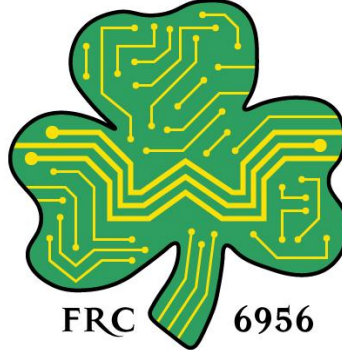


Westfield High School

SHAM-ROCK-BOTICS



2021-2022 Team Handbook

Mission

SHAM-ROCK-BOTICS is creating a tight-knit community of passionate problem solvers that will graduate from high school ready to take on the world. We do this through hands-on training, community outreach, and intense competitions.

Community

The reach of this program far outstretches the students and mentors that will fill the roster. The reach extends into the school as students recruit their friends and classmates. The reach extends further into the community as the team organizes demonstrations of their robot. The reach extends beyond that to the business centers, fellow teams, and future problem solvers around the world as the team makes connections and builds partnerships. A FIRST team isn't just the 30 names on a roster but the hundreds of people supporting them along the way.

Passion

This team is so much more than students learning from mentors how to twist a wrench and build a robot. Built on a foundation of passion for the FIRST program this team was started by experienced mentors, many of which are alumni of the FIRST program. A FIRST team is a wildly vast endeavor; from designing a robot - to designing a logo, from reaching for a game piece - to reaching into the community. Our goal is to give students with all manner of passions the opportunity to hone their craft, learning from the sharpest minds around.

Fun

The only things people truly commit to are things that bring them joy, that bring them satisfaction, the things that they find...FUN. Fun is the ultimate motivator, a fun reward can drive a team through all manner of challenging situations.

We know that if we can create a community of friends, who are all chasing their collective passions, they will have fun along the way. We know that if our students graduate from our program having fun solving big, tough problems, then they will be ready to take on anything that comes their way.

This is how we will build the next generation of problem solvers.

COVID-19 Statement

COVID-19 may require updates to this handbook and team policies as the season progresses. Mentors will communicate any changes through email to parents and students.

SHAM-ROCK-BOTICS and its members will be complying with all rules and regulations from Westfield Washington Schools, the State of Indiana, FIRST and FIRST Indiana Robotics.

Participation

Participation on the Westfield High School SHAM-ROCK-BOTICS Team is a privilege which should elicit great pride in both the student and his/her/their family. Standards of behavior are necessarily high and a willingness to live up to them is a condition for participation. The following set of rules and regulations have been adopted to cover the conduct of students and adults. The intention of the rules is to help ensure the safety and security of all students, parents, chaperones and mentors. An individual's signature, along with that of his/her/their parent/guardian, indicates they both recognize and understand this responsibility and that the individual agrees to adhere to the basic concepts of good citizenship, and those positive examples with which each participant should be identified.

Statement of Inclusion

FIRST is committed to fostering, cultivating and preserving a culture of equity, diversity, and inclusion. We embrace and encourage differences in race, ethnicity, national origin, sex, gender, gender identity, gender expression, sexual orientation, romantic orientation, disability, age, religion, income or any other characteristics that make our adult-force and students unique.

Exploring, developing and implementing strategies to become more inclusive and ensure access to our programs to all students (as well as access to key supports) is critical for FIRST to reach its goal and mission. ALL young people should have the opportunity to become science and technology leaders. FIRST will remove barriers to program participation for underserved, underrepresented students. Pursuant to that end, FIRST Equity, Diversity, & Inclusion is a concerted, organized effort to develop strategies to make its programs more accessible and inclusive.

SHAM-ROCK-BOTICS is a gold partner team of LGBTQ+ of FIRST. LGBTQ+ of FIRST is an organization dedicated to raising awareness and acceptance of LGBTQ+ participants in FIRST Robotics. LGBTQ+ of FIRST was started to spread visibility of the LGBTQ+ community within FIRST and help teams become safe spaces for their members. As part of maintaining our gold status SHAM-ROCK-BOTICS must maintain a 100% inclusive attitude from students and mentors. By signing this handbook you agree to support the team in our partnership by being inclusive of our own team members as well as any member of the FIRST community.

SHAM-ROCK-BOTICS students and mentors will have at least one, team provided, inclusivity training per year. If you have any questions about the team's stance on inclusion and diversity please reach out to a mentor. SHAM-ROCK-BOTICS is open to additional partnerships with groups/organizations committed to inclusivity. Please let a mentor know if you are interested in pursuing any partnerships.

Behavior

General Expected Conduct

- All students will exhibit gracious professionalism and act as an ambassador for SHAM-ROCK-BOTICS and Westfield High School at all times.
- All important & detailed updates will be communicated **via email**. Students are expected to regularly check their e-mail and respond to team communications. **Slack** is also used to communicate about team projects.
- Students will remain in the shop or PLTW rooms for the duration of the meetings or in an area designated by an adult. **Wandering around undesignated meeting areas in the school during meetings is prohibited.**
- Students are expected to be on-time and productive at team meetings by working on team projects. There is always something to be done. If you are not sure of a task that needs completed, please ask someone.
- Students must attend required team events to travel including: FRC Kickoff and the FRC Open House/Showcase.
- Adhere to all school rules and policies at all times, regardless of location, day of week and time.
- All student members, mentors, and parents will show respect for every individual. This includes SHAM-ROCK-BOTICS members, mentors, and parents as well as community members and other teams we engage with. (For example: at outreach events).
- Students/Parents/Mentors will show respect for school and team property. Damage or problems must be promptly reported to a mentor.
- Students are expected to participate in team activities and goals. This includes both technical projects (like building the robot) and completing culture projects. The culture projects teach important life skills and are also the key to our team growth. We want students to graduate from the program well rounded and ready to take on whatever challenges they may face.

Prohibited Conduct

No person, either singly or with others, shall as a member of SHAM-ROCK-BOTICS Team:

- Engage in any unsafe practice, such as running in the hallways, pushing, fighting and shoving, name calling (negative), leaving messes, yelling, stealing, inappropriate use of technology such as Internet, use of personal gaming devices, and any other activities that reflect negatively on the team and team performance.
- Engage in any type of bullying, including cyber bullying.
- Use, possess or distribute alcoholic beverages or tobacco and other substances.
- Use or possess, without authorized medical supervision, alcohol, tobacco, and other substances.
- Smoke or vape in any area.
- Willfully engage in theft of, damage, deface, or destroy property such as hotel rooms, transporting vehicles, etc. Students and their parents/guardians will be held financially responsible for any damage that their student incurs. Hotel rooms will be inspected by the chaperone and the occupants of each room prior to occupying each room and again before checkout.
- Gamble in any way.
- Use language or gestures that are profane, lewd, vulgar, or abusive.
- Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

- Discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, romantic orientation, or military status, in any of its activities or operations.

Attendance

Consistent attendance allows the team to function more efficiently and allows students to be more engaged in team activities. Communication of attendance is crucial as we all need to trust one another and your team needs to know if you will not be at practice. With this in mind, the following attendance policy will be used for SHAM-ROCK-BOTICS.

- **SHAM-ROCK-BOTICS uses a Google Form to track notification of all absences, late arrivals and early departures of scheduled team meetings.** When a student knows that they will need to miss a meeting (even if it is right before or after the start of a meeting), please fill out this Google Form: <https://forms.gle/j9XeFsrRgJWsdYBz8>. The form can be filled out at any time and mentors encourage students to fill out as early as possible.
 - If you plan to arrive more than 15 minutes late or leave more than 15 minutes early, please complete the form.
- Absences that are submitted via the Google Form **at least one week** prior to the absence will be excused, regardless of reason.
- Absences that are due to illness or other emergencies will be counted as excused, as long as a Google Form is filled out to document the absence (even if it is completed after the absence).
- For a student to be considered present at a meeting, without prior notice of reduce meeting time, a student must attend at least:
 - 1.5 hours of a 2 hour meeting
 - 2 hours of a 3 hour meeting
 - 5 hours of a 7 hour meeting
 - 75% of any other meeting duration
- Each student will be allowed one (1) unexcused absence converted to an excused absence per fall semester, as long as a Google Form is submitted for the absence.
- Each student will be allowed one (1) unexcused absence converted to an excused absence **per month** during spring semester, as long as a Google Form is submitted for the absence(s).
- For Travel or to be eligible for select responsibilities (drive team, presentation teams, etc.)
 - Students must attend at least 85% of all meetings (not including excused absences)
 - Students must attend at least 40% of all meetings (including excused absences)
- Occasionally, additional meetings may be scheduled or meetings may be extended. Any additional time outside a scheduled team meeting has no impact on a student's attendance.

Please note: All COVID-19 related absences (including quarantining from a potential exposure or an exposure in your household) will be excused as long as the student fills out the Google Form.

Please keep in mind that the mentors are reasonable, compassionate, and understanding people and want you to be successful in all aspects of your life. If you have any concerns or questions about a potential, future, or past absence, please reach out to a mentor. Your mentors are happy to work with you, but cannot help in a situation they do not know exists. Ultimately eligibility is at mentors discretion.

See section "Travel Requirements" for the travel requirements related to attendance.

Boyfriend/Girlfriend/Couples/Significant Others

In the event that a relationship develops or is ongoing, there are certain guidelines that must be adhered to at all times when engaged in team activities locally and away. **Students with a significant other are expected to act as a member of the team and not as a couple at all times.** The couple should not appear as a couple but, rather, as a part of the team. Hugging, kissing, sitting on laps, pet names and all other expressions of affection are prohibited at all times. Hand holding is strongly discouraged. Couples must travel in a group. Couples may not wander off alone or sit together alone.

Representing SHAM-ROCK-BOTICS on the Internet

When you wear a SHAM-ROCK-BOTICS shirt at a competition, or anywhere, for that matter, you are representing 6956, its values, the school, its members, its mentors, and FIRST. The same goes for when you attach the team to any communication that is made online. There are certain expectations that we expect you to uphold when conducting any communication online while representing the team:

- **Gracious Professionalism:** Treat anyone you are responding/talking to as if you were talking to them face-to-face and with the same respect you would want from them.
- Sharing helpful resources on Chief Delphi/Reddit/etc about FIRST (including, but not limited to: technical aspects, fundraising, scouting, cultural aspects, etc) is **encouraged**.
- **At no time** should you respond to attacks or negative comments on the team without first consulting with a mentor.
- **At no time** should you attack other teams, students, mentors, volunteers, etc.

Team Uniforms and Attire

- The team uniform is a team shirt, which is designed by the team and worn on designated and competition days. The shirts will be worn at all functions in which the robotics team participates. 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 (no tank tops) and closed toed shoes 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.
- Students will exhibit exemplary behavior while wearing any SHAM-ROCK-BOTICS apparel. Your actions reflect not only on yourself and your team, but the adults, mentors and sponsors as well.

Workshop Expectations

- Students/Mentors/Parents/Guardians will exhibit safe and cautious behavior at all times in the workshop.
- Safety glasses will be worn at all times in the workshop, unless specifically stated by a mentor.
- Students/Mentors/Parents/Guardians will be asked to pass a simple safety course and quiz prior to being allowed to work in the workshop. Student leaders or mentors may ask for the safety quiz to be repeated if unsafe behaviours are observed.
- No food/eating is allowed in the workshop. Water is permitted in a container with a lid that closes securely. Water will remain in the designated "water spot" to avoid accidental spills in work areas.
- Goofing off and/or distracting others will not be tolerated. These actions create a potentially dangerous situation and may result in suspension of workshop privileges.

- Students will be issued a pair of safety glasses at the beginning of the year and asked to label them. Each student is responsible for his/her own safety glasses. Loss of safety glasses will result in a \$5 fee. Students may provide their own safety glasses.

Student Leaders

Student leaders are an important part of SHAM-ROCK-BOTICS. Student leaders are expected to act with integrity and exemplary behavior at all times. They are expected to be communicative with all team members and mentors about activities within their assigned group. Failure by student leaders to attend leadership or team meetings, to provide timely updates of group activities, or to exhibit appropriate behavior could result in the loss of their leadership position. Students, leaders, and mentors may express concerns about Student Leaders at any time to the coaches or other mentors. Leaders will be given the opportunity to learn and change their behavior, if required, prior to the loss of their leadership position.

Mentors

The mentors for SHAM-ROCK-BOTICS are a group of dedicated professionals who are taking on the responsibility of providing you with the best professional training and education today. Quite a few hours of planning are required to coordinate all the activities for our team. Many of their efforts are behind the scenes pre- and post- season.

The mentors are in many cases professionals at a community business. These dedicated team members spend many hours of their free-time 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.

They are committing time to get to know and help you, so please 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 “guardians”—looking out for your welfare and safekeeping. They take seriously the confidence your parents have placed in 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 any mentor. Students shall treat mentors with respect at all times.

Mentors are required to sign this Code of Conduct, which is enforced by the other mentors and coaches. If you have any concerns with the activities of a mentor or their behavior toward you or others, please talk to the Lead Mentor or another mentor immediately

Travel

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

All team members are expected to travel to all events unless otherwise exempted. A student may be exempted from travel due to a prior commitment approved by the mentors in advance or disciplinary reasons from the mentors, or school administration. The first day of district competitions will be limited to a skeleton crew.

In order to travel, students must successfully pass multiple tests regarding safety, team outreach, game rules, and the robot.

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 the students out of school and are responsible for their safety, we encourage parents who can travel to join in team activities rather than separate their student from the group. In the event that a parent would like their student to participate in a non-team activity during the scheduled competition time the activity must be cleared by the Lead Mentor prior to the student leaving the group. A student may not be released from the competition venue to any party without prior written authorization from their parents/guardians.

Student Fundraising Goal

There is a \$300 student fundraising goal for each member of SHAM-ROCK-BOTICS. This money can be raised through community sponsorship, credited from in-kind donations (food, materials, etc.), grants or directly through monetary contributions.

- At least \$150 received by **FRC Kickoff (early January)**.
- The full \$300 received by **February 15th**.
- Student fundraising helps to directly offset the students' cost of project materials/supplies, travel, food, lodging for district competitions and build season as well as 2 team uniform shirts.

Every fall SHAM-ROCK-BOTICS works together to start the fundraising process with a training and support meeting to help you reach your fundraising goal. If you are concerned about fundraising, please talk to a mentor, we will be happy to work with you. If you have a sponsor in-process around the above due dates, please talk to a mentor. The key is communication!

Travel

Student Travel Requirements

- Students must attend at least 85% of all meetings (not including excused absences)
- Students must attend at least 40% of all meetings (including excused absences)
- Students must have met their student fundraising goal (\$300) and have helped contribute towards the team's total fundraising campaign through sponsorship donations and fundraisers.
- Students must maintain a C or better in **all classes (not an average)** to qualify for all trips or selected positions, whether it necessitates a school absence or not. Some trips may require absences on school days. We want to ensure all students are putting their academics first.
- Students must help reach team goals by active participation in their culture and technical projects.

Ultimately eligibility is up to the discretion of the mentors. If you have a concern, please talk to a mentor.

Hotels

When we travel we often stay at a hotel. Students will be organized into room groups of either three or four students, depending on quantity of students and room availability. There are no co-ed rooms. Students are not permitted to be in a room they are not assigned to. If students would like to hang out they must do so in a public area. While in the public areas students will be respectful of all staff and other guests at the hotel. We will have room checks periodically by the mentors/parent chaperones. After curfew, the hotel room doors will

be taped to ensure student safety. Taping the door allows adults to conduct late night room checks without disturbing the students. If the tape is dislodged, adults know students have left their room.

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/Medications

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

In the event a student becomes ill on a trip, parent/guardian 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

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 Spirit Team will give you direction and guidance for spirit. You are not expected to be cheering 100% of the time, however, when we are cheering, all team members are expected to cheer to the best of their ability. Looking bored in the stands, jeering, or carrying on personal conversations while others are cheering is not good for the team image and is not permitted.

Team members must sit together at all times. 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. A lot of hard work from a lot of people has gone into making competing possible, TAKE PRIDE IN THAT!

Awards Ceremony

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

Things We Do Not Do At An Event

- Uniforms may not be altered or worn in any manner not approved by the mentors.
- Students may not play cards or any other games including electronic games at the events.
- Our team will not engage in negative behavior toward another team or team members.
- Our team will not display displeasure over any decision by a referee, judge, or volunteer.
- Team members will not exchange negative remarks to each other, no matter what the situation.
- Team members will not ignore requests for help from your teammates/mentors/chaperones.

Students who are not exhibiting appropriate behavior at competitions may be asked to leave or may be prevented from traveling in the future.

Student Responsibilities During Travel

- Students must use transportation authorized by the team mentors.
- Students will stay in groups when traveling or sightseeing. **STUDENTS ARE NOT ALLOWED TO WANDER ALONE.**
- Couples may not act as each other's buddy. Couples must always be in a group (more than 3) or have an adult with them if leaving the competition/team area together.
- Students should make sure their chaperones and/or mentors know where they are, who is with them and when they will return when leaving the general area of the competitions.
- Students shall wear Team Shirts at all events. Students are representing team sponsors as well as Westfield High School and the Westfield Washington School District. All actions reflect on these institutions.
- Students shall be formally listed as a member of the team in STIMS/TIMS and will submit their Field Trip Emergency Contact Form, FIRST consent & release form, and the IndianaFIRST consent & release form before the competition season.
- It is the responsibility of all team members to report problems to chaperones and/or mentors in a timely manner.

Coaches/Mentors/Chaperone Responsibilities During Travel

All coaches, mentors, and chaperones are responsible for:

- Adherence by students to the Team Handbook. Any violation of the Team Handbook shall result in the assignment of immediate consequences.
- All students from the departure point of the trip, until the trip is complete and all students have transportation to their home.
- Accompanying groups of students around a venue when required.
- Setting curfews and room checks and implementing them.
- Inspections of hotel rooms with occupants of each room prior to the first night's stay and room check and inspections of each room after the last night's stay. **Any damage will be the responsibility of the occupants of the room and their parents/guardians.**
- Ensuring that each student has proper meal arrangements throughout the trip.
- Collection and maintenance of all emergency and medical consent forms.
- Notification of proper authorities and parents/guardians in case of serious injury to a student.
- Accompanying an injured student to the hospital. Emergency authorization information should accompany the team representative.
- Completing a background check prior to accompanying the team for any travel.
- Planning free time and group activities for the team.
- Exhibiting appropriate behavior while at team events and/or while supervising students.

Parent/Guardian Responsibilities

Parents/Guardians are an integral part of our team and are very important to our continued success. Support in all aspects of team involvement is vital to each team member getting the most out of the program. The more help we have, the more we can provide for the students.

SHAM-ROCK-BOTICS parents/guardians have several responsibilities:

- Parents/Guardians must provide timely transportation for their student, making sure that they are at each team event on time and ready to participate. Often we will leave for a competition very early in the morning and return late at night. Parents are expected to have the student at the designated location at the prescribed time and to pick them up promptly. We are not able to delay transportation for tardy students.
- Parents/Guardians are expected to provide accurate medical information and to keep mentors informed of all changes.
- Parents/Guardians are expected to bring issues and concerns to the head coach or mentors immediately. The sooner a problem is identified, the sooner it can be addressed.
- Complete a background check if they intend to attend team meetings and/or travel with the team.
- Parents/Guardians will refrain from foul language, engaging students in disputes, or spreading gossip.
- Ensuring your student is arriving and leaving meetings on time. **DROP OFF AND PICK UP STUDENTS FROM DOOR 33 ENTRANCE ONLY UNLESS OTHERWISE STATED**
- Parents/Guardians must fill out a FIELD TRIP EMERGENCY CONSENT FORM which must be returned on the day specified prior to the competition trip. This form will ensure that your student will be able to receive immediate medical treatment if the situation arises.

Consequences

Violators of the Team Handbook will be assigned consequences which include but are not limited to any of the following:

- Immediate warning and reprimand
- Apology either written or verbal to the entire team, mentors, and/or parents/guardians.
- Temporary or permanent removal from a project to assist with other team activities.
- Formal warning resulting in temporary suspension from team activities. The suspension will be lifted once a meeting between the student(s), student(s) guardian(s), and mentors takes place. This is to ensure proper communication between all parties about what happened as well as to maintain an open dialogue about improvements to behavior and team management.
- If the violation is prior to the competition or event, the student may not be allowed to participate in the competition or future competitions. The Student and Student's parents/guardians will be notified of their disqualification for future participation and any disciplinary action taken at the time of the incident.
- If the violation is during or after the competition, parents/guardians will be notified. The student may not be eligible for the FIRST Robotics membership in the future.
- If a situation becomes intolerable during a club activity and/or competition, the student's parents/guardians will be notified to immediately make arrangements to have their student transported home at the expense and liability of the parents/guardians.

SHAM-ROCK-BOTICS Expectations

SHAM-ROCK-BOTICS is a team; it requires rigorous participation and a serious commitment. This is not a team for casual participants. The mentors are happy to answer any questions that might arise. Please contact the mentors with questions or concerns at shamrockbotics@gmail.com.

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/Guardians and students please read the handbook and sign below together to ensure that all parties are aware of the requirements. This sheet must be returned with all blanks completed correctly within two weeks of receiving this form.

1. Participation

I have read and agree to the participation expectations of a team member of SHAM-ROCK-BOTICS.

2. Statement of Inclusion

I have read and agree to the inclusion expectations of a team member of SHAM-ROCK-BOTICS.

3. Behavior

I have read and agree to the conduct and attendance expectations of a team member of SHAM-ROCK-BOTICS.

4. Travel Requirements

I have read and agree to the travel requirements for a team member of SHAM-ROCK-BOTICS. Including the student fundraising goal, attendance and grade requirements.

5. Competitions

I have read and agree to the conduct expectations of a team member of SHAM-ROCK-BOTICS at competitions.

6. Parent Responsibilities

I have read the parent responsibilities section of this handbook and agree to the requirements set forth therein.

7. Consequences

I have read and understand that there are and will be consequences for violations of this Team Handbook.

I have read and agree to all expectations (not just those listed above) in the Team Handbook. This signature page is due by OCTOBER 28th. It can be turned into Mr. Marley at school or signed, scanned and emailed to shamrockbotics@gmail.com.

(Student Name - Print)

(Student Signature)

(Date)

(Parent/Guardian Name - Print)

(Parent/Guardian Signature)

(Date)