

Team 3925



Circuit of Life

Handbook 2017-2018

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About This Handbook

The purpose of this handbook is to detail the rules, expectations and policies for Team 3925 / Circuit of Life. These have been developed and refined over the team's history. For clarification, questions or concerns please ask a team director.

Competition (FRC). FRC is an international robotics competition aimed at getting young people excited about Science, Technology, Engineering and Math (STEM).

Mission / Goals

The 'big picture' goals of Team 3925 / The Circuit of Life are as follows:

- To Grow An Appreciation For Science, Technology, Engineering and Math In The Students And The Outside Community.
 - Support other robotics and organizations that aim to excite people about STEM and STEM education.
 - Create and grown an awareness with local, state and national policy makers to help support STEM education in schools.
 - Support other FRC teams in a way that helps make sustainable, long lasting programs.

- To Prepare Students For The Real World.
 - Foster and grow intangible skills such as teamwork, project/time management and strategic thinking that they will need to be successful beyond high school.
 - Give students opportunities to work with processes and techniques that are used in industry.

- To Field Competitive Robots That Can Compete For A World Championship.
 - An engineer cannot be created in a 6 week build season. However, fielding a competitive robot creates an excitement about STEM in the students. In addition, it help gives students the confidence that they can be successful in a STEM field.
 - Fielding a competitive robot can inspire other teams and their students to continue improving their own teams.

Team Structure

Directors

The directors are responsible for a department on the team. There are two departments on the team: Operations and Engineering. The Operations Department is responsible for all non-engineering projects such as fundraising, graphic design, social media, outreach and operations. The Engineering Department is responsible for all engineering related projects such as robot design & construction, engineering documentation and the robot's competition performance. Being a director is the highest position a student can have on the team. They're responsible for overseeing all tasks and projects assigned to their department.

Managers

Managers oversee a smaller area of a department. Their job is to work with their director to execute projects and tasks assigned to their department. Each manager's job is different in respect to workload and time of the year. For example, the Manager of Scouting & Strategy's job is most demanding during the competition season. Therefore, during the Fall they might not be as busy as the Manager of Fundraising who is working on finishing grants and running

fundraisers. There isn't one manager's position that is more important than the other. Each position is equally important to the overall success of the team.

Project Leads

The project leads are students who are responsible for the execution of projects and events. They are appointed by the directors and managers. Students can request to be in charge of a specific project by notifying the team's directors and managers. Examples of what a project lead would do would be:

- Writing a grant (collecting information, filling out the application, etc)
- Robot Modifications (planning, acquiring materials, implementation, etc)
- Taking inventory on an area (organize, identify and record)

Sponsors

Sponsors are an integral part of Team 3925 / The Circuit of Life. Without their support, our team would not be where it is today. It is important for all members of Team 3925 to remember that they are extremely fortunate to have the sponsor support they have and to not take that support for granted.

Students

While the team has its own requirements, rules and expectations for students, all school rules still do apply. For example, if something is not covered in this handbook, but there is school rules and policies - the school rules and policies still apply.

Student Requirements

Student members must meet all of the following criteria to be on Team 3925 / The Circuit of Life:

- Maintain at least a 2.0 GPA.

Any students who have below a 2.0 GPA will be suspended from team activities until the grade has been raised.

- Knowledge of rules and student handbook

All students are required to thoroughly read and understand the team handbook. If there are any questions on any parts of the handbook the student is expected to ask a leader. All students are responsible for rules and expectations listed in the handbook at all times when representing the team. All students are required to bring a signed copy of the last page of the handbook acknowledging the receiving and understanding of the Student Handbook by the end of the second week of class.

- Complete a minimum of 20 hours (10 by the end of the first semester) of community service through team events.

Each year, there are enough events planned that students can easily complete over the required amount of hours of community service. These events not only build team unity, but also help the team accomplish some of its 'big picture' goals of inspiring culture change, supporting STEM programs and growing awareness and appreciation of STEM. Any student who does not meet this requirement will not be eligible for enrollment in the spring semester.

- Attend and participate in 80% of team meetings during the Fall.

These meetings are critical to students being engaged and active participants on the team. Over the team's history, students who have failed to show up to at least 80% of team meetings during the Fall have a hard time keeping up with team events and activities. Any student who does not meet this requirement will not be eligible for enrollment in the spring semester.

- Regularly attend practices during competition season.

These practices prepare students for jobs at competition. Students who do not regularly attend practices will not be given a job at competition. Some competition jobs such as pit crew and drive team require students to attend practices 5-6 days a week.

- Have an active Slack account.

Slack is the online system Team 3925 uses to track and manage students and projects.

Rules & Expectations

The following are the rules and expectations each student must follow in order to be a member of the team.

Behavior

- Students are to respect each other as well as the team's mentors, parents and sponsors at all times.

Students who routinely disrespect one of the aforementioned will be asked to leave the team.

- Students should conduct themselves in a professional manner at all times.

This means dressing appropriately for an event or meeting, using appropriate language, etc.

- School should be the first priority for all students on Team 3925 / The Circuit of Life.

On days when the team meets, the room may be open before class. Students are encouraged to take advantage of this time to do their homework or seek help from other students and mentors. Do not use robotics as an excuse for not turning in an assignment or turning in an assignment late. If you need to miss a meeting or event to do school work, please let a student leader or mentor know as early as possible. Students who are traveling or competing with the team should notify their teachers early in the semester so that teachers can try to avoid scheduling important dates (exhibitions, field trips, project due dates, etc) at the same time as a competition. If a student is absent or sick from school (not for competition or team event) they should not come to an after school robotics meeting.

- It is highly recommended that students on the team do not date each other.

The team has found that over the years the students who are dating become a distraction not only for themselves, but other students on the team. In addition, dating within the team creates many awkward situations both during the relationship and when it ends. Students who chose to date should notify team mentors early on. It's better to be open and upfront about things than to try to sneak around and hide it. Students who choose to date are expected to 'leave the relationship at the door'. This means that while they're at robotics the dating students should conduct themselves as normal students on the team (eg: no PDA, no holding hands, no

sitting on each others laps, showing preference, sneaking off to be alone, etc). Students who choose to date may not be put in positions where they will have to work closely together (ex: drive-team and/or pit crew). This is to protect the best interests of the team and prevent awkward/uncomfortable situations for other students on the team.

- Students are expected to have integrity.

This means being honest to each other as well as the team's mentors and not trying to cover up mistakes or errors in judgement. Team 3925 understands that students, like all people, make mistakes and that's okay. However, students should own up to those mistakes. Being forthcoming and honest is always best. Stealing from each other or the team is not tolerated and could result in immediate expulsion from the team.

- Students are expected to maintain a team-first attitude.

First and foremost, The Circuit of Life are a team and any successes or failures are a result of a team effort. Students are expected to put what's best for the team ahead of their own team-related ambitions. Students should always be asking themselves "What Can I Do To Help The Team Succeed?". In the end, people rarely remember individual performances. What people always remember is what the team accomplishes. Ultimately what the team accomplishes together will look far better on a college application or resume than what you personally accomplished on the team.

- Drug / Alcohol / Tobacco use is not allowed.

It is important that Team 3925 maintains a safe environment for everyone on the team. Using or being under the influence at robotics puts not only yourself, but other people in danger. Any student who is caught using or being under the influence at a team event will be expelled from the team immediately. If the incident happens while traveling, the student will be sent home at the parent's expense.

- Information about the current year's robot is confidential

Students should not release details (design, strategy, pictures, video, etc) about the current season's robot without the consent of the team's directors. This is to help build anticipation for the robot's release and maintain a competitive advantage by preventing copying before the end of build season. Releasing information can include posting to social media (Facebook, Instagram, Twitter, SnapChat, etc), emails or texts to friends on or connected with other teams, etc. Once the robot has been released publicly, feel free to post all the pictures and video you'd like as long as present the team in a positive manor (wearing safety glasses, no negative comments)..

Communication

- Slack is used for most team communication.

Students are expected to have a Slack account that they check regularly. Notifications should be turned on as important time sensitive team announcements will be posted to Slack.

- Students should make a point to check Slack daily.

When the team is really busy Slack is often updated at least once or twice a day with new event, changes to events, new information about events, etc. Students should get in the habit of logging in and checking Slack once a day.

Safety

- All students are required to complete SP2 certification for the current season
Sp2 certification for the current season must be completed within the first 2 weeks of class. No students are allowed to work on any robots or projects of any kind until they are SP2 certified and their certificate has been turned in Safety Captain.
- While at robotics, your safety and the safety of those around you should be a top priority.
Most injuries at robotics come from not knowing how to use or misusing a tool. Anytime you are not sure how to do something, you should ask someone who does (veteran student, mentors, etc). In regards to any heavy machinery or power tools, students who have never used a specific machine should ask about how to use a tool, even if they've used similar equipment outside of the team.
- Students must wear safety glasses at all times unless announced otherwise by a team mentor or director
It is the student's responsibility to wear safety glasses whenever they are at robotics. It is not uncommon for students to purchase a few pairs of safety glasses to keep in different places (car, bags, etc).
- Students must wear closed toe shoes at all times.
At competition and in the robotics room, there are many sharp objects and tools. Failure to wear closed toed shoes can result in removal from robotics room. Examples of shoes that are not closed toe include but are not limited to sandals, flip flops, and crocs.
- Students should report any injuries that happen at robotics to a team mentor ASAP.
Depending on the severity of the injury, it may need to be reported to the school for insurance purposes. Please do not try to hide or cover up an injury that happened at robotics.
- Power tools should not be used without the permission of a team mentor.
The team's mentors are the ones responsible for your safety while at robotics. They may not be comfortable with you using a specific tool, or with how you wish to use the tool. As always - "No means no". In addition, no student should use a power tool without first being trained on how to safely use it. This includes any power tools you may have used outside of Robotics.
- If a student is sick, they should stay home from robotics.
This is especially true during build season when the team works in close quarters. Students who come to robotics sick can easily get other students and mentors sick. Please be respectful of others and stay home. Any student who comes to robotics and is sick will be signed out and sent home.

Travel / Competitions

Traveling and competing with the team is the apex of the season and is the culmination of everyone's hard work and dedication. Competitions other than the Ventura Regional require multiple nights of food, lodging and adequate supervision. As such the extensive logistics required preclude the entire team from traveling to "away" competitions. For these reasons a Travel Team is formed which assumes all the responsibilities required during competition.

Travel Team Selection Process

For the sake of transparency, this section covers the thought process behind how students are selected for competition positions. However, it is important to keep in mind that selecting students for a position is not an objective process and there is a fair amount of subjectivity involved in the process. There's not a magical list that will guarantee a student a specific position. It's also important for students to keep in mind that all of these positions are important to the success of the team. Students should not base their success/failure on if they got a position in the pit or drive team, but rather that they did something that contributed to the team being successful at competition.

Positions are selected by the team leadership, with input from the teacher and mentors. Voting is not part of the process since it typically indicates who is most popular - not necessarily who is the best fit for the position(s). Also keep in mind that positions are not set in stone for the entire season. As the season develops, positions may be added or removed based on the needs of the team. In addition, if a student isn't performing or meeting expectations, they may be replaced by another student. In conclusion, once a student has earned a position, they must still continue to earn that position everyday.

Assessment & Interest

Before any selection can be made, the leadership must know who is interested in the different positions. During build season, interested students are interviewed and evaluated for the different positions of the travel team.

Competition Jobs

While at competition there are several jobs that students will have. Each job is important in the team's overall performance at a competition. While students may be picked for a certain position, they still may be called to also fulfill the duties of another position such as scouting.

Scouting

This is the group of students who are responsible for collecting information about other teams and developing a strategy for matches. During matches, the scouting collect data on every robot in every match. This data is compiled into a spreadsheet and is used to help form match strategies as well as direct the team on what to do during the alliance selection process. While the drivers may control what happens during a specific match, the scouts and strategist control what the team does over the course of the entire event.

Requirements:

- Attend practices regularly
- Works with Scouting & Strategy department to practice scouting
- Pre-scout teams prior to a competition
- Attends a nightly scouting meeting while at competitions
- Sits in stands to help with the collection of match data
- Arrives to competition venue early to help secure seats with good views of the competition field.

Pit Crew / Pit Speakers

This is the group of students who are responsible for maintaining the robot at competition as well as talking to judges. Between matches the pit crew works on the robot to make sure that it

is fully functional for the next match. During matches the pit crew works on keeping the pit clean. Students in this group must know how to maintain the robot as well as be well versed in the team's non-robot areas as well.

Requirements:

- Attend practices
- Works with drivers to make tweaks to robot to improve performance
- Works with scouts and strategists to improve robot performance
- Long hours standing in the pit
- Knowledge of tools and robot functions
- Maintain a clean and well organized pit
- Comfortable speaking to judges about robot and team
- Can handle stress of making repairs in very short time
- Arrives early to competition venue to help secure seats for scouts and strategists

Drive Team

This is the group of students who drive/compete with the robot during matches. This is arguably one of the toughest jobs a student can have during competition since the team's performance at a competition depends on how well they perform.

Requirements

- Attend practices
- Works with pit crew to improve robot performance
- Works with scouts and strategist to improve their own performance
- Long hours standing
- Knowledge of how robot works
- Comfortable speaking to judges about robot and team
- Can maintain focus in high stress environments such as driving in front of larger crowds

Depending on the competition, the number of students at the competition and the needs of the competition we may have different jobs come up. These jobs could range from volunteering to make the event run smoother, assisting teams or escorting VIPs.

Travel Rules and Expectations

- While at competition students are expected to be professional, work hard to be the best and exhibit good sportsmanship.

Students who are competing with the team are representing the team, the team's sponsors and themselves. The team prides ourselves on its professional appearance and demeanor during competition. In addition, the team also wants to compete in a way that inspires others. This means working hard to rise above the competition, instead of trying to bring down our competition.

Competition Dress Code

In order to maintain a professional appearance, the team has a dress code for competitions:

Note: Team apparel worn at competitions cannot be ripped, faded or modified (frayed, fringed, sleeves cut, etc).

Shoes

It is mandatory that students wear **closed toed shoes** at competition. Students who do not wear closed toed shoes will not be allowed in the pit and competition field. This is non-negotiable. Furthermore, students should consider their position at competitions. For example, if their position requires them to be on their feet a lot they may want to wear more comfortable shoes or even bring a second pair to switch in the middle of the day.

Accessories

It is preferred that any accessories match the team's primary colors (black, yellow, red, and orange) to show team spirit.

While traveling there will be additional rules for students to follow:

- Students who do not follow these rules may be sent home at the discretion of teacher and/or not be allowed to travel in the future. Students travel as a group with the team. The team takes care of all airline tickets, hotel reservations, transportation, etc. Students who are traveling with the team cannot make arrangements on their own, outside of the team.
- Rooms and room assignments will be announced prior to the team leaving for competition. Rooms will consist of 3-6 students per room (depending on the number of students, size of the hotel rooms, etc). Under no circumstances will any male or female students share a room. Students who have concerns about sharing a room with a specific person should come to a leader early.
- Student directors will keep a headcount to make sure that no one was left behind while we are in transit. If someone is missing the director(s) should report it to a mentor right away.
- Students should never be alone in any part of the hotel with someone of the opposite gender. This is not only to prevent inappropriate behavior, but protect the students from possible accusations of inappropriate behavior. 'Hooking Up' with another person is not allowed. No one from outside of the team can be in a student's room at any time unless it's hotel staff or with a team mentor. Students are not allowed to leave the hotel without mentor permission. Students who are allowed to leave the hotel must be in a group of 3+ or with mentor supervision.
- Students who are taking medication must tell the team teacher. In accordance with school rule, some types of medication maybe be collected by the team teacher. This is to prevent students from abusing medication as well as make sure people in their rooms aren't allergic to the medication. Students who have food/medication allergies must tell a teacher prior to traveling.
- The certificated chaperones will have access to spare room keys and are reserve the right to enter a student's room at any time (female chaperones in female rooms, male chaperones in male rooms). Students are not allowed to deadbolt doors unless it is after bed check.

Guidelines

Attitude Is Everything

Like with most things in life, your attitude often times makes the situation. If you go into a

situation with a bad attitude, you're probably not going to have a good experience. Go into an important match thinking you're going to lose, you're probably going to lose. Always keep a positive attitude.

"We Is Greater Than Me"

First and foremost this a team. What one or two people do isn't as important as what the team accomplishes together. Wins, losses, successes and failures are the result of the team's collective effort - not the effort of a single person or department. Likewise, every department/sub-team is dependent on each other. A few examples of this are:

- The Operations Department helps secure the resources needed to build a robot, but they don't have a product to demonstrate without the Engineering Department.
- The drivers depend on the pit crew to keep the robot fully functional and the scouts/strategists to provide a strategy. If one of these three sub-teams don't do their job it's very difficult for the team to be successful on the field.

Never Rest On Your Laurels, Always Keep Improving

Never assume you know everything. Always keep an eye on ways to improve yourself and the team. Everyday is an opportunity to improve. Try something new, work in a new department, practice old skills, etc. Be proud of what you've accomplished in the past, but don't use it as an excuse to stop improving. Remember that when picking positions the mentors do not look at past accomplishments, grade or seniority. The mentors will pick positions based on who they feel is the best for the team. So even if you've held a position in the past, someone else can take over if they prove they can do the job better.

Compete With Integrity

Always compete the right way - by working hard to rise above the competition. Cheating and sabotage will not be tolerated. This extends beyond the playing field. When trying out for a position you should be actively trying to help your teammates get better, not trying to bring them down. Remember that this is a team.

Meetings

The class meets Tuesday and Thursday.

These meetings are used to work on team projects, plan events and train students. Occasionally these meetings may be shifted around or cancelled based on school activities or holidays. It is important that students attend these meetings to help them become active and engaged members on the team.

Tuesday / Thursday Meetings

These meetings will usually be training days with presentations and/or hands on work time.

Build Season Meetings

These meetings occur during the 6 week build season. Due to the limited amount of time the team has to work on its robot, the team has meetings planned everyday (including weekends) during build season. While students are not required to attend every meeting, the more a student shows up, the more engaged and involved they'll likely be in the robot's design and build process.

Competition Season Meetings (Practices)

Just as a sports team practices between games, so does Team 3925. Unlike most teams, Team 3925 build a second (practice) robot that is used between competitions to train the pit crew and drivers, as well as test and implement improvements. In addition, students work on preparing for competition, packing before a competition as well as train to be scouts.

Student Leaders

The Student Leaders on Team 3925 are the students who oversee the operation of one or more departments on the team. On a bigger scale, the mentors on Team 3925 look to the Student Leaders as a voice for the other students, to be role models for other students to emulate, help build unity among the students, mentors and parents.

Being a Student Leader requires a lot of dedication and a strong work ethic on the part of the student. However, being a Student Leader can be extremely rewarding.

Requirements

Team 3925 expects a lot out of its Student Leaders. In order to become a Student Leader you must meet the requirements listed in **Job Descriptions**. Student leaders will receive a regular performance review from the teacher and/or their director. For example, the directors will have their review with the teacher while the managers will have their review with their director. The purpose of these reviews is to provide positive feedback on how the student can be a stronger leader and better fulfil the responsibilities of their position.

Selection Process

Student leaders are selected in a two part process. Part one is selecting Directors, part two is selecting Managers.

Selecting Leaders

Selecting Team Leaders is not an objective process. This means that there isn't a checklist that guarantees you a position. In fact each year, there are many deserving students who do not receive positions. Team Directors are selected by a committee of mentors. Managers are selected by a committee of mentors and the newly selected team directors. See below for details.

Job Descriptions

Officer Job Descriptions

An officer of the Circuit of Life robotics team is a LEADER. A leader is a person who possesses specific experience, skills and attributes that assist him or her to lead a TEAM of people to achieve a common goal. That TEAM has a specific goal or set of goals to accomplish. Without effective leadership a team is like a ship without a rudder, destined to go wherever the wind and tides direct it. A leaderless team is unhappy, unmotivated and will fail to achieve its goal(s). A group of team members discussed at length the traits they believe a Circuit of Life TEAM LEADER should possess. They are as follows:

1. INTEGRITY – Honesty is a foundation of their beliefs. They “Walk the Talk” setting the example in all their actions and behaviors. Admit mistakes and accept blame without insult, as no one is perfect.

2. CONFIDENCE – Exhibits confidence in action and decision however open for discussion and ability to compromise.

3. CREDIBILITY – Actions and words elicit trust from their team. They are believable and dependable.

4. RESPECTFUL – Has respect for others opinions, thoughts and actions. An exceptional listener who considers others opinions and thoughts in making

5. RESPONSIBLE – Accepts the obligation of control. Is accountable for the actions of a person they supervise and/or the outcome of a project or goal.

6. COMMUNICATOR – Possesses outstanding communication skills. Has the ability to communicate difficult or complicated information in a clear and concise manner assuring the message was understood by all.

7. EXPERIENCE – Experience with or an understanding of the tasks their team work at and complete is desirable in most cases. It is difficult to make informed decisions or discuss specifics without an understanding.

8. COOPERATIVE – Both Directors and Managers must be able to work with the other Director or Leads on a frequent basis. All of the sub-teams are interdependent on one another to be successful. The ability of the Directors and Managers to work together and communicate effectively is paramount to achieving the goal(s).

All of the Leadership positions below require the leadership traits detailed above in addition to the specific requirements as indicated.

General Prerequisites and Job Descriptions for Leads:

Minimum 3.0 unweighted GPA (standard progress report procedure)

Good time management skills

1 year of robotics (FRC, FTC, VEX) experience (in related department)

Responsible for creating and upholding the team's image

Exceptional verbal/written communication/interaction skills.

Present yourself professionally

MUST attend 90% of team activities. (Class and Ventura Regional).

Responsible for development and organization of workshops and curriculum

Responsible for department meeting deadlines within parameters

Ability to instill knowledge

Ability to delegate tasks and responsibilities

Assign competition roles and placement

Document progress in workbook.

OPERATIONS DIRECTOR: (You are a leader, not doer)

A minimum of 2 school year of team experience

Understanding of team finances and financial opportunities

Understanding, experience preferred, with digital and social media

Knowledge of FRC's mission, opportunities and activities

MUST attend 95% of team activities

Responsible for the fiscal management of the Business departments
Responsible for ensuring productivity of their department leads
Responsible for managing a calendar
Responsible for ensuring their team leads meet all goals and projects are completed on time
Meet with their Engineering counterpart and the class teacher on a weekly basis to review current status and discuss issues and opportunities (more often if indicated)
Lead meetings with their Business Leads on a weekly basis (more often if indicated) to receive status reports and discuss issues and opportunities
In-depth understanding of all the available FRC awards, requirements, timelines and ensure timely submission
Appoints pit manager
Appoints safety officer

MEDIA MANAGER:

Experience with website development or strong desire to learn
Knowledge and management of social media
Experience with Photoshop or similar software programs.
Possesses strong artistic aptitude
Responsible for the team's website and social media
Oversees recording of team events via written, photographic and video media (Business and Engineering)
Responsible for development and distribution of both internal and external communications and marketing

OUTREACH MANAGER:

Responsible for management of the team event calendar and coordination of events with team member assignments and volunteers
Responsible for setting up mentoring of other FIRST teams
Ability and confidence in communicating effectively with adults in both verbal and written form

STRATEGY/SCOUTING MANAGER:

Help evaluate and assign Drive Team
Create/maintain/analyze scouting sheets
Research/evaluate/document other teams before and during matches
Continuously develop strategy/game plan
Scouting shifts (pits and stands)
Spectator communication
100% mastery of game rules
Designate judging liaison

*TRAINING MANAGER (You are a leader, not doer):

Responsible for FTC and VEX teams started within Team 3925
Ensures students are on track for FRC
Creates and manages calendars for FTC and VEX seasons

Coordinates training schedules between function managers and their mentors

ENGINEERING DIRECTOR: (You are a leader, not doer)

Minimum 2 years technical experience on the team

Attend a minimum of 95% of team activities

Responsible for the fiscal management of the Engineering departments

Responsible for management of the safety standards of each departments

Responsible for ensuring productivity of their department leads

Responsible for ensuring their department leads meet all goals and projects are completed on time

Meet with the Business director and the class teacher on a weekly basis to review current status and discuss issues and opportunities (more often if indicated)

Lead meetings with their Engineering Leads on a weekly basis (possibly daily during build season) to receive status reports and discuss issues and opportunities

Responsible for managing a calendar of build season

Confirms Department pit rotations/scouting rotations

ELECTRICAL MANAGER (You are a teacher, not a doer)::

Assign Battery Officer

Ability to teach and understand electronics

Ensures electrical requirements are considered throughout season

Document current wiring diagram

Troubleshoot wiring issues/damage

Ensures quality control

Create electrical competition pit rotations

Design and implement robot's pneumatic/ electrical systems

MECHANICAL MANAGER (You are a teacher, not a doer)::

Teach, operate, and maintain machinery/tools

Design/fabricate/build robots

Prototype

Lead design process through CAD

Create mechanical competition pit rotations

Ensures quality of mechanical elements

SOFTWARE MANAGER (You are a teacher, not a doer)::

Programing the robot

Maintain archive of code

Create programming competition pit rotations

Ability to teach and understand current programming language

***TRAINING MANAGER (You are a leader, not doer):**

Responsible for FTC and VEX teams started within Team 3925

Ensures students are on track for FRC

Creates and manages calendars for FTC and VEX seasons

Coordinates training schedules between function managers and their mentors

Parents

Parent support is an important part of Team 3925 / The Circuit of Life. Parents can help in a variety of ways

Expectations

The following are expectations Team 3925 has for the parents of student team members:

- Provide timely transportation for their child, making sure that they are on time and ready to participate.

It is important that students arrive on time for events. If a student has to come late, they should let a mentor or student leader know ahead of time. Some events, like when we meet at the school to take a bus to competition or at the airport, cannot be delayed. If your child is late, they run the risk of missing the bus or plane. **Please be on time to pick up your child.** Team mentors will wait (at least for a period of time) with students until they are picked up, but please be respectful of their time.

- Do not send their child to robotics if they are sick.

It's easy for germs to pass from a sick student to other students and mentors. In the past Team 3925 has had illness take down many students and mentors, putting the team several days behind schedule during build season. Students who come to robotics sick will be sent home.

- Respect the team, its mentors and its sponsors.

It is important that parents are respectful of the team and its goals. Collectively the team's mentors spend thousands of hours with the team, while you may not always agree with some of their decisions, please trust that they have the best interests of your child and the team in mind.

- Please bring concerns to the teacher early

If you have any questions or concerns about the team or your child, please bring them to the attention of the teacher early on so they can be addressed and not compound into larger issues.

- Keep Robot Information Confidential

Team 3925 understands that you're proud of what your child is working on, but please respect the team's wishes to keep robot information confidential until its public release.

- Volunteering At Events

Some of the events Team 3925 runs each year require adult volunteers such as judges, referees, etc. Prior to an event, a list of needed volunteers and the requirements for those positions will be sent out to the parents .

- Supporting Team At Competitions

Another great way to help Team 3925 is to support the team at competitions. This can be in many ways including picking up lunch, cheering on the team, running errands, etc. If parents are planning on traveling to a competition, we encourage them to let the team know. In the event the team has extra hotel rooms, airline tickets, etc. the team is more than happy to let

a parent purchase them from the team instead of cancelling the reservations or letting them go unused. When parents attend competitions, we ask that you respect their roles on the team. Every student has a job when we compete and it's important to the team's efforts that students are focused on their job.

- Parents should keep in mind that The Circuit of Life isn't for everyone.

Some students don't like the team aspect, some don't like competition, some just aren't open to STEM or robotics, etc. It's important not to force your child to stay on The Circuit of Life if they're truly not interested. This doesn't mean they're not fit for STEM or robotics, maybe it's just not right for them at the moment, but it's not fair to them, the mentor or the rest of the team to force them to keep coming.

Slack

What Is Slack?

Slack is our online team management system. The Circuit of Life use it to keep track of students, announce upcoming events, and manage the robot design process. Every student and mentor must have an active account on Slack.

Abusing Slack

Anyone caught abusing Slack will be reported and penalized at the teacher's request.

Competition Events

Competitions are held during the whole academic year after each respective build season. The Ventura Regional, hosted at Ventura College, is a mandatory event to attend for the FRC team. Unless discussed with the teacher, all students are expected and required to attend the Ventura Regional.

Mentors

Team 3925 mentors work with all students in the class providing engineering, manufacturing, leadership and administrative subject matter expertise and guidance. The team mentors teach and guide students but do not "DO". The mentors work in collaboration with team management in fulfilling their individual roles.

Team mentors usually work with specific departments of the team. These include Strategy, Mechanical, Electrical, Software, Media, Financial, Communication and Outreach and Fundraising.

Mentors serve at the discretion of the student leadership. As the team evolves with experience different expertise or skill levels may be required on the part of the mentors. The mentorship needs of the team will be re-evaluated yearly at the start of each academic year.

Former team members are not eligible to apply to become mentors on the team for a period of 12 months following graduation.

Expectations

The following are the expectations of all Team 3925 Mentors:

- The safety and wellbeing of the students is the top priority and follow the FIRST Youth Protection Program (FYPP) Code of Conduct. In addition per FIRST policy all team mentors must complete a background check through XXX program.

- It is highly recommended that mentors do not friend/follow/etc students on social media (Facebook, Twitter, Instagram, etc). This is to protect the mentor as much as it is to protect the student. As adults, we sometimes post things to our personal social media accounts that students don't need to see or know about.

- Mentors should not directly contact students via phone, text or email unless authorized to do so by that student's parents. Any communication (phone calls, text messages or emails) should be related to team activities, academic problems or career concerns. It is recommended that a parent or another mentor be copied on any written communications with a student.

- Whenever possible a mentor should not be alone with a student. If you need to talk to a student in private do it with another mentor. If the student only wants to talk to you one-on-one, do it in a room where other people can see you.

- Any mentor who believes that a student may be the victim of, or at risk of, abuse (emotional, physical or otherwise) from any source is required to report their concerns. Do not attempt to conduct an investigation or confront the suspected offender(s). Concerns should be reported to the lead teacher.

Authority of the Handbook

The rules and policies set forth in this handbook are binding and must be followed by all team members. The handbook may contain appendices including the Team Identity Standards. These documents are binding as well. The leadership team has the authority to modify the handbook at any time. The team will be notified of any modifications. All students must acknowledge the Authority of the Handbook by signing the contract and form below.

Student Contract/Parent Contract

By signing below I acknowledge and understand all points listed below:

- I have read the handbook describing Team 3925 / The Circuit of Life and agree to comply with the policies outlined within.
- Participation in the program requires attendance at mandatory events, and I will comply with the schedule of said events.
- The equipment used during construction of the robot can cause serious harm injury if not used correctly. I understand that members are not permitted to use any piece of equipment until they have been instructed on its safe use and are not permitted to use any piece of power equipment without adult supervision.
- As long as my parents have signed the liability release/consent form, I will only ride in a car driven by an adult mentor, faculty advisor, approved parent or student, or myself to any robotics function.
- I agree and consent to allow my photographs, name, or comments to appear in media related to Team 3925.
- I understand that violation of any of the policies above is punishable up to and including dismissal from the team.

Student Name

Email

Student Signature

Date

Parent Signature

Date

