

FIRST Robotics Team Handbook

DRAFT 1: JAN 16 2014

#3266

“Robots R Us”

ROBOTS R US  3266

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Welcome

Welcome to FIRST Robotics Team #3266 “Robots R Us!” This handbook is intended to guide you in understanding the program we call FIRST Robotics, and the rules and guidelines you will need to know in order to have a safe and enjoyable time on the team.

Please review all the information very carefully. If you have any other questions that this guide has not covered, or if there are questions regarding any topic, do not hesitate to ask a mentor. You are encouraged to share this manual with your parents, and keep it handy for future reference.

Organization

The student side of the team is led and organized by the designated **team captain**. The team captain is elected at the closing of our season, or when a previous captain graduates from the team. The team captain is responsible for a number of decisions, all overseen by the mentors.

The designated **safety captain** is responsible for knowing all safety-related rules. The safety captain must be knowledgeable of all tools in our build shop and strive to maintain safety excellence both on and off the field.

*Note: The safety captain is briefly expanded upon in the **Safety** section of this handbook.*

Transportation

Transportation to and from meetings and team activities is the responsibility of each individual student. Carpooling with other students is encouraged, as long as proper safety precautions are handled.

Note: Transportation to events such as regionals or off-season events are handled by parents and team mentors. Please stay up-to-date with team mentors for detailed directions and parking information.

Communications

The team communicates via text messaging on a service called GroupMe. New members may be asked to provide their cell phone number to be added to this service. If you do not have an unlimited data plan, or a pay-as-you-go plan, you will NOT want to take part in our text messaging service.

Note: If you do not have a cell phone or texting plan, please get in contact with a team mentor and stay as up-to-date with team meetings and activities as much as possible.

Behavior

Each team member is expected to be respectful of all team members, as well as other individuals that the team may meet at team meetings or activities. Team members are required to exemplify the ideals of FIRST both on and off the field.

Please be respectful of your environment, especially in the build shop. Team members are expected to be quiet, courteous, and clean up any messes in their environment. Leaving tools laying out, trash on tables, drinks half-empty, etc. are all very disrespectful to the students and mentors left to clean up the mess. This behavior should be maintained whether you are at home, in our build shop, or sitting in the bleachers at a regional.

In the event that a relationship develops or is ongoing in the team, please be respectful of all team members and avoid any and all PDA. You should NOT appear as a couple, but as normal team members.

Note: Inappropriate behavior may result in warning sent home to your parents, and you will be sent home for the day.

Uniform

Your uniform is a t-shirt supplied by the team, as well as team hats, sweatshirts, hoodies, etc. that may have been purchased or made individually. Team spirit and group cooperation is exemplified by the uniform. You will be required to wear it during competitions, demonstrations, and presentations. It must be kept in good, clean, condition.

Note: Open-toed shoes, shorts, dresses, and skirts are all restricted to wear at our competition. You will NOT be allowed into the venue. This is a general rule, not a team rule.

Safety

The responsibility of safety lies with each and every team member. Everyone is required to abide by the safety practices of all mentor facilities. Almost all aspects of the project involve the use of tools and equipment that are potentially dangerous if not used properly. As a team member you will need to understand that safety is your number one priority.

It should be understood that all students on the team are acting like employees of an organization. It is important to maintain a positive image to our community, sponsors, and other FIRST teams. This begins with safety. All members must know and demonstrate safe and professional behavior wherever the team conducts its business.

Each year, a team **safety captain** will be designated by both students and mentors in agreement. The safety captain is required to uphold the rules and guidelines outlined in the official FIRST Robotics Safety Manual during the season and at team events.

Power Tool Usage

Power tools should only be used with direct permission and supervision of adult mentors. The only tool entirely off-limits to students is the bench grinder.

Note: Safety is our number one priority. Failure to follow safety guidelines may result in immediate dismissal from the team.

Music

The playing of music in any work area is allowed so long as it's not disruptive to others. For safety, the wearing of personal music devices, such as headphones, will not be allowed in the work areas or meeting rooms. No music is allowed in the pit area.

Emergency Situations

In the case of an emergency, find the nearest mentor, tell them who and where you are, and follow their instructions. For all severe medical emergencies, dial 9-1-1 *first*, then find a mentor and inform them of the situation.

Scheduled Meetings

Build season begins the first non-holiday Saturday of every year. The team meets at the designated location (our build shop) at 9:30am and awaits the announcement of the game animation, kicking off the build season.

During build season, the team will meet daily after school. Please stay in contact with other team members, as if there are no mentors able to supervise students, the build shop will be closed. These meetings during build season end at the mentors discretion, or when students can no longer be supervised.

After competition (May - December), the team meets monthly, the first non-holiday Saturday of every month. These meetings are typically held at 10:00am at our build shop, but can be moved to different times and locations.

Disciplinary Actions

If you violate any section of this handbook you will be held responsible for your actions and disciplinary measure will be taken against you.

- *First Offense. Verbal warning. No disciplinary action.*
- *Secondary Offenses. Verbal warning. May be asked to leave the build shop / venue. Parents will be notified of any behavioral problems.*
- *Ongoing Offenses. Dismissal from the team.*

Student Involvement

Students are required to participate in team activities. This includes attending competitions, demonstrations, presentations, fundraisers, and more. Not every student is expected to attend each event, please speak with a mentor if you have scheduling conflicts.

Parent Involvement

Parents are invited to participate in team activities, including fundraisers.

- Participate in team presentations and demonstrations. Just by being there.
- Manage basketball game concessions w/ students.
- Make lunch for the team's Saturday meetings.

2014 FIRST Robotics Team #3266 “Robots R Us” Team Roster

Juniors

Blake Dunham	Richmond High School
Jordan Haney	Richmond High School
Dallas Heil	Richmond High School
Spencer Lanman	Richmond High School
Mason Niccum	Richmond High School

Sophomores

Aaron Hendreich	Eaton High School
Kyra Houle	Eaton High School

Freshmen

Nick Jackson	Eaton High School
Delaney Adams	Twin Valley South High School

Mentors

Mike Halderman	Burke Halderman	Robert Unruh Sr.	Robert Unruh Jr.
Dale Baker	Joel Galloway	Jim Beasley	Catherine Borucki
	Jeff Lanman	Craig Matthews	