



New Albany High School Robotics
The Digital Eagles
FRC Team 5667

2016 - 2017 Team Handbook

Established 2014

Website: www.nahsrobotics.org

Email: nahsrobotics@napls.us

Twitter: @FRCTeam5667

Facebook: NAHS Robotics Team

FIRST History

FIRST was founded by Dean Kamen with competitions starting in 1992. FIRST has grown from 28 teams and 1 competition to 44, 050 teams and 2243 events plus the National Championship for all levels. Championships through 201 will be held in St. Louis, Missouri. In 2017 there will be two Championships - Houston & St. Louis. Starting in 2018 there will be two Championships held in Houston & Detroit.

The vision of FIRST is *"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology heroes."* Dean Kamen, Founder

The mission of FIRST is to *"inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership."*

Team History

Team 5667 was started in Fall of 2014 at New Albany High School and competed in the 2015 FIRST Robotics Competition. It is an FRC robotics team that strives to teach students about robotics and engineering, teamwork, cooperation, organization, leadership, and friendly competition. We do this by providing a hands on learning experience where we build a robot to perform a certain task that is given to us in January. We build that robot in a six week time period and then take it to competition and compete against other teams. Our website is www.nahsrobotics.org.

Awards and Team Participation/Recognition

- Buckeye Regional Competition - Rookie Inspiration Award
- Queen City Regional Competition - Rookie All Star Award & Rookie Seed Award
- 2015, 2016 - New Albany Founder's Day
- 2015 FIRST World Championship - St. Louis, MO
- 2015, 2016 CORI Robotics Invitational - Dublin, OH
- 2015-2016 Received the Rookie Grant

Calendar/Schedule/Communication

The team calendar is on wiggio.com and will be officially hosted on the team webpage (www.nahsrobotics.org) with the most accurate and up-to-date listing of team activities. All communication is done via e-mail or texts (if it is for a quick notification).

Team 5667 meets year-round with varying levels of involvement by the "seasons," defined as preseason, build, competition, and summer. Throughout the seasons, there will be events such as community service participation, demonstrations, and fundraising. Students are encouraged to be involved in all seasons to optimize their experience on the team.

Preseason: August through December - 5:00PM - 7:00PM on Tuesdays at New Albany High School FabLab. Possibility of adding Thursdays if needed. The pre-season is meant to bring everyone on board so they can hone teamwork skills and understand the building process and equipment that is used. It is for the team to raise the funds needed to pay for the competitions/supplies/equipment and perform community outreach. During the pre-season you (student) will be trained in safety and tool use. You will not be permitted to use any tools until you have taken the training and certified. It is expected that you will attend every team meeting. If you do not attend, it will be very difficult for you to learn and to make contributions to this team. Select sub-teams for the build season.

Kickoff Weekend: Saturday and Sunday, January 7th and 8th, 2017, starting at 9 am. Meet at New Albany High School, Jefferson Room. Go over the rules of the game prior to starting the brainstorming sessions and creating the robot prototype. **These two sessions are mandatory.**

Students are expected to adhere to the requests of all mentors and coaches on the team. If a student has an issue with a specific request, he/she must talk to the coach. (Requests are usually to terminate a behavior that is inappropriate or disruptive.) All of the adults working with you are giving up their free time in order to help you. It is expected that you will listen to the adults and do what they ask of you.

Attendance

Attendance is taken at all activities. Students are expected to show up on time for team meetings and events and remain for the entire meeting time. (Exceptions or special needs should be discussed with the coaches/team captain(s) prior to the meeting(s) and will be evaluated on a case by case basis.) We will make every effort to end each session on time. Keep in mind that when you are building something as complex as a FIRST robot, ending times must be flexible. If you leave the building, you must let your coaches/team captain know.

Mandatory meetings are identified on the calendar.

PLEASE NOTE: If you were not in school during the day due to calling in sick, you are not to be at the meetings that night.

If you are not going to miss a meeting, you must let the coaches and team captain(s) know through wiggio as early as possible, preferably at least one week in advance. You are personally responsible for letting us know that you will not be here. This is not to be done by your parent(s) or friends. We understand that emergencies do come up and if this happens, please let us know as soon as possible. If there are snow days, we will send e-mails/texts to let you know of our status.

NOTE: If you have a planned vacation during build season, we must have at least two weeks' notice. It is not fair to your team when you leave for a vacation with same day/no day notice. If you know you will be doing this at the start of the season, PLEASE do not take a lead position.

School Eligibility/Grades

Success is an important part of *FIRST*. It is not restricted to the robot, game performance, or how many trophies the team is awarded. Team members are successful only when they succeed in the classroom, and then participate in team activities. To implement this concept, every student will have to **maintain eligibility through school rules**. Students that fall below this minimum requirement will not be allowed to participate with the team, but will need to focus on improving their overall academic performance.

Common Courtesies/Gracious Professionalism

We are fortunate to use the NA facilities. Please respect it. Follow the New Albany High School Student Handbook's code of conduct and the following courtesies:

1. Respect all others. We ask that EVERYONE **treat each member of the team with respect** and treat others the way that they want to be treated. We also want EVERYONE **to have fun!!** The most important part of the team is learning while having fun.
2. Act courteously to all involved - including, coaches, mentors, volunteers and fellow teammates. **Each team member is ultimately responsible for his / her own behavior.** However, how team members behave will reflect on the team, the school, and the sponsors. You are expected, at all times, to be polite and respectful of everyone, and to refrain from activities that are considered disruptive. We are all role models and our goal is to present an image that is positive and in the spirit of team building - not a phony image, but an authentic attitude of appreciation and professionalism.
3. Respect others while they are working and do not be disruptive.
4. Work cooperatively with others when involved in accomplishing a common goal.
5. Help maintain an environment that is safe, friendly, and productive. Negative behavior such as shoving, hitting, fighting, name calling, destructiveness, stealing, or constant griping and complaining are not helpful and will not be tolerated. **Inappropriate behavior will be subject to disciplinary action up to and including suspension from the team.**
6. Wear safety glasses in designated areas.
7. Act at all times in a manner that reflects pride in self, team, and organization.

8. Do NOT participate in any act which is in violation of the law. Do NOT bring or consume tobacco products, illegal substances, alcoholic beverages, firearms, or concealed weapons to any of the team functions. Including but not limited to - team meetings, build sessions, field trips, and competitions. You will be suspended from the team and also lose your travel privileges/deposits/payments according to school policies.
9. Not to engage in any illegal activity.
10. Respect all property and belongings, as if it were your own.
11. Use the internet for sites related to team activities. Such activities include; research on materials, building the robot, programming, FIRST question and answer forums, ordering parts, and other team's web pages. The computers and internet may also be used for homework with the permission of the mentor or volunteer in charge.
12. Do **NOT play computer games or use the cell phone** during meetings or work times. If students are disruptive or are not participating in the team assigned activity, he/she will be sent home. We like to have fun, but also have cooperative, productive participants. Cell phones are to be used for emergency phone calls/texts while at the meetings.
13. No Student will be allowed in the NA facilities without an adult mentor present. Students are not allowed to be working in any rooms, especially the work shop, without an adult present.
14. Attendance - Attendance is very important. The team will be counting on you.
15. Always clean up! No one wants to clean up your mess, so it's your responsibility to do so. This includes throwing out your dishes after team meals, logging out of computers you're working on, cleaning machines and sweeping the floor after working in the shop (do this even if you're not the last to leave!), and putting away any materials where you found them in our various storage areas. Clean up end of each of session.

Our team is large and will be traveling to many areas around our local community and beyond. In an effort to be a fun, role model team and to keep everyone on our team safe and accounted for, we have several rules:

1. Adhere to the School and Team Code of Conduct
2. Keep coaches/mentors advised of your whereabouts at all times
3. Buddy System - Students are not allowed to travel by themselves. Students must have a buddy with them at all times.
4. Respectful of everyone - At competitions, members of the *FIRST* community and judges are everywhere. In addition to the venue, they are on the street, in the same hotel as us, or eating at the same places as us. We ask that, as a general rule, everyone be respectful of everyone they meet. This means being quiet in the halls of the hotel, watching your language at all times, even among friends, and being polite and friendly to everyone you encounter.

Everyone wants to have a good time and the best way to avoid that is by reducing the amount of drama. If you have a real issue, it is best to discuss it with coaches or mentors.

Disciplinary Action

Students must follow the code of conduct described in this handbook and NAHS student handbook. Disciplinary actions will be determined by the coaches/mentors to maintain team morale, goals, and objectives. Oftentimes, the student will be given a verbal warning. Based on the severity of the offense and impact to the team, the student may be removed from team participation for a duration time or removed from the team entirely.

Safety/Equipment/Tools

Remember that **safety comes FIRST, LAST, and ALWAYS**. Always wear **safety glasses**, tie back loose hair and clothing, and wear closed toed shoes when working in designated areas or going into the pit area. All safety glasses need to be kept in the designated location. A student **safety captain** will be designated at the start of the build season. The safety captain will be responsible for making sure that EVERYONE follows proper safety procedures. However, **everyone** should be aware of the safety rules and make sure everyone is acting safely.

Safety and Tool Training (tool usage and storage) will be provided for all students, volunteers, and mentors. Every student must attend this training.

Students must not leave until all areas are cleaned at the end of each session.

FIRST REQUIRED Registration

FIRST requires all team members and mentors to register. New and returning members must go to <http://www.firstinspires.org> in order to register. Once you fill in your paperwork, your parents must also verify your registration information.

New Albany Volunteers/Mentors

All volunteers/mentors working with students unsupervised are required to have a background check, performed by the district through the Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI). A criminal background check will cost \$48.00 (cash or check only) and is valid for 5 years from the date of completion and will allow a volunteer to work in any school building and assist with school sponsored activities and field trips. Call Agnes Pawlicki through the Administrative Office at 614-413-7104 to schedule for BCI check.

Parent Expectations

Parent involvement is needed and greatly welcomed. Parents are expected to help with a minimum of one fundraising event and/or sponsorship and provide meals during the build season (dinners for weekdays; lunch and dinner for Saturday along with snacks for the work session). We will need one parent volunteer to be in charge of the meal schedule.

Students are responsible for letting the coaches know if they will miss any meeting or events as early as possible.

Fees

A Pay to Participate (PTP) fee of \$125 is payable to NAHS by October 11, 2016. Each student is also responsible for raising additional \$250 through sponsorships, donations, and/or fundraisers. Checks should be turned in to the treasurer.

Team Travel (Hotel and transportation)

Students must confirm their participation and payment for the Regional events by December. At this time, each student, parents, mentors, and chaperones pay for all of their travel expenses.

Sponsorship

Sponsors are needed to pay for competitions, robot supplies, and materials. If you know of potential sponsors, please ask for a sponsor form.

Fundraising/ Community Service

Raising funds are essential to keeping the cost of participation reasonable. Silent Auction, Game-a-thon, Ice cream sale, patron sponsorships, corporate donations are some of the common events of raising the fund. FIRST encourages community outreach and NAHS's The Digital Eagles will participate in community outreach programs/events and services.

Contacts Information

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HELPFUL LINKS-

<http://www.firstinspires.org>
<http://www.nahsrobotics.org>

Contract and Application

In order to be able to participate on the team, current students and parents must sign the contract by October 11, 2016. New students and parents must sign by November 22, 2016.

Student Contract

I agree that I understand the information presented in the Team Handbook. I understand that I must act responsibly and respectfully at all times. I must maintain my grades as required by the school in order to participate in team activities.

Student Signature: _____

Student Name: _____

Date: _____

Parents/Guardians Contract

I understand that my student has chosen to be an active part of this team. I agree to attend an information session, parent meetings, pre-travel meetings, and participate in at least one fundraising team event during the year. I also agree to provide meals during build season. I understand that parents can be a vital part of the team, and are a big help in getting many of the team activities accomplished. I will do my best to support my student and the team in this endeavor.

Parent Signature: _____

Parent Name: _____

Date: _____