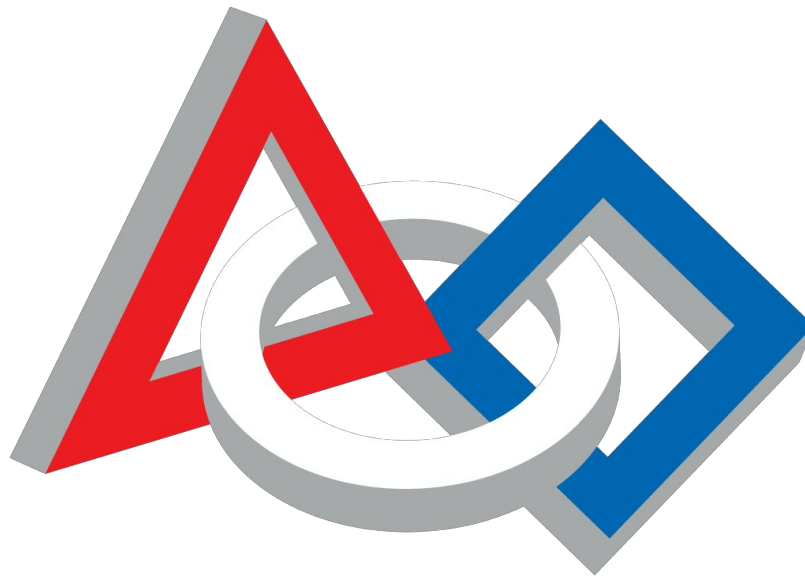


Greater Nashua FIRST Robotics Club, Inc.



FIRST®



PHOENIX
Greater Nashua FIRST Robotics

Team Handbook

Revision F

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Welcome

Congratulations on deciding to join Greater Nashua FIRST Robotics Club. We think you will find your experiences very rewarding and enjoyable. This guide is intended to give you an understanding of the program and your responsibilities as a team member. In the following pages you will find information relating to team, Information about FIRST, membership requirements, team rules, team guidelines, competition events, travel and many other aspects of our team. Please review all the information very carefully. If you have any other questions that this guide has not covered, or if there are questions regarding any topic, do not hesitate to ask a mentor or student leader. You are required to share this manual with your parents/guardian.

Definitions

“Club” or “the Club” refers to the Greater Nashua FIRST Robotics Club (GNFRC).

“Team” or “the team” refers to the team associated with GNFRC.

Vision

“To create a world where science and technology are celebrated... where young people dream of becoming science and technology heroes.”

- Dean Kamen, Founder

What is FIRST?

FIRST (For Inspiration & Recognition of Science & Technology) is a unique varsity sport of the mind designed to help high school students discover how interesting and rewarding the life of engineers and researchers can be.

What is Unique? It is a sport the students play with the pros and learn from them. Designing and building a robot is a fascinating real world professional experience. Competing on stage brings students as much excitement and adrenaline rush as conventional varsity tournaments. The game rules are a surprise every year.

How it Works: The FIRST Robotics Competition stages short games played by remote-controlled robots. The robots are designed and built in 6 weeks (out of a common set of basic parts) by a team of 10-25 high school students and guided by handful of engineer-mentors. The students pilot the robots on the field. Competitions take place in March and April. The FIRST Robotics Regional competitions are typically held in University or Sports Arenas. A championship event caps the season. Referees oversee the competition. Judges present awards to teams for design, technology, sportsmanship, and commitment to FIRST. The Chairman's Award is FIRST's highest honor.

"...It's like life. You never have enough information. You never have enough time. The kit of materials may be what you have in the warehouse. There are always people doing competing things and you must have a strategy. We've created a microcosm of the real engineering experience."

- Woodie Flowers, Co-Founder FIRST Robotics Competition

Gracious Professionalism

Dr. Woodie Flowers, FIRST National Advisor and Pappalardo Professor 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.

All members have a responsibility to FIRST and the team to uphold "Gracious Professionalism" in all of their activities.

Mission Statement

The mission of the team is to provide an accessible, innovative program to build not only science and technology skills and interests, but also self-confidence, leadership, business, and life skills. Based on the FIRST program, the team strives to enhance the learning of science and engineering, respect the values and abilities of various members, inspire innovation, responsibility and teamwork, as well as creating partnerships. When successful, we will be recognized as a FIRST team to emulate.

Key Strategies of focus include:

- Providing exciting and interesting opportunities for all team members while having fun!
- Providing an atmosphere with freedom to accept challenges enabling self-discovery, direction and confidence, instilling pride in project completion.
- Fostering innovation in the creative process, utilizing strategies needed to maintain a highly effective team during the engineering process used to design/build the robot.
- Creating a team respectful of team members, schools, local and FIRST communities and other competing FIRST teams
- Delegating responsibility and authority to teammates, thus teaching accountability for their commitments.
- Demonstrating the application of mathematics, physics and science used in solving practical problems through mentoring.
- Developing teamwork skills through brainstorming activities, assigning tasks (business and technical) to involve all aspects necessary to have an effective and professional team.
- Attaining gracious professionalism by offering all involved the growth to gain from both positive and negative experiences, allowing for success in present and future endeavors.

Membership

We are an open team, accepting anyone who wishes to take part in the FIRST experience. Membership offers such a wide variety of experiences and opportunities that it is almost guaranteed that each student will find their niche in the team.

Students should understand that while there are no prerequisites to join the team, certain privileges will be extended to students who truly devote themselves to the team. These privileges include leadership positions, travel opportunities, and recommendations for possible scholarships and/or employment.

Criteria for Membership in the Club

Members must attend the team meetings (preseason and post-season), a majority of the build sessions (during build season), and team functions as necessary. Attendance and punctuality are indicators of a student's commitment to the club. A team member needs to be available and ready to participate as much as possible. When asked to participate, establishing a record of dependability and punctuality is essential to the club organization and efficiency.

Parents of members are encouraged to actively participate in team activities and help in Club operations.

All members must take the Machine Shop and General Safety Course. Safety is considered the most important step in preventing accidents to individuals, equipment, or facilities. No member can participate in shop or pit activities without taking these orientations. Safety Glasses **MUST** be worn at all times while working on the robot, and in the pit and field areas during competitions. Hearing protection must be worn in noisy shop areas.

Members Must Consistently Demonstrate Appropriate Behavior. We rely on each other for the success of the Club. Students and adults are expected to bring the best of their abilities to meetings and events. The competitions we attend are both expensive and time consuming and it is expected that all involved will behave with integrity and the greatest regard for others. All members of the Club are expected to demonstrate the following attributes:

Good Judgment, Honesty, Integrity & Positive Behavior: Each member is an ambassador of our Team, our sponsors, and the community at large. Club members need to be role models for other members to emulate and respect. Solid behavior choices should be demonstrated at all times, in and out of Team activities.

Ability to Commit to a Project: Starting a project and following it through to the end is critical to Team performance. Club members need to dedicate themselves and not to get side tracked or discouraged. Don't take on a responsibility that you can't perform, and ask for help if you are having problems with a project.

Ability to Work Independently and as a Club Member: Being able to be a Team player, or doing what is needed for the Team, is an asset to all. However, working independently with little or no direction shows dedication and willingness to learn.

Demonstration of Honesty and Integrity: Honesty and integrity are looked upon as important attributes of a quality person.

Time to Spend on Activities: This Club requires many hours of a member's free time. Careful planning and scheduling may be required to stay actively involved. In some cases, choices as to other activities may need to be made.

Community Involvement and Service: Club members are expected to perform community service. The FIRST mission is to change the way America's young people regard science and technology and to inspire an appreciation for the real-life rewards and career opportunities in these fields. Team members maintain a year-round partnership with the community, schools, sponsors, and other organizations by volunteering to support the spirit of FIRST.

Participation

The Club membership requires many hours. Usually the Club meets regularly during the fall from 7:00 PM to 9:00 PM. All team members are required to participate in these evening meetings, special events, fundraising events and other team activities unless a valid reason for absence is provided.

It is understandable that team members may be bound to other extra-curricular activities, such as other teams or clubs, but it is expected that a necessary amount of time be spent with the Club to prove their commitment to FIRST.

All members must take active and productive roles on the team. This is to ensure that the team works efficiently and effectively.

Participation falls into two categories:

Mandatory activities are those activities where attendance is required. These include most meetings, build season kick-off activities, and brainstorming sessions. All-club meetings are held weekly to update and educate students, parents, mentors, and sponsors about the team's activities, and to coordinate future activities, team building, and other team functions.

Voluntary activities are those which many students (and parents) find rewarding. These include participation in fundraising, promotional activities, LEGO League mentoring, design and machining skills development, subcommittee activities, and opportunities to learn about technology careers, companies, and college programs.

School Work

When we travel, students are required to get all class work, assignments and readings before we leave. Getting and completing these assignments is your responsibility. Upon your return to school all the assignments that have been missed must be completed or made up to the satisfaction of your teachers, and within each student's school rules of absences.

Behavior

A club member's behavior is under observation at all times.

1) **Inside the club**

We want everybody to be comfortable at the meetings, so behaviors such as foul language, personal attacks and bullying are not tolerated. We also want to foster a climate of learning and participation, so things like playing computer games, doing homework, texting or watching movies during meetings is forbidden. You should be a role model to other students through your exemplary behavior. If you find yourself idle, you should talk to your leaders or mentors to make yourself useful. To make it easy to focus on the project, so you should avoid disruptive behaviors (playing loud music, making loud noises, distracting others with irrelevant discussions, etc.). You are expected to at all times be polite and respectful to all members: students and mentors. Student leaders and mentors will notify you when your behavior is inappropriate.

2) **Outside the club**

It is very important that you understand that you represent the Club, our corporate sponsors and FIRST Robotics. Refrain from activities that are considered disruptive, rude or simply inappropriate. Be mindful of others and be respectful. Any club member receiving disciplinary action of any type is subject to review by the Board of Directors.

Harassment and Discrimination

Harassment (OF ANY KIND) and/or discrimination is NOT tolerated by the Club and is grounds for correction by the Board of Directors and/or immediate dismissal from the Club.

Events

All eyes are on you every minute you are in public. Your behavior is a direct reflection on your character and our team. A judge or member of another team may overhear what you say to one another and how you say it. Even the expressions on your face or body language may bring unwanted negative attention and bad impressions.

Student Cooperation

Members need to be cooperative at all times. There is no “I” in the team. This is to mean that if a Leader or a mentor requests you to do something you will comply with the best of your ability. Ignoring the directions or request of a mentor is not in the team’s best interest. If you feel a request is out of order, you are encouraged speak to the mentoring staff in an appropriate fashion.

Training

In the pre-season, students are encouraged to work on many aspects of preparation and skill-building with Mentor support. Strong pre-season preparation makes for less stress during the competition.

There are some specific tool skills that all students should learn during this time. These include using a soldering iron, wiring connections, drill press, grinder, dremel, hacksaw, wrenches, multimeter’s, and power hand tools – mentors will be responsible for training students in the safe use of tools.

Attendance and signatures are required for safety training. You will not be able to use any tools unless

you have taken the required safety courses. Make up classes will be available if mentors are notified in advance.

Students will also learn about the process to design our robot. Students and/or Mentors may present lessons on the usage of motors, the control system computer interface and programming language, or other aspects of robot construction. Presentations will also include the process of designing a robot for the FIRST competition that will occur during the build season.

Students are encouraged to spend as much time as possible above the required activities days. This is very important to get any pre-season projects completed.

Other Recommendations

It is understood that our students are very busy in many other school activities. These activities are encouraged and supported by our club. It is the responsibility of the student to manage and balance all their activities, informing the leaders of their commitments.

Sports teams provide different challenges and different stress upon your time. It is important to communicate with your coaches to work out the timing of your activities. Often these activities can be accommodated to the satisfaction of both activities.

There are some instances, however, where the 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 student leader or mentor and your parents before you make a final decision.

Health

Each team member needs to have a complete medical permission form on record. Students taking any medications while we are traveling need to have the list of these medications on file with the mentors.

It is important that you do not travel if you are ill. In the event you become ill on a trip, transportation home will be at the parent's' expense using first available transportation.

Adult Team Members

The success of the Club depends largely upon adult Team members. Many adults put in countless hours of time and dedication to the Team. Typically, the adults are parents of students, but occasionally we are blessed with adults who are not parents of students.

Board of Directors

The Club Board of Directors is a group of adult team members that include a President, Vice-President, Treasurer and Secretary. They are responsible for team organization, financial planning and fundraising, and overall team management. The board of directors meets once every month or every other month depending on the needs of the club. New adult members are encouraged to sign up for membership on the board. Offices are voted on yearly by the existing members of the board.

Mentors

The success of the club is highly dependent on skill sharing. This skill sharing process is called “mentoring.” A mentor is a close, trusted, experienced counselor or guide. Mentors work one-on-one or with a small group on selected projects. Mentors guide the work process, get their hands “dirty” only when absolutely necessary, but in general, their duty is to guide the student(s) in task management and accomplishment. Mentors need to have good communication skills, an ability to communicate at the student level, patience, a high frustration tolerance, gracious professionalism, but most of all, they need a good sense of humor.

The mentors of our Club are dedicated adults working hard to make the season a success. They provide knowledge, experience, and insight into the design and construction of our robots. While we are on trips, mentors are to be considered like parents. From taking care of the students to making sure the Team is doing fine, their efforts are immeasurable. Mentors are always looking out for students and therefore should be obeyed and respected at all times. Misbehavior towards mentors will result in parental notification and possible dismissal from the club.

The Greater Nashua FIRST Robotics Club will provide appropriate instruction to mentors so they may be successful in the process. Mentors must also follow all policies as established by the FIRST Robotics Mentor’s Guide. They must remember at all times that the team is student led and that students need to do the work, even it is more expedient for them to do it at times. If needed, mentors may have to get a police background check.

At any event, either sponsored by or participated in by the team, there will be no closed door one-on-one contact between students and adult mentors (with the exception of a parent and their child). This means that a single adult must always have at least two students present, and a single student must always have at least two adults present. [Note: This policy may delay the opening of a meeting place or activity until a quorum is obtained and/or may delay the release of a student at the end of an activity to maintain a quorum.](#)

Parents of Student Team Members

Parents are an integral part of the Club and are very important to our continued success. Parents are also a key factor in the motivation and dedication of their child. Supporting their son or daughter in all aspects of their team involvement is key to them getting the most out of the program.

Parents have several responsibilities, which include:

- To provide timely transportation for the student. Making sure that they are at the required events on time and ready to participate. Parents are expected to have the student at the designated location at the prescribed time, and provide timely pickup at the end of an event.
- Discussing with students their team experience, getting feedback from mentors, helping students act on it and if necessary, helping resolve any issues.
- Parents are expected to participate in a variety of ways from time to time during the year. This participation normally consists of, at a minimum:
 - Providing baked goods or other dessert items that can be sold at fundraising events.
 - Providing finger food meal items for guests and sponsors at our outreach events.
- Parents are expected to provide accurate health insurance information for their child to cover and authorize emergency treatment.
- Parents are expected to provide accurate contact information, such as name, home phone, cell phone, mailing and Email addresses, to be used for general and emergency communication.
- Parents are also expected to help students with spending money as is appropriate when we are at events or competitions.
- Parents are encouraged to participate in club activities whenever available.

Subteams

The team is divided into multiple subteams to focus student and mentor efforts. Student team members can participate on more than one subteam.

Systems Engineering Subteam

Strategy: The strategy group works with the entire team early in the build season to develop a game winning strategy that will drive the robot system design. The strategy group then spends most of the build season researching the nuances of the game, refining strategies, and coordinating these ideas with the robot drivers. They research other team ideas by participating in web forums (such as ChiefDelphi). During competition, this group puts these plans into action, digesting input from the scouting team and informing the Drivers of potential winning tactics. This group will also keep up to date on FIRST rules revisions and inform the Team throughout the competition season.

System Design: The system design group turns the strategy developed by the strategy group into top level performance and design requirements for the mechanical engineering and controls group to design a robot.

System Integration & Test: The system integration & test group is responsible to integrate the functionality of the mechanical, electrical and SW components of the robot, test the functionality, and tweak the robot's performance.

Scheduling: The scheduling group, working with the team leader and subteam leaders, builds a schedule based on the work that needs to be done as the design of the robot is refined, combined with knowledge the meeting times and team member availability. The team may choose to use a tool like Microsoft Project or something similar. This group is responsible for arranging, monitoring, and dynamically modifying the schedule to try to avoid things like finishing robot assembly on the last day of build. (Preferably, the build season can be thought of as roughly 1/3 design, prototype and CAD, 1/3 build, and 1/3 operational testing and drive team practice, with the more time for the last stage, the better.) One key thing is to identify critical resources and paths, and work on mitigating strategies. For example, contention for the control system and robot frame can often be issues, and planning ahead can make things work much more smoothly.

Scouting: The scouting group develops materials and methods to assess the competition to provide information on other teams to our team drivers to provide as much competitive advantage as possible. The collection of data, and the analysis of the information, assists our team to refine strategies during competition and prepare for choosing alliance partners for final rounds of competition.

Drive: The drive group is responsible for driving the robot in competition to implement the game winning strategy developed in conjunction with strategy group. The drive group also works with controls group to design the driver interface board.

Pit Crew: The Pit Crew consists of the team members who best know the workings of the robot and its construction, and have demonstrated ability for quick and effective repair. Between rounds of competition, they perform diagnostic and preventative maintenance on the robot. If, as often is the case in competition, the robot suffers some degree of damage, they get it ready for the next round. The pit crew needs to assign someone to be the safety coordinator at competition events to ensure that safety rules are followed (safety glasses on at all times in the pit) and the pit area is kept neat and hazard free.

Mechanical Engineering Subteam

Manufacturing: This group does the fabrication and assembly of the robot during the build phase. The jobs vary depending on the direction of the mechanical mentors and the abilities of the students.

CAD: The CAD group designs the robot using Computer Aided Design tools to design each part of the robot during the design phase of the build season, so that all parts are documented and reproducible. Members of this group learn to use SolidWorks to design portions of robot to meet the performance and design requirements for the system design group.

Field: This group is responsible for constructing the various field components in the early days of the build season. These components are built following the instructions contained in the Game Book, which is distributed at Kick-Off.

Controls Subteam

Electrical Engineering Subteam

The Electrical Engineering subteam is responsible for detailed design and build of the electrical components on the robot and for the entire driver interface. This subteam designs the electrical components to meet the performance and design requirements from the system design group.

Software Engineering Subteam

The Software Engineering subteam is responsible for the design, coding and testing of the SW that runs on the robot required to meet the performance and design requirements from the system design group. The Software Engineering subteam is also responsible for integrating the SW onto the robot controllers and assisting in final robot integration and test.

Business Subteam

Animation: The animation group uses a software program called 3ds Max to create a 30 second animation of our robot playing the current game. Team members will need to be trained on this software during the pre-season, so that they can be productive during the build season.

Marketing: The marketing group builds the image of the Team that the outside world sees. From press releases to sponsor letters to information brochures, this group constructs the visible face of the entire Team. A major task for this group is the writing of submissions for the

various awards, such as the Chairman's Award or Woodie Flowers Award. During competition, this group often speaks directly to groups, judges, and the media, and is typically stationed outside the pit area to greet other team members.

Video: There are two focuses of the video group. The first focus is to create a video that partners with the Chairman's document. Usually this five to seven minute video is built from video footage taken throughout the year to creatively support the information presented in the Chairman's document and which can be used for Team publicity.

The second focus is that of analysis of our robot and its performance. The video group will record all the activity of our robot during practices and all matches. The video will be reviewed by the Drive group and the Build Crews immediately at the conclusion of the activity at a designated location. The information gathered will allow the Team to analyze the performance as well as strategies used to play the game.

Media: The Media group builds the visual archive of various aspects of the season. They take still photographs and or video clips for such things as our website, YouTube channel, scrapbook, training videos, strategy evaluations, and other instances where a video record is useful or necessary.

Web: This group develops many sections of our website. Members of this group need to have or be willing to learn basic HTML, PHP, or other similar technologies. Other duties include maintaining the Email member list, moderating web forums, and uploading the photo galleries.

Chairman's: The Chairman's Award is the greatest honor in the FIRST competition. The award is given to the team that best exemplifies the ideals of FIRST. To exemplify FIRST a team must show community involvement, demonstrate their partnership, inspire other teams, be a role model and be of service to the community of FIRST.

To earn this award the team must demonstrate all aspects of their team by the creation of a Chairman's submission in the form of a written submission and/or video. These are very specific criteria for this submission as well as a specific due date.

This group is made up of students that are interested in documenting our team's efforts in the form of a submission. This submission can take on many forms. Coordination with the other subteams is essential for the success of the project. The resulting document is a chronicle of our team's efforts.

Leadership

The leadership is made up of two core bodies: the Mentor Leaders and the Student Leaders. The Leadership is there for the team as the organizational head of the Club. Their purpose is to make decisions on behalf of the team on a practical level.

Mentor Leaders

Mentors are encouraged, but not required, to join the Mentor Leaders. The Mentors Leaders make up the advising body of the Leadership; their mission is to give practical advice to the Student Leaders.

Student Leaders

The student leaders of each subteam and the Team Leader make up the Student Leaders. Each subteam leader is responsible for each student team member on their subteam.

Student Leaders' Job Descriptions

Descriptions of each student leader's responsibility:

Team Leader: This leader is responsible for leading the team and the Leadership, and handling any issues that do not fall into any subteam's responsibilities. This leader creates the agenda for meetings and guides team discussions in an organized fashion. This leader is also responsible for dealing with conflict between team members.

Systems Engineering Subteam Leader: In addition to being responsible for the various responsibilities of the Systems Engineering Subteam, this leader is responsible for the organization of training and the robot building project. This leader is also responsible for leading inter-subteam cooperation and communication. See the [Systems Engineering Subteam](#) section.

Mechanical Engineering Subteam Leader: The Mechanical Engineering Subteam Leader manages the Mechanical Engineering Subteam, aids in designing the physical parts of the robot, and keeps the prototyping and construction on track. This leader also help keep the subteam progressively connected to the other subteams and organizes the training of new students. See the [Mechanical Engineering Subteam](#) section.

Electrical Engineering Subteam Leader: This leader is responsible for overseeing Electrical Engineering Subteam in the designing, assembling, testing, and installation of all electrical components for a competition grade robot. See the [Electrical Engineering Subteam](#) section.

Software Engineering Subteam Leader: The Software Engineering Leader is responsible for training the subteam members and interfacing with the other subteams to talk about who needs the robot and tasks to be done. This leader is also there to organize and delegate the tasks that the Software Engineering Subteam needs to accomplish. See the [Software Engineering Subteam](#) section. The Software Engineering Subteam Leader is also the Controls Subteam Leader.

Business Subteam Leader: This leader is responsible for overseeing most tasks that do not relate to the construction of the robot. This includes overseeing the submission of awards, the maintenance of the website and social media pages, fundraising, marketing, and making sure that everyone on the Business Subteam is working efficiently. See the [Business Subteam](#) section.

Selection of Student Leaders

The student leaders are elected democratically by the student team members each year, generally in May or June. Any student team member can run for a student leader position. If there is only one candidate, then no vote takes place. If there are two or more candidates, then a vote takes place. In the event of a student leader resigning, the Leadership will decide on a new leader until the next elections.

Voting Process

Each student team member is given one vote per round. Adult team members do not vote, but can make suggestions.

If there are only two candidates running for the position: Each student team member votes for their preferred candidate. The candidate with the most votes attains the student leader position.

If there are more than two candidates running for the position: Each student team member votes for their preferred candidate. The top two candidates then move on the next round of voting. Each student team member then votes again and the candidate with the most votes attains the student leader position.

Communication

Email

Each team member is given an email alias in the format of *firstname.lastname@team2342.org*, this email will forward to the team members personal email address. In the event that a student does not have an email or does not want to use his/her email, a team email account will be provided.

The team has several email lists that we use for efficient communication:

- The team email list (team@team2342.org) is used for emailing the students, mentors and parents.
 - The student email list (students@team2342.org) is used to email the student team members.
 - The mentor email list (mentors@team2342.org) is used to email the mentors.
 - The parents email list (parents@team2342.org) is used to email the parents/guardians of the students.
- Subteam email lists are used for communication within each subteam.
 - Systems Engineering email list (systems@team2342.org)
 - Mechanical Engineering email list (mech@team2342.org)
 - Electrical Engineering email list (electrical@team2342.org)
 - Software Engineering email list (software@team2342.org)
 - Business email list (business@team2342.org)
- Leadership email list (leadership@team2342.org) is used to email the Leadership.
 - Student Leaders email list (studentleads@team2342.org)
 - Mentor Leaders email list (mentorleads@team2342.org)
- Board of Directors email list (board@team2342.org)

Email Guidelines: In general the email lists of the team are meant for team related activities. Non-team fundraisers and events can be promoted, however if they conflict with a team activity promoting them is forbidden. If promoting a fundraiser, please make it clear in the email subject. If you wish to send jokes, interesting articles, congratulations, happy birthdays, happy holidays, etc. please email each team member specifically without using a team email list. Please keep in mind that there are large numbers of people on each email list, therefore try to not send unnecessary emails.

It is suggested that you monitor your email at least once a day, and twice a day during the build season. In this way, you will have access to the latest news and information each day.

Text

The team maintains a texting list for updates during competitions and last minute meeting cancellations. All messages come from 313131. All team members and parents are added by default, to unsubscribe reply *STOP*. **Note: replies to messages from 313131 are not monitored.**

Meetings

There are a number of rules that all members must remember regarding the use of meeting locations.

The Club regulations require that there be at least two adults present at all times, when students are around (unless it is your own child).

During any work session the last 10-15 minutes of scheduled open time should be allocated to a clean-up of the facilities. Any student who attends a work session is expected to help clean up before he or she leaves.

Any student who does not drive themselves to team meetings should arrange for a prompt pick-up at the end of the meeting (typically 9:00pm). Club regulations require that at least two adults must remain until all students have left. Therefore, students and their drivers should be aware that a delay in pick-up means that the mentors will also be delayed in leaving, and may delay the release of student to maintain a quorum.

Travel

Travel with the team is a privilege, and not a right. Travel is earned through a combination of team contribution, participation, attendance, enthusiasm, and adherence to the fundamental principals of the Club. Team members that travel to events (such as sponsor visits and championship competitions, etc.) need to be active participants in the event, and not simply spectators.

Traveling as a team is a very exciting and rewarding and often the highlight of a team members memory. A great deal of planning, organization and expense is required to coordinate all the associated activities.

Car: Parents and mentors may often provide transport for students to different events. However, it is the parent's responsibility to provide transportation and should not allow their child to ride with anyone they do not feel capable of providing safe transportation.

A student's attendance to an event must be supervised by a responsible adult. Parent / Guardian of student(s) is responsible for ensuring their student(s) is / are accompanied by an adult at all competition events.

Competitions

PIT Etiquette: Pit passes will be issued to adult and student members of the team. Space is limited in the pits and safety is the first priority. There will be a Pit Safety person in charge of issuing the pit passes and maintaining all safety procedures established by FIRST at the competitions. The Pit Safety person will be responsible for monitoring the number of people authorized to be in the pits.

Things We Do Not Do At A Competition:

Wearing and using personal music devices is forbidden at an event unless a team member is not occupied with an competition related activity.

Students may not play cards or any other games (e.g., GameBoy, PSP, etc.) at an event unless a team member is not occupied with an competition related activity.

Do not wander off - team members need to stick together in order to compete effectively.

This handbook was Composed By:

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