



Student Handbook 2025



Motto

Developing confident, curious, and independent thinkers, creators and leaders.

Student Code of Conduct

1. Students are expected to attend all mandatory meetings.
2. Student members should remain on task at all times.
3. Student members must act and speak in a gracious and professional manner. This also applies to all Internet sites and blogs including Facebook, Twitter and Chief Delphi. When you speak as a member of Novi Robotics, you must speak respectfully.
4. Student members including media members should be respectful of other students when taking pictures or videos. If an individual requests you not to be recorded, please respect those wishes.
5. Student members must treat all team members and mentors with respect.
6. Student members should show dedication to FIRST and Team 8426 by participating in expected team events.
7. Student members **MUST** sign and follow all safety rules as specified in the **Robotics Safety Rules** document.
8. Student members must follow Novi High School Code of Conduct.
9. Student members should eat outside of the team work areas.
10. Student members will show respect for the sponsor's, build site and team's property and reputation.
11. Student members must check their email regularly.
12. Student members should communicate their availability via Teamsnap.
13. Student members must wear a team uniform at set team events.
14. Student members are expected to maintain good study habits and grades during the season.
15. Students (nor parent or mentors) are allowed to drive themselves or other students without filling out the appropriate paperwork and giving it to the appropriate mentor.

Self-motivation

FIRST Robotics is a self-motivated program - mentors will not tell students what needs to be done. Not sure what to do? Talk to a Mentor or Officer. These team leaders are there to make sure you are given a chance to help the team. Students who actively participate gain the experience to take on future leadership opportunities. The more dedication and time spent learning, the more opportunities you will find! You get out of this program what you put into it.



Operational Details

A lot of the details on how the Amphibian team is run is being worked out, so the details in the “Operational Details” section are subject to a high number of updates.

Student Group Leads

Student group leads are the guides and leaders for a given group. They have experience within a stated subject matter and if need be, looked to to make decisions in an area.

Task Groups

Instead of forming distinct groups that only focus on a single area, Amphibians will instead form groups to tackle a given task. A task group should consist of 2-5 members including a mentor and a student task lead. The task group can be formed from any number of people that are available for more work. A student is free to join multiple task groups, but it is expected that they will assist where the need is greatest, and they should not overextend themselves.

Students can stick to the areas they are most interested in or they can join in a new area to get exposure to a new concept.

Student Task Leads

Student task leads are responsible for ensuring a given task is getting completed and the status of that is communicated. They will communicate any and all issues that may be stopping a task from being completed.

Drive Team

The drive team consists of five roles: Driver, Operator, Drive Coach, Technician, Human Player, and depending on the competition, a media role will sometimes be allowed on the competition floor. These roles are only available to those who apply and are willing to put in the hours of practice required to fulfill that role. In particular, the expectation for a driver and operator is 4-5 days minimum of time, including Saturday practices. In the week prior to the competition, 6 days in a week is a possibility. Technicians and Human Players also come with an expectation of time commitment and numbers of hours of practice before they are eligible for a position. A backup will be used for the role, and if a drive team member cannot meet the requirements, they will be replaced. A set of driving tests and challenges will be used by the mentors to help them determine the best students to fill the role.

The Drive Coach role is typically filled by a mentor. The drive coach role is typically to mediate discussions between drive teams when it may be advantageous, but ideally the drive teams



students come to mutually beneficial strategies during a match without the adult mentor involvement.

Leadership Responsibilities

Students, parents and mentors understand that this is a learning environment. Because the team is also a competitive team, **not every idea, design, or thought by a student/mentor/parent may be realized**. The team will listen and respect all ideas presented, but not all will be put into practice.

Based on time and funding constraints, as well as the dynamics of the challenge, some decisions may have to be made by the Officers and Mentors to ensure the team can build a robot - in six weeks - that successfully plays the game!

At all times, the Head Coach, Lead Mentors and Mentors are responsible for ensuring that all decisions (including but not limited to: robot design, student participation levels, work group makeup) **are made in the best interest of the majority of students and the team as a whole.**

Eligibility and Costs of Travel

Due to the number of members on the Robotics team and funding limitations, there will be occasions where the whole team may not be able to go to an event. Traveling to competition is a privilege. Being part of the travel team requires meeting some basic requirements.

1. The Student has proper attendance and participation as expected by the Head Coach and mentors.
2. The Student has maintained good study habits and grades.
3. The Student has met the standards of behavior as expected by the Head Coach and mentors.

After meeting eligibility, some travel competitions will have additional costs associated with them. Financial assistance is available for those students who meet the requirements.

For an out of state meet, airfare and lodging is cost prohibitive for the team. Students will be expected to pay for a majority of the cost of airfare and 4-5 days lodging. Lodging cost will be split as a portion of the room cost because typically we place 3-4 students per room.



Team Dues

Students are expected to pay team dues by the date as communicated by the lead mentors.

For 2025, we expect the dues to be \$300. This amount is payable to Novi Community School District. Please write Automated Amphibians and deliver the check to either the Head Coach or the accounting mentor. They will deliver it as a group of checks to the school administrator (Ashley Bootz) in order to insure timely delivery of funds into our account.

The fee covers t-shirts, the material costs of the robot, and 16-20 meals for each Saturday lunch during the build season and meals during our two guaranteed competitions.

There will be additional fees for food for competitions that we qualify for later.

Fundraising

Due to the expensive nature of robotics and competition fees (and lodging in the case of the state competition), significant effort is required by the team to raise funding.

Every student is expected to support activities in support of 2 fundraising activities.

Youth Protection Responsibilities

Students, mentors and parents work together to help keep everyone safe. In addition to utilizing proper safety equipment while in the shop area and following the Novi Code of Conduct, we expect that students and mentor will respect and remember the general guidelines when we are working together:

1. Students and mentors should not be one on one where they cannot be observed.
2. Students and mentors should utilize group locations for digital communications for as much as possible.
3. Background checks for all mentors will be performed as required for the various roles and positions. Chaperones will need to submit a drivers license and proof of insurance before they are allowed to drive anyone on the team.



Student Handbook Acknowledgement

I have received a copy of the Automated Amphibians Student Handbook and have read it in its entirety, understood it, and discussed any questions or concerns I may have with the Head Coach.

Since the information, and policies described here are subject to change with or without notice, I acknowledge that revisions to the manual may occur and I understand that these revisions supersede existing policies.

Student membership with the Automated Amphibians is subject to the policies stated in the Student Handbooks, as well as the NHS Student Handbook and code of ethics.

By signing this form, I affirm the following:

- I have read the Student Handbook in its entirety, and agree to abide by the rules and requirements therein.
- I understand that the consequences of not complying with the Handbook may result in the removal from the team, and that this will be solely at the discretion of the Head Coach.
- I agree with the philosophies FIRST upholds including Gracious Professionalism and Coopertition.
- I understand that this is a robotics TEAM and we will work together as a team.

Please sign and return to Automated Amphibians for inclusion in our files.

Student Name: _____

Student Signature: _____

Date: _____

