



CyberCards Steel Beaks FTC Team Handbook (2018-2019 School Year)



Record of Revisions:

08/01/2018 – Original Issue

08/06/2018 – Corrected conflicting dates throughout between handbook and Team Agreement and added page numbers

08/19/2018 – Added information about Safety Test, added Co-Coach information and Coach contact phone number, and updated Mentor list

Introduction

Welcome to the CyberCards Steel Beaks! We are honored that you want to join our team. Our team number is 13246 and we are going into our second year as a FIRST (For Inspiration and Recognition of Science and Technology) Tech Challenge team. The mentors and last year's team members worked very hard to overcome many obstacles and our hope is that we have set a solid foundation to build from for this year. We spent our off season concentrating on Community Outreach, team building, and diligently preparing for season two. We want to be known as a team that works well together, a team that demonstrates the ideals of FIRST and a team that focuses on gracious professionalism.

This handbook was written to answer questions about the team and its purpose, as well as to explain the roles and responsibilities of members and parents. Please read through this handbook thoughtfully and carefully to decide if you or your son/daughter will be able to:

- Follow the team rules.
- Commit to the hours.
- Commit to the financial responsibility required for participating in team events and functions.
- Commit to be a positive example to your peers and the community.

This handbook is designed for both team members and parents. Please, if you have any questions, feel free to contact a mentor.

FTC Mentors

Mr. James Emery

Mr. Jason Germann

Mrs. Jaime Germann

Mr. Jon Barnhouse

Mr. George Sledge

Mr. Kurt Colberg

Engineering Coach

Mr. Mark Snodgrass

Team Coach

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Team Coach

Mr. Kaleb Robinson
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CRA - President

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What We Will Do and How We Will Do It

- Our priority is to promote Science, Technology, Engineering, Arts, and Math (STEAM) through participating in FIRST Tech Challenge and to develop positive examples of student leaders.
- Our focus is on team learning and the promotion of STEAM. Our team members personal development is more important than winning.
- We strive to give back to our community and to teach our team members the importance of lending a helping hand.
- We will always promote the importance of academic achievement.
- We will encourage each other to have pride in our school, community, team and themselves.
- Our dedication will be to the members of this team, to our community, our mentors, other FIRST teams and their communities.
- We will be courteous to everyone we meet whether it is another team member, a mentor, or a member of the community.
- We will exemplify gracious professionalism and be an example of FIRST's ideals; we will not boast or be prideful at competitions nor will we be sore losers.
- We will be welcoming to new students, mentors, and volunteers.
- We will respect all members of the team, mentors, and volunteers.
- We will work with each other to achieve a common goal; we will not point fingers and put the blame on others.
- We will have fun!

Steel Beaks Team Memberships

Being on the CyberCards Steel Beaks Robotics team is a full-time, year-round commitment. Our season is broken down into three sections; Off season, Build season, and Competition season.

Our Off Season runs from May through August. It is a great time for the team to concentrate on outreach events and activities that help promote STEAM within our community. We also spend this time recruiting new team members and mentors, brainstorming new fundraising ideas, seeking donations and sponsorships, and working on building skills. There are participation requirements that must be met to be eligible for travel. Working on those requirements during the off season allows us to better concentration on Build Season and Competition Season.

Close attention is paid to attendance of mandatory meetings and voluntary events. There will be a mentor evaluation and review the week after Kick-Off and before Competition Season in December, that will cover the student's grades as well as their participation in activities of each student who wants to be a member of the Steel Beaks team. To be part of the team it is expected that you commit to the following items:

- To become a team member:

- **Time obligation**

- Attend a minimum of 3 Team Meetings.
 - Turn in all required paperwork by their deadlines.*
 - Signed Team Agreement (Due by Wednesday, August 15th)
 - Completed Team Questionnaire (Due Wednesday, September 5th)
 - Current Grade Report (Due by Wednesday, September 5th)
 - Shop Safety Quiz passed with 100% score (Due Wednesday, September 5th)
 - Attend Kick-Off on September 8, 2018

**New students who have attended zero meetings before Kick-Off and want to join the team will have one week, or until September 5th, whichever comes first, after their first meeting to review and sign and return the Team Agreement as well as completing the Team Questionnaire. Grade Report will have to be submitted by their third team meeting, or September 5th, whichever comes first.*

- **Financial obligation**

- The dues for each team members is \$300. \$150.00 is due by Wednesday, September 12th and the remaining \$150.00 is due by Wednesday, October 10, 2018.

- **Grade obligation**

- Students must maintain a 2.5 GPA to join the team.

- To be eligible for travel during Competition Season (**required in addition to the above**):

- **Time obligation**

- Participate in at least two Community Outreach Events with a minimum of 10 total hours of Community Outreach. Team members are encouraged to participate in more than two events and more than 10 total hour minimum.
 - Participate in 60% of the practice hours during Build Season. This is based off total scheduled meeting hours vs. the number of meeting hours attended.
 - Participate in 60% of the practice hours during Competition Season. This is based off total scheduled meeting hours vs. the number of meeting hours attended.
 - Turn in all required paperwork.
 - Current Grade Report (Due December 5th)
 - Signed travel permission slips (Due December 5th)

- **Grade obligation**

- Students must maintain a 2.5 GPA to travel with the team and participate during competitions.

Any student that has attended at least one meeting prior to kick off, does not attend the kick off on September 8, 2018 (and did not make the Coach aware of the inability to attend at least one week prior to kick off) or does not have the first part of their financial dues in will not be considered a part of the team and will be ineligible to travel with the team during the

Competition Season. *If you are unable to attend kick off you must notify the Coach, **in writing** at cybercardsftc@gmail.com **at least one week prior to kick off**.* You must provide a valid reason for missing kick off and will be required to retrieve the newly released game manual from the www.firstinspires.org website and make yourself familiar with all game rules/criteria before you return to practice. Students that that have never attended a team meeting prior to kick off will not be deemed ineligible for missing kick off on September 8, 2018. They will need to meet the remainder of the time obligations and financial obligations within 6 weeks of joining the team unless otherwise specified timeframe is mentioned above.

****Students who have concerns about the financial commitment must talk to a Coach or Mentor BEFORE kickoff****

Steel Beaks Robotics Team

Students who successfully complete the above requirements will be placed on the team after coach and mentor review, the second full week of September 2018. The placement to the team will run until the end of the 2018-2019 school year unless situations arise that would put a team member's status in jeopardy. An important factor of the coach and mentor review will be of the demerit system. **Demerits will be given when team members do not exhibit proper behavior or display inadequate citizenship that infringes on the team's good image.** Any mentor or coach can give demerits. Depending on the severity of the inappropriate behavior or action, a warning will be given before issuing a demerit and sending the child home for the day. Three demerits constitute removal from the Steel Beaks team. All team members must undergo evaluation and review on a yearly basis. Placement on the team is not automatic because of experience. If a student does not travel with the team due to disciplinary reasons (such as but not limited to grades, demerits, etc.) the student will not be allowed to sit with the team during events.

****If you are taken off the team for any reason, you will not receive a refund of any dues paid.***

Roles and Responsibilities

All Steel Beaks Team Members:

- Will cooperate and comply, to the best of their ability, to any instruction given by the mentors or coach. It is your responsibility to communicate to the coach or mentor that gave the instruction if you feel that the task is beyond your capability.
- Will make safety a priority. You are encouraged to, in a positive manner, encourage someone to stop working on something and show them how to do it correctly if they are working on something in an unsafe manner. If you are uncomfortable handling the situation, you need to go to the nearest mentor immediately.
- Will be expected to perform at the best of their abilities at all times.

- Will be respectful of themselves, their fellow team members, coaches, mentors and all volunteers.
- Must have a willingness to learn new things.

Leadership

Team Captains will be elected by the mentors during the team evaluations. These selections will be based off experience, participation and leadership qualities that were demonstrated up to that point. If team numbers allow it, sub-team captains will be selected as well

The mentors reserve the right to assign or remove students from leaderships roles if the need arises.

*Remember, all team members can be good role models and leaders to the rest of the team even if they are not serving in an official compacity.

Participation

Cost:

The membership dues for each student on the team is \$300.00. There will be multiple fundraising opportunities presented to the students. The money they raise participating in these fundraisers will go towards their dues. Students will be encouraged to participate in the fundraisers but participation in these fundraisers is not mandatory. Any remaining difference will need to be paid for by the parents. All funds raised by a student more than their \$300.00 dues will go towards the FTC funds for operating costs. A team t-shirt as well as travel expenses to and from competitions will be covered by the membership dues. The \$300.00 is split up over two different due dates. The first \$150.00 is due by September 12th, 2018. The remaining \$150.00 will be due no later than October 10th, 2018. Funds will be accepted at any time prior to those deadline dates.

Any student that joins the team after the September 8th Kick-Off, will have 6 weeks, or 1 week prior to our first competition - whichever comes first, to raise their dues and still be eligible to travel, even if that date is past the above-mentioned deadline.

If the team makes it to State Championships or World's then additional fundraising may be required to cover the additional expenses. Students are encouraged to continue fundraising even after their dues have been met.

Meetings:

To be a member of the Steel Beaks, participation in many after school and weekend hours will be required. During the Off Season we will meet on Wednesdays for two hours (6:00-8:00pm). During Build Season we will add an additional weekly meeting on Saturdays for six hours (10:00am-4:00pm). Students will be required to attend 60% of the total hours scheduled for meetings. Calculating percentages based on hours vs. meetings will make sure that students are showing up to both Wednesday and Saturday meetings when possible. Most of the heavy work during build season is scheduled for Saturdays so it is important we have as many students as possible present and willing to work. If a student needs to leave a meeting, they will be credited for the hours they attended not all the meeting hours scheduled for that day.

Participation hours will be reviewed before Competition Season and in between competitions. Only students who have been present for at least 60% of the hours will be eligible to travel with the team to competition regardless if all other criteria have been met.

Students are responsible for providing their own transportation to and from weekly meetings. It is understood that our students usually participate in many other school activities. We will encourage and support them however, it is the student's responsibility to balance all of their activities. Students can check with the coach at any time to see where they sit with meeting the team and travel requirements. They will need to let mentors know if they are unable to make it

to a team meeting or team event. This can be done via Slack or email. Communication is very important.

*Students will not be excused for missing meetings or events that they did not know about. It is their responsibility to keep informed.

Report Cards:

It is important to us that academic achievement is priority for our team members. Students will be required to maintain a minimum of a 2.5 GPA to travel with the team during Competition Season. Grades will be checked prior to each competition. If a student is ineligible to attend a competition due to grades, that doesn't mean they will be unable to attend the remainder of the seasons competitions. If they are able to pull their grades up, and all other requirements have been met, they will be able to travel with the team at the next competition.

If at any time a student is having trouble in their classes, they should feel comfortable speaking with any of our mentors. We can check with the other kids on the team to see if anyone is able to help mentor/tutor your student.

Uniforms:

Our team t-shirts are our uniform. These shirts are designed by the team and worn at competitions and outreach events. Each team member is issued a team shirt, the cost of the shirt is covered by their dues. If the team shirt gets too worn, damaged or becomes too small, a replacement shirt will need to be purchased. These shirts should be maintained in a way that not only the team member wearing the shirt but the whole team can be represented in a professional manner.

If a team member shows up to a competition and does not have a team shirt they will be asked to change clothes. If a parent is unable to bring the shirt to the team member, an additional shirt can be purchased from the coach.

E-mail and SLACK:

All team members are required to have an active e-mail address and they will need to check it regularly. This is the fastest and most efficient way for the coaches and mentors to reach to the team and let them know of any last-minute changes. Team members will regularly receive emails to sign up for outreach events, make them aware of upcoming schedule changes, etc.

We will also be using the SLACK app. If a team member does not have a personal cell phone, they can access SLACK through the internet. Students will be able to let mentors know if they are unable to make it to a team meeting or outreach event in a platform that all students will have access to. This will be a great way for the students to communicate together amongst their team as well.

Website and Social Media:

Our website will be updated frequently. This is the best place to find the team calendar to check for schedule changes, outreach events, fundraising events, etc. It is your responsibility to check the website often to make sure you have the most up to date information.

Students will be responsible for keeping up with our build season blog. However, their submissions will be given to a mentor or coach and will be reviewed before a mentor or coach posts their submissions. Students will not have access to the login or password information for the team. We also have a team Facebook and Instagram accounts. Again, students can take pictures and send them to a mentor to be posted on these social media accounts.

Behavior

Each team member's behavior is monitored constantly. Students must remember that not only are they representing themselves but also the Steel Beaks, their mentors and other team volunteers. Every team member must obey mentor and safety instructions always.

Coaches and mentors reserve the right to discipline a team member for acting inappropriately. That discipline can include issuing demerits or sending the team member home for that day. The team will follow FIRST's guidelines of gracious professionalism at all times.

Inappropriate behavior includes, but is not limited to:

- Any unsafe practice
- Running in the hallways
- Pushing and shoving
- Name calling
- Not picking up after themselves, especially if already reminded to do so
- Fighting
- Using profanity
- Stealing
- Inappropriate use of technology (internet, personal gaming devices, cell phones during meetings, etc.)
- Any activity that reflects negatively on the team or the team's performance
- Wandering the hallways, without permission, during meetings

If a relationship amongst team mates develops or is ongoing, there are certain policies that must be adhered to during all team meetings/events. Disciplinary actions will be taken against students who do not follow the rules.

Hugging, kissing, sitting on laps, holding hands and all other expressions for affection will not be tolerated. Couples may not wander off alone. They should never appear as a couple during meetings or events but rather as individual team members.

Travel

Travelling, as a team is a privilege, not a right. All travel requirements must be met by their stated deadlines to be eligible for travel. Team travel can be exciting and rewarding but requires a great deal of planning and organization. And as always, safety is always a major concern.

All team members are expected to travel to all events/competitions unless otherwise exempted. A student can be exempted from travel due to a previous commitment that was approved by the coaches in advance (excuses must be submitted in writing to cybercardsftc@gmail.com no later than one full week before the event in order for it to be considered for exemption) or for disciplinary reasons.

When the team travels, students are expected to remain with the team for the entire duration of the event. If a student must leave at any time they must get the approval from a supervising adult (this could be a mentor or a team volunteer). We encourage parents to travel with the team and to join into team activities rather than trying to separate their students from the rest of the group. A student may not be released from a competition or event to any party without prior, written authorization from their parents.

Hotel:

In the event the team makes it to a competition that requires the team to stay in a hotel, students will be organized into groups of three or four students depending on the quantity of students and room availability. There will be no co-ed rooms under any circumstance. Room checks will be made periodically by the mentor or parent that signed up for that responsibility. At curfew, the doors will be taped shut from the outside. Students will not be allowed to leave their rooms after the doors have been shut until after morning wake up call when the responsible adult checks the tape, removes it and lets the students know that it is ok to leave. If, for any reason, a student needs to leave their room after they have been taped in they will need to call and speak to the coach or mentor that is in charge for that event.

Health:

Any student that needs to take medication while traveling, will need to have a list of all medications on file with the mentors. The mentor will hold all medication in a medication case and distribute as instructed by parents. Also, students that have medical conditions such as diabetes, asthma, or any allergy must inform the mentors of their condition. This is to ensure that if a situation arises, the mentors can seek proper medical help and provide the best care possible. A copy of the student's insurance card will be requested before every traveling event.

Competitions

Our team will participate in a minimum of two regional competitions between December and February. The State Championship, if we qualify, will be held in late February. If we qualify for World's, out of state travel will be necessary. World's is a four-day event in April.

Details on these events will be given throughout the season.

Things We Do Not Do At An Event

- Wear damaged uniforms
- Play games (cards or electronic) on a cell phone or any other device
- Engage in negative or inappropriate behavior towards or against any other team or their team members
- Talk negatively to each other, mentors, coaches or volunteers
- Display displeasure in any decision made by a judge or referee
- Any inappropriate behavior that would not be acceptable during a team meeting

Parent/Guardian Responsibilities

Parents are the life blood of our team. Support in all aspects of team involvement is vital to each team member getting the most out of the program. The more help we have, the more we can provide to the students

Steel Beaks parents/guardians have several responsibilities:

- We would like each parent/guardian to volunteer to assist the team in some way. Our need for parent volunteers is ongoing throughout the year, and includes things like assisting with fundraising, helping to plan the annual awards banquet, monitoring students during team meetings, and assisting with community service projects, among many others.
- Parents/Guardians must provide timely transportation for their student, making sure that they are at each team event on time and ready to participate. Often, we will leave for a competition very early in the morning and return late at night. Parents are expected to have the student at the designated location at the prescribed time and to pick them up promptly. We are not able to delay transportation for tardy students.
- Parents/Guardians are expected to provide accurate medical information and to keep mentors informed of all changes.
- Parents/Guardians are expected to provide their student with spending money for meals and snacks as necessary for competitions and other events.
- Parents/Guardians are expected to bring issues and concerns to the head coach or mentors immediately. The sooner a problem is identified, the sooner it can be addressed.
- Parents/Guardians will refrain from foul language, engaging students in disputes, or spreading gossip.
- Ensuring your student is arriving and leaving meetings on time. DROP OFF AND PICK UP STUDENTS FROM THE AUDITORIUM ENTRANCE ONLY.
- Parents/Guardians must fill out a FIELD TRIP EMERGENCY CONSENT FORM which must be returned on the day specified prior to the competition trip. This form will ensure that your son/daughter will be able to receive immediate medical treatment if the situation arises.

Parent/Student Team Agreement

The CyberCards Steel Beaks are a team; it requires rigorous participation and a serious commitment. This is not a team for casual participants. The mentors are happy to answer any questions that might arise. Please contact Rachel Emery at cybercardsftc@gmail.com to set up a time to discuss any questions, comments or concerns.

A student wishing to travel/participate in any competition must meet ALL expectations. Not meeting any one single expectation will result in the student's inability to travel. Parents and students must read the handbook and sign below to ensure that all parties are aware of the requirements. This sheet must be returned with all blanks completed correctly before August 15th, 2018.

1. **Participation:** I have read and agree to participation expectations of a team member of the Steel Beaks.
2. **Behavior:** I have read and agree to the conduct expectations of a team member of the Steel Beaks.
3. **Travel Requirements:** I have read and agree to the travel requirements of a team member of the Steel Beaks. Specifically, each student is required to contribute and/or fundraise \$300, as part of his or her membership on the robotics team. There are many fund-raising activities that the students are encouraged to participate in that contribute toward their goal. All funds are due by the dates outlined in the handbook.
4. **Competitions:** I have read and agree to the conduct expectations of a team member of the Steel Beaks at competitions.
5. **Parent Responsibilities:** I have read the parent responsibilities section of this handbook and agree to the requirements set forth therein.
6. **Consequences:** I have read and understand that there are and will be consequences for violations of this Team Handbook.

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

(Student Name – Print)

(Student Signature)

(Date)

(Parent/Guardian Name - Print)

(Parent/Guardian Signature)

(Date)