**Saber Robotics**

***FIRST* Team 2506**

**Team Handbook for veteran members**

Season 2017-18. Handbook subject to periodic review. Latest revision October 2017

Also available online at www.saberrobotics.org

**STUDENT MEMBER REQUIREMENTS**

**Code of Conduct**

“Gracious professionalism,” one of the founding precepts of *FIRST*, is essential to team participation. “It's a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community” (www.firstinspires.org).

Specific Expectations:

1. **Students are expected to attend all meetings and be on time or follow the procedure for excusing an absence. (Google Absence Form). Excessive absence may result in removal from team.**
2. **Students are expected to respond to emails in the specified time/manner regarding events or questions.**
3. **Students are expected to fundraise and participate in speaking engagements/demonstrations in order to receive a letter award**
4. Students will display “Gracious Professionalism” – the motto of *FIRST* – at all times and promote the ideals of *FIRST*.
5. Students are expected to behave in a courteous and cooperative manner towards all peers and adults, both during team meetings and outside of the team (ie during school/other events).
6. Students are expected to be respectful of others and behave in a way that protects the health and safety of themselves and others. Students shall be respectful of the facilities, tools, equipment and all things being used by the team. (please see Safety code)
7. Students will make every effort to follow a timeline for completing activities, as set forth by mentors and/or the team.
8. Students will check in/out with an appropriate lead and mentor (ie-mechanical with mechanical). Ending times are always approximate.
9. Students will follow the same rules as dictated by Franklin High School, including those in regards to alcohol and chemical substances. (<http://www.franklin.k12.wi.us/images/stories/Athletic_Handbook_09.pdf>)
10. Students shall not use profane, obscene or vulgar language in written, gestured, or verbal form. Saber Robotics abides by Franklin Public School’s Acceptable Use Policy for all communications, including all social media and Internet usage (See Franklin Board Policies 5211 and 5212 <http://www.franklin.k12.wi.us/index.php?option=com_docman&Itemid=501>) . Students' Internet/social media/online communications are team communications, and will be regarded as such.
11. Students visiting or working at corporate sites are guests of the corporations and must be courteous and respectful. While at a corporate site, students are expected to follow the general rules and safety rules posted at the site.
12. Students are expected to keep current with team activities and requirements by checking the website and their email and/or text messages frequently.
13. Students are expected to wear appropriate team attire and look presentable at events as representatives of Saber Robotics and the Franklin School District.
14. Travel requires meeting all Field Trip policy codes as well as meeting with teachers during resource/after school and being timely with make-up work. These are pre-planned absences and all efforts must be made to complete work AHEAD of time.

**Student Eligibility to be a Team Member**

1. Students must be enrolled at Franklin High School.
2. Students must maintain a minimum of a C- average in each course at all times, with no failing grades.
3. Students are expected to make a significant time commitment to the team, actively participating in meetings, workshops, and events. Commitment to the team increases significantly during the 6-week build in January and February.
4. Students are expected be reliable (on-time, prepared to work, clean up, positive attitude, assist newer members, responsive to mentors and other adult volunteers) and assist with team administrative tasks.
5. Students and parents must complete the necessary paperwork and pay the required fees including the annual registration fee, t-shirt costs, and travel expenses. Fundraisers will be held that can offset the cost of travel.

**VETERAN MEMBER REQUIREMENTS**

1. Adhering to the policies outlined in the full Saber Robotics Handbook (available online at [www.saberrbotics.org](http://www.saberrbotics.org))
	1. Especially important: absences
	2. Especially important: working as a TEAM
	3. Especially important: communication!
2. Being a good role model at all times, including, but not limited to
	1. Appropriate behavior during large and small group sessions
	2. Knowing names of various team members
	3. Knowing the basics of the team (function, awards)
	4. Off Season participation
	5. Taking new members under your wing and TEACHING them (they are the future of the team)
3. **You are allowed two(2) absences max during preseason and five(5) during build season, unless there are extreme extenuating circumstances. If there is a recurring absence event, please inform the mentors. Keep in mind that people are relying on you!**
	1. **If extenuating circumstances occur, you may be asked to “make up” your missed time by staying late on a Saturday or attending events as they come up. Please see a mentor if this needs to happen.**

Disciplinary actions, to be determined by team mentors, may include suspension from team activities, ineligibility to travel with the team, or removal from the team.

 **Lettering and School Recognition**

1. The faculty advisors, with input from team mentors, will determine which students receive a letter and/or school and team recognition awards.
2. In order to receive numerals (freshmen) or JV patch (sophomores, juniors, seniors)
	* 1. Students must be an active participant of the team (absences are noted) and member in good standing.
		2. Student must attend one competition in its entirety.
		3. Students must attend 75% of meetings in their entirety
		4. Student must maintain a minimum of a C- average with no failing grades.
3. In order to receive a varsity letter (sophomore to senior), all of the above must be met, in addition to
	* 1. Student must have been an active participant for two years.
		2. **Student must have attended one speaking engagement/demonstration, which promotes the ideals of FIRST**
		3. Students must attend 95% of meetings in their entirety (especially in second year and beyond)
4. Students participating for more than two years and/or in multiple sports/activities will receive appropriate recognition awards.

**TEAM SESSIONS**

During the “Pre Season” (between start of school and kickoff) team members will be working at these times:

**Tuesdays 630 - 830pm – Team Meeting/Pre-season Activities**

Special events may include training sessions, field trip(s), guest speakers, Homecoming parade, Lego League mentoring.

**January 6, 2018** *FIRST* Kick-off at FHS

**January 6-February 20, 2018** Build Season Work sessions and meetings daily.

\*\*During the “Build Season” (between kickoff and ship date) team members will be working at these times:

**Monday – Thursday 3:15 – 5:30pm - Quiet study time—at home or school**

 **6:00pm – \*9:00pm – Build activities**

**Thursday 6:00pm – All Team Meeting\*\***

**Saturday 9:00am - \*3:00pm – Build activities**

**Sunday Off**

Ending times are approximate and may vary depending on what needs to be accomplished

\*\*our schedule continues to be a work-in-progress. Some groups may not need to be meeting as much, and there will be a quiet area available as a study hall.

During the “Competition Season” (between ship date and competitions), team members will be working subject to necessity **March-April, 2018** *FIRST* Regional competitions

* Wisconsin Regional March 22-24 Milwaukee\*\*\*
* Seven Rivers Regional April 4-7 La Crosse\*\*\*.

*FIRST* Championship

* St. Louis, MO April 2018

***\* Meetings are important and team members are required to attend. If you need to be excused, please follow protocol. Failure to do so may result in dismissal from the team.***

**\*\*\*Please note these dates! Students have off the Friday of Milwaukee competition and Seven Rivers is at the end of Spring Break. Currently, we are wait-listed for Seven Rivers and I will let everyone know as soon as I do. We are going to need to secure hotel in La Crosse early once we find out we are registered!**

**PARENTS**

Parents/ guardians fill the link between home, school and team. Parents are encouraged to take an active role in the team, in any capacity. We appreciate you making every effort to meet the following responsibilities.

* Parents/guardians are responsible for attending parent meetings. Usually, one meeting is held during the preseason and a meeting is held before travel to the regional competitions in the spring.
* Parents/guardians are responsible for providing/arranging transportation to make sure that students are on time for meetings and events. Timely transportation home is also appreciated.
* Parents/guardians are responsible for returning permission slips, accurate medical information, and payment for participation, travel and fundraising. We do ask that your STUDENT be responsible for responding to team emails, and not you (unless specifically asking for parental response).
* Parents/guardians are responsible for having a discussion with their student regarding fundraising and travel. We expect students to participate in competitions and provide opportunities to fundraise if necessary.
* Parents/guardians are responsible for providing accurate contact information (phone, email). Primary updates are done through email, but a phone tree is also necessary in the case of emergency. Parents/guardians need to check email often regarding updates.
* Parents/guardians are responsible for providing the lunch on Saturdays during build season. One parent usually coordinates the “menu”, and others are asked to contribute.
* Parents/guardians are responsible for keeping an eye on health and grades of their student—especially during build season. This is a TEAM sport, so every person in needed at competition.
* Parents/guardians are responsible for their child until the age of eighteen. If a student needs to return home during a competition trip for violating rules/code of conduct, it will be at the parents’ expense.
* Parents/guardians are encouraged to volunteer for team events and seek out possible avenues of sponsorship from their employers. Many have a volunteer matching grant.
* Parents/guardians are encouraged to keep up-to-date with what the team is doing (especially during build season). Parents/guardians are welcome to stop by at any time to provide additional support of the team, including chaperoning, general supervision (non-mentorship), donation of general supplies/snacks/water, craft-type expertise (including sewing) and assisting team mentors as requested. Attendance at any team meeting/event is welcome!

*The Advisors and Mentors for Saber Robotics appreciate you allowing your student to take part on the team!*

**Applicant Section CLEARLY WRITE:**

return

Position you are applying for:

 \_\_\_\_\_ Leadership \_\_\_\_\_ regular member

Your area of highest interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade \_\_\_\_\_\_\_\_\_ locker #\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any potential known conflicts regarding attendance(please be specific to date and conflict):

I plan to attend La Crosse: Yes or No

* **As a member of FIRST Team 2506, I will:**
* Support community awareness and outreach
* Maintain my grades with all being C- or higher, and will get help if my grades could put me and/or my team in jeopardy.
* Make the appropriate people aware of absences, knowing that too many may result in dismissal
* Bring food to build season on your designated day
* Work to model the “Profile” of the Team 2506 student,
* Attend all meetings/activities (schedule to be announced)
* Take care of my own transportation to and from school (or meeting place),
* Support the project through innovative, open minded and creative thinking.
* Support the awards process by whatever means required

Student Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Parent Section:**

First Robotics Team 2506 **NEEDS** parent support.

return

If you are aware of a company that would be interested in supporting the team (financially or in-kind), please let us know and we will reach out to them. Many companies also have a matching program.

Our average budget is around $25,000 to pay for competitions entrance, parts, spirit and travel. While we do provide students the opportunity to fundraise, sponsors help defray costs we can’t cover through fundraising. The more sponsorship we garner, the more complex robots we can build! Please consider your network of contacts!

Company Name:

Would you prefer: \_\_\_\_\_ The team contacts the company directly \_\_\_\_\_ You contact the company

Contact person:

Best method of contacting:

Thank you for any help in this area.

**Support you could give to the team (circle/check all that apply):**

* + Organize fundraising events
	+ Team Fundraising organizer
	+ Teambuilding/professional development assistant
	+ Design work on the computer (Inventor)
	+ Part fabrication or machining
	+ Electrical engineering assistance
	+ Mechanical engineering assistance
	+ Welding assistance
	+ Food/meals coordinator (for the build season)
	+ Food contributor (Saturdays)
	+ Videotaping and Documenting assistant to the team
	+ Business/Marketing Mentor
	+ Travel coordinator (including carpool organizer)
	+ Website assistance
	+ Business assistance
	+ Uniforms coordinator
	+ Other involvement? Please indicate any other way you may be able to support the team.

**Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Parents / Guardians,

Your son or daughter has chosen to be involved in the Saber Robotics program at Franklin High School. This program is truly unique in that it allows the students to solve real problems and use real world practices that apply their classroom learning. In this program they are also mentored by men and women who are practicing the professions to which these students aspire on a daily basis. There truly is no experience quite like FIRST Robotics.

return

As part of this program many of your sons and daughters will be working with machinery and equipment that is not to be treated lightly. As a school our primary concern is for the health and well-being of our students. In light of this we will be training the mentors to ensure that they are aware of the specific dangers of working in the metal shop and how to most effectively monitor the activities of students working in these environments. However, we recognize that nobody can be aware of all things at all times.

For this reason we are asking you to help build a culture of safety within our team and our shop facilities. We are asking you to discuss the importance of abiding by the following safety expectations for students:

1. **Safety is the first factor to be considered in all activities.**
	* If ANY student or mentor believes an activity is unsafe they should ask that the activity cease and discuss the matter with the safety captain and or a mentor before the activity can resume.
2. **We are the guests of the shops and do everything in our power to prevent accidents that would impede the instruction of related classes.**
	* Report any and all accidents IMMEDIATELY.
3. **There is to be no shop activity without the supervision of a safety-trained adult.**
4. **If you are unsure of what you are doing- DON’T.**
5. **Don’t be afraid to ask questions- of anyone- at any time.**
6. **Listen, and be listened to!!!**

Parents we are asking you to sign below. By doing so you are indicating that you are aware that your son or daughter may be working in a shop environment and with equipment that has the potential to cause bodily harm. You are also agreeing that you have discussed this with your student and that the student is willing to help enforce the expectations above.

It is our intent to create a safe environment. We believe the steps we have taken help to achieve that. We appreciate your support.

Margaret Guderyon

Josh Hansen and James Tobin

and the rest of Team 2506 Mentors

**Acknowledgement of Receipt and Support of Safety Expectations**

By signing below we indicate that we have read, discussed and understand the safety expectations for FIRST Robotics Team 2506, Saber Robotics. As a student I further understand that it is my responsibility to help establish and maintain this culture of safety. As a parent I understand that every effort will be made to ensure a safe environment while working with power tools and heavy equipment. I further understand that some risk is involved and that despite every intention the possibility of accidental injury exists.

Printed Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

 **STUDENT/PARENT ACKNOWLEDGEMENT**

**Saber Robotics Team 2506**

return

By signing this sheet I verify the following:

I have read through the handbook and understand the privileges and responsibilities that being a member of this team involves. (complete handbook is available at [www.saberrobotics.org](http://www.saberrobotics.org) )

I have turned in necessary paperwork and payment to the athletics office.
 Emergency form Code of Conduct Activity Fee $35 unless you are at the cap

I have completed and signed all necessary documents that were labeled “return”.

I have a check for the non-refundable $50 Robotics Fee, payable to FHS to turn in with my “return” papers.

I have registered with www.firstinspires.org-->FRC-->Cost and Registration-->STIMS and completed the release form.

I have provided both student and parent email and will let Ms. Guderyon know if it isn’t working.

I have signed up with Remind101 to receive text messages: text @msgude to (262)264-6810 [students]
 text @2506parent to (262) 264-6810 [parents]

I understand that participation on the Saber Robotics Team is a privilege.

I understand that I am held to the Franklin High School Code of conduct, as set forth by the Athletics/Activities department.

I understand that the consequences of my actions can ultimately lead to my removal from the team.

I understand that being a part of FIRST Robotics can provide me with knowledge and skills that will benefit me for a lifetime. I understand that I must work at things that may be outside of my comfort zone.

I understand that I have a wide variety of opportunities available to me while part of this team. These are organized for my benefit and will participate as often as practical.

I agree with the philosophy FIRST upholds – “FIRST inspires in young people, their schools and communities an appreciation of science and technology, and of how mastering these can enrich the lives of all.”

I understand that, as a member of the Saber Robotics Team, my actions reflect on the Franklin School District, our other sponsors and supporters of our team.

I agree to act with gracious professionalism in all that I do while a member of this team.

 Student’s Signature Parent’s Signature Date