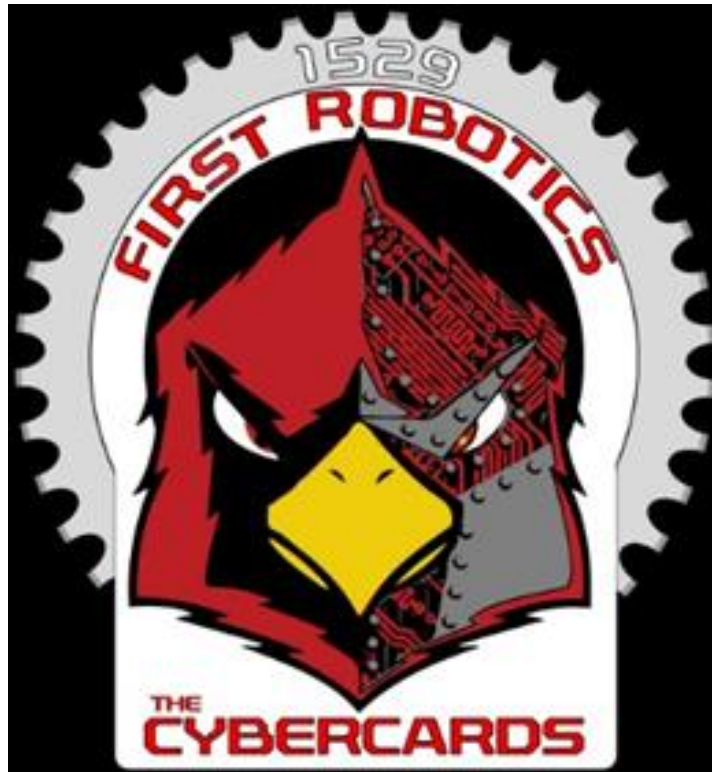

TEAM 1529 HANDBOOK

2019-2020



SOUTHPORT HIGH SCHOOL
FIRST TEAM 1529
THE *CYBERCARDS*



www.southportrobotics.org

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WELCOME

Welcome to Team 1529! It is an incredible honor to be a part of this amazing robotics team. Team 1529 is in its fifteenth year, so you joined at a very exciting time! The mentors and previous team members have worked hard to build a strong and solid foundation for this team. We are working on distinguishing ourselves as a hardworking, knowledgeable team that strives for excellence in all aspects of **FIRST** (For Inspiration and Recognition of Science and Technology). We want to be a team that focuses on gracious professionalism, teamwork, and dedication to the ideals of FIRST.

The purpose of this handbook is to provide guidance and to answer questions about the team, its purpose, and your responsibilities as a member or parent. Please read this information carefully before you decide if you or your son/daughter will be able to follow the team rules, commit to the hours, and commit to the fiscal responsibility required for participating in team functions and events. This handbook is for team members and parents. Please do not hesitate to contact any team mentor if you have questions.

Head Coach

Mr. Mark Snodgrass

msnodgrass@perryschools.org

CRA (Cardinal Robotics Association President)

Tara Thorstad

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TEAM MEMBERSHIP REQUIREMENTS

CyberCard Robotics is a **full-time, year-round operation**. We divide the calendar year into three sections: *Off Season*, *Build Season*, and *Competition Season*. The spring and summer off season happen during the months from May-December. During this time the team will work on engineering projects and outreach events that will support the fundamental of every FIRST team. Through skills sessions, leadership exercises, and mentor-led projects teens and mentors learn how to become servant leaders as well as develop skills that can be applied to their experience in school, on our team, and for years to come.

MEETING REQUIREMENTS

To be a member of the CyberCard Robotics Team requires many after school hours. All team members are required to participate in after school trainings, meetings, events, and other team activities. During the fall, meetings are on Monday (training day) and Wednesday (project day) for approximately two hours (6:00-8:00 pm). The meetings are important to plan and execute Chairman's Award activities, build skills, build team relationships, organize fundraisers, and keep aware of FIRST announcements. After Kick Off, meetings will become longer and more frequent. These meetings will be listed on the team calendar, available through our team website.

During the off season we have a Fall Call-out in August and in September. On these dates, new students will go through the handbook and learn procedures. It is crucial that the team spends time during the off season fundraising and seeking donations. **This is the time when your**

GRADES, dedication, and team performance are monitored very closely to make sure they are up to the standards of the team. Close attention is paid to attendance of mandatory meetings and voluntary events. This phase is also a time for students to experience team activities such as design exercises, training on tools, participation in community events, and to determine if this team is for them.

There will be an evaluation and review before the official build season Kick-Off in January, by the coach that will cover the student's grades as well as the participation and activities of each individual student who wants to be a member of the CyberCard Robotics Team.

10 GROUND RULES FOR MEETINGS

1. Show up on time and come prepared
 - a. Be prompt in arriving to the meeting and in returning from breaks.
 - b. Be prepared to contribute to achieving the meeting goals.
 - c. Come to the meeting with a positive attitude.
2. Stay mentally and physically present
 - a. Be present, and don't attend to non-meeting business.
 - b. Listen attentively to others and don't interrupt or have side conversations.
 - c. Treat all meeting participants with the same respect you would want from them.
3. Contribute to meeting goals
 - a. Participate 100% by sharing ideas, asking questions, and contributing to discussions.
 - b. Share your unique perspectives and experience and speak honestly.
 - c. If you state a problem or disagree with a proposal, try to offer a solution.
4. Let everyone participate
 - a. Share time so that all can participate.
 - b. Be patient when listening to others speak and do not interrupt them.
 - c. Respect each other's thinking and value everyone's contributions.
5. Listen with an open mind
 - a. Value the learning from different inputs and listen to get smarter.
 - b. Stay open to new ways of doing things and listen for the future to emerge.
 - c. You can respect another person's point of view without agreeing with them.
6. Think before speaking
 - a. Seek first to understand, then to be understood.
 - b. Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.
 - c. It's OK to disagree, respectfully and openly, and without being disagreeable.
7. Stay on point and on time
 - a. Respect the groups' time and keep comments brief and to the point.
 - b. When a topic has been discussed fully, do not bring it back up.
 - c. Do not waste everyone's time by repeating what others have said.
8. Attack the problem, not the person
 - a. Respectfully challenge the idea, not the person.
 - b. Blame or judgment will get you further from a solution, not closer.
 - c. Honest and constructive discussions are necessary to get the best results.
9. Close decisions and identify action items
 - a. Make sure decisions are supported by the group, otherwise they won't be acted on.

- b. Note pending issues and schedule follow up meetings as needed.
 - c. Identify actions based on decisions made and follow up actions assigned to you.
10. Record outcomes and follow up
- a. Record issues discussed, decisions made, and tasks assigned.
 - b. Share meeting reports with meeting participants.
 - c. Share meeting outcomes with other stakeholders that should be kept in the loop.

THE CHOICES WE MAKE ARE WHAT ARE BEST FOR OUR TEAM NOT THE INDIVIDUAL!

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

In all cases, students who do not have the required hours for competition by robot reveal, will **NOT** travel with the team to **ANY** of the competitions.

To be a part of the team it is expected that you **commit** to the following items:

TIME OBLIGATION:

These percentages of scheduled time are required to attend competitions.

	Off Season Impact/Pre-Season (May-Dec)	Build Season (Jan -Feb)	Competition Season (Feb -April)
<i>During build season, each student will be given 3 personal days.</i>			
Team Captain Engineer Captain Operations Captain	Participate in 3 Outreach events (24hrs) Participate in 2 Training Sessions (4hrs) Attend at least 4 Team Meetings Turn in all required paperwork.	90%	70%*
Intern Team Captain Intern Engineer Captain Intern Operations Captain	Participate in 3 Outreach events (24hrs) Participate in 2 Training Sessions (4hrs) Attend at least 4 Team Meetings Turn in all required paperwork.	80%	60%*
Team Members	Rookies Participate in 3 Outreach events (12hrs) Participate in 2 Training Sessions (4hrs) Attend at least 4 Team Meetings Turn in all required paperwork. Veterans Participate in 3 Outreach events (24hrs) Participate in 2 Training Sessions (4hrs) Attend at least 4 Team Meetings Turn in all required paperwork.	70%	50%*

Late Arrivals (Team members who move to SHS in December)	Any student who arrives to SHS on or after Dec. 1 will not be able to join the team until the next season. Students who arrive in between September 1 and November 30 will be required to attend all practices, trainings, and Outreach events until Build. Students new to SHS after N	80%	60%
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Build Season - 16 hrs/wk Competition Season - 16 hrs/wk

90% - 15 hrs/wk 60% - 10 hrs/wk
80% - 13 hrs/wk 50% - 8 hrs/wk
70% - 11 hrs/wk

OFF SEASON SCHEDULE (MAY – JANUARY)

Monday 6:00pm-8:00pm Training sessions.
Wednesday 6:00pm-8:00pm
Several Community Outreach events will be scheduled
TBA Fun Activity for all Team Members
Friday, January 3rd 6:00pm-8:00pm – Meeting to prepare for Kickoff **[Mandatory]**

BUILD SEASON SCHEDULE (JANUARY – FEBRUARY)

Saturday, January 4th, 2020 – 7:00am-5:00pm – Kickoff **[Mandatory]**
Monday – Wednesday – Friday 6:00pm-9:00pm
Saturday – 10:00am-5:00pm

COMPETITION SEASON SCHEDULE (FEBRUARY – APRIL)

Monday/Wednesday/Friday 6:00pm-9:00pm Saturday 10:00am-5:00pm
*Drive team and Engineering Captain may meet to practice driving and confirming robot works.
*Operations team may meet on their own to work on award submissions.

MANDATORY ACTIVITIES AND MEETINGS

Cage Match, Kickoff, & the Night of Engineering are mandatory and will not be excused in advance. If you miss any of these events you will receive a demerit. There are a limited number of exceptions to missing these events. Any student that does not attend the kickoff will **NOT** be a part of the team at that time. Any student who does not have not have their financial dues in before kickoff will not be eligible to travel. Any team members who miss a mandatory activity or meeting (including Cage Match, & the Night of Engineering) will receive a demerit.

Only in extreme extenuating circumstances will a student to be allowed to miss kickoff. A student who misses kickoff is responsible for knowing all game rules/criteria before you return to practice. A student may be excused from a mandatory activity or meeting by the coach upon written request of the parent or guardian in advance or afterward in case of illness. If you are at school, you should be at practice. If excused from school, the absence will not constitute a demerit.

OUTREACH EVENTS

Outreach events are scheduled with anticipation of student participation. All outreach events are frequently associated with the Chairman's award in mind and are intended to be student directed. Many students find these activities rewarding. To get credit for attending an outreach event, the student must sign in. To receive points for your varsity letter, students who attend any outreach activity are expected to actively participate for the **full duration** of the event, including cleanup.

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

PLEASE NOTE THAT AN UPDATED SCHEDULE OF EVENTS WILL ALWAYS BE AVAILABLE AT WWW.SOUTHPORTROBOTICS.ORG

AFTER SCHOOL ACTIVITIES

Many of our activities are after school in the evenings and on weekends. Students must provide their own transportation to and from the meetings. A phone will be available for student use. It is understood that our students are very busy in many other school activities. These activities are encouraged and supported by our team during off-season. It is recommended that if a student can't meet the above time requirements during build season that the student **refrain** from joining the team.

It is the responsibility of the student to manage and balance all their activities, using Slack to inform the team of their commitments. Communication is very important. If there are any questions about meeting schedules, please ask student leaders or mentors. It is the student's responsibility to find the answers. A student will not be excused from receiving varsity letter credit for missing a meeting or event because they did not know about it.

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

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

COST

To have a successful FIRST program you must have mentors and money! Each student is required to fundraise as part of his or her membership on the robotics team. Our hope is that students reach out to local businesses to find sponsorships to help cover their individual dues. All students must raise \$400. This can be paid either through parent payment, fundraisers, or

sponsor donations. Another \$200 will be due if we qualify for the World Championships. The dues MUST be paid to qualify for trips.

There are fund raising activities that the students are encouraged to participate in that contribute toward their minimum fee. Additional funds collected by the student beyond the requirement will be added to the general fund of operating cost. ***A \$100 deposit is due by November 27, 2019 and the remaining amount is due Saturday, January 4, 2018, the day of the build season kickoff.***

The Cardinal Robotics Association, Inc. (CRA) is ultimately responsible for the monitoring and distribution of collected funds as described in the by-laws of the organization. Fundraising proposals may be presented to the CRA board at the monthly meeting. All presentations to the CRA **must be in writing**.

****Students who have concerns about the financial commitment are to talk to the Mr. Snodgrass
BEFORE November 1****

CYBERCARD BEHAVIOR, CONDUCT, AND DEMERITS

GENERAL EXPECTATIONS:

- Always adhere to all school rules and policies, regardless of location, day of week and time.
- All students will always exhibit gracious professionalism and act as an ambassador for FRC 1529.
- The team will communicate all important updates via slack, email, and the team website.
- Students are expected to regularly check their e-mail and respond to team communications.
- Students will remain in the study hall (117) and technology rooms (114/115) for the duration of the meetings or in an area designated by an adult. Wandering around the school during meetings is prohibited.
- Students are expected to be on-time and productive at team meetings by working on team projects or schoolwork.
- Students must attend a few required team events to travel including: CAGE Match, FRC kickoff, and Open House and the Night of Engineering.
- Excused absences will be allowed for students who communicate their need to miss a meeting and before an event you have volunteered for to a mentor at least 6 hours prior to the start of the meeting. Excused absences do not count against the % of meeting attendance required to travel. Emergencies will be excused. The key is communicating, your team is counting on you, and we need to know if you won't be available.
- All team members, mentors, and parents will show respect for every individual.
- Students/Parents/Mentors will show respect for school and team property. Damage or problems must be promptly reported to a team mentor and/or coach.

BEHAVIOR

A team member's behavior is always under scrutiny. It is very important that you understand that you represent not only Southport High School but each community supporter, mentor, and sponsor. Every team member must obey mentor directions and obey safety guidelines. The mentors reserve the right to discipline a team member and recommending demerits or being sent home for the day as necessary for safety and the overall good of the team. The parents will be informed of any disciplinary actions as soon as possible.

INAPPROPRIATE BEHAVIORS

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

No team member shall:

- Engage in any unsafe practice.
- Engage in any type of bullying.
- Use or possess, alcohol, tobacco, vaping devices, or other substances banned on school grounds.
- Smoke or vape in any area.
- Willfully engage in theft of, damage, deface, or destroy property such as hotel rooms, transporting vehicles, etc. Students and their parents/guardians will be held financially responsible for any damage that their student incurs. Hotel rooms will be inspected by the chaperone and the occupants of each room prior to occupying each room and again before checkout.
- Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- Discriminate in any of its activities or operations.

DEMERIT SYSTEM

Students successfully completing the previously mentioned requirements will be placed on the team after the coach's review. The placement on the team will run until the capstone banquet unless situations arise that would put a team member's status in jeopardy.

A demerit system is used to help keep students on the right track. It is used to keep track of a student's behavior and conduct, as well as a student's ability to follow team rules and instructions. **Demerits will be given when team members do not exhibit proper behavior or display inadequate citizenship that infringes on the team's good image.**

Example items that could constitute a demerit are missing a practice unexcused, getting a disciplinary assigned from the office, or being disrespectful to teammates or mentors. Three demerits constitute removal from the CyberCard Robotics Team. All team members must undergo evaluation and review every year. Placement on the team is not automatic because of experience. If a student does not travel with the team due to disciplinary reasons (such as but not limited to grades, demerits, etc.) the student will **not** be allowed to sit with the team during the events. ***If you are taken off the team for any reason after making the financial commitment you will not receive a refund!**

CHARACTER

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

Remember the people you meet have three basic questions.

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

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

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

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

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

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

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

GRACIOUS PROFESSIONALISM

Dr. Woodie Flowers, FIRST National Advisor and Pappalardo Professor Emeritus of Mechanical Engineering, Massachusetts Institute of Technology, coined the term "Gracious Professionalism®." Gracious Professionalism is part of the ethos of FIRST. It's a way of doing things that encourages high quality work, emphasizes the value of others, and respects individuals and the community.

With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended.

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

COOPERATION

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

UNIFORMS AND DRESS CODE

At competitions and outreach events we will wear team uniforms. On day one of competitions we will wear the team t-shirts and either khaki pants or shorts. On day two, we will wear our team jerseys and either khaki pants or shorts. Your team t-shirt and jersey are to be taken care of and maintained so that not only the individual wearing it, but the entire team takes pride in it. Students should refrain from putting buttons, pins, or writing on their team uniform. If members are not wearing their team shirts on designated days, they will be asked to change clothes or leave the activity.

When the team participates in functions where team shirts are not required, the school dress code must be followed. (<http://www.perryschools.org/sh/for-students/dress-code/>) If inappropriate clothing is worn, the student will be asked to change into a t-shirt provided by the team or the student will be asked to go home.

BOYFRIEND/GIRLFRIEND

If a relationship develops or is ongoing, there are certain guidelines that must always be adhered to when engaged in team activities local and away. Disciplinary actions will be taken against students who refuse to cooperate. **Students with a significant other are always expected to act as a member of the team and not as a couple.** The couple should not appear as a couple but, rather, as a part of the team. Hugging, kissing, sitting on laps, pet names, and all other expressions of affection are prohibited. Handholding is strongly discouraged. Couples must travel in a group. Couples may not wander off alone or sit together alone.

HEALTH

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

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

TEAM PRIDE

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

EVERY time the robot is on the field and showing team pride unless you have another assigned obligation.

SCHOOL

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

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

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

SCHOOL WORK

As a CyberCard Robotics Team member, you are held to a higher standard that many other teams do not require. Our ambitious standards and expectations are one of the strengths of our team. Team members are expected to maintain a minimum cumulative GPA of 2.5 prior to build season and have no failing grades. Grades are scrutinized weekly by the coach. Any student with a GPA lower than 2.5 will be on Academic Probation and will be required to attend all study sessions each week. Any student with a failing grade will not be permitted to work on the robot or other team activities until the grade is improved. Exceptions may be made for grades due to illness. Every effort will be made to offer weekly study tables. Doing homework alone or in groups before you sign in is encouraged during any robotics team activity.

Any student with an F in the 2nd nine weeks will be barred from travel to all events.

REPORT CARDS

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

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

LEADERSHIP

NOMINATION OF CAPTAINS FOR TEAM, CO-CAPTAINS, AND SUB-TEAM CAPTAINS

Our team-based organizational structure, "The Cardinal Way", is a system that uses one Team Captain who collaborates with two Sub-Captains to enhance communication between all stake holders.

Project leaders serve as the "head organizer" of individual projects, and with the help of a sub team, will work toward a common goal. Our Engineering Captain and Operations Captain assist project leaders in reporting their needs

and successes back to the Overall Captain and Coach. Our overall goal is synergy, a cohesion within our entire team that will allow all students to feel like confident leaders.

These 3 captains will each be assigned an intern Captain. The Team will nominate captains and intern captains in a blind ballot. **In case of a tie**, the top candidates will be interviewed by a mentor panel and selections will be made for these posts.

The role of an intern -captain is to aid the captain in their duties. Responsibilities listed below will be shared by the captain and intern-captain. The captain should coordinate with the intern-captain to make sure leadership is always present at **EVERY** team meeting during build season. If both the captain and intern-captain cannot be at a team meeting, they must assign a team member to substitute in their respective capacity. ***Seniors may not serve as an intern-captain.***

During build season, the team will choose to assign sub-team captains to oversee competition robot subsystems. Sub-teams will be selected by the mentors based on student efforts prior to build season.

To be considered for a leadership position a student must pass the team history test, attend leadership training, receive nominations from teammates, receive nominations from mentors, and receive nominations from coaches. (<https://tinyurl.com/1529HIST>)

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

Nominations for team leadership positions will be held after leadership training. Each team member will submit a ballot nominating the students they feel would be best suited for each captain and intern-captain position.



ROLES AND RESPONSIBILITIES FOR LEADERSHIP POSITIONS:

OVERALL TEAM CAPTAIN

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

ENGINEERING CAPTAIN

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

OPERATIONS CAPTAIN

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

SAFETY CAPTAIN (ENGINEERING CAPTAIN INTERN)

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

SUB-TEAM LEADS (DURING BUILD SEASON)

- Communicate with the engineering captain about all progress and problems
- Communicate with the digital media captain about all progress
- Lead their respective sub-team
- Oversee activities for which the sub-team is responsible
- Act as a liaison between the team captains and their sub-team
- Be a mentor and example to all other students
- Make general decisions concerning their sub-team
- Attend weekly leadership meetings
- If absent, communicate with the engineering captain to make certain leadership is present at all meetings and team events.

COMPETITIONS

Our team will attend at two competitions. We can also attend the state championships if we qualify. Finally, if we qualify for the World Championship we will attend only **if we can pay for our entrance fee**. The team travels by either school bus or charter bus to the district competitions depending on the days and location of the events. We can also participate in out-of-state regional competitions if we have the funds to pay for the event.

Organizational information and permission slips will be sent home with the students when the locations of the events are announced.

WORK IN SHS'S ENGINEERING AREA

Most of our meetings will be in the SHS Engineering Area. Students are guests in this area and need to be courteous, clean, and respectful. Remember to pick up any drink or food containers that you have used and deposit them in the proper location or recycle bin. This area is a classroom and will be used every day. **It must be clean and ready for the next day's class before you leave.** Also, when working with school equipment, treat it with care. All students must always wear safety apparel and follow safety guidelines when working. Closed toed shoes and safety glasses are always a must.

TRAVEL

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

All team members are expected to travel to all events unless otherwise exempted. A student may be exempted from travel due to a prior commitment approved by the mentors in advance or disciplinary reasons from the mentors, or school administration.

When the team travels, students are to remain with the team for the duration of the event.

Should a student leave the main body of the team at any time, they must clear this with a supervising adult first and travel in a group. **A SUPERVISING ADULT SHOULD KNOW WHERE ALL STUDENTS ARE AT ALL TIMES.**

Because we have signed you out of school and are responsible for your student's safety, we encourage parents to join into team activities rather than try to separate their student from the group. In an event that a parent would like their student to participate in an activity during the scheduled competition time the activity must be cleared by Mr. Snodgrass prior to the student leaving the group.

TRAVEL ASSIGNMENTS

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

HOTEL

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

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

AWARDS CEREMONY

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

THINGS WE DO NOT DO AT AN EVENT

- Uniforms may not be altered or worn in any manner not approved by the mentors.
- Students may not play cards or any other games including electronic games at the events.

- Our team will not engage in negative behavior toward another team or team members.
- Our team will not display displeasure over any decision by a referee or judge.
- Team members will not exchange negative remarks to each other, no matter what the situation.

COMMUNICATION

E-MAIL AND SLACK

All students are required to have an active Slack account. We utilize Slack to share valuable information, organize communication for individual projects, and to have important conversations. Similarly, all students are required to have an active e-mail address and need to check it regularly. This form of communication is by far the fastest and most efficient mode of communication. Please provide your email address for our records.

WEBSITE

www.southportrobotics.org

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

PARENT RESPONSIBILITIES

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

Parents have several responsibilities:

- When your student signs up for this team you as a parent or guardian become a voting member of the **CYBERCARD ROBOTICS PARENTS ORGANIZATION (CRA)**.
- Every parent is expected to volunteer to assist with at least one event such as fund-raising, annual awards banquet, monitoring students during the build season or assist in community service projects.
- To provide timely transportation for the student. Making sure that they are at the required events on time and ready to participate. Often, we will leave for a competition very early in the morning to facilitate transportation. Parents are expected to have the student at the designated location at the prescribed time. We will not delay transportation.
- Upon return from an event parents are expected to provide transportation at the designated time. Late transportation causes an inconvenience to all involved.
- Parents are expected to assist their student in all fundraising activities.
- Parents are expected to provide accurate medical information and to keep mentors informed of all changes.
- Parents are also expected to provide spending money as is appropriate when we are at events or competition.

- A parent or representative of each student member is required to participate with the food during build seasons. Lunch is served to the team each Saturday during the build season by a designated group of parents and a food pantry is created. If participation is not possible a fee of \$25.00 will be required. Any funds collected will be used to stock the pantry.
- We hope to have parent leaders designated to organize food for the students when they are working late and on weekends. All parents are expected to work with the parent leaders and help with this project.
- Parents will refrain from foul language, engaging students in disputes, or spreading gossip.
- Parents are expected to attend a monthly Cardinal Robotics Association, Inc. (CRA) meeting for one hour. Dates will be posted on the CCR website.
- Parents are expected to bring issues and concerns to the President of CRA or Mr. Snodgrass in a timely manner. Contact information can be found on website.
- Parents should always read emails for event information

MENTORS

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

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

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

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

It is the policy of team 1529 the graduating seniors will be required to take one year away from the team. Graduates are encouraged to mentor another robotics team during that time. After that time the previous members are welcome to return as a mentor for Team 1529. If you have any concerns with the activities of a mentor or their behavior toward you or others, please talk to Mr. Snodgrass or another mentor.

VARSITY LETTER

Earning a Varsity Letter for Robotics requires a commitment of time and dedication to the program. As such, Varsity team members will be given preference for key positions and events on the team to recognize this commitment.

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

CRITERIA TO RECEIVE A VARSITY LETTER

To receive a Varsity Letter in Robotics, a student must complete all non-negotiable items and **earn 75%** of total points offered (7 points).

Points being offered:			
¹ Successfully Completing Build Season	² Outreach/ Demonstrations	³ Competition Attendance	⁴ Voluntary Learning
4 Points	3 Points (Total events attended /total events*3)	2 Point Each	1 Point

1. Successfully completing build season requires student to maintain a minimum cumulative GPA of 2.0 with no failing grades, 70% attendance (approximately 67 hours), and be in good standing with the team.
(6 week build season, 16 hours per week, 70% of 96 = 67 hours)
2. Possible Community Service/Outreach Events/FIRST Demonstrations experiences include the following:
 - a) Cage Match (For returning students)
 - b) Library Demonstrations
 - c) Community Tech Night
 - d) Volunteering to assist local FLL Jr., FLL, or mentor a FTC team (Sign off sheet required)
 - e) FIRST Sponsored Robotics Summer Camps
 - f) Participation with FLL Jr., FLL, or mentor a FTC team (hours of assistance with FTC must be signed off by the team's sponsor).
 - g) Outreach and Demonstrations must be agreed to and signed off by school sponsors before the event.
3. Competitions that count for this are:
 - a. Any regional
 - b. District event 1
 - c. District event 2
 - d. State Championship
 - e. FIRST World Championship
 - f. Indiana Robotics Invitational
4. Documentation of 2 hours of voluntary learning at the Indiana FIRST Forums, Championship Forums, or Leadership Training. Voluntary learning sessions must be sponsored by either FIRST, an FRC team, or a team sponsor.

NON-NEGOTIABLES

1. Compliance with the SHS Student Code of Conduct.
2. Attend all mandatory events (including Cage Match, Kickoff, Open House, & the Night of Engineering)
3. Pay all student fees by given deadlines, through a direct payment or achieving sponsorships.
4. Give our sponsorship letter and information to at least 4 businesses who are not currently sponsors.
5. A student should have no failing grades listed as semester grades.

Varsity Status – Achieved when the team member has completed all above requirements in one season.

Varsity Letter – Achieved when the team member has completed all above requirements two consecutive seasons and received formal endorsement from the coach. Varsity letters are awarded at the end of season team awards and banquet.

**The coaches may agree to override a specific requirement if there was an emergency that prohibited a team member from participating in a specific event.

**The purpose of the Varsity Letter is to encourage the students to strive for excellence, therefore points do not continue from year to year. All points not used during 1 season will be lost before the next season.

SOCIAL MEDIA POLICY

INTRODUCTION

In the ever-popular world of Social Media, one can quickly forget just how powerful this communication tool can be and the significant impact it can have on an individual, friends, family, teammates etc ... not to mention, this is the most popular way for employers to do a “quick check” on you. Don’t give them a reason(s) to not hire you.

Social Media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples of Social Media include, but are not limited to Facebook, Twitter, YouTube, Myspace, LinkedIn, Podcasts, Blogs.

As a student participating in engineering at Southport High School, you are a representative of your teammates, mentors, coaches, parents and school. You are **ALWAYS** in the public eye whether you think so or not. As a student on this team, you are held to a higher standard than other students on campus. Please keep in mind the following guidelines below as you participate on the various Social Media sites.

REGULATIONS

Southport Robotics recognizes students' right to actively participate in social media however it maintains and will enforce the following expectations of student participants:

- Students will not post sexist, racist, obscene or profane material of any kind.
- Students will not use social media to degrade, demean, or attack any person or school.
- Students will not post material relating to acts in violation of any Federal or State laws, Perry Townships policies, or team rules.
- Students will not post material which reflects negatively on themselves, Southport High School, Southport Robotics, their respective teams or other schools.

SANCTIONS

- Severe punishments can be handed down for a quick "Tweet" or "Facebook" post. Look at everything negative thing that pops up in the news from tweets or posts.
- Teams at all levels have had seasons completely cancelled because of Social Media mishaps. Don't be that one person that costs your 20 other teammates their season because you went overboard on Facebook or Twitter.
- Any activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by the coaches, administrators, as well as civil authorities.

Sanctions imposed by the Coach may include, but are not limited to, the following:

1. Notification from the coach to the student outlining the policy and requiring that the unacceptable content be removed, or the social network account be deactivated.
2. Suspensions from the team and all team-related activities. Based on your situation, you can be suspended for a determined length of time or permanent.
3. Immediate loss of leadership role.
4. Student may receive a demerit.

POSTING GUIDELINES

- **THINK FIRST** – Before you post anything (text or photo), be aware that once you post, it is available and viewable to anyone, anytime, anywhere in the WORLD. The moment you put it in cyber space, it is out of your control – even if you limit access to your site! Is your post something you'd want your mother, father, grandparents to see or broadcast on ESPN (it's public, they can use it!)
- **FREEDOM OF SPEECH** - Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is **NOT** unlimited. The online social network sites are **NOT** a place where you can say and do whatever you want without repercussions.
- **STRIVE FOR ACCURACY** – Get your facts straight before posting them on any Social Media site. Don't start rumors or post anything you are not 100% sure of. Review all your content for GRAMMATICAL and SPELLING purposes. Don't make yourself sound uneducated.
- **BE AWARE OF LIABILITY** – At all times, you are responsible for what you post on your own site AND the site of others. You CAN be held liable for anything deemed to be copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts). Be sure what you post TODAY does not come back to haunt you TOMORROW.
- **PHOTOS** - Again, you are responsible for anything you post INCLUDING pictures. Do NOT post pictures of anyone other than yourself unless you get their permission. Photos of drinking activities or other inappropriate photos will not be tolerated.
- **BE YOURSELF** – Never pretend to be someone else. Tracking tools make it possible for those to find out who posted what comments anonymously. Even if you delete a post or comment, it can still be found within the hard drives of a computer and/or website.

- **CORRECT MISTAKES** – If you make a mistake when posting, admit it. Be upfront and be quick with your correction, don't wait three days to correct something. Also, monitor your teammates. If you see a post that's borderline, encourage them to delete it.

SAFETY & PRIVACY

- Never post anything in relation to your home address, local address, phone number(s), date of birth or other personal, confidential information. Always exercise caution when posting your whereabouts or plans for the night.
- Be aware of who you add as a friend to your site(s) – many people are looking to take advantage of student-athletes or to seek connection with student-athletes to give them a sense of membership on your team.
- Protect yourself at all times! While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.
- Maintain privacy at all times, especially with pictures. Don't discuss or recreate the scene from a picture you post involving names of the pictured individuals.

2018-2019 CYBERCARD STUDENT EXPECTATIONS

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

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

Parents and students please read the handbook and sign below together to ensure that both parties are aware of the requirements. This sheet must be returned with all blanks filled correctly before December 1st, 2019. STIMS must be completed by December 1st, 2018 to be considered for the FIRST scholarships. (firstinspires.org)

1. Participation

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

2. Cost

I have read and agree to the cost expectations of a team member of CyberCard Robotics. Specifically, each student is required to contribute \$400 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 fee. ***A \$100 deposit is due by November 27, 2019 and the remaining amount is due Saturday, January 4, 2018, the day of the build season kickoff.***

3. Behavior

I have read and agree to the conduct expectations of a team member of the CyberCard.

4. Academic Expectations

I have read and agree to all academic expectations of a team member of the CyberCard.

5. Social Media Policy

I have read and reviewed the policy above and will abide by its rules and regulations when posting on a social media site. I understand that penalties and punishment can occur to me or my team for anything deemed inappropriate by Southport robotics.

6. Knowledge Testing

I have read and agree to the knowledge of the game expectations of a team member of the CyberCard.

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

Student Signature

Student Printed Name

Guardian Signature

Guardian Printed Name

Date

SOUTHPORT ROBOTICS MEDICAL RELEASE

INSTRUCTIONS: Each medical release form must be complete before it will be accepted. Please type or print legibly in ink. **DON'T LEAVE ANYTHING BLANK!** We cannot assume that a blank space means "none," so if your answer is "none" or "not applicable," please write that in. Forms with missing information will be returned to you. This form will be used for all trips from 2017-18 school year.

Name _____ Gender _____

Address _____ Birthday ____/____/____
_____/____/____

City _____ State _____ Zip _____

Home Phone (_____) _____ Cell Phone (____) _____
Emergency Contact _____

Relationship _____ Daytime Phone _____
Evening Phone _____

Medical Insurance Company _____ Address: _____
Phone: _____ Group #: _____ Policy #: _____

Physical Limitations and/or Special Instructions: (Asthma, diabetes, allergies, etc.): _____

List any medication you take on a regular basis and/or any you will bring with you this trip: _____

Date of Last Tetanus Shot: _____

PLEASE SUPPLY ALL THE FOLLOWING INFORMATION:

I, _____, parent and/or legal guardian of, _____ a minor, hereby acknowledge that said minor is presently under my care, custody, and control. I hereby give my child my express permission to attend a trip with **the CyberCards (CC)**. I have listed the physical conditions and/or medical problems that may need attention, and all medications used by above minor. In the event there arises an emergency necessitation medical and/or surgical attention, I hereby consent and give my permission to the mentors of the CyberCards or any attending physician to make such decisions and to perform such medical treatments and/or surgery upon said minor which may, in their sole discretion, be necessary and proper under the circumstances. I also consent and give permission for my child, **permission to travel with Team 1529**. I understand that the students will be transported in vehicles driven by adult mentors and other team parents. I do release, acquit, discharge, and covenant to hold harmless the staff of the CyberCards from any and all actions, damages, liabilities arising out of the treatment of any sickness or accident incurred by said child.

Signature of Parent/Guardian

Date

SOUTHPORT HIGH SCHOOL TRANSPORTATION FORM

Student Name: _____

Southport High School provides round-trip transportation for high school student team members to away contests/activities that do not interfere with school hours. Parent carpools may be needed to transport students to activities and/or home afterwards. Please indicate whom you will allow to drive your student home, as well as your availability to drive others.

Please initial **ALL THAT APPLY** and sign below.

_____ Yes, I can provide transportation for the following number of students ____ and have provided my vehicle information below.

_____ No, I will not be able to provide transportation and will need assistance providing transportation for my student.

_____ I give my permission for my student to ride home with the following adults (please list):

Name: _____

Name: _____

Name: _____

Name: _____

_____ I give my permission for my student to ride home with **ANY parent(s)** available to provide transportation.

(Parent/Guardian Signature)

(Date)

INSURANCE CARD

In case of emergency, it is in the best interest of your student that we have a copy of your insurance card on file. This is to ensure quick and accurate health care.

I will add it to this form if you can get us a copy of the card. We can even copy the card at school.

Front:

Back: