



TEAM HANDBOOK



WELCOME

Welcome to Green Machine Robotics. We are thrilled with the success this young program has experienced in its first two years. We have two teams in FIRST FTC Competition. Team 8793 (Greenwood Robotics) is our Middle School Team. Team 8791 (Green Machine) is our High School Team. The mentors and previous team members have worked hard to build a strong and solid foundation for this team.

FIRST stands for (*For Inspiration and Recognition of Science and Technology*). Our teams will work towards promoting STEM activities while working with robots. We will always demonstrate 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 to decide if you or your son/daughter will be able to follow the team rules, commit to the hours and requirements for participating in the team events.

This handbook is for team members and parents. Please do not hesitate to contact any team mentor if you have questions.

FTC Mentors:

Mr. Chris Campbell

Mrs. Tami Vest

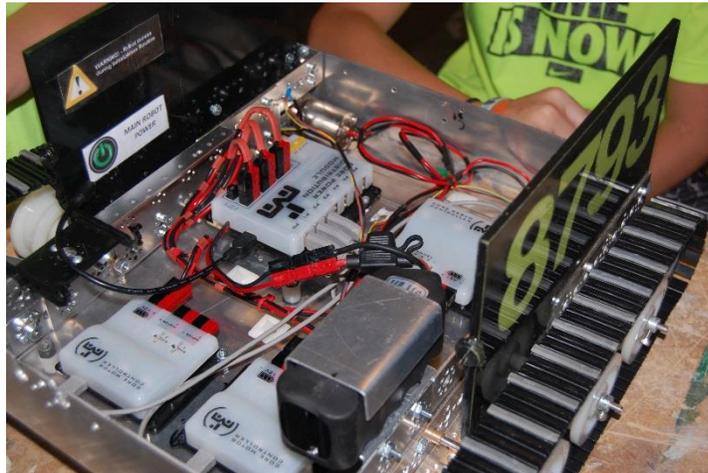
Mr. Michael Zook

Mr. Ronald Clites



TEAMS WILL ACHIEVE THEIR GOALS THROUGH

1. **PRIORITY:** The top priority of the entire team is to promote STEM through active participation in an engineering based program and to develop student leaders.
2. **FOCUS:** Keeping the focus of the team on learning as well as inspiration of science, technology, and business, that will never be sacrificed for other things such as winning.
3. **INVOLVEMENT:** Striving to always involve the students and community in our projects.
4. **COMMUNITY:** Teaching team members the importance of giving back to the community.
5. **MENTORING:** Mentoring younger students and fledgling teams as positive role models.
6. **ACHIEVEMENT:** Promoting the importance of academic achievement at all times.
7. **PRIDE:** Encouraging students to have pride in their school, community, team, and self.
8. **DEDICATION:** Members of this team will learn how to work with each other, mentors, other FIRST teams, and their community through hard work and dedication.





TEAM MEMBERSHIPS

Robotics is a full-time, year round operation. The summer is a time of numerous outreach events and activities which help promote STEM (Science, Technology, Engineering, and Math) in the community. Students are encouraged to participate as much as possible during the off season.

Our build season beginnings in September after the Kick-Off. The Kick-Off is when the new game and rules are revealed. Close attention is paid to attendance. This 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 of each student hoping to become a member of the team. The head coach and mentors that will review the student's grades as well as the participation and activities of each individual student who wants to be a member of the team.

In order to be a part of the team you must commit to the following items:

- Time obligation:

<i>Off Season Impact (April-Sept)</i>	<i>Build Season (Sept 12-Dec 18)</i>	<i>Build/Competition Season (Dec 21-Feb 5)</i>
<ul style="list-style-type: none"> • Participate in 1 Community Outreach project • Attend at least 3 Team Meetings • Help with Robot Camp 	Participate in 60% of the practices and activities	Participate in 60% of the team practices and activities

- Obtain two teacher recommendations that will be sent to Mr. Campbell. Recommendations are due by September 1st.
- Financial responsibility of \$50 due by the end of September. Team members will receive a T-shirt. If you need to miss an event you must notify the Head Coach in advance. You are responsible for knowing all rules in game manuals 1 & 2.

Students who have concerns about the financial commitment should talk to the Coach

Students successfully completing the above requirements will be placed on the team after the coach's review. The placement on the team will run until the end of the school year unless situations arise that would put a team member's status in jeopardy. An important factor of the coach's review is the demerit system. **Demerits will be given when team members do not exhibit proper behavior or display inadequate citizenship that infringes on the teams good image.** Three demerits constitute removal from a Greenwood 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 paying the dues you will not receive a refund.**



ROLES AND RESPONSIBILITIES

ALL STUDENTS

- **Cooperation:** If a mentor or student in leadership requests you to do something, you will comply with the best of your ability. If you feel a request is beyond the scope of your capability, you are encouraged to attempt the task then speak to the lead mentor or head coach immediately.
- **Safety:** If you see others who are not being safe, encourage them to stop working and in a positive manner, show them how to do it correctly. If you are not certain, ask the nearest mentor.
- **Effort:** Perform to the best of your abilities at all times.
- **Respect:** Have respect for yourself, all fellow students, and mentors.
- **Learn:** Have a willingness to learn new things.
- **Mentor:** It is the responsibility of all students to teach and mentor younger or new students to foster continuation of FIRST principles and enable younger students to take on responsibilities as upperclassmen graduate.
- **Gracious Professionalism:** As outlined by FIRST.
Gracious Professionalism®

GRACIOUS PROFESSIONALISM

Dr. Woodie Flowers, FIRST National Advisor and 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.

<http://www.firstinspires.org/about/vision-and-mission>

LEADERSHIP

CAPTAINS FOR TEAMS

Team Captains will be appointed by the Mentors based on experience, participation and leadership qualities.

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

All students can be leaders. They do not need to hold an official position to display leadership!





PARTICIPATION

COST

Each student is required to pay \$50.00 as part of his or her membership on the robotics team due by the end of September. Checks should be made to Greenwood Middle School. A portion of this will go towards your team shirt. The rest will go into our general fund. You may purchase additional team gear.

We spend approximately \$3000 per team in for materials to build our robot and entry fees to FIRST competitions. We have been fortunate to have corporate sponsors support us. If you have a friends and family that would like to help us financially we have a form on our website explaining how to donate. Sponsors who donate \$500 or more will have their company logo printed on our team shirts, our website, and all of our publications.

Travel expenses to qualifying and state tournaments are covered, however it may be necessary to raise more money for tournaments beyond this if the teams progress. Additional funds collected by the student beyond what is required for team participation and travel will be added to the general fund for operating costs.

MEETINGS

To be a member of the Robotics Team requires many after school hours. All team members are required to participate in after school meetings, events, and other team activities. During the fall, meetings are usually twice a week on Mondays and Wednesdays for approximately two hours (6:00-8:00 pm). It may be necessary to meet more frequently as the first competition approaches.

As we approach a competition date, we will meet whenever necessary to complete work and planning for competitions. Be sure to check our website calendar for practices dates.

Attendance is taken at all meetings. Remember you need to attend at least 60% of the scheduled practices to remain on the team. **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 other school-sponsored activities or having a job may be excused from attendance on a limited per case basis as reviewed by the coaches. Communicate with you coaches so that they are aware of your other activities before you miss a robotics activity.



SCHOOL WORK

Academic eligibility can be found in the school's student handbook. Any student who receives two or more "F's" on his/her nine-week report card will not be allowed to attend extra-curricular events during the following grading period.

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.

It is understood that our students are very busy in many other school activities. These activities are encouraged and supported by our team. It is the responsibility of the student to manage and balance all their activities, informing the mentors of their commitments. Communication is very important. If there are any questions about meeting schedules, please ask a mentor. **It is the student's responsibility to find the answers. A student will not be excused 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 mentors 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 a mentor before you make a final decision. All team members are important to us and you are needed for the success of the team as a whole.

REPORT CARDS

Monitoring of grades will occur every grading period.

BEHAVIOR

A team member's behavior is under scrutiny at all times. It is very important that you understand that you represent not only Greenwood Schools, but each and every community supporter, mentor, and sponsor. Every team member must obey mentor directions and obey safety guidelines at all times.

The coaches reserve the right to discipline a team member, including giving 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. At all times the team will follow the Greenwood Community Schools' Code of Conduct and the FIRST guidelines of gracious professionalism.

WORK IN INDUSTRIAL TECH AREA

Most of our meetings will be in the Greenwood Middle School Industrial Tech Area. Students are guests in the Tech 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. Students not adhering to safety policies will be sent home.

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 at all times 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 coaches and will receive a demerit.





CHARACTER

All eyes are on you every minute you are in public. Your behavior is a direct reflection on you and our team's character. Anyone may over hear 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 when we travel and 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.

COOPERATION

Students are requested to cooperate at all times. 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

Our team uniform is our team shirts. These shirts are designed by the team and worn on competition days. **These shirts will also be worn at all functions in which the Robotics Team participates.** You do not have to wear the shirt to practice. It is to be taken care of and maintained so that not only the individual wearing it but the entire team takes pride in it. If members are not wearing their team shirts on designated days, they will be asked to change clothes.

When the team participates in functions where team shirts are not required, the school dress code must be followed. For safety reasons a sleeved t-shirt must be worn at practice. 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.

E-MAIL

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 to the mentors for our records. Parents may also be included in the email distributions.



WEBSITE

www.greenwoodrobotics.com

The website will be the place to find all of your answers. Schedules, messages, and updates will be posted weekly. It is your responsibility to check the website often for up-to-date information. FTC students will be encouraged to create a specific page for their team this year. The above website will change this season as we create a new site.

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.**

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 coaches in advance or disciplinary reasons from the coaches, 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 the Head Coach/Mentor prior to the student leaving the group. A student may not be released from the competition venue to any party without prior authorization from their parents.

HOTEL

When we travel we may need 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 so as to not disturb the other guests. Students will proceed to the rooms as soon as key distribution is complete.



HEALTH

Students taking any medication while we are traveling need to have the list of these medications on file with a mentor. A mentor 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 mentor of their condition. This is so that in the event that 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.

COMPETITIONS

Our team will attend at least two regional competitions from November to February. The State championship will follow in February if we qualify and then a super-regional event in March. Qualification from there will mean a trip to The FIRST World Championship which is a 4 day event in April

Details on these events will be confirmed as we progress through the season.

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 coaches 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 are expected to 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.**

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 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.



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:

- Parents are encouraged 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. Please see Parent Volunteer Requests section below.
- 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. 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.
- Parents are expected to bring issues and concerns to the Head Coach in a timely manner. Contact information can be found on website.
- Parents will refrain from foul language, engaging students in disputes, or spreading gossip.

TEAM VOLUNTEER POSITIONS

Anyone can apply to volunteer with the team. The team's executive committee, consisting of current coaches and senior mentors will consider coaches/mentors with proper credentials in leadership training, information technology, web design, marketing, programming, design engineering, electrical engineering, and mechanical engineering. Volunteers must complete an application through FIRST and background check with the school.

Background Checks

Any volunteer working closely with students is required to undergo a background check. Contact Coach Chris Campbell to apply for a volunteer position on the robotics team.





MENTORS

The mentors for the Greenwood Robotics Teams 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 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 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 treat mentors with respect at all times.

If you have any concerns with the activities of a mentor or their behavior toward you or others, please talk to the Head Coach or another mentor.



STUDENT EXPECTATIONS

Greenwood Robotics is a team; it requires rigorous participation and a serious commitment. This is not a club 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 the end of September.

1. Participation

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

2. Cost

I understand that there is a fee of \$50 due by the end of September.
Checks should be made to: Greenwood Middle School

3. Behavior

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

4. Academic Expectations

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

5. Knowledge

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

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

Student Signature

Student Printed Name

Parent Signature

Parent Printed Name

Date