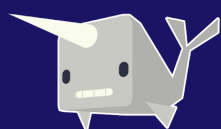


# Team 3128 Handbook

## Aug. 2020



**3128** aluminum  
narwhals

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# Preface

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## Team Mission Statement



*Our mission is to utilize teamwork to invigorate students' passions for innovation, creativity, and problem solving in science, technology, and engineering fields, and ultimately work towards creating a better tomorrow.*

This is a comprehensive guide of the **Team Leadership policies, procedures, governing rules and hierarchy of FRC Team 3128 “The Aluminum Narwhals”**. It contains all the information that you, as a Student Team Leader, need to know in order to be informed about our team.

FRC Team 3128 “The Aluminum Narwhals” is an enrichment program under the umbrella of the Canyon Crest Academy (CCA) Foundation, a 501(c)3 non-profit organization. Team 3128 is neither an official CIF Sports team nor a CCA club, however it operates as a STEM Team and is open to all current students of Canyon Crest Academy.

Team 3128 is rostered with the FIRST organization (<https://www.firstinspires.org>), competes at FIRST events, and abides by the rules and regulations of the San Dieguito School District, Canyon Crest Academy and the FIRST organization.

## FIRST Robotics Competition (FRC)

The FIRST Robotics Competition, abbreviated FRC, is an annual world-wide competition where high school teams across build robots and compete against each other. It is the main competition that Team 3128 involves itself in each year.

# The Basics

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What does the Team do?

## FIRST Robotics Competition (FRC)

Team 3128 competes in the FIRST Robotics Competition (FRC). This is an annual competition put on by the FIRST organization, where high school teams across the world build robots and compete against each other. It is the main competition Team 3128 involves itself in each year.

Each year, teams are given a game in early January, and then have approximately seven weeks to design and build a robot to compete in that year's game. Teams select one or more competition events during a six-week competition season, where they are randomly matched with and against other Teams robots. Top performing robots move to the World Championship Competition.

A typical schedule is:

- Jan 5 - Game Reveal. Build Season Begins
- March 1 - Week 1 competitions begin
- April 14 - Week 7 competitions end
- April 18 - 21: Houston World Championships

## What does that mean to me, new member to the Team?

New members spend the fall season training in their chosen department.

Once Build Season begins, each team member will begin using everything they learned. Exceptions would be the Business Division, whose busy season is summer and fall (writing grants, presenting to potential sponsors).

## How do I join the Team?

Membership is open to all current Canyon Crest Academy students.

In order to participate in Team 3128's activities, a student must be a rostered member of the Team for that school year. All of this is on our website ([team3128.org/members](http://team3128.org/members)) - In order to be rostered, a student must:

1. **Sign up on our** team roster. This will get you added to our mailing list so you know everything that is going on. Please use an email you check regularly.
2. **Complete** Team 3128 Safety Training. Because of the nature of what we do, safety is paramount to our team. After completion of the Safety Training, a member earns

their safety glasses and a numbered pouch in the workshop. There will be a fall “drop dead” date announced -after this date, no entry will be granted into the workshop unless you complete safety training.

3. **Agree to review this document and sign the associated Team Code of Conduct.**
4. **Turn in a Safety Waiver.** You and your parental unit will need to read, understand, agree to, and sign the safety waiver. Please turn in the physical waiver to a mentor at the workshop.
5. **Sign up on STIMS, our league information manager.** This will let you attend tournaments and be involved in official robotics events off-campus.

If a member joins mid-year, they must complete all of the above by their third meeting.

## **Student Team Member Obligations:**

- Roster with the Team
- Join a Department
- Complete Department Training (generally offered in the fall, prior to Build Season, although limited training may be available all year)
- Attend meetings
- Actively participate in Team activities
- Abide by the Code of Conduct
- Maintain a 2.5 GPA
- Welcome new members
- After one season on the Team:
  - help train new members
  - take on leadership responsibilities
  - grow with the team
- Train a new member to replace you when you graduate
- Keep Robot Information Confidential. Please respect the team’s wishes to keep robot information confidential until its public release.

## **Attendance / Participation**

Team 3128’s workshop is located in the Administration Building on the campus of Canyon Crest Academy at 5951 Village Center Loop Dr., San Diego CA 92130.

The Workshop is generally open during the school year on specific evenings, generally from 3 PM to appx. 5:30 PM. Exceptions include holidays and days immediately preceding Mid-Term and Final exams. During Build Season, the Workshop will be open as many evenings and weekends as our Coaches and Mentors can be available to supervise.

The Team does not have a formal attendance policy - however, certain privileges are reserved for active members of the Team.

An "Active Team Member" is defined as a Rostered Team Member who shows:

- Regular attendance at Team meetings (wherever meetings are held - workshop, other location, or virtual)
- Shows active Team participation during Pre-Season and Build Season by completing tasks using the Department metric method (usually Trello)

The Privileges earned as an Active Team Member include:

- Ability to apply for Team Leadership positions
- Ability to apply for Travel Team positions
- Ability to vote in Team elections
- Ability to attend World Championships (should the Team qualify)

## **Team Fees and Costs:**

There is no Team Cost or Fee for joining.

Team 3128 receives ZERO funding from Canyon Crest Academy, the San Dieguito School District, or the CCA Foundation.

Due to the high cost of maintaining the robotics program including registration, material costs, and other associated fees, all Team Members are encouraged to give a suggested donation of \$500 per Year.

The Business Department works hard to bring in Grants and Company Sponsorships every year - this helps defray costs. Additionally, the Team runs an annual Robotics Summer Camp at CCA every year, and is a source of significant funding for the Team.

## **Travel Team Costs & Participation:**

Every year so far, Team 3128 has selected a local Regional, and a "Travel Regional". Due to the logistics of traveling, specific students are selected to be on the Travel Team.

Participation on the Travel Team is through a voluntary application process. There is no requirement for any Team Member to apply to the Travel Team.

Travel Team members will miss at least 2 days of school for the local Regional (historically at the Del Mar Racetrack) and at least 3 days of school for the Travel Regional. Should we qualify for World Championships, students may miss up to 4 days of school for that event.

- Travel Team Members are expected to pay their own way for all Travel.
- Travel Team Members will receive an excused absence for missed school days during competitions.
- Chances of completing any homework at a Competition are near zero.

The Team Travel coordinator (usually a parent volunteer) works hard to organize travel that is cost-effective for all attendees. Usually, this means travel at inconvenient times.



Competitions are exhausting, with almost no time left to do homework “on the road” - please plan accordingly.

Costs if flying to a Competition - usually in the \$750 per person range

Costs if driving to a Competition - usually in the \$500 per person range

## Mentors, Coaches, and Their Roles on the Team

**Mentors** are individuals from all backgrounds and disciplines who work with students to share their knowledge and guide them through the season. Many Mentors contribute on a weekly basis during competition season, or support the team with subject matter expertise on an as needed basis. Teams may have additional or more specialized roles or a combination of roles as needed. In addition, Mentors help to foster the idea of Gracious Professionalism® and have the students do as much of the work as possible.

**Coaches** are Mentors who are also legally SDUHSD employees. As employees of the School District, they are allowed to:

- Hold keys and security codes to the school and workshop
- Open and supervise the Team Workshop
- Take students on field trips (ie: Team Travel to competitions)
- Act as the primary interface between Team Members and the School

All Coaches and Mentors must undergo a background check through the San Dieguito School District including fingerprints, drug screen and Youth Protection Training.

## Reasons for Removal from the Team

A Roster is kept annually of Team members. If a Team member fails to participate for a noticeable period of time, they will be moved to ‘inactive’ status. Inactive members can return at any time during that school year.

The following are reasons for Removal or Dismissal from the Team, for any period of time deemed appropriate by the Coaches and Mentors of the Team:

- Safety Violations - willfully endangering themselves or others
- Code of Conduct Violations
- Temporary suspension for GPA below 2.5
- Disrupting Team or Department activities
- No longer attending Canyon Crest Academy

Additionally, a Department Lead may remove a member from their Department should there be consistent disruption of Department activities or significant non-participation. That Team member is encouraged to find a Department more suited to their interests.

# What is Build Season?

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## Build Season / Competition Season

The yearly FRC game is announced on the first or second Saturday of the year at the annual Kickoff event (aka “Kickoff day”). During this event, teams learn what the game is and get a set of game pieces and useful parts that can be utilized on the robot. Since we do not know what the Competition Game will be (except for the 2020-2021 season, which is a replay of the previous year), the Team cannot begin design of the robot until kickoff.

Kickoff Day marks the start of Build Season, which lasts until all Competition Events are complete. “Heavy” effort and hours are the first 7 weeks. The Robot should be complete by the first Competition, but repairs and refinements may happen between competitions.

### A typical Season is:

- Jan 5 - Game Reveal. Build Season Begins
- March 1 - Week 1 competitions begin
- April 14 - Week 7 competitions end
- April 18 - 21: Houston World Championships

## Attendance at Competitions

If a Team Member has met the requirements to attend a Competition, the following rules apply:

1. Student must travel with the Team - this is a School District Rule. If any Travel Team Member wishes to travel separately from the Team, they may not be allowed to attend. If they are allowed to attend, they will not be on the Excused Absence Form.
2. Be on time. If you attend the San Diego Regional, attendance is taken at 8 AM (or as soon as reasonably possible). You will be marked tardy or absent if you are late, and reported to the school as such.
3. Dress appropriately. Generally, the Competition Team T-shirt will be the Uniform of the Day (UoD), but please check ahead of time.
  - a. Team 3128 produces team apparel (shirts, sweatshirts, etc.) that team members can purchase. The price of this apparel varies based on the cost of producing them.
  - b. The team does not make a profit on its Competition Team T-shirt.
  - c. Team apparel worn at competitions cannot be ripped, faded or modified (frayed, fringed, sleeves cut, etc) except to add the Team members name.
  - d. BRING YOUR SAFETY GLASSES. You earned them- bring them!
4. Pants/Bottoms: It is preferred that students wear dark blue jeans to competition. However, any pants worn to competition should not be ripped or faded. Shorts are

acceptable as long as they're an appropriate length (see CCA Dress Code). Skirts or dresses should not be worn at competition.

5. Shoes: It is mandatory that students wear closed toed shoes at competition. Students who do not wear closed toed shoes will not be allowed in the pit and competition field. This is non-negotiable. Furthermore, students should consider their position at competitions. For example, if their position requires them to be on their feet a lot they may want to wear more comfortable shoes or even bring a second pair to switch in the middle of the day.

## Community Outreach

Outside of the build and competition season, our team aims to reach out to people in our community in order to engage them in STEM topics. Some of the ways we do this:

- Visiting and performing demonstrations at local schools.
- Visiting and performing demonstrations at local STEM events (example: PETCO park STEM event, MakerFaire).
- Hosting a robotics summer camp each year for 1st - 8th graders.
- Participating in school pep rallies at the start and beginning of the year.
- Inviting other parts of our school to collaborate with us on projects.
- Coaching FLL Teams.

# Hierarchy Above the Team (aka “The Fine Print”)

The Aluminum Narwhals exist as an enrichment Program under the CCA Foundation (510c3). The Robotics programs (our FRC Team and 3 FTC teams) appear to be the only “Teams” or groups that operate in this manner. Therefore, in this in-between no-man’s land, the rules are evolving and tend to change without any input from us.

We have one Teacher/Academic Advisor/Coach (currently Mr. Tony Mauro). In this role, our Academic Advisor is our primary intermediary with the CCA officers, the Principal (currently Mr. Brett Killeen) and the Team’s primary contact, one of the Assistant Principals (currently Ms. Lisha Brunache).

## **Our Academic Advisor/Coach has the ability to:**

1. Request school facilities for Team use. He may only request - there is no ability for him to see if this request has been granted. The school may jump the Team’s claim on any room at any time (and has, frequently).
2. Request travel permission from the School District Board. The Board MUST approve all travel well in advance, or we may not travel.
3. Keep custody of keys to the workshop and the fenced patio. Keys are ONLY granted to adults who are SDUHSD school district employees AND have passed the Volunteers Background Check (which is extensive).
4. Set policy for the Team, and communicate any CCA or SDUHSD policies to the Team.

## **Our Academic Advisor/Coach DOES NOT has the ability to:**

1. Request use of other teachers' classrooms.
2. Determine if the Team request for “common” area rooms has been granted.
3. Change CCA or SDUHSD policy.

## Rules Under Canyon Crest Academy/The School District

1. The School District/CCA provides Team Workshop space on campus as a courtesy. The school is under no obligation to continue to provide this space should they deem it unnecessary or an inconvenience. We share the outdoor space (the patio) with the Foundation (the Foundation shed) and the Church (the Church shed).
2. The Team’s continued vigilance in keeping our workshop areas clean and safe are key to us keeping our space. Should the Principal or School District decide to close down the workshop or cut off our access to it, they may do so - for any reason.
3. A Coach or other School District Employee must be present on Campus for the Workshop to be open. It is unclear whether this rule is a CCA rule or a School District rule - regardless, it’s a rule.
4. A minimum of 2 students must be present with any School District Employee. If only one student is present, the workshop must be closed down (UNLESS the student is the child of the School District Employee).

5. Team Travel MUST be approved by the SDUHSD school Board in advance.
6. Team Travel (flying or driving) must be done with one School District Employee in attendance with each travel group. Students over 18 may legally travel (fly) separately. There is no limit to the number of students each School District Employee may chaperone.

## Rules Under the Foundation

The Foundation has previously exercised their right to set Team Policy - for example, they have stated that only current CCA students may be Team 3128 members.

The Foundation operates as the Teams “bank”, and has set Fiscal Policy as follows:

1. All Robotics Team Finances run through the Foundation.
2. All donations to Team 3128 are made through the Foundation.
3. All robotics programs on campus share the same “bank account”. The Foundation does not keep track of which Team is contributing/withdrawing
4. The Foundation states that **“25% of all donations will be collected and placed in the STEM General Fund”**. This is legal per IRS guidelines and has not been negotiable.
5. Every year, the Foundation collects a ‘fee’ for their services (payroll and overhead expenses) from the Team. The percentage varies, but has generally been about **15% of the Teams income for that year** (historically)
6. The math for the above deductions has not been made transparent to the Team.
7. The Foundation has claimed that revenue from Summer Camp proceeds is exempt from the 25% and 15%, respectively.
8. The Foundation may and has exercised their right to allow or deny Team purchases and reimbursements.
9. All merchandise (particularly clothing) that the team wishes to sell must be run as a “Fundraiser”. This includes filling out the online form for a Fundraiser through the Foundation, declaring a profit margin, obtaining approval from the Foundation, and then 25% of the revenue from said fundraiser will be taken by the Foundation.
10. If merchandise is purchased for the Team as “Team uniforms” it may not be sold. It must be given to Team members.

Since all of our major purchases are through the Foundation - in effect, ALL tools in our workshop are Foundation property.

## Is All This Different Than the Other Teams in SDUHSD?

In short - Yes. There are 4 primary high schools in SDUHSD, and each one has an FRC Team. Each FRC Team seems to operate in a different environment, with no consistency in how they are treated by their respective School Administrators.

There appears to be no “advocate” for FRC at the SDUHSD School Board Level.



# Team Information for Parents

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## Frequently Asked Questions:

### Where is the Workshop?

Our workshop is in the Administration Building - see map below.



### Why isn't my Son/Daughter responding to Text Messages?

The workshop is in a cell "dead zone".

We do have a landline in the Workshop, you can call (858) 350-0253, x4173.

### Can I visit the Workshop?

Yes, please do! Be warned, some days are considered "loud days" in the Workshop (and we aren't kidding about loud).

The Workshop is generally open during the school year from Monday - Friday, 3 PM to appx. 5:30 PM, assuming that the Campus is open. Exceptions include holidays and days immediately preceding Mid-Term and Final exams, and during the Covid pandemic (where the Campus is not open and the Team is not allowed to enter our Workshop).

## What does this Cost?

### Team Fees and Costs:

There is no Team Cost or Fee for joining.

Team 3128 receives ZERO funding from Canyon Crest Academy, the San Dieguito School District, or the CCA Foundation.

Due to the high cost of maintaining the robotics program including registration, material costs, and other associated fees, all Team Members are encouraged to give a **suggested donation of \$500 per Year**. If your Employer has a matching gift program (Qualcomm is a good example) the team can receive matching funds from them.

If you are employed by a company that might be willing to sponsor the Team - we welcome the introduction. The Business Department actively pitches to companies all over San Diego to obtain sponsorships every year.

The Business Department works hard to bring in Grants and Company Sponsorships every year - this helps defray costs. Additionally, the Team runs an annual Robotics Summer Camp at CCA (almost) every year, and is a source of significant funding for the Team.

## Travel Team Costs & Participation:

Participation on the Travel Team is through a voluntary application process. There is no requirement for any Team Member to apply to the Travel Team.

Travel Team members will miss at least 2 days of school for the San Diego Regional (local, at the Del Mar Racetrack) and at least 3 days of school for the Travel Regional. Should we qualify for World Championships, students may miss up to 4 days of school.

- Travel Team Members are expected to pay their own way for all Travel.
- Travel Team Members will receive an excused absence for missed days during competitions.
- Chances of completing any homework at a Competition are near zero

The Team Travel coordinator (usually a parent volunteer) works hard to organize travel that is cost-effective for all attendees. Usually, this means travel at inconvenient times. Competitions are exhausting, with almost no time left to do homework "on the road" - please plan accordingly.

Costs if flying to a Competition - usually in the \$750 per person range

Costs if driving to a Competition - usually in the \$500 per person range

## Can Parents and Siblings attend a Competition?

Yes! There is nothing that can explain the excitement of a FIRST competition. Team 3128 encourages parents to attend competitions, both in and out of San Diego.

However, the Team cannot book travel arrangements for parents who are not designated Chaperones, Mentors or Coaches. On average the team travels with 28 students and 4 Coaches plus several Mentors and Chaperones, and trying to book arrangements for those almost-40 people can be challenging enough.

## Can I help?

The Coaches and Mentors of Team 3128 welcome any parent who is interested in devoting some time to the Team. We have a great need for parents with all skill sets (not just engineering). You can volunteer as little or as much as you like. Some opportunities are:

- Chaperone Outreach events throughout the year
- Chaperone Travel to Regional competitions (or World Championships)
- Communications liaison - help keep in contact with Team member parents
- Feed the Team - parent coordinator of Build Season lunches
- Fundraising!
- Mentor the team - we need mentors with skills such as:
  - Business
  - Grant writing
  - Marketing
  - Travel coordination
  - Software
  - Controls/electrical engineering
  - Mechanical engineering/CAD
  - Machining (CNC router, lathe, milling machine, woodworking)

All Coaches and Mentors (but not Volunteers) must undergo a background check through the San Dieguito School District including fingerprints, drug screen and Youth Protection Training. Volunteers DO NOT have to go through this, but will then be “supervised” by a Coach or Mentor when they are on school grounds.

Please contact any of the following Coaches to learn more:

- Tony Mauro (Coach and Academic Advisor) - [tony.mauro@sduhsd.net](mailto:tony.mauro@sduhsd.net)
- Christine Low (Coach) - [chris@team3128.org](mailto:chris@team3128.org)
- Mary Snyder (Coach) - [mary@team3128.org](mailto:mary@team3128.org)
- Garrison Price (Coach) - [garrison@team3128.org](mailto:garrison@team3128.org)



## **But my son/daughter doesn't want me to help?**

We get it. However... chances are your son/daughter is in ONE of our Five Departments. You can help out the other departments and give your student their space. Two Team Coaches have students on the Team - they work hard to NOT be involved in their student's Department.

## **Request from the Coaches and Mentors of the Team:**

Do not send your student to robotics if your student is sick. Students who come to robotics sick, will be sent home.

Please bring concerns to the Coaches/Mentors early. If you have any questions or concerns about the team or your child, please bring them to the attention of the Coaches/Mentors early on so they can be addressed and not compound into larger issues.

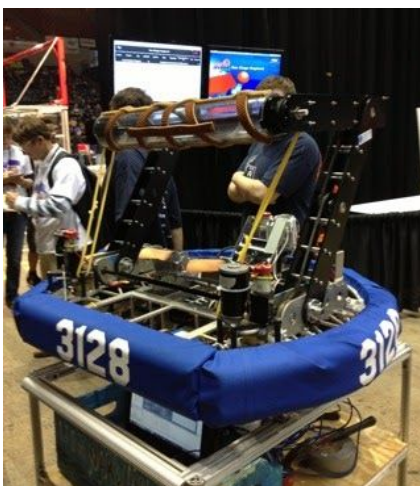
Respect the Team, its Coaches and Mentors. It is important that parents are respectful of the team and its goals. Collectively the team's Coaches/Mentors spend thousands of hours with the team. While you may not always agree with some of their decisions, please trust that they have the best interests of your child and the team in mind.

# History of the Aluminum Narwhals

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The Aluminum Narwhals began in 2009 with 8 students and 1 programming teacher. Members of the FRC and FTC teams at CCA went to our School District Board, presented a robot and a program proposal. The School board liked the presentation and enacted Prop AA.

Prop AA: All high schools in district would have classroom expansion for STEM classes - expanded from corner of Humanities building, and extended to Middle and Elementary Schools.



# Awards

2010:

**San Diego Regional** - Rookie All-Star Award

2012:

**World Championships - Atlanta** - Competed in Newton Division

2013:

**San Diego Regional** - FIRST Dean's List Finalist - Soren Price

2014:

**San Diego Regional** - FIRST Dean's List Finalist - Kian Sheik

**San Diego Regional** - Creativity Award sponsored by Xerox

2015:

**San Diego Regional** - Entrepreneurship Award sponsored by Kleiner Perkins  
Caufield and Byers

2016:

**Las Vegas Regional** - Engineering Inspiration Award

**World Championships - St. Louis** - Competed in Galileo Division

2017:

**San Diego Regional** - Finalist

**World Championships - Houston** - Competed in Carver Division

2018:

**San Diego Regional** - Finalist

**San Diego Regional** - Innovation in Controls Award sponsored by Rockwell  
Automation

**Idaho Regional** - FIRST Dean's List Finalist - Ronak Roy

**World Championships - Houston** - Newton Subdivision Finalist

2019:

**San Diego Regional** - SemiFinalist

**San Diego Regional** - Quality Award by Motorola Solutions Foundation

**Monterey Bay Regional** - Regional Finalist (Captain of Alliance 1)

**Monterey Bay Regional** - Entrepreneurship Award sponsored by Kleiner  
Perkins Caufield and Byers

Wild Card

**World Championships - Houston** - Galileo Division Captain of Alliance 4

2020:

Covid. 'Nuff Said.

# Code of Conduct

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Our Code of Conduct is inclusive of the Codes from FIRST (our parent organization for competition), our school, and ourselves (determined by the Team members).

## FIRST Code of Conduct

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The FIRST mission is to inspire a generation of science and technology leaders who are both gracious and professional. This FIRST Code of Conduct lists some of the basic behaviors that mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in FIRST activities.

- Exhibit Gracious Professionalism® at all times. Gracious Professionalism is 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.
- Ensure the safety of all participants in FIRST activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all FIRST Youth Protection Program (YPP) policies.
- Report any unsafe behavior to event or local FIRST leadership.

**Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities.**

## Team 3128 Code of Conduct

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Team 3128 expects all Team 3128 members, Coaches, Mentors and Parents to follow the FIRST Code of Conduct listed above. Some additional guidelines are listed below. This list is not comprehensive but is representative of the conduct we expect Team members to follow.

- You are expected to behave in a courteous and cooperative manner.
- You are expected to be respectful of others and behave in a way that protects the health and safety of themselves and others.
- You must be accepting of all people of all races, genders, sexual orientations, religions, and backgrounds.
- You shall be respectful of the facilities, tools and equipment and being used by the team.

- You shall not use profane, obscene, or vulgar language in written, gestured, or verbal form.
- You shall not participate in stealing, intentional damage of property, or malicious use of technology including but not limited to computer hacking or unauthorized modification, alteration or change of information in any team documents or software.
- You are expected to be respectful during all team and sub-team meetings. Respectful behavior means you are not talking, working on projects, or using phones or other electronic devices unless the activities of the meeting necessitate device use.
- You are expected to read and understand all rules of competition, as well as know our team's robot and competition strategy.

## **When you wear the Narwhal, you represent our Team. Make us Proud!**

While on campus, or off campus and representing our school or Team 3128, students and adults are expected to follow all Team 3128, FIRST, San Dieguito School District and Canyon Crest Academy policies and codes of conduct.

### **School and District Policy**

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Below are the policies set by Canyon Crest Academy and the San Dieguito Union High School District.

- Board Policy Related to Nondiscrimination and Harassment:  
<http://www.sduhsd.net/documents/Policies/5000%20Students/5145.3.pdf>
- Board Policy RE: Sexual Harassment and Students:  
<http://www.sduhsd.net/documents/Policies/5000%20Students/5145.7%20AR-1.pdf>

### **Safety**

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All rostered Team Members had to pass an annual safety test to obtain their entry to the Team 3128 workshop. Any Mentor or Coach can close the workshop at their discretion, and at any point in time, if they feel there is a safety issue or risk. This can include inclement weather, earthquake or fire hazards, but may also include Team member behavior or threat of behavior that might constitute an unsafe environment.

### **Guidelines for Disciplinary Action**

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**On CCA Campus:** While on the Canyon Crest Academy (CCA) campus, all CCA rules and regulations take precedence over any Team 3128 rules. The following is the Team 3128 Code of Conduct which may be applied in addition to any CCA rules in a campus setting.

**Off CCA Campus:** While Team 3128 is off campus, the Code of Conduct below takes precedence. Violation of the Code of Conduct and the first step in any disciplinary actions will be determined by a consensus of Coaches/Mentors present at the time of the violation.

Team 3128 Disciplinary Action for Violations of the Code of Conduct rules and responsibilities listed above:

**First violation:**

A Coach/Mentor will ask the student to leave the robotics room/event for the remainder of that day. All Team Coaches will be notified of the violation. All Team Mentors present for the date of violation, or who will be on duty for that day of suspension, will be notified.

**Second violation:**

A Coach/Mentor will ask the student to leave the robotics room/event for that day, and the following 6 days (one week total, including the day of the violation). All Team Coaches will be notified of the violation. All Team Mentors present for the date of violation, or who will be on duty for the week of suspension, will be notified. The student will not be allowed to participate in Team 3128 activities for one week. The student's parent/guardian will be notified of the second violation and of the suspension from Team 3128 activities.

**Third Violation:**

A Coach/Mentor will ask the student to leave the robotics room/event for that day, and the following 6 days (one week total, including the day of the violation). All Team Coaches will be notified of the violation. All Team Mentors present for the date of this violation, or who will be on duty for the week of suspension, will be notified. The student will not be allowed to participate in Team 3128 activities for one week and may be removed from the team after a review by the Team Coaches. The student's parent/guardian will be notified of the third violation and of the suspension from Team 3128 activities or removal from the team.

There are certain circumstances that will bypass these stages at the discretion of the Team Coaches.

Consequences may be determined at the discretion of Team Coaches and Mentors. Consequences may include, but are not limited to:

- Removal from the team
- Involvement with the School Administration

**Handling Conflicts**

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If you have a conflict with another team member:

1. Attempt to communicate with the person and resolve it one-on-one. If you are unable to reach a conclusion, then:
2. Consult the Mentor/Coach on Duty.



3. If the issue is not able to be resolved, it may be taken to school Counselors/School Administration

## **In the Case of Harassment**

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We want every student on our team to feel welcome and comfortable and to be treated with respect. When we are at competitions, we want you to focus on the competition and your job at hand. The following situations are not comprehensive, but are to be used as guidelines should you feel uncomfortable and don't know where to turn. Please remember that any situation will be handled in a way to ensure that you feel safe and comfortable about the process.

### **SITUATION 1: Harassment within our Team**

If you are having a problem with another student or a Coach/Mentor/Adult on our team that you have been unable to resolve yourself, or feel uncomfortable approaching, please:

- Contact one of our Coaches - Academic Advisor Tony Mauro, Garrison Price, Christine Low, Mary Snyder **OR**
- Contact another Mentor on our Team you are comfortable with **OR**
- Contact your Assistant Principal at Canyon Crest Academy **OR**
- Contact any Canyon Crests Academy Counselors on staff

As per District Policy, no Coach or Mentor is allowed to be alone with a student team member in a closed room (unless that team member is a family member of the Coach/Mentor). However, we will do our best to meet with you in a setting where you can discuss your concerns (as privately as possible), and to keep the matter as confidential as possible.

The Coach or Mentor will listen to your concerns and attempt to help resolve the situation. If a Mentor is informed, they will in turn inform all of the Coaches. Once a Team 3128 Coach or Mentor is informed of the problem, they will act on it. You will be asked to document the issue in writing/email to the Coaches. The only time a Coach will be not be immediately informed is if the problem is with one of the Coaches.

**Please understand that requests of "I want you to know about this but not do anything" will NOT be honored.**

Should you decide to inform the Canyon Crest Academy teachers or staff, it is very likely that the Team Coaches will be brought in for discussion by the Canyon Crest Academy staff.

Please understand that all Coaches and Mentors are Mandated Reporters - should we suspect abuse or neglect, we are legally required to report the incident, and members involved, to legal authorities.

## **SITUATION 2: One of our Team is harassed by a member of another Team at a FIRST event.**

If you are having a problem with a member of another team (student or adult) while at a FIRST event PLEASE report it **as soon as possible** to one of our Team Coaches or Mentors **WHILE AT THE EVENT**.

Per FIRST:

### **Report Non-Medical Incidents**

*FIRST* maintains a culture where concerns about safety, comfort, and fairness can be raised and addressed. If anyone states that they feel threatened or uncomfortable because of verbal abuse, inappropriate contact, or other negative behaviors that are not in the spirit or event rules of *FIRST*, we ask that you complete a Non-Medical Incident Report to formally document the event.

This form may be used to report witnessed violations of any rules in this section, such as the rules against seat saving or throwing objects from seating areas. The fastest and easiest way to resolve such issues is often to have a friendly conversation with the individual or individuals engaging in the behavior. It's very possible they are not aware of the rule being violated. However, if you are not comfortable doing so, or have attempted that approach and it has not worked, please report it on the Non-Medical Incident Report form.

*FIRST* takes all disclosures and indications of risk seriously, and will work to resolve the issue quickly, while honoring every individual's right to privacy.

Non-Medical Incident Forms are kept at the Pit Administration area and may be completed anonymously. Pit Administration staff will be available to help complete the form. Once the form is completed, it should be turned in to Pit Administration, who will take the process from there. If it is necessary to complete a Non-Medical Incident Report when away from an event, the report may be [downloaded here](https://www.firstinspires.org/resource-library/frc/event-experience), filled in electronically, and submitted via email following the instructions on the form.

Source: <https://www.firstinspires.org/resource-library/frc/event-experience>

### **This is what will happen next:**

1. Our Team Coach/Mentor will get a full statement from you on what happened and when, and if you have witnesses or other evidence or information.
2. Our Team Coach/Mentor will inform our Team Coaches (if present) in person.
3. Our Team Coach/Mentor will gather our Team Coaches (if present) and/or other Mentors and approach the Team Coach(es) on the Team where the problem originated. They will inform the other Team's Coach(es):
  - a. The nature of the problem
  - b. The student(s) involved on their team who caused the problem



- c. Request that the other team have their member cease and desist
  - d. Request that the other team deal with their member as they feel necessary.
4. If you are not comfortable with Step 3, or Step 3 has been completed and the problem persists:
5. Our Team Coach/Mentor will fill out a FIRST Non-Medical Incident Report (or NMIR - blank copies are kept in the 'Official Binder of Stuff' and copies will be kept with the "Team 3128 Travel Binder" by one of the Coaches at events)
6. Our Team Coaches will then contact the FIRST Judges on site AND the highest level FIRST official on site, and file our NMIR. This documents the issue, and allows consequences if the issue continues and/or our request for cease and desist is not met.

### **SITUATION 3: One of our Team is harassed through social media by a member of another team.**

As of the writing of this policy, the current California civil law for harassment states:

A "credible threat of violence" includes following or stalking someone or making harassing calls or **sending harassing messages (by phone, mail, or e-mail)** over a period of time (even if it is a short time)."

In this situation - please discuss with your parents and report it to the social media platform used. The FIRST organization, our Team and our School District have no jurisdiction over social media. If you wish to report it to a Coach or Mentor on our Team:

1. Our Team Coach/Mentor will get a full statement from you on what happened and when, and any evidence or information you have.
2. If you reported to a Team Mentor, they will inform our Team Coaches.
3. One of our Team Coaches will fill out a FIRST Non-Medical Incident Report (or NMIR - blank copies are kept in the 'Official Binder of Stuff')
4. One of our Team Coaches will contact the Team Coach on the Team where the problem originated. They will inform that Team's Coach
  - a. The nature of the problem
  - b. The student(s) involved on their team who caused the problem
  - c. Request that the other team have their member cease and desist
  - d. Request that the other team deal with their member as they feel necessary.
5. If the Student and Coaches feel it is necessary or appropriate, one of our Team Coaches will file the NMIR with the FIRST California Regional Director's office.

### **If you are a Bystander to Harassment**

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As a member of Team 3128, you have a responsibility to contribute to a positive team culture and help make it a safe environment.

If you witness a situation that classifies as any type of harassment:

- Help get the harasser out of the situation. If the situation is serious, you may need to call for help.

## Reporting Code Violations

All students, Coaches, Mentors, and parents who are aware of a violation of our Code of Conduct, or is in doubt about whether or not a behavior is appropriate, is required to immediately consult a Coach or Mentor or Canyon Crest Academy Administrator.

## Definitions

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**Student:** A currently rostered student at Canyon Crest Academy.

**Team member:** A currently rostered student at Canyon Crest Academy who has completed the Team 3128 Safety Training for the current school year.

**Coach:** An adult who is a current San Dieguito School District employee, has completed the San Dieguito School District background check, and is currently a FIRST mentor of Team 3128, FRC Robotics team. Team 3128 has (at the time of the writing of this policy) 4 Coach positions.

**Mentor:** An adult who has completed the San Dieguito School District background check, and is currently a FIRST mentor of Team 3128, FRC Robotics team. Team 3128 has (at the time of the writing of this policy) unlimited Mentor positions.

**NMIR:** FIRST Non-Medical Incident Report (see <https://www.firstinspires.org/sites/default/files/uploads/about/ypp/ypp-report-safety-concern-non-medical-incident.pdf>)

**Harassment:** The California civil harassment laws say “harassment” is:

- Unlawful violence, like assault or battery or stalking, OR
- A credible threat of violence, AND
- The violence or threats seriously scare, annoy, or harass someone and there is no valid reason for it.

“Credible threat of violence” means intentionally saying something or acting in a way that would make a reasonable person afraid for his or her safety or the safety of his or her family. A “credible threat of violence” includes following or stalking someone or making harassing calls or sending harassing messages (by phone, mail, or e-mail) over a period of time (even if it is a short time).

Read about the law in [Code of Civil Procedure section 527.6](#).

Our Code of Conduct outlines how members, mentors and parents conduct themselves within our robotics activities. During all team activities, our team aims to consistently provide:

- An environment where team members can learn, have fun, and feel safe.
- Environments where team members can develop supportive relationships, while observing appropriate boundaries.
- Diligent efforts by both students and adults to protect team members from harm.
- Freedom to try new ideas and strategies in different areas of the team.

During the team's activities, all [Canyon Crest Academy school rules](#) are in effect while on-campus or off-campus. Our team also follows the requirements listed in [FIRST's Youth Protection Program](#). Please refer to both of those documents for their complete set of guidelines.

Members engaging in team activities, both on and off campus, are representing the team either positively or negatively. Because of that, members who behave in a manner that is lower than the standards set by Team 3128 will face disciplinary action including removal from the team.

# Team 3128 Workshop

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The Team 3128 Workshop is open to all rostered members of Team 3128 for that school year.

The Team 3128 Workshop contains specialized tools that have been purchased using funds raised by Team 3128, and are maintained by Team 3128. Team tools (power tools and hand tools) are available to Team rostered members who are in good standing and have been specifically trained in their use, and under the supervision of Coaches and Mentors.

The Team 3128 Workshop may be used for specific CCA Engineering classes under the supervision of CCA Engineering teachers.

## Team 3128 Workshop Rules

- No one may enter the workshop without a Team Coach present on the CCA campus.
- No open toe shoes or sandals allowed. Closed heel and toe shoes at all times.
- You will be issued a pair of safety glasses after you roster with the team and complete the online safety training. Put your name on them - if you lose them, YOU must replace them.
- No tools are to be removed from the workshop without authorization.
- No horseplay or playing on furniture is allowed in the workshop.
- Report all injuries to the Coach/Mentor on Duty immediately.
- Small door to the workshop MUST remain open while using the workshop. The large "garage" door may be closed when power tools and machines are not in operation, or in the case of severe inclement weather.
- Safety is your top priority when using the workshop. If you are not sure what you are doing, ASK.
- Team 3128 members may use power tools if they have been trained on, and certified for use of, that tool, or if they are in the process of being trained on that tool by a Team Coach, Mentor, or approved Mechanical Department trainer.
- Safety glasses to be worn at all times while you are using hand or power tools or you are within 5 feet of someone using Power Tools.
- No loose fitting clothing allowed when working with workshop tools. This includes hoodies, scarves, long necklaces, etc.
- Long hair is to be tied back securely while working with workshop tools.
- Do not distract anyone using power tools or equipment.
- You must clean up your work area immediately after work is done or before you leave (including floor). Violation could result in suspension from the team.

- Team members must return all tools to their proper location when finished. Violation could result in suspension from the team.
- Report any broken tools or machines immediately to Team Coach or Mentor on duty.
- You may eat in the workshop, except near power tools and workshop computers.

**Power Tool: Anything with a power cord or battery. (except computers).**

**Lathe, milling machine, CNC router, bandsaw, chopsaw, power drill, grinder, belt sander, drill press, etc. are all power tools.**

**(the waffle maker is NOT a power tool)**

Team Coaches, Mentors and Faculty Advisors always have the final word in any safety-related situation due to the hazardous nature of robotics. Failure to comply with the above safety rules will result in disciplinary action, including removal from the workshop and possibly dismissal from the Team.

Use of the Team 3128 Workshop and its' tools are a privilege, not a right. Team Coaches, Mentors and Faculty Advisors may deny access to the Workshop and its tools to any person at any time.

# Slack

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## What is Slack?

Slack is a chat room system designed to be used for small teams to communicate. NASA, Harvard, and CNN all use Slack to communicate. With it, files can be shared with the members and you can get instant notifications of any activity.

Team 3128 uses Slack for instant Team communication - to talk about the team when we are not in the workshop, communicate information between Coaches, Mentors and members, and to inform people about what is happening within the team. Being active on Slack allows you to always be informed of activities within our team.

## How can I join Slack?

The Team Co-Presidents and Coaches can invite others to join. Once a potential Team member completes the steps on <http://team3128.org/members/>, they will be invited by one of the Co-Presidents or Coaches.

## Special Permissions Designations

The following applications permissions are assigned to team members during the course of their tenure on Team 3128.

Application	Position	Description
Google Apps	All Leadership Positions	<first_name><last_initial?> @team3128.org account
	President Vice President	Group Administrator (to manage mailing lists)
Youtube	Head of Marketing	Channel Manager
Facebook		Page Editor
Instagram	Head of Submissions	Account Manager
GrabCAD	Head of Build	Administrator
GitHub	Head of Controls	Owner
Slack	All Leadership Positions	@leaders group

All permissions granted are revocable upon leaving the position. Unused team emails will be periodically purged on a yearly basis.



# Team Leadership

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Our team is led by a group of elected officials and appointed officers. They meet during the monthly Leadership meeting where the leadership, mentors, and project leaders discuss the current happenings of the team.

## Elected Positions

Our elected leadership is chosen each May by a team vote (except for extenuating circumstances). Anyone who has been on the team for at least one complete build season can self-nominate for an elected position, which will be decided by Team Vote.

**Self-Nominations Open:** May 2nd

**Self-Nominations Close:** May 13th

**Election Day:** May 19th

*The 2 Co-Presidents:*

- Send weekly announcements regarding team events and activities
- Maintains communications and keep track of overall progress of projects happening on the team.
- Organizes team bonding events
- Takes care of team paperworks and reports
- Prepares awards submissions

## Appointed Positions - Division Coordinators

The two Co-Presidents and Coaches/Mentors will seek self-nominations for the Division Head Positions (listed below). Anyone who has been on the team for at least one complete build season can self-nominate for these Positions, which will be decided by an Interview Panel of the two Co-Presidents and Coaches/Mentors specific to those areas.

### **Mechanical Coordinator:**

- Responsible for all things build-related (on or off the robot)
- Oversees all construction projects
- Ensures that all members know what mechanical is doing at the moment
- Manages CAD and Design
- Mediates communication between new and experienced members
- Ensures that all new members are comfortable with the
- Works with Controls to ensure robot functionality



## **Controls Coordinator:**

- Responsible for all things things wiring and programming related
- Oversees all wiring and programming projects
- Ensures that all members know what controls is doing at the moment
- Mediates communication between new and experienced members
- Ensures that all new members are comfortable with the team
- Works with Mechanical team to ensure robot functionality

## **Business Coordinator:**

- Manages contacting/maintaining relationships with sponsors and potential sponsors
- Writes grants and proposals for team funding
- Makes strong relationships with local teams
- Mediates communication between new and experienced members

## **Marketing Coordinator:**

- Leads community outreach
- Leads team promotion and branding
- Makes strong relationships with local teams
- Mediates communication between new and experienced members

## **Strategy Coordinator:**

- Leads the strategy effort at Competitions
- Trains new members of Strategy
- Leads the study of each years game as it relates to strategy

## **Appointed Positions - Division Project Leads**

Any Division Coordinator may seek self-nominations for a specific Project “Lead” Position within their Division. Examples are listed below. These Positions will be decided by an Interview Panel of the Division Coordinator, Coaches/Mentors specific to those areas, and anyone else the Division Coordinator and Coaches/Mentors deem fit to include.

- Training Lead
- Fabrication Lead
- Website Lead

# Tool Certification

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Before the FRC Build Season, Team members in Mechanical and Controls must be trained and certified in workshop tools. Safety Training specific to these Divisions must be complete before any Team member may be trained on actual workshop tools. Once trained on the actual physical workshop tools, Division Coordinators (or their assigned Training Leads) must keep a record of which Team members are certified on which Tools.