



TEAM HANDBOOK

2017-2018 SEASON



TEAM 1741

CENTER GROVE HIGH SCHOOL

RED ALERT ROBOTICS TEAM



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WELCOME

Welcome to Team 1741! It is an incredible honor to be a part of this amazing robotics team. Team 1741 is in its thirteenth year, so you joined at a very exciting time! The mentors and previous team members have worked hard to build a strong and solid foundation for this team. We are working on distinguishing ourselves as a hardworking, knowledgeable team that strives for excellence in all aspects of **FIRST** (*For Inspiration and Recognition of Science and Technology*). Overcoming financial obstacles, Team 1741 has competed against and defeated teams with many more resources. But beyond that, we want to be a team that focuses on Gracious Professionalism, teamwork, and dedication to the ideals of FIRST.

The purpose of this handbook is to provide guidance and to answer questions about the team, its purpose, and your responsibilities as a member or parent. Please read this information carefully to decide if you or your son/daughter will be able to follow the team rules, commit to the **hours**, and commit to the fundraising responsibility required for participating in team functions and events.

This handbook is for team members and parents. Please do not hesitate to contact any team mentor if you have questions.

Engineering Coach

Mr. Nathan Coulombe

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Mrs. Rachel Miller

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TEAM 1741 WILL ACHIEVE ITS GOALS THROUGH

1. **PRIORITY:** The top priority of the entire team is the development of student leaders.
2. **FOCUS:** Keeping the focus of the team on learning as well as inspiration of science, technology, and business, that will never be sacrificed for other things such as winning.
3. **INVOLVEMENT:** Striving to always involve the students and community in our projects.
4. **COMMUNITY:** Teaching team members the importance of giving back to the community.
5. **MENTORING:** Mentoring our middle and elementary school students as positive role models.
6. **ACHIEVEMENT:** Promoting the importance of academic achievement at all times.
7. **PRIDE:** Encouraging students to have pride in their school, community, team, and self.
8. **DEDICATION:** Members of this team will learn how to work with each other, mentors, other FIRST teams, and their community through hard work and dedication.

RED ALERT TEAM MEMBERSHIPS

Red Alert Robotics is a full-time, year round operation. The summer is a time of numerous outreach events and activities which help promote STEM (Science, Technology, Engineering, and Math) in the community.

Fall Call-out is from August to October. During this phase the members work on FIRST projects, associated activities, and skill building. It is crucial that the team spends this time fundraising and seeking donations. This is the time period when your GRADES, dedication, and team performance are monitored very closely to make sure they are up to the standards of the team. Close attention is paid to attendance of mandatory meetings and voluntary events. This phase is also a time for students to experience team activities such as design exercises, training on tools, participation in community events, and to determine if this team is for them.

There will be an evaluation and review before the official Build Season Kickoff in January, by the head coach that will cover the student’s grades as well as the participation and activities of each individual student who wants to be a member of the Red Alert Robotics Team.

In order to be a part of the team you must commit to the following items:

- Time obligation:

<i>Off Season Impact/Pre-Season (June-Dec)</i>	<i>Build Season (Jan 7-Feb 21)</i>	<i>Competition Season (Feb 22-April 29)</i>
<ul style="list-style-type: none"> • Participate in one Community Outreach project • Attend at least three Team Meetings • Turn in all required paperwork. 	Participate in 60% of the scheduled practice hours.	Participate in 50%* of the scheduled practice hours.

**Participation requirements during competition season may be altered, based on team progress*

- Financial commitment of \$600 due by January 4th, 2018 (through direct contribution or fundraising efforts).
Any student who does not attend the Kickoff on **January 6, 2018** or who has not met his or her fundraising requirement or made arrangements with the RARPO Treasurer will not be a part of the team at that time. If you need to miss Kickoff you must notify the **Coaches** in advance. Then it is your job to read the newly released game rules/criteria to stay informed. You are responsible for knowing all game rules/criteria before you return to practice.

Students who have concerns about the fundraising commitment are to talk to the RARPO Treasurer **BEFORE Kickoff**

RED ALERT ROBOTICS TEAM

Students successfully completing the above requirements will be placed on the team after the coach’s review. The placement on the team will run until the end of the school year unless situations arise that would put a team member’s status in jeopardy. An important factor of the coach’s review is the demerit system. **Demerits will be given when team members do not exhibit proper behavior or display inadequate citizenship that infringes on the teams good image.** Three demerits will result in removal from the Red Alert Robotics Team. All team members must undergo evaluation and review every year. Placement on the team is not automatic because of experience. If a student does not travel with the team due to disciplinary reasons (such as but not limited to grades, demerits, etc.) the student will not be allowed to sit with the team during the events.

***If you are taken off the team for any reason you will not receive a refund!**

ROLES AND RESPONSIBILITIES

ALL RED ALERT STUDENTS:

- **Cooperation:** If a mentor or student in leadership requests you to do something, you will comply to the best of your ability. If you feel a request is beyond the scope of your capability, you are encouraged to attempt the task then speak to the lead mentor or head coach immediately.
- **Safety:** If you see others who are not being safe, encourage them to stop working and in a positive manner, show them how to do it correctly. If you are not certain, ask the nearest mentor.
- **Effort:** Perform to the best of your abilities at all times.
- **Respect:** Have respect for yourself, all fellow students, and mentors.
- **Learn:** Have a willingness to learn new things.
- **Mentor:** It is the responsibility of all students to teach and mentor younger or new students to foster continuation of FIRST principles and enable younger students to take on responsibilities as upperclassmen graduate.
- **Gracious Professionalism:** As outlined by FIRST (see below).

GRACIOUS PROFESSIONALISM

Dr. Woodie Flowers, FIRST National Advisor and Pappalardo Professor Emeritus of Mechanical Engineering, Massachusetts Institute of Technology, coined the term "Gracious Professionalism®."

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.

With Gracious Professionalism, fierce competition and mutual gain are not separate notions. 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.

In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity.

LEADERSHIP

NOMINATION OF CAPTAINS FOR TEAM

The team will have an Overall Captain, an Engineering Captain, a Design Captain, an Operations Captain, and a Strategy Captain. Additional leadership spots include a Safety Captain, a Digital Media captain, and sub-team captains. The team will nominate captains in a blind ballot. The top candidates will be interviewed by a mentor panel and selections will be made for these posts.

Sub-team captains will be selected by the coaches based on their efforts prior to build season. Team captains may be assigned a sub-team assistant captain to help them.

The coaches reserve the right to appoint team members to leadership positions and remove students from leadership positions if the need arises.

Nominations for team leadership positions will be held in late April or early May, following the FIRST World Championship. Each team member will submit a ballot nominating the students they feel would be best suited for each captain position.

ROLES AND RESPONSIBILITIES FOR KEY LEADERSHIP POSITIONS:

EXECUTIVE TEAM CAPTAIN

- Oversee and manage the team's year round program
- Oversee all outreach and team events
- Responsible for the team year-long calendar of events
- Act as a liaison between the Red Alert Robotics Parent Organization and the team members
- Be a mentor and example to all other students
- Act as a 3rd party during a disagreement /difficult experience
- Make general decisions concerning the team
- Represent the team at all events
- Facilitate team discussions
- Lead weekly leadership meetings
- Lead weekly team meetings
- If absent, make certain leadership is present at all meetings and team events.

ENGINEERING CAPTAIN

COORDINATING MENTOR: MR. NATHAN COULOMBE

- Communicate with overall team captain progress and problems
- Oversee and manage the building of the competition robot
- Oversee all off season engineering/build projects
- Act as a liaison between the team captain and the engineering sub-teams
- Be a mentor and example to all other students
- Act as a 3rd party during a disagreement /difficult experience
- Make general decisions concerning the engineering sub-teams
- Coordinate robot demonstrations
- Represent the team at all events
- Facilitate engineering team discussions
- Attend weekly leadership meetings
- Facilitate robot inspection at competitions
- If absent, make certain leadership is present at all meetings and team events.

DESIGN CAPTAIN*COORDINATING MENTOR: MR. NATHAN COULOMBE*

- Communicate with overall team captain progress and problems
- Oversee and manage the design of the competition robot
- Ensure all CAD is complete for the competition robot
- Oversee all use of the 3D printer
- Oversee all off season design projects
- Be a mentor and example to all other students
- Act as a 3rd party during a disagreement /difficult experience
- Represent the team at all events
- Facilitate robot design meetings
- Track weight and cost of the robot
- Attend weekly leadership meetings
- If absent, make certain leadership is present at all meetings and team events.

OPERATIONS CAPTAIN*COORDINATING MENTOR: MRS. RACHEL MILLER*

- Communicate with overall team captain progress and problems
- Oversee and manage the non-engineering sub-teams
- Oversee all team outreach and events
- Act as a liaison between the team captain and the non-engineering sub-teams
- Be a mentor and example to all other students
- Act as a 3rd party during a disagreement /difficult experience
- Make general decisions concerning the non-engineering sub-teams
- Represent the team at all events
- Facilitate non-engineering team discussions
- Attend weekly leadership meetings
- If absent, make certain leadership is present at all meetings and team events.

STRATEGY CAPTAIN*COORDINATING MENTOR: MR. JON CARDWELL*

- Communicate with overall team captain progress and problems
- Oversee and manage the strategy sub-team
- Oversee all scouting activities
- Be a mentor and example to all other students
- Act as a 3rd party during a disagreement /difficult experience
- Make general decisions concerning the strategy sub-teams
- Represent the team at all events
- Facilitate strategy team discussions
- Guide early strategy discussions for robot design
- Attend weekly leadership meetings
- If absent, make certain leadership is present at all meetings and team events.

ROLES AND RESPONSIBILITIES FOR OTHER TEAM LEADERSHIP POSITIONS:

SAFETY CAPTAIN

COORDINATING MENTOR: MR. NATHAN COULOMBE

- Communicate with overall team captain progress and problems
- Oversee and manage the safety sub-team
- Ensure safe practices are followed in the shop and all events
- Oversee the safety animation submission
- Design/maintain the robot cart
- Design/maintain the pit layout
- Track any injuries on the team
- Maintain the FIRST Aid Kits
- Attend weekly leadership meetings
- Be a mentor and example to all other students
- If absent, make certain leadership is present at all meetings and team events.

DIGITAL MEDIA CAPTAIN

COORDINATING MENTOR: MR. CHRIS OSBORNE

- Communicate with overall team captain progress and problems
- Oversee and manage the communications sub-team
- Manage all pictures and online galleries
- Create a weekly news video during build season
- Send out regular team newsletter
- Manage team social media accounts
- Maintain the team website
- Attend weekly leadership meetings
- Be a mentor and example to all other students
- If absent, make certain leadership is present at all meetings and team events.

SUB-TEAM CAPTAINS

- Build and Competition Seasons only
- Communicate with engineering and design captains progress and problems
- Lead their respective sub-team
- Oversee activities for which the sub-team is responsible
- Act as a liaison between the team captains and their sub-team
- Be a mentor and example to all other students
- Act as a 3rd party during a disagreement /difficult experience
- Make general decisions concerning their sub-team
- Attend regular robot design integration meetings
- If absent, make certain leadership is present at all meetings and team events.

PROJECT MANAGERS

- Temporary leadership position surrounding a specific off-season project/activity
- Communicate with appropriate captains/mentors on progress and problems
- Oversees the project/activity they are in charge of
- Communicates ideas and plans with captains/mentors
- Serves as a role model to others on the team
- Is present at meetings about their project or has delegated someone to be present for them
- Documents all important information for their project

PARTICIPATION

COST

Each student is required to contribute and/or fundraise \$600.00 as part of his or her membership on the team. There are fund raising activities that the students are encouraged to participate in that contribute toward their minimum requirement of \$600. Additional funds raised by the student beyond what is required for team participation and travel will be added to the general fund for operating costs. ***A \$200 deposit is due by November 1, 2017 (including fundraising amount done prior) and the remaining \$400 dollars is due January 4th, 2018, two days prior to the build season kickoff.*** In addition, a build-season lunch/snack fee of \$50 is due by January 4, 2018. The Red Alert Robotics Parent Organization (RARPO) is ultimately responsible for the monitoring and distribution of collected funds as described in the by-laws of the organization. Fundraising proposals may be presented to the RARPO board at the monthly meeting. Students who participate in the 2017-2018 FIRST Tech Challenge (FTC) season and have paid FTC dues in full by November 1, 2017 will receive a discount for the 2018 FRC season.

MEETINGS

To be a member of the Red Alert Robotics Team requires many after school hours. All team members are required to participate in after school meetings, events, and other team activities. During the fall, meetings are usually once a week on Thursdays for approximately two and a half hours (6:30-9:00 pm). The meetings are important to plan and execute outreach activities, build skills, build team relationships, organize fundraisers, and keep aware of FIRST announcements. As Kickoff nears, meetings will become longer and more frequent. These meetings will be listed on the team calendar, available through our team website. **Punctuality is expected at team meetings and events. It is disrespectful to your fellow teammates to show up late and miss important information.**

Attendance is taken at all meetings during build season and mandatory meetings during the off season along with community activities. **It is the student's responsibility to sign in on the attendance computer or check in when they arrive at community events. All students are expected to be on time and stay the required amount of time including clean up.** Students participating in other school-sponsored activities or having a job may be excused from attendance on a limited per case basis as reviewed by the coaches. Students **must** provide work schedules or school-sponsored activity event calendars to the coaches to be excused.

OFF SEASON SCHEDULE (JUNE 1 – JANUARY 5)

Training sessions and several Community Outreach events will be scheduled.

First through Fourth Thursdays – 6:30pm-9:00pm

Fifth Thursdays (If applicable) – Fun activity for all Team Members

Thursday, January 4, 2017 – 6:30pm-8:00pm – Meeting to prepare for Kickoff **[Mandatory]**

BUILD SEASON SCHEDULE (JANUARY 6 – FEBRUARY 20)

Saturday, January 7, 2016 – 8:00am-5:00pm – Kickoff **[Mandatory]**

Monday – Friday 6:30pm-9:00pm **[Thursdays Mandatory]**

Saturday – 9:00am-5:00pm

Sunday – No meeting

COMPETITION SEASON SCHEDULE (FEBRUARY 21 – APRIL 28)

Monday – Thursday 6:30pm-9:00pm **[Thursdays Mandatory]**

Friday – No meeting

Saturday – 1:00pm-5:00pm

Sunday – No meeting

These percentages of scheduled time are required to attend competitions.

	<i>Off Season Impact/Pre-Season (June-Dec)</i>	<i>Build Season (Jan 7-Feb 21)</i>	<i>Competition Season (Feb 22-April 29)</i>
Team Captain Operations Captain Engineering Captain Design Captain Strategy Captain	Coordinate with other Captains to make certain leadership is present at all RAR events.	90%	70%*
Digital Media Captain Safety Captain Sub-team Captains (Mechanical Systems & Controls)	<ul style="list-style-type: none"> Coordinate with Captains to make certain leadership is present at all RAR events. Sub Team Captains have not been determined at this point so they follow Team Member requirements 	75%	60%*
Team Members	<ul style="list-style-type: none"> Participate in 1 Community Outreach project 3 Team Meetings Turn in all required paperwork. 	60%	50%*
Late Arrivals (Team members who move to CG in December)	<ul style="list-style-type: none"> Attend all Community outreach activities during the rest of the season 	75%	60%

*Participation requirements during competition season may be altered, based on team progress.

Build Season - 20.5 hrs/wk

90% - 18.45 hrs/wk
75% - 15.375 hrs/wk
60% - 12.3 hrs/wk

Competition Season - 14 hrs/wk

70% - 9.8 hrs/wk
60% - 8.4 hrs/wk
50% - 7 hrs/wk

MANDATORY ACTIVITIES AND MEETINGS

Any team member who misses a mandatory activity or meeting (including Kickoff) will receive a demerit. A student may be excused from a mandatory activity or meeting by the mentor committee upon written request of the parent or guardian in advance or afterward in case of illness. If you are at school, you should be at practice. If excused, the absence will not constitute a demerit. **Kickoff, however, is mandatory and will not be excused in advance. If you miss Kickoff (January 7, 2017) you will receive a demerit. There are a limited number of exceptions to missing Kickoff (refer to page 5).** Any student missing Kickoff is expected to have an understanding of the game challenge upon return to the team for build season.

VOLUNTARY ACTIVITIES

Voluntary activities are scheduled with anticipation of student participation. All voluntary activities are frequently associated with the Chairman's award in mind and are intended to be student directed. Many students find these activities rewarding. When attending a voluntary activity, the student will sign an attendance sheet. To receive points for a varsity letter, students who attend a voluntary activity are expected to actively participate for the full duration of the event, including cleanup.

A student who has a problem with meeting the participation requirements will be evaluated by the coaches. After the coaches evaluate the student's attendance and participation, they will talk with that student and organize a Plan of Assistance (see Behavior section below). If the attendance or participation does not improve, the student may receive demerits and ultimately be dropped from the team. Written notification will be given to the student and the parent.

SCHOOL WORK

Academic eligibility for clubs can be found on page 64 of the CGHS student handbook. There it states, "To remain eligible for clubs and organizations students must pass 5 full credit subjects in the previous semester and maintain passing grades in the current semester determined by nine weeks grades. Semester grades will take precedence at the end of the semester. Audits do not count as subjects. First semester freshmen are exempt from this rule. In order to participate in any club or organization, the student must sign up for the school's DAT (random drug testing) Program."

However, as a Red Alert Robotics Team member, you are held to a higher standard that many other teams do not require. Our high standards and expectations are one of the strengths of our team. **Team members are expected to maintain a minimum cumulative GPA of 2.0 prior to build season. If you have any F or two or more D's in the previous semester, you are barred from participating on the team.** Grades are scrutinized weekly by the coaches during Build Season. Any student with any F or two or more D's in the current semester will be on *Academic Probation* and will be barred from participation in build activities Monday-Thursday during build season so they can focus on their school work. Any weekend participation will be restricted to scheduled hours. Any student with a failing grade will not be permitted to work on the robot or participate in other team activities until the grade is improved. Exceptions may be made for grades due to illness. Every effort will be made to offer tutoring during robotics meetings. Doing homework alone or in groups **is encouraged** during any robotics team activity.

Any student with an F in the 3rd Nine Weeks will be barred from travel to all events.

During team meetings, a space will be set aside for students to work on homework and get help. Students should not wander from this location unless they are done with homework for the evening. Other students should not be in this area unless they are assisting another student with their homework. This space is being set aside for homework; students should be utilizing the educational help of teammates and mentors rather than socializing. Time spent doing homework will not count towards build season hour requirements.

Any student caught misusing their time in the homework area will be given one warning; if the issue persists, they will be asked to go home - if they are asked to go home repeatedly, they will be asked to do all of their homework at home from that point onward.

Parents should be informed of these systems to help students, and will be asked to help advise students as to when they should attend robotics, whether to help during the meeting or to receive help.

AFTER SCHOOL ACTIVITIES

Many of our activities are after school in the evenings and on weekends. Students must provide their own transportation to and from the meetings. A phone will be available for student use.

It is understood that our students are very busy in many other school activities. These activities are encouraged and supported by our team. It is the responsibility of the student to manage and balance all their activities, informing the mentors of their commitments. Communication is very important. If there are any questions about meeting schedules, please ask student leaders or mentors. **It is the student's responsibility to find the answers. A student will not be excused for missing a meeting or event because they did not know about it.**

All extra-curricular activities provide challenges and stresses upon a student's time. It is important to communicate with mentors to work out the timing of your activities. Often these activities can be accommodated to the satisfaction of our team and others.

There are some instances however, when timing cannot be resolved. In this case you may have to choose which activity you will be putting your time and effort into. Please discuss this problem with a FIRST mentor before you make a final decision. All team members are important to us and you are needed for the success of the team as a whole.

REPORT CARDS

Monitoring of grades will occur every grading period more frequently during build season. As the grades are monitored, or we identify a class you are having difficulty with that may affect your GPA in a negative manner, you may be placed on academic probation with a plan of assistance. A Plan of Assistance (see Behavior section below) will be developed by the student and shared with the parents and the mentors of the team. The document will contain suggestions for improving grades and/or correcting the behavior, a timeline for the correction and a clear explanation as to what is expected. Included will be the outcomes and consequences associated with the behaviors.

At the end of the proposed timeline suggested in the Plan of Assistance, if the situation is not corrected, you may have the timeline extended, you may be removed from the team, or not be permitted to travel. This decision will be made after considering the effort and progress made during the timeline. If you are having difficulty with a particular class, it is important that this be brought to the attention of the mentors. You have the benefit of getting help from fellow team members who passed the class you are taking. **All class work is your responsibility at all times.**

TRAVEL ASSIGNMENTS

When we travel, you are required to get all class work, assignments, and readings gathered **before** we leave. We encourage students to complete work prior to leaving for a competition. Nevertheless, when this is not an option, we encourage all students to take their schoolwork with them to complete during down times at the event. Please allow teachers several days to get these assignments ready for you. Obtaining and completing these assignments is your responsibility. Upon your return to school all the assignments are due and must be turned in to the teacher.

BEHAVIOR

A team member's behavior is under scrutiny at all times. It is very important that you understand that you represent not only Center Grove High School, but each and every community supporter, mentor, and sponsor. Every team member must obey mentor directions and obey safety guidelines at all times.

The coaches reserve the right to discipline a team member, including giving demerits or sending a student home for the day as necessary for safety and the overall good of the team. Parents will be informed of any disciplinary actions as soon as possible. At all times the team will follow the Center Grove Community Schools' Code of Conduct and the FIRST guidelines of gracious professionalism.

WORK IN CENTER GROVE INNOVATION CENTER

Most of our meetings will be in the Center Grove Innovation Center. Much of the area is shared space. Students are need to be courteous, clean, and respectful. Remember to pick up any drink or food containers that you have used and deposit them in the proper location or recycle bin. **These areas must be clean and ready for school use the next day before you leave.** All students must always wear safety apparel and follow safety guidelines when working. Closed toed shoes and safety glasses must always be worn in the shop. Long pants are required to be working with any machining equipment. Students not adhering to safety policies will be sent home.

SCHOOL

Your behavior in school and specifically in the classroom is a message to all regarding the caliber of students on our team. You are looked upon as role models and examples of the best students our school has to offer.

You are expected at all times to be polite and respectful to all school staff members and refrain from activities that are considered disruptive. Any team member receiving a disciplinary action of any type is subject to review by the coaches and will receive a demerit.

If you don't think you should do it, then you probably shouldn't.

CHARACTER

All eyes are on you every minute you are in public. Your behavior is a direct reflection on your and our team's character. Anyone could over hear things you say to one another and how you say it.

Remember the people you meet have three basic questions.

The first question: **Can I trust you?**

Without trust, there is no relationship. The only way you can ever get trust is if both sides do the right thing.

The second question: **Are you committed to excellence?**

Your actions send a message that you are committed to certain standards. Being committed to excellence can only be demonstrated if you do everything to the best of your ability.

The third question: **Do you care about me?**

How do you respond when your actions aren't perceived the way you intended? Caring about people is not making their life easy. Caring about people is not being their friend. Caring about people is enabling them to be successful.

We are a very close family when we travel and conflicts may arise as a result. We must make certain that the answers to all three questions are YES. To help with that, students should refrain from rumors, he-said-she-said, and negative comments about one another. If a problem arises with another student, you should speak to a mentor immediately. Students are not allowed to have physical conflicts with each other. If a problem such as this arises, both students may be disciplined as per school rules.

COOPERATION

Students are expected to cooperate at all times. This means that if a mentor requests you to do something, you will comply to the best of your ability. Ignoring the directions or requests of a mentor is not in the team's best interest. If you feel a request is out of order, you are encouraged to talk to the mentor in an appropriate manner. This means you will explain why you have a conflict with completing the task. Then the mentor will decide if you need to complete their task at that time or at a different time. The mentor makes the final decision not the student.

UNIFORMS AND DRESS CODE

Our team uniform is our team shirts and jeans. Team shirts are designed by the team and worn on competition days. **These shirts will also be worn at all functions in which the Robotics Team participates.** Shirts are to be taken care of and maintained so that not only the individual wearing it but the entire team takes pride in it. If members are not wearing their team shirts on designated days, they will be asked to change clothes.

When the team participates in functions where team shirts are not required, the school dress code must be followed. For safety reasons a sleeved t-shirt must be worn at practice. If inappropriate clothing is worn, the student will be asked to change into a t-shirt provided by the team or the student will be asked to go home. Sleeveless shirts are never acceptable for team activities.

Closed toed shoes are required at all times at all robotics activities. Students not wearing appropriate footwear will be asked to leave. Long pants are required at all times in the shop area.

E-MAIL

All students are required to have an active e-mail address and need to check it daily during build season. This form of communication is by far the fastest and most efficient mode of communication. Please provide your email address to the mentors for our records.

Active parent email addresses are also required for communication. Please provide parent email address in the team application for our records.

WEBSITE

www.redalert1741.org

The website will be the place to find all of your answers. Schedules, messages, and updates will be posted regularly. It is your responsibility to check the website often for up-to-date information.

SOCIAL MEDIA

The team has Facebook, Twitter, Instagram, and a YouTube channel. We suggest you follow/like/subscribe to these social media accounts to keep updated with team information and activities.

<https://www.facebook.com/redalertrobotics/>

<https://twitter.com/redalert1741/>

<https://www.instagram.com/redalert1741/>

<https://www.youtube.com/user/redalert1741/>

Links can also be found on our website.

INAPPROPRIATE BEHAVIORS

Inappropriate behaviors include, but are not limited to: Any unsafe practice, running in the hallways, pushing and shoving, name calling (negative), leaving messes, fighting, swearing, stealing, inappropriate use of technology such as Internet, use of personal gaming devices, and all other activities that reflect negatively on the team and team performance. **Wandering around the facility during meetings is not permitted.**

BOYFRIEND/GIRLFRIEND

In the event that a dating relationship develops or is ongoing, there are certain guidelines that must be adhered to at all times when engaged in team activities local and away. Disciplinary actions will be taken against students who refuse to cooperate.

Hugging, kissing, sitting on laps, and other expressions of affection are prohibited at all times. *Handholding is strongly discouraged.* The couple must also travel in a group. Couples may not wander off alone or sit alone. **The couple should not appear as a couple but, rather, as a part of the team.**

PLAN OF ASSISTANCE/EVALUATION

There are several reasons why you would be evaluated and required to create a plan of assistance. A plan of assistance is a method of identifying a behavior and outlining the steps to correct the behavior within a specified length of time. The plan is a corrective method designed to assist the student and keep him or her eligible for the team.

TRAVEL

Traveling, as a team, is very exciting and rewarding and often the highlight of a student's memories. A great deal of planning and organization is required to coordinate all the associated activities. A strong effort is made to make the travel be an educational/cultural experience as well as the basic competition. Safety is always the major concern.

All team members are expected to travel to all events unless otherwise exempted. A student may be exempted from travel due to a prior commitment approved by the coaches in advance or disciplinary reasons from the coaches, or school administration. The first day of district competitions will be limited to a skeleton crew.

In order to travel, students must successfully pass multiple tests regarding safety, team outreach, game rules, and the robot.

When the team travels, students are to remain with the team for the duration of the event. Should a student leave the main body of the team at any time, they must clear this with a supervising adult first and travel in a group. **A SUPERVISING ADULT SHOULD KNOW WHERE ALL STUDENTS ARE AT ALL TIMES.** Because we have signed the students out of school and are responsible for their safety, we encourage parents who can travel to join in team activities rather than separate their student from the group. In the event that a parent would like their student to participate in a non-team activity during the scheduled competition time the activity must be cleared by the Head Coach prior to the student leaving the group. A student may not be released from the competition venue to any party without prior written authorization from their parents.

HOTEL

When we travel we often stay at a hotel. Students will be organized into room groups of either three or four students, depending on quantity of students and room availability. There are no co-ed rooms. We will have room checks periodically by the mentors. The hotel room doors will be taped to ensure student safety.

When we enter the hotel, students will go to a designated location to wait for keys. At that location students need to be very quiet so as to not disturb the other guests. Students will proceed to the rooms as soon as key distribution is complete.

HEALTH

Students taking any medication while we are traveling need to have the list of these medications on file with the NEngA mentor. The NEngA mentor will keep all medication in a locked medication case. Also, students who have a medical condition such as diabetes, asthma, or allergies must inform the NEngA mentor of their condition. This is so that if the student needs to seek medical help mentors can provide the best care possible. This information will be kept confidential. A copy of the student's insurance card will be requested before they can travel

In the event a student becomes ill on a trip, parent contact will be made. If transportation home is necessary, it will be at the parent's expense. Parents may also come and pick up their child, if needed.

COMPETITIONS

Our team will attend at least two district competitions. The district championship will possibly follow a longer schedule than outlined below. The FIRST Championship is a four day event. Indiana is in the North Region for the 2018 FIRST Championship.

The team travels by bus to the competitions. Events typically follow a set pattern (all times subject to change):

LOAD-IN DAY

A few mentors and a few students will go early to set up the pit area, unload the robot, prepare the robot for inspection, and start the inspection process. The remainder of the team will NOT attend on load-in day.

Load-in Day is an inspection and potential practice day. Usually our robot will practice several times during the evening. While waiting for our robot, the team will assess the other robots. The day starts at 5pm and goes until 10pm. The mentors and a few of the engineering side students may be required to stay and work on the robot until the pit closes.

If the team is staying in a hotel, students are to remember that there are other guests in the hotel. They are asked not to be in the hallways, and to abide by the rules of the Team. Eyes are always on members of our team, and your actions represent your team, school, mentors, families, and your community.

DAY 1

In the morning, if the competition venue is far enough away, the early crew will have breakfast together and travel to the venue. The remainder of the team will gather at the high school and depart early enough to arrive when the doors open, typically at 8am. The main team will locate a place in the stands, and start more competitive assessment. Qualification matches begin on Day 1.

DAY 2

Again, if the team is staying in a hotel, the team will have breakfast together. The team will arrive at the competition as soon as the venue is open; again, it is typically at 8:00AM. The main team will locate a place in the stands. Opening ceremonies begin at 9:00AM with the final seeding matches following. Depending on the format of the competition, the finals occur in the early afternoon. The format of these finals varies from year to year.

At the conclusion of the competition, there is an award ceremony during which the competition trophies are awarded. When this is complete the pit crew and drivers pack up the robot for transport and the Team packs up the pit for return to the school. This is usually around 5:00PM. We will head back to Center Grove after the awards ceremony.

TEAM PRIDE

Cheering is more than yelling at the top of your lungs. True cheering is enjoying the event and celebrating the excitement of the moment. Organization is the key to this being a powerful tool. Your NEngA committee will give you direction and guidance for spirit. You are not expected to be cheering 100% of the time, however, when we are cheering, all team members are expected to stand and cheer to the best of their ability. Sitting in the stands looking bored, jeering, or carrying on personal conversations while others are cheering is not good for the team image and is not permitted. Also, team members must sit together at all times. **You are expected to be in the stands EVERY time the robot is on the field and showing team pride unless you have another assigned obligation.**

AWARDS CEREMONY

During the ceremony we will applaud the teams that are winning awards. When we applaud we will stand to show our respect for what they have accomplished.

THINGS WE DO NOT DO AT AN EVENT

- Uniforms may not be altered or worn in any manner not approved by the mentors.
- Students may not play cards or any other games including electronic games at the events.
- Our team will not engage in negative behavior toward another team or team members.
- Our team will not display displeasure over any decision by a referee or judge.
- Team members will not exchange negative remarks to each other, no matter what the situation.

MENTORS

The mentors for the Red Alert Robotics Team are a group of dedicated professionals who are taking on the responsibility of providing you with the best professional training and education today. Many of their efforts are behind the scenes pre- and post- season. Many, many hours of planning are required to coordinate all the activities for our team.

Your mentors are in many cases professionals at a community business. These dedicated team members spend many of their free-time hours on this project and serve as role models for our students. Their expertise allows the dreams and ideas of the students to be transformed into reality.

Take the time to communicate and get to know these very talented and generous people. Do not hesitate to ask them for advice, for they have a wealth of knowledge. They are also a valuable resource for tutoring.

When traveling, all mentors are considered your “parents”—looking out for your welfare and safekeeping. They take seriously the confidence your parents have placed in them. Their decisions are always aimed at what is best for the student first and the team second. Please be aware that decisions regarding team rules and procedures are based upon experience, school district, and mentor input. Students are expected to honor a request by a mentor. Also students shall treat mentors with respect at all times.

It is the policy of team 1741 that former students will be required to take a minimum of one year away from the team after graduation. Graduates are encouraged to mentor another robotics team during that time. After that time the previous members are welcome to return as a mentor for Team 1741.

Red Alert mentors should be treated with the utmost respect, and any instruction issued by a mentor should be treated with appropriate authority, as a mentor's position deserves. In the case of disagreements or concerns with a mentor's treatment of a student, that student or others witnessing the issue have the right and the responsibility to approach a team captain (or a head mentor). The team captain(s) will discuss the situation with the mentor and attempt to resolve any conflicts existing, with the purpose of preventing further breaches of proper conduct or the development of new issues.

TEAM VOLUNTEER POSITIONS

Anyone can apply to volunteer with the team. The team's executive committee, consisting of current coaches and senior mentors will consider coaches/mentors with proper credentials in leadership training, information technology, Web design, marketing, programming, design engineering, electrical engineering, and mechanical engineering. The executive committee votes on and approves volunteer applications each season.

Background Checks

Any volunteer working closely with students is required to undergo a background check. The applicant pays for the security check.

Contact Coach Greg Valenta to apply for a volunteer position coaching or mentoring the robotics team.

valentag@centergrove.k12.in.us

VARSITY LETTER

In order to establish a clear policy of expectations and benefits for earning a varsity letter in Robotics, the following guidelines have been put into effect. Please note that the list below is a set of minimum requirements. Students will also be evaluated based upon their leadership, ingenuity, teamwork, and willingness to serve/volunteer for the benefit of the team.

Criteria to receive a varsity letter

To receive a Varsity Letter in Robotics, a student must **earn a minimum of 7** points.

Points being offered:				
¹ Build Season Hours	² Competition Season Hours	³ Competition Attendance	⁴ Outreach/ Demonstrations	⁵ Summer/Fall Trainings
60% - 1 Point 80% - 2 Points 100% - 3 Points	75% - 1 Point	1 Point per event Maximum 2 points	20 hours - 1 Point 40 Hours - 2 Points 60 Hours - 3 Points	Minimum 8 hours 1 Point

1. Successfully completing build season requires student to maintain a minimum cumulative GPA of 2.5 with no failing grades and be in good standing with the team. Hours will be adjusted based on excused absences and cancelled practice days.
 - a. 60% = 82.2 Hours
 - b. 80% = 109.6 Hours
 - c. 100% = 137 Hours
2. Competition Season
 - a. This is based on scheduled times, which will vary depending on holidays, spring break, and competition schedules
 - b. Hours at tournaments do not count for this
3. Competitions that count for this are:
 - a. Any district/regional
 - b. Indiana District Championship
 - c. FIRST Championship
4. Possible Outreach/Demonstration experiences include the following:
 - a. Library Demonstrations
 - b. Community Tech Night
 - c. Vision Walk
 - d. Indy South FLL Regional Qualifying Tournament
 - e. Indy South FTC Qualifying Tournament
 - f. Volunteering to assist local FLL teams (Sign off sheet required)
 - g. Red Alert/FIRST Sponsored Robotics Summer Camps
 - h. Participaition in all sessions of G.E.A.R.S.
 - i. Outreach and Demonstrations must be agreed to and signed off by school sponsors before the event.
5. Summer/Fall training sessions must be sponsored by either FIRST, an FRC team, or Red Alert. Students may receive hours for being a learner or an instructor for an **FRC related class**.

**The purpose of the Varsity Letter is to encourage the students to strive for excellance, therefore points do not continue from year to year. All points are reset prior to the following season.

**Any member wishing to letter requires approval from the head coach to ensure that they have been a productive, active, and helpful addition to the team.

**In certain extreme cases, such as serious illness, the failure to meet any of the above requirements may be overridden with the approval of the head coach.

PARENT RESPONSIBILITIES

Parents are an integral part of our team and are very important to our continued success. Parental support in all aspects of team involvement is vital to each team member getting the most out of the program.

Red Alert parents have several responsibilities:

- Every parent is expected to volunteer to assist the team in some way. Our need for parent volunteers is ongoing throughout the year, and includes things like assisting with fund-raising, helping to plan the annual awards banquet, monitoring students during the build season, and assisting with community service projects, among many others. Parents are also expected to volunteer for a shift during the two tournaments the team hosts—the FLL tournament in November and the FTC tournament in December. Should any family be unable to meet the parent volunteer expectation during tournaments, other volunteer opportunities in preparation for the tournament can be made available.
- A committee of parents will be recruited to prepare and serve lunch to students and mentors each Saturday during build season. The \$50 build season lunch/snack fee is used to cover the cost of these meals, as well as snacks for the students and mentors, all of whom put in long hours during build season.
- Parents must provide timely transportation for their student, making sure that they are at each team event on time and ready to participate. Often we will leave for a competition very early in the morning and return late at night. Parents are expected to have the student at the designated location at the prescribed time and to pick them up promptly. We are not able to delay transportation for tardy students.
- Parents are expected to assist their student in any fundraising activities.
- Parents are expected to provide accurate medical information and to keep mentors informed of all changes.
- Parents are expected to provide their student with spending money for meals and snacks as necessary for competitions and other events.
- Parents are encouraged to attend our monthly parent meetings. Dates will be posted on the team website and email reminders will be sent prior to each meeting.
- Parents are expected to bring issues and concerns to the president or the head coach in a timely manner.
- Parents will refrain from foul language, engaging students in disputes, or spreading gossip.

RED ALERT ROBOTICS BOARD OF DIRECTORS 2017-18

President – Jamie Rivas – president@redalert1741.org

The president serves as the chairman of the board and works with the other officers, parent volunteers, the team head coach, and the senior mentors to provide parent volunteer assistance to the team. She leads quarterly board meetings and monthly parent meetings and also attends the superintendent's presidents' meetings quarterly. The president has executive voting powers with the board, and in the event of a tie vote has a super-vote to break the tie. The president can audit financial accounts and make purchases.

Vice President – Elisa Horne

The vice president assists the president in conducting parent and board meetings and other tasks. She also is responsible for working with the school corporation to arrange bus transportation to team events. The vice president has executive voting powers and can audit financial accounts. She reports to the president.

Treasurer – Scott Snyder

The treasurer oversees all financial accounting. He collects receipts and makes deposits weekly, maintains the team post office box, and conducts monthly audits of the team's finances. The treasurer provides regularly updated financial reports to the board, the team head coach, the school administration, and current and potential donors, and delivers a monthly report at parent meetings. He has executive voting powers and reports to the president.

Fundraising Chair – Lori Kogut

The fundraising chair organizes and oversees the team's fundraisers. She works with the president to seek new corporate donors and continue relationships with current ones. She completes fundraiser applications necessary for approval by the school corporation. She also delivers monthly reports at parent meetings. The fundraising chair has executive voting powers and reports to the president.

Secretary – Donna Vaught

The secretary records meeting minutes, delivers electronic copies of them to members, and uploads them to the team's website. She also maintains board documents on the team's electronic drive. She schedules yearly board elections and initiates any necessary special elections to fill vacated board positions. The secretary has executive voting powers, can audit financial accounts, and reports to the president.

2017-2018 RED ALERT STUDENT EXPECTATIONS

Red Alert Robotics is a team; it requires rigorous participation and a serious commitment. This is not a team for casual participants.

A student wishing to travel/participate in any competition must meet ALL expectations. Not meeting any one single expectation will result in the student's inability to travel.

Parents and students please read the handbook and sign below together to ensure that all parties are aware of the requirements. This sheet must be returned with all blanks completed correctly before November 1, 2017.

1. Participation

I have read and agree to participation expectations of a team member of Red Alert Robotics.

2. Cost

I have read and agree to the cost expectations of a team member of Red Alert Robotics. Specifically, each student is required to contribute and/or fundraise \$600 as part of his or her membership on the robotics team. There are many fund-raising activities that the students are encouraged to participate in that contribute toward their \$600. ***A \$200 deposit is due by November 1, 2017, and the remaining \$400 is due January 4, 2018, two days prior to the Build Season Kickoff.***

Additionally, \$50 for lunches and snacks during build season is due January 4, 2018.

3. Behavior

I have read and agree to the conduct expectations of a team member of Red Alert Robotics.

4. Academic Expectations

I have read and agree to all academic expectations of a team member of Red Alert Robotics.

5. Knowledge Testing

I have read and agree to the knowledge of shop safety, the FRC game, team outreach, and robot design expectations of a team member of Red Alert Robotics.

6. Parent Responsibilities

I have read the parent responsibilities section of this handbook and agree to the requirements set forth therein.

I have read and agree to all expectations (not just those listed above) in the Team Handbook.

Student Signature

Student Printed Name

Parent Signature

Parent Printed Name

Date