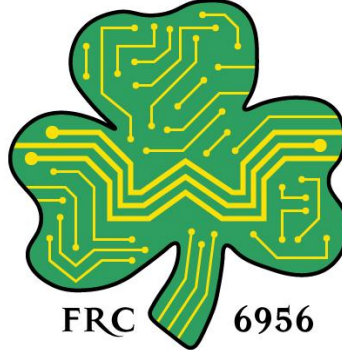


Westfield High School

SHAM-ROCK-BOTICS



2022-2023 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.

Participation

Participation as a member of SHAM-ROCK-BOTICS is a privilege which should elicit great pride in both the student and 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 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 each member of our team 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 all members. 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 members 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 members of SHAM-ROCK-BOTICS shall:

- Exhibit gracious professionalism and act as an ambassador for SHAM-ROCK-BOTICS and Westfield High School at all times
- Regularly check their email, respond to team communications, and stay engaged on Slack
 - Important and detailed updates are communicated via **email**
 - Team collaboration and day-to-day updates are on **Slack**
- Remain in the designated area(s) during meetings and events unless otherwise designated by a mentor
- Be on time and productive at team meetings by participating in team activities and goals
- Adhere to all school rules and policies at all times, regardless of location, day of week and time
- Show respect for every individual
- Show respect for school and team property
 - Damage or problems must be promptly reported to a mentor

Prohibited Conduct

No member of SHAM-ROCK-BOTICS shall:

- Engage in any unsafe practice, such as running in the hallways, pushing, fighting, shoving, name calling (negative), leaving messes, yelling, stealing, inappropriate use of technology, 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
- 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 abrasive
- 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
- Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so

Couples/Significant Others

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

When wearing SHAM-ROCK-BOTICS apparel or communicating online as a member of SHAM-ROCK-BOTICS, you are acting as a representative of the team, Westfield High School, and our sponsors. When representing the team either in person or online, the following expectations must be upheld:

- **Gracious Professionalism:** Give anyone you are interacting with the same respect you would want from
- Sharing helpful resources either directly or online via 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 negative comments on the team without consulting with a mentor
- **At no time** should you attack other teams, students, mentors, volunteers, etc.

Workshop Expectations

- Team members 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 behaviors 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 their 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 any 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 help or advice.

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

Student 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.

SHAM-ROCK-BOTICS uses a Google Form to track notification of all absences, late arrivals and early departures of scheduled team meetings. A link to that form can be found on the team website here: <http://www.shamrockbotics.com/attendance>.

Attendance expectations are as follows:

- Students should fill out the attendance form as soon as they know you will be absent from, arriving more than 15 minutes late to, or leaving more than 15 minutes early from a meeting
- If students have other activities (including other teams, clubs, work, etc.) that may regularly overlap team meetings, students are encouraged to share the schedule of that activity as soon as they have it
- Absences submitted via the attendance form at least one week prior to the absence will be excused regardless of the reason, except for the following **required** team events: **FRC Kickoff and Showcase**
- Absences due to illness or other emergencies will be counted as excused as long as the attendance form is filled out to document the absence (even if completed after the absence)
- For travel or to be eligible for select responsibilities, students must
 - Attend or be excused from at least 85% of meetings
 - Be present at at least 40% of all meetings
- Absences from unscheduled or extended meetings will not impact a student’s attendance

The goal of these expectations is not to punish or discourage absences, but to ensure that the time of all SHAM-ROCK-BOTICS members is respected. The mentors want students to be successful in all aspects of life, so please discuss any questions or concerns with mentors. Ultimately, eligibility is at mentors discretion.

Student Fundraising Goal

Each student has a \$300 fundraising goal. This 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 shirts.

While accepted, the goal is to not have students or their parents/guardians pay this amount. This money can be raised through community sponsorship, credited from in-kind donations (food, materials, etc.), grants, or monetary contributions from friends and family.

Every fall, SHAM-ROCK-BOTICS works together to start the fundraising process with a training and support meeting. Active participation in this activity is the best way to meet the fundraising goal. If you are concerned about fundraising, please talk to a mentor.

Events and Travel

Traveling as a team is very exciting and is often the highlight of the SHAM-ROCK-BOTICS experience. A great deal of planning and organization is required to coordinate all the associated activities. A strong effort is made to make travel an educational and cultural experience, however safety is always the main 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.

Student Travel Requirements

In order to be eligible for travel, students must:

- Maintain a C or better in **all classes (not an average)**
- Meet attendance requirements
- Meet fundraising goals
- Be registered as part of the team on the FIRST website and complete all consent and release forms
- Help reach team goals by active participation in their culture and technical projects

These requirements apply whether travel necessitates a school absence or not and are intended to ensure that students are engaged and invested in the team while still putting their academics first. Ultimately, eligibility is up to the discretion of the mentors. If you have a concern, please talk to a mentor.

Student Expectations at Events

- Students must 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 of three or more people.
- Students must use transportation authorized by the team mentors.
- Students must wear Team Shirts at all events.
- Students are expected to show team spirit. 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!
- 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.

Parents are welcome and encouraged to join in team activities, but because the team is responsible for their safety, parents 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 a 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.

Prohibited Conduct at Events

During travel and at events, students may not:

- Alter or wear their team uniform in a manner not approved by mentors
- Play games of any kind (card, electronic, etc.) without approval from mentors
- Engage in negative behavior toward another team or team members
- Display displeasure over a decision made by a referee, judge, or volunteer
- Exchange negative remarks with one another
- Ignore requests from teammates, mentors, or chaperones

Students exhibiting inappropriate conduct at events may be asked to leave and may be prevented from traveling in the future.

Hotels

Some travel will involve overnight hotel stays. Students will be organized into room groups of two to 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/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.

Damage to hotel rooms will be the responsibility of the occupants of the room and their parents/guardians.

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.

Mentor/Chaperone Responsibilities During Travel

All mentors and chaperones are responsible for:

- The safety of all students from departure until return from the trip
- Ensuring student adherence to the Team Handbook
- 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
- 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 are expected to:

- Provide timely transportation for their student, ensuring that they are at each meeting and event on time and ready to participate
- Provide accurate medical information and to keep mentors informed of all changes
- Bring issues and concerns to mentors immediately
- Complete a background check if they intend to attend team meetings and/or travel with the team
- Refrain from foul language, engaging students in disputes, or spreading gossip
- Fill out a field trip and medical release form to 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

Team Handbook Expectations

Students and parents/guardians: Please read the handbook and sign below together to ensure that all parties are aware of the requirements. Return the signed copy to a mentor within two weeks of receiving this form.

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.

1. Participation

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

2. Statement of Inclusion

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

3. Behavior

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

4. Events and Travel

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

5. Parent Responsibilities

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

6. Consequences

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

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

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date