize parental contributions students on the team are required to solicit sponsors and conduct fundraisers throughout the year, Fundraising is an important obligation. Not only does it help the team raise money for team expenses, but also it builds important partnerships with local businesses, community and donors. Fundraising is another means of outreach, spreading awareness of the team and *FIRST*® across the community.

Parents are a great source for ideas and support. If you have any ideas on potential fundraising opportunities, please let the President or any team member know.

## Community Involvement

*FIRST*® tech challenge teams must design and market their team brand, and do community outreach for which they can win awards.

SHS Robotics will be active in the local community, as they host/attend events, perform demonstrations and support math and science-related programs for the area’s students.

# Team Contacts/Communication

Good communication is so important to a teams’ success. All students must stay up-to-date on team happenings and important events. The primary means of communication between coaches, mentors, parents and students is email. Communications between students may differ and this will be decided by the respective team President. Should any questions or concerns arise, please refer to the contact list below.

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| --- | --- | --- |
| **Position** | **Contact** | **Email** |
| SHS Robotics Staff Advisor | Mr. Mel Hoffert | [hoffertm@sycamoreschools.org](mailto:hoffertm@sycamoreschools.org) |
| Sycamore Community Schools FIRST Administrator | Mrs. Christine Katzman | [christinekatzman76@gmail.com](mailto:christinekatzman76@gmail.com) |
| Aves Ablaze Coach | Wendy Pelberg | [wendypelberg@icloud.com](mailto:wendypelberg@icloud.com) |
| Aves Ablaze Coach | Brian Reckamp | [Reckamp.bj@pg.com](mailto:Reckamp.bj@pg.com) |
| Cofounder + All Team President | Adam Pelberg | [adam.pelberg@icloud.com](mailto:adam.pelberg@icloud.com) |
| Cofounder + Programming Department Head | Nick McDonough | [nickmcdonough@aol.com](mailto:nickmcdonough@aol.com) |
| Engineering Department Head | Aidan Reckamp | [Areckamp@gmail.com](mailto:Areckamp@gmail.com) |
| Strategic Department Head | Quinn Rile | [quinnrile@gmail.com](mailto:quinnrile@gmail.com) |

# Revision History

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| --- | --- | --- | --- |
| **Rev No.** | **Date** | **Section** | **Description** |
| - | 2017-02-15 | - | Initial Handbook Release |