FRC 2135 - Presentation Invasion

Student Team Handbook

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1. FIRST

FIRST (For Inspiration and Recognition of Science and Technology) is a nonprofit organization dedicated to inspire K-12 students to excel in areas of science, technology, engineering, and mathematics in preparation for STEM careers through programs such as FIRST Lego League (FLL), FIRST Technology Challenge (FTC), and FIRST Robotics Competition (FRC). FIRST was founded in 1989 by Dean Kamen (inventor of the Segway and iBOT) and has since become one of the largest international organizations reaching thousands of students from elementary school through high school. For more information about FIRST, visit http://firstinspires.org.

1.1. FRC - FIRST Robotics Competition

FRC is the original and highest level robotics program in FIRST targeted at high school age students. It is designed to incorporate an annual rigorous engineering challenge with learning valuable life skills such as leadership, collaboration, cooperation, and project management at a professional level. There are almost four thousand teams worldwide ranging from only a few students to more than one hundred members who learn from the guidance and support of adult mentors. Over the duration of a build season starting in early January, FRC teams prototype, design, build, and program a new robot each year to compete in the annual challenge with other teams from all over the world in a sports-oriented format. For more information about FRC, visit https://www.firstinspires.org/robotics/frc.

1.2. Gracious Professionalism

As part of its mission to emphasize collaboration through rigorous robotics challenges, FIRST promotes Gracious Professionalism as one of its key core values in every level of competition. From the FIRST website:

"With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended."

2. FRC Team 2135 - Presentation Invasion

FRC Team 2135 - Presentation Invasion is an all-girls team based at Presentation High School in San Jose, California. The team consists of high school students from grades 9-12 who attend Presentation High School with a strong interest in STEM activities and a desire to work together in a competitive team atmosphere.

2.1. Mission Statement

FRC Team 2135 is dedicated to creating a safe and supportive environment for its student members to learn about STEM-related careers while building robots and developing life skills. Through designing, manufacturing and programming robots, FRC Team 2135 is actively involved in shaping the female engineers of tomorrow through inspiration and innovation.

2.2. Team History

Started in 2006 by two sophomores with a passion for robotics, FRC Team 2135 has grown to become a team with about 40-50 dedicated student members and has won multiple awards. During the early years, the team worked in school classrooms and hallways until moving across the street to the Jenvey House and building a well-equipped machine shop and design workroom. Notable accomplishments and awards:

- 2019 FRC Central Valley Regional - Spirit Award
- 2019 FRC Central Valley Regional - Quarter-finalist
- 2018 FRC Silicon Valley Regional - Semi-finalist
- 2017 FRC Championship Houston - Galileo Division
- 2017 FRC Central Valley Regional - Winner
- 2016 MadTown ThrowDown - WOW Factor Award (off-season event)
- 2016 Chezy Champs - Winner (off-season event)
- 2016 FRC Central Valley Regional - Semi-finalist
- 2015 MadTown ThrowDown - Gracious Professionalism Award (off-season event)
- 2014 MadTown ThrowDown - Spirit Award (off-season event)
- 2014 Chezy Champs - Finalist (off-season event)
- 2014 FRC Championship St Louis - Galileo Division
- 2014 FRC Silicon Valley Regional - Semi-finalist
- 2014 FRC Central Valley Regional - Winner
- 2007 FRC Silicon Valley Regional - Rookie Inspiration Award

Over the years, our robots have been named by the team for how they look or function based on the game theme. Starting in 2014, the team has built two robots during build season to allow for more testing and training during the competition season as well as providing another robot at some off-season events. Names of our most recent robots are:

2021 - Mandi (COVID - no competitions) 2020 - Mandi (COVID - no competitions) 2019 - Nebula / Bebula 2018 - Felix / Belix 2017 - Crush / Brush	2016 - Max / Baymax 2015 - Archie / Anarchie 2014 - Atlas / Batlas 2013 - Steve 2012 - Moe

3. Team Organization

Team leadership is conducted through a council of student Technical Directors and Leads and the l Lead Mentor. Leadership meetings are usually held weekly where activities are planned and delegated through consensus-driven decisions. This student Leadership Team is selected from student members who have demonstrated a strong work ethic, invested in learning their technical areas of interest, and worked well with others in a team environment. Other student members work on sub-teams that address mechanical design, manufacturing, machining, control systems and programming, safety, scouting, and marketing.

3.1. Mentors

FRC Team 2135 mentors consist of a group of approximately ten non-student engineers or area experts who volunteer their time to share their knowledge and experience with the student members. The primary responsibility of a mentor is to teach, guide, and help lead the team while working alongside the students as they grow their technical expertise. Mentor experience from industry professionals greatly expands the team knowledgebase and capability.

3.2. Student Leadership Team

Student-led leadership consists of a Leadership Team selected from highly-involved Team Members that have become technical experts and are also area Technical Leads. These students are selected by mentors to be the decision-making body and lead the team throughout the year. Each Leadership Team member actively directs and is a key contributor to their area subteam of students. All Leadership Team positions require a student to have been a Team Member the previous year and are therefore available to students in grades 10-12.

3.3. Technical Directors and Leads

Technical Leads are expected to organize and run their individual areas of responsibility. This includes frequently attending meetings, volunteering for new tasks, and communicating openly with mentors and their teammates. All Technical Leads are expected to:

- Attend every robotics competition and all team events.
- Commit to spending more hours at the shop than most student Team Members.
- Earn their position through hard work and dedication to the advancement of the team.
- Have developed technical expertise and take time to teach those skills to others.
- Be friendly, approachable and helpful to everyone in the shop.
- Organize and communicate clearly with their subteam area of expertise.
- Communicate with all team leaders, mentors, teammates, and other teams in an appropriate manner whether in person or online.
- Promote “Gracious Professionalism” and “coopertition” by setting a good example at all times.
- Represent the team in a positive manner at all team events.
- Acknowledge every success as a team effort.
- Maturely accept both personal and team mistakes and recognize them as opportunities for learning.
- Uphold and enforce the safety standards at all times both in the shop and during competition.

Technical Directors set and oversee the direction of a specific technical subteam and work with other directors to make team decisions. Technical Directors may oversee one or more Technical Leads.

3.4. Area Subteams

There are currently six area subteams: Control Systems/Programming, Mechanical Design, Manufacturing/Machining, Marketing, Safety, and Scouting. Each of the sub-teams has representation on the Leadership Team through one or more Technical Leads and/or Technical Directors. Every subteam is assisted by one or more mentors and is responsible for completing their tasks to keep the team moving forward. Student members may be asked to participate on any of the different subteams when needed to ensure work gets completed. Team success depends entirely on a student commitment to place the needs of the team first.

During their first year, members will work in the main shop using hand tools, making robot parts, and assembling robots. Dedicated students that develop their experience during this time will have additional opportunities to grow in other areas that require more commitment such as the Mechanical Design team or Control Systems/Programming team.

Some subteams are critical dependencies to team success in designing and building a robot during the year. To join these subteams, a student is required to have a minimum level of meeting attendance to be able to actively participate on these subteams. At this time, Mechanical Design and Control Systems/Programming require an attendance of at least 75% of the hours or meetings each week.

3.5. Competition Event Roles

Competition events require additional roles beyond those needed during regular shop meetings. The following roles are chosen by the mentors and Leadership Team shortly before a competition starts:

- Event Coordinator - creates signups, creates communications, and organizes planning
- Scouting Lead - creates scouting forms, trains team, runs scouting team during event
- Pit Lead - supervises pit work and robot preparedness for each match
- Drive Team - plans strategy, drives and operates the robot
- Safety Captain - reviews/updates the Safety Manual and communicates with event judges
- Media Coordinator - manages media pass and documents the event with photos/video

Depending on the size and capabilities of the team, assistants and additional roles may be added.

3.6. Leadership Team and Event Role Selection

To be chosen and successful in these roles, there are common characteristics that are required in a candidate for both the Leadership Team and competitive event roles, and all four of the following characteristics are considered in selecting candidates for each position. The Leadership Team also provides input before any decisions are finalized.

1. **Commitment to the Team** - This focuses on the total number of hours invested and how engaged the student is in the shop. Attendance is not required at every meeting, but students who have a larger number of hours will be considered as stronger candidates and able to take on additional responsibility. However, a large number of logged hours does not solely represent student engagement. It can be demonstrated by a positive attitude in learning and completing tasks that the team needs to get done--particularly when working independently. The mentors recognize overall student engagement much more than attendance.

Candidates for the Leadership Team are expected to attend a minimum of 2 meetings per week in the fall and 3 meetings per week during build season. Strong Leadership Team candidates attend all meetings.

2. **Knowledge of the Robot** - While hours spent in the shop lead to increased team experience and knowledge, all key positions are expected to know our robot very well. Scouts need to be able to compare robots from other teams against our robot; the drive team needs to know how to deal with unexpected events on the field; and the pit lead must understand our robot thoroughly to prepare for every match.

Candidates for the Leadership Team are expected to understand and be able to explain most subsystems on the robot. Strong Leadership Team candidates also are able to identify problems with those systems and be able to repair them.

3. **Knowledge of the Rules** - Immediately after kickoff, the team dedicates time to ensure the whole team learns and understands the rules. This allows everyone to participate effectively in design and strategy discussions, but it is vital to becoming a competitive team at an event. Teams that know the rules get through inspection quickly and field a robot that is always ready to go. Knowing the rules will allow scouts to identify key behaviors of other teams during qualification matches--or even pick up a new strategy from another team that could also be used by our team. And the drive team needs to know the rules to avoid fouls, make the best decisions to maximize points, and even to challenge rulings with the head referee after the match if needed.

Candidates for the Leadership Team are expected to understand large areas of the game manual and be able to ensure our robot complies with the rules. Strong Leadership Team candidates will master the game rules and be able to evaluate competitive strategies necessary for team success.

4. **Experience, Skill, and Ability to Handle Difficult Situations** - There is only one way to gain experience--by “doing,” but there can be large differences in basic skill levels for new members. Nearly all of the team positions can be taught and practiced, however having previous experience or an assigned role on the team does not guarantee that a student will retain that role in the future. For competitive events and high intensity roles, a person must also be able to handle the required pressure. Being the pit lead can be challenging when the robot needs to be in queue and its parts are laying on the floor; driving the robot looks easy until you have a couple of teammates and two other alliances yelling strategy and commands nearby for 150 seconds straight; and scouting to build the perfect "pick list" for a winning alliance is a huge decision-making process that will determine the overall success of the team. A student’s ability to communicate and perform well under these situations is a highly valued characteristic and will develop an appropriate amount of earned respect.

Candidates for the Leadership Team are expected to treat everyone with respect and accept responsibility for their actions at all times. Strong Leadership Team candidates will also be able to help others during difficult situations and turn them into positive learning and team-building opportunities.

Examples of questions mentors use to evaluate candidates:

- How does the student handle making an occasional wrong decision? Do they take responsibility? Do they find excuses? Do they analyze both good and bad performance to try to do even better?
- How does the student interact with teammates when under pressure? Do they maintain respect? Do they have listening skills--or only talking skills? Can the student be flexible yet state their position?
- How do teammates react to the student when under pressure? How does a student react when their teammates are under pressure?
- Can the student set aside personal opinions/desires to do what is best for team success when the consensus goes against them? Or do they keep a personal agenda?

It is not expected that every student meets all the target characteristics and has the perfect personality for each position--since no one person will. These are all growth opportunities for the students. However, the goal is to ensure students are not placed in positions they are not ready to grow into--for their own benefit and the team--so the entire team will be challenged, have fun, and do well.

To summarize, ALL FOUR of these characteristics are considered in varying degrees. Selection is based on merit, technical expertise, personal initiative (to learn rules, etc.), and also a minimal skill level that can be built upon.

4. Membership Status

Anyone in grades 9-12 attending Presentation High School is eligible to join the team as a student member. No prior experience is required to become a member, and incoming members range from having no prior experience to having participated on previous robotics teams. The team supports both a casual and a more dedicated participation by having three levels of student membership: Club Member, Team Member, and Traveling Team Member. It is expected that all members attend at least one meeting each week, and some days will be designated as *mandatory* to allow the team to complete team-wide training as needed.

All membership levels require payment of the annual activity fee prior to the due date at the beginning of the year. If a student joins the team after this date, the activity fee is due no later than two weeks after the first meeting they attend. The annual activity fee covers some of the cost of team T-shirts, suspenders (in the first year), safety glasses, team lunches on weekends when available, and materials used in the shop each year to build the robots. Activity fees do not cover lodging or travel expenses beyond use of the school vans to drive to nearby events.

4.1. Club Members

Club Members attend the minimum of 1 meeting per week and have to show an interest in regularly participating with the team. They may qualify to go to local competitions, but do not meet the requirement to be on the Traveling Team or receive transcript credit. A student's Fall semester participation level will determine eligibility to sign up for Spring semester transcript credit.

4.2. Team Members

Team Members attend 2-3 meetings per week, and are more heavily involved during build season. These members meet the eligibility requirements to be selected for the Traveling Team and to sign up to receive transcript credit. All Leadership Team members (Technical Directors and Leads) must maintain Team Member status at all times in order to be able to fully participate in team decision making activities. Students selected for event-specific responsibilities such as Drive Team or Pit Lead at competitions are required to be Team Members.

Team Members have the opportunity to sign up and earn transcript credit for the spring semester for hours invested in the shop and at competitions. To qualify for transcript credit, students must sign up at the beginning of the semester and complete a designated number of hours for a pass/no-pass grade and 2 credits. See Transcript Credit Requirements section near the end of this handbook for more information.

Achieving Team Member status does not carry over for any time period beyond the attendance time period mentioned below--including for the following year. Current attendance within the last 4 weeks is always used to determine membership status and failure to meet all Team Member requirements will result in the student having Club Member status.

Off-season (Aug-Dec): Maintaining an average of at least 5 logged shop hours per week over the previous 4 weeks will enable a Club Member to become a Team Member.

Build/Competition season (Jan-Apr): Maintaining an average of at least 10 logged shop hours per week over the previous 4 weeks will enable a Club Member to become a Team Member.

4.3. Traveling Team Members

The Traveling Team is selected by the mentors from the Team Members who have paid all fees and returned completed parent permission forms. These forms allow travel to competition events outside of the San Jose area. Not all eligible Team Members may be selected for the Traveling Team for an event depending on the number of students that can be supervised on that trip. The Leadership Team (Technical Directors and Leads) must always meet the requirements to be selected for the Traveling Team. Other Team Members selected to join the traveling team will be notified approximately two weeks in advance to allow for schedule planning.

If the Traveling Team has open spots available after all eligible Team Members have been selected, Club Members may be given the opportunity to attend on a waitlist basis.

The Traveling Team will be re-evaluated and reselected for every event. Being selected for one event does not automatically qualify that Team Member for re-selection to the Traveling Team at a later event. Meeting attendance, work ethic and teamwork in the shop are all used to select the Traveling Team roster.

5. Student Expectations

All student members are expected to be helpful, friendly, responsible, and professional at all times in the shop, at team events, when traveling with the team and interacting with other students, mentors, and parents. Expectations for student members of FRC Team 2135 also include those specified in the Presentation High School Student Handbook. Additional team expectations are described within this Student Team Handbook. Students shall:

- Communicate clearly and respectfully with all student members
- Ask questions when needed
- Be gracious and respectful
- Have a positive attitude
- Take initiative to start tasks
- Actively participate in team activities
- Stay focused on completing tasks
- Operate tools and behave safely
- Maintain a positive image of the team
- Obey team rules and take direction from team leadership

Student members must remember they are representing FRC Team 2135, Presentation High School, FIRST, team sponsors, and our community. Treat everyone with the utmost respect, kindness, and gracious professionalism. Student members' behavior reflects upon the entire team, not just themselves. Not only words, but also expressions and body language can all bring unwanted negativity and cause bad impressions.

5.1. Collaboration and Cooperation

Students are expected to work together with all other members to further the goals of the team. This includes creating a welcoming and inclusive work environment for new members. Actions that are divisive, non-collaborative, bullying or harassing will not be tolerated under any circumstances. At events, students are expected to make every effort to sit together as a team and are discouraged from separating into smaller groups away from the team. This inclusiveness and strong team-first behavior is expected.

Event and team meeting activities are planned and directed by the Leadership Team, and all student members are expected to cooperate with them and all Technical Directors and Leads with the appropriate level of respect that they have earned.

When sessions are being directed by students to perform training or tool certification, participating students are expected to be attentive and assist in keeping the instruction on topic--not helping it to drift off to non-relevant topics or turn into a social conversation.

5.2. Physical Behavior

All students are expected to respect the personal space of other members and act professionally. The team frequently works in close quarters with limited access to the robot, tools, chairs in the Jenvey House, room in the pits, or seats in the stands. Sharing chairs, leaning/hanging on other members, whether invited or uninvited is never acceptable around the shop or at events. PDAs are not appropriate

at any time between members of our team or other teams, and respect for personal space of all members should always be maintained.

5.3. Academic Requirements

All student members are required to meet academic expectations and must maintain a 2.0 collective GPA or higher in all subjects. Failing to meet these academic expectations, members may be asked to take a break from the team and return once their grades have met the requirement.

5.4. Online Communication and Behavior

FRC Team 2135 communicates with mentors, leadership, and student members through team group Slack messages/emails for sign-ups, team events, build updates and meeting notes. Members must read Slack messages/emails daily and respond promptly. The official team Slack workspace/emails are listed on the Contact Information Summary page.

Note that the Slack/email groups are hierarchically inclusive. While the mentor group only includes mentors, the leadership group also includes the mentors, and the general/student group includes both mentors and leadership.

Student members have the ability to edit, modify and add documents in the “Team Docs” shared Google Drive folder accessible using their school email credentials. When adding documents, follow the existing organization of folders and documents and use the guideline of prefixing the document name with “YYYY-MM-DD” with the title name afterward. When posting new photos or videos captured at events, add these files to the “Media” folder in the folder named for that event but maintain the original filenames.

There are official and unofficial methods of communication with other FIRST mentors and students such as Chief Delphi, FRC Discord server, FIRST Forums and direct email. If and when members utilize these services, they are expected to professionally represent the team through proper etiquette and respectful language. Any action taken online reflects on the whole team, so always be respectful and courteous to other teams and opposing opinions.

The team maintains a Technology Usage Guideline document that describes more details about computer usage, Google Drive usage, team website, Instagram account, etc. All student members are expected to read and follow the usage guidelines at all times.

5.5. Dress Code Requirements

Students are expected to abide by the dress codes whether in the shop, at competition or at outreach events. It is crucial in order to both ensure safety and maintain a consistent team image at all events. Failure to do so demonstrates a lack of commitment to the team and respect for other student members and may result in the loss of eligibility to participate in team activities and events.

The basic elements of the full team uniform are long pants (non-ripped jeans, khakis, thick joggers), closed-toe shoes, a team uniform T-shirt, and team uniform yellow suspenders. Yellow suspenders are given to student members in the first year they register and pay activity fees. One team T-shirt of each design for the current school year is included in the annual activity fee. Students may purchase the team sweatshirt and shirts from previous seasons at team meetings. All sweatshirts and legacy teamwear is sold approximately at the original cost to the team.

The team maintains a Safety Manual which details the team safety rules and these must be followed at all times. The topics below are a summary of the safety rules in the Safety Manual.

5.5.1. Shop Dress Code

During weekly shop meeting sessions, student members are not required to wear the full team uniform, but the standard level of safety attire must be worn. This consists of wearing durable long pants (not leggings), closed toed shoes, and a shirt that covers the upper torso and shoulders entirely. Hair length at or below the neck or that falls into eyes must be tied in a ponytail or bun which is above the shoulders, and safety eyewear must be worn in the machine shop at all times. Some longer hair may require being tied back more than once to stay above shoulder level. Dangling jewelry, strings, ties, or sweatshirt drawstrings are never allowed at any time for safety reasons.

In the case that a photoshoot is scheduled, all team members attending the meeting are required to wear FRC Team 2135 apparel. The team will be notified in advance of any photoshoot dates and the selected team T-shirt to wear.

From the last school day of Spring Semester through the first school day of Fall semester the requirement for long pants during weekly sessions is relaxed to allow capris or walking shorts due to the warmer temperatures. All other safety requirements remain the same.

5.5.2. Competition Event Dress Code

During competition, members are required to wear the full team uniform including the team T-shirt designated by the Leadership Team and yellow suspenders. These two elements are the foundation of the team identity and must be worn appropriately during the event. FRC Team 2135 is well known for our navy blue T-shirts and yellow suspenders. Dangling suspenders are not allowed: this is not only a safety hazard but also represents the team poorly in photos and video. Members may also wear the team sweatshirt during cooler weather, but not as a replacement or cover up for the T-shirt and suspenders. For cooler events, a long sleeve shirt layered under a visible team T-shirt and suspenders should be used to present a more professional look and display the team brand properly.

The safety requirements for pants and hair ties are identical to that required in the shop dress code with the additional need to wear safety glasses anywhere in the pit areas and near the field of play. At FIRST events, the entire team is judged on its Safety Manual and safe practices by Safety Judges and other teams.

5.5.3. Outreach Dress Code

At Outreach and publicity events, members are required to wear the full team uniform including the T-shirt designated by the Leadership Team. The requirement for suspenders during these events may be removed only if specified by email for that specific event. Members may also wear the team sweatshirt during cooler weather, but not as a replacement or cover up for the T-shirt and suspenders. For cooler events, a long sleeve shirt layered under a visible team T-shirt and suspenders should be used to present a more professional look and display the team brand properly.

Safety attire is identical to that required in the shop dress code during Outreach events and must be worn at all times when working within 20 feet of the robot or its intended operating area such as when launching game pieces.

5.6. Safety Manual

FRC Team 2135 has a Team Safety Manual as required by FIRST. All student members are expected to read and understand all rules within the Safety Manual during their first few weeks on the team each new school year.

FIRST competition events have judged awards for team safety, and the Safety Manual is submitted as part of the process.

5.7. Technology Usage Guidelines

FRC Team 2135 has created a Team Technology Usage Guideline document. All team members are expected to read, understand and follow all guidelines within the document during their first few weeks on the team each new school year.

5.8. Transcript Credit Eligibility and Requirements

Team Members are eligible at the beginning of the Spring semester to sign up to receive transcript credit for their hours spent after January 1st and up until the last school day before Spring finals. Fall semester hours in the shop are not eligible.

The current requirement for receiving 2 hours of credit with a pass/no-pass grade is:

- Sign up for transcript credit at the beginning of the semester prior to the final deadline (approximately the third week of January)
- Spend a minimum of 65 logged hours in the shop between the eligible calendar dates
- Logged hours at competition events are capped at a maximum of 2 hours per day regardless of actual time spent at the event (6-8 hours per event)
- This is treated just like any other class on the curriculum--failure to reach the minimum number of hours will result in a no-pass grade for the semester

5.9. Senior Banners

Team Members who are in their senior year may be eligible to receive a photo banner that is displayed in the school hallways during the competition season. In order to be eligible for a senior banner, the senior must maintain Team Member status during the entire Fall semester and through the decision date in January when senior banners will be purchased. Failure to maintain this level of commitment may result in not receiving a senior banner.

5.10. Senior Awards

Team Members who are in their senior year may be eligible to receive one of the two Robotics program awards at the Awards Assembly in May. The two awards are:

Excellence in Robotics

- The recipient of this award actively works in shaping the female leaders of tomorrow through inspiration and innovation. She is a dedicated member who utilizes her knowledge to improve both the team and also the community by volunteering at STEM-based institutions. By guiding her teammates, she is committed to helping them become well-versed in the various aspects of robotics.
- This award will be selected by the Robotics Program Director with input from the other mentors.

Exceptional Robotics Member

- The recipient of this award puts in relentless effort and time into improving the robotics program. She uses her expertise to educate and train other students to develop skills in order to think more critically to solve challenges. When faced with hardships, she always puts an optimistic attitude forward and promotes a positive team culture. She is consistently respectful towards others and represents the team professionally at all events.
- Candidates for this award are team-nominated. Current team members of any grade level may nominate a senior who they directly work with and describe how they have impacted them. Seniors are allowed to self-nominate. The Robotics Program Director will review the responses and make a final selection with input from the other mentors.
- In the event of no nominations, the Robotics Program Director may nominate and make a final selection with input from the other mentors.

6. Robotics Shop Expectations

The Presentation High School Robotics Shop used by FRC Team 2135 is located directly across from Presentation High School on the corner at 1547 Jenvey Avenue. The Jenvey House Shop is a meeting workspace provided by Presentation for the equipment, materials, and workspace required by the team. The Shop has a fully equipped machine shop with a CNC mill, lathe, CNC table router, bandsaw, and various hand tools. In addition, parts storage, a programming/assembly room with desktop computers, and a design room containing CAD workstations are available to the students. All students are expected to maintain team safety standards and respect the Jenvey House property provided to the team.

6.1. Safety Basics

Safety is always the highest priority. The Jenvey House Shop is a place for learning and team building, and in order to achieve that goal, the requirement to use safe practices is heavily enforced. When these safety rules are broken, members may be asked to leave for the day if not dressed in the proper attire or if engaging in inappropriate behavior. Basic rules in the shop are:

- No cell phones
- No horseplay
- No running
- No yelling
- Safe and appropriate attire as listed in safety manual

6.2. Media Usage

One of the main rules in the shop is “no cell phones” for both safety and privacy of shop activities. FRC Team 2135 takes inappropriate cell phone behavior very seriously, and the activities in the shop are not to be shared by individual student members. Posting videos or photos on personal Snapchat, Instagram, Facebook, Twitter, or any other social media for any reason during the year are not allowed. Student members should recognize the difference between the responsibility of the Marketing subteam for documenting team activities through media versus their own individual personal social media use. Team confidentiality is an important practice for all members to maintain privacy of the general team activities. Team confidentiality includes not disclosing any information on team strategy or decisions made about building a new robot each build season.

6.3. Preparedness

Students are expected to arrive, sign in, and immediately be ready to participate in the planned activities of the day. Once signed in, students should not be working on homework or other non-robotics related activities. Students are expected to make good personal choices to finish homework and/or have extended social time outside of robotics meetings and the Jenvey House shop area. This includes planning for any necessary meals or snacks outside meeting times for after school meetings unless medically necessary, since these sessions are short.

Weekend meetings that extend through lunch will include a team-provided lunch. In order to ensure the student will receive a lunch, students must either be in the shop or email the designated mentor by 11AM that day to request that lunch be ordered for them. While the team will attempt to accommodate dietary restrictions, the student must clearly inform the mentor of the exact nature of these restrictions. Extreme dietary restrictions may be better served by students bringing their own food for lunch.

6.4. Jenvey House Neighborhood Activities

The Jenvey House is located in a residential neighborhood across from Presentation High School. Activities in the Jenvey House affect the entire neighborhood and the team works very hard to be a good neighbor. Shop tools such as the CNC table router and CNC mill can be loud and very noticeable by the neighbors. The Jenvey House will not be scheduled for use by the team after 8PM on any weeknight or 6pm on weekends, and weekend meetings will start no earlier than 10AM to keep noise down outside of these hours. In addition, all team members are expected to be picked up and dropped off in the school parking lot or in front of the school on Plummer Avenue and never to interact with any of the neighbors or their pets at any time. If students are able to drive themselves to robotics, they must park in the school lot to minimize parking congestion and traffic.

During normal hours the team will always make an effort to do most activities inside the Jenvey House or backyard. Activities performed in front of the house should be done with respect for any parked vehicles and minimize unnecessary noise in completing the work.

Due to the location of the Jenvey House in a residential neighborhood, students are expected to have their parents pick up/drop off in front of the school on Plummer Avenue to reduce traffic and congestion in front of the house. This includes weekday and weekend meetings and is especially true if the team is returning to the house after 7PM. It is critical that there be no exceptions to this rule as it reflects upon the entire school.

7. Team Meetings and Events

Student members may choose to attend as many meetings as they can fit in their schedules, in addition to Thursday meetings (mandatory). The more they can attend, the more they learn and get out of the program. The goal of every student should be to attend as many meetings as possible to keep up with team updates and contribute to the team. It is recommended that students should plan their schedules carefully ahead of time to complete both their personal and team goals.

7.1. Meeting Schedule

New for 2021-22: One meeting day per week is considered mandatory. These meeting days are used by the leadership team for team-wide training and workshops.

Fall Semester: Veteran students and mentors build up the team's shop skills and robot know-how through a tool certification process and compete in off-season competitions that use the robot from the prior year's challenge. The typical fall semester meeting schedule is:

- Mondays after school: 3:30 PM - 6:30 PM
- Thursdays after school (mandatory meeting): 3:30 PM - 6:30 PM
- Saturdays: 10:00 AM - 4:00 PM

Winter/Spring Semester: In early January, the new challenge is announced by FIRST, and build season starts--followed by the six-week competition season. Meetings are five days per week during build season and usually held on:

- Tuesdays and Wednesdays after school: 3:30 PM - 7:00 PM
- Thursdays after school (mandatory meeting): 3:30 PM - 7:00 PM
- Saturdays: 10:00 AM - 6:00 PM
- Sundays: 10:00 AM - 4:00 PM

After winter break in late February, meetings adjust back to 3 or 4 days per week similar to the Fall schedule depending on the work needed. The team usually competes at two FRC Regional competitions within California during March and April.

Summer: In the beginning of June, after Spring finals, the team holds Saturday meetings usually 2-3 times per month to prepare for the next year. It is an opportunity for the team to wrap up the season and prepare for new students and the beginning of the off-season in the Fall. These meetings are held on:

- Selected Saturdays: 10AM - 3PM.

7.2. FRC Kickoff

All student members are expected to attend the FRC Kickoff in early January. This is the event where the new game challenge is presented by FIRST headquarters to all teams at the beginning of build season. The team immediately breaks down the rules and forms strategies for the robot to compete with. Prototypes are constructed and the design process begins in earnest. Failure to participate in this early activity places those student members at a significant disadvantage and burdens other team members with the responsibility to bring them up to speed.

7.3. Team Recruiting and Community Events

Members of the team are expected to participate in recruiting and community events throughout the year. Some events require more students to staff than others, but all members are expected to share in this responsibility during the year. Recruiting and community events include but are not limited to:

- PHS Back to School Night — August
- PHS Club Day — September
- FRC Team 2135 Open Shop — September
- PHS Shadowing — Fall Semester
- PHS 7th Grade Day — September
- PHS Open House — October/November
- PHS Plaid to Meet You — March
- PHS Panther Preview — April
- PHS Freshman BBQ — May
- Outreach events — Toys for Tots, Girls Day at the Tech, etc.
- Social events with other teams

8. Team Competition Events

Team Members may have the opportunity to travel and/or go to local FRC competition events as part of the team. Local competitions within the San Jose area are open to all members and require personal transportation by the student or their parents. Out of area competitions where the team must travel and stay overnight are available to those members who qualify and are selected to be part of the Traveling Team. Transportation for out of area events will be provided by school or parent vehicles for events within driving range, but a fee is required in order to pay for overnight lodging that is shared among the student members. Student members are always required to bring enough cash to pay for their own meals during the entire trip. If the school vans and mentor vehicles are insufficient to carry all students to an out of area competition, parent volunteers may be asked to drive and carry more students to the event. Permission and medical forms are required to attend all team events.

8.1. Major Competitions

Fall Semester/Off-Season: Student members participate in off-season events where they play the game from the previous season and expose new student members to FRC events in preparation for upcoming competition season regional events. Typically, the team attends 2-3 off-season events such as:

- Chezy Champs at Bellarmine College Preparatory in San Jose, California - September/October
- Capital City Classic in Sacramento, California - October
- Madtown ThrowDown in Madera, California - November

Spring Semester/Competition Season: Student members participate in FIRST regional competition events, which provide the opportunity to qualify the team for FRC World Championships in April. The team attends 2 regional events and, if qualified, the FRC championship in Houston, Texas. Regionals attended in the past include:

- Central Valley Regional (CVR) in Madera, California - early March
- Sacramento Regional (SacReg) in Davis, California - mid March
- Arizona North Regional (ANR) in Flagstaff, Arizona - early March
- Silicon Valley Regional (SVR) in San Jose, California - late March

8.2. Student Expectations

When attending competitions, all members are expected to abide by the following rules to ensure safety and maintain the team image.

Team Rules at Event Venue:

- Stay with the group and do not wander off on your own. If you need to briefly leave the group area, be sure to inform a mentor and take another student member as a buddy. Do not leave the venue without informing and receiving approval from a mentor or unless doing so with the entire group.
- Be on your best behaviour as a representative of our team and our school. Be polite and considerate to teammates, other teams, and your roommates. Use “inside” voices in restaurants, hotels, competition areas. No running, yelling, hanging on each other, or other

inappropriate behavior and follow all the rules specified in this Student Team Handbook and the Safety Manual.
- Before competition, members will be assigned roles such as Drive Team, Pit Lead, Head Scout, Safety Captain, Pit Crew, and Scouts. Members must stay in their assigned roles unless told otherwise by a mentor or an appropriate member of the Leadership Team. This is essential to functioning smoothly in competition.
- In addition, students should not engage in completing other assignments including and not limited to school work, excessive social media, or disturbing those around them at the event. However, students are encouraged to cheer *appropriately*, interact with other teams and learn about other team's robots. When cheering, screaming tends to be annoying to other spectators and is strongly discouraged.

Team Rules In the Hotel Rooms:

- Roommates will be assigned by mentors. Room assignments are not to be changed by the students. Be considerate of your roommates. Don't grab the best spots for your stuff. Share the room nicely.
- It is highly recommended that roommates plan ahead for the morning get-ready bathroom schedule so everyone can be ready on time. This will help ensure that students are down for breakfast on time and ready to leave for the competition each morning.
- It is expected that students navigate the hotel and reside in their rooms with quiet voices, quiet walking, no loud TV or music; do not disturb the people in the rooms around you or anywhere else in the hotel.
- If you are hoping to get to sleep early, plan to bring an eye shade and earplugs--especially if you cannot sleep when there is light or some noise. Hotel rooms are a shared space.
- While there may be time for visiting students in other hotel rooms, always be considerate of the residents of that room. It is the right of the residents to ask visitors to leave at any time, since it is their personal (shared) space. It is never acceptable to visit any hotel room other than those occupied by our team members.
- DO NOT leave your rooms after the evening room-check. This is to ensure all students are safe and accounted for. If there is an emergency and it requires you to leave your room, notify a mentor immediately.

If students fail to abide by the rules, students may or may not receive an initial warning before more serious action is taken--depending on the severity of the infraction. Serious infractions or continued failure to follow the rules will result in an immediate call to parents to retrieve the student from the event. This may affect that student's future eligibility to travel, attend competitions, or even result in a dismissal from the team depending on the severity.

9. Outreach

Outreach is an essential aspect of our team in order to promote both the Presentation High School motto of “Not Words, but Deeds,” and STEM to the community. Team members are expected to attend and participate in outreach events and volunteer at FIRST events. Some of the outreach events Team 2135 participates in includes the following: Toys 4 Tots, Sunday Friends STEM Fair and volunteering at other events and competitions. All members of the team are expected to actively fulfill at least 8 hours of STEM related community service outside of team activities over the course of each school year.

10. Fundraising

FRC Team 2135 is sponsored primarily by Presentation High School and supplemented with major corporate sponsors, local businesses, families, and in-kind donors. Funds required to run the team are significant and the team is expected to participate in fundraising to help offset the costs of running the team. Some of the fundraising that the team participates in includes the following: corporate seminars and events, identifying grant opportunities, restaurant profit-sharing nights, and running in-school events such as bake sales. All team members are expected to attend and participate in fundraising activities including bringing materials, supplies, food, or customers as needed.

11. Team Supporters and Visitors

FRC Team 2135 relies on parents, friends, and volunteers for our success. Student members are expected to encourage our supporters to assist when needed, to attend competitions and cheer, and help the team promote FIRST awareness in the community.

11.1. Parents

Parents have an important role in our team and are vital to our success, and the team welcomes their support and help. There are many opportunities available for parents to help the team, and they are communicated through the team parent email group. These have included helping to build game pieces or providing team lunches. Parents can also be involved with the team by providing transportation for local events or simply dropping their child off at every meeting. Parent support in all aspects of the team is a key factor in the motivation and success of their child.

Parents are expected to provide at least one valid email address for the team parent email group to facilitate communications about the team activities.

Due to the location of the Jenvey House in a residential neighborhood, parents are requested to pick up/drop off students in the school lot or in front of the school on Plummer Avenue (never on Jenvey Avenue) in order to reduce traffic and congestion in front of the house. This includes both weekday and weekend meetings and is especially true if the team is returning to the house after 7PM. It is critical that there be no exceptions to this rule as it reflects upon the entire school.

11.2. Guest Expectations

All guests that attend events or competitions are expected to maintain respectful behavior at all times and shall not engage in any disrespectful behavior towards other members of the team or other FRC members. As a supporter of FRC Team 2135, they also represent the team and form part of its image. Guests are expected to understand and respect the environment they are in. This includes wearing proper safety attire such as long pants and safety classes and having an encouraging attitude, and they will be asked to stop or leave by a Technical Director or Lead or a mentor if they fail to meet these expectations.

12. Contact Information Summary

Team Technical Directors and Leads

Mechanical Design Director - Shweta Arun
- Mechanical Design Lead - Divya Mullapudi
- Mechanical Design Lead - Maya Sharma

CSP Director - Christine Yang
- CSP Lead - Savannah Fujimoto
- CSP Lead - Alisha Shanawaz
- CSP Lead - Naina Gupta

Marketing Lead - Shreya Dixit

Manufacturing Director - Lauren Wang
- Manufacturing Lead - Erin Peters
- Manufacturing Lead - Lavanya Girish
- Manufacturing Lead - Annalee Baroni

Team Email Groups

Mentors:	frc-2135-mentors@googlegroups.com (open)
Leadership:	frc-2135-leadership@googlegroups.com (open)
Members:	frc-2135-students@googlegroups.com (closed)
Parents:	frc-2135-parents@googlegroups.com (closed)
Alumni:	frc-2135-alumni@googlegroups.com (closed)

Mentors

Jeff Mullins
- jmullins@presentationhs.org
- robotics@presentationhs.org

Brian Fox
Adam Heard
Rachel Lim
George Mao
April Mullins
Jeanne Mullins
Andrew Nelson
Kelly Scheurer
Connor Worley

Slack Workspace **frc2135.slack.com**

Website **frc2135.org**

Instagram **@frc2135**

13. 2021-22 Temporary Changes for COVID-19

The expectation for the 2021-22 school year is that the team will be able to meet in person with the possibility that limited restrictions may be needed. These changes will be used should the need again arise for entirely remote meetings.

All team members and mentors are expected to follow the latest school requirements for COVID-19 safety and compliance to the county health guidelines at all times.

Modification to Membership Status sections 4.1 - 4.3 for remote meetings: Due to limited hours with a remote setting, emphasis on club, team, and travel team members will be lessened. Rather than counting hours, general membership will instead be monitored by attendance and participation at team wide and subteam specific meetings. The potential for attendance is 3 meetings, weekly, which equates to a minimum of 3 hours. This participation will determine the level of responsibility and involvement you may have on the team; as always, coming more means doing more.

Addition to Online Communication and Behavior section 5.4: While on Zoom, for any type of meeting, respectful, attentive, and appropriate behavior are still expected at the same level as PHS student policy. Remember that all public and private chats while on Zoom can be monitored by the host. In addition, with Slack as our primary mode of communication, remember to interact professionally with team members and mentors. Nothing on Slack is private, since the Slack workspace administrator has full access to all communications including DMs. Please check your channels frequently and have notifications on in order to avoid missing important information.

Modification to Transcript Eligibility Requirements section 5.6: These participation requirements will be adjusted should this remote setting carry into the spring semester.

Modification to Preparedness section 6.3: Team lunches will not be provided until COVID-19 guidelines are sufficiently lifted. During this time, all members are expected to bring their own lunch.

Modification to Meeting Schedule section 7.1: While the meeting times may vary during the semester, at least two team-wide meetings are usually scheduled each week and one sub-team meeting each week. Zoom links can be found in the **#general** (team-wide) or sub-team Slack channel and a pinned item. The virtual meeting schedule will be decided if remote meetings are needed:

Team Wide:	Twice each week TBD - if needed
Subteam Specific:	
Marketing:	TBD - if needed
Scouting:	TBD - if needed
Control Systems/Programming:	TBD - if needed
Manufacturing:	TBD - if needed
Mechanical Design:	TBD - if needed

14. Student/Parent Contract

Student leadership and mentors have the authority to modify or change any part of this handbook. If modified, students will receive an email notification of any change.

The annual robotics team Activity Fee is: $125.00

Online payment via web link ONLY - DO NOT RETURN THIS PAGE

Please fill out the provided web link form and confirm ALL of the following:

(1) the team handbook has been read and understood,
(2) student and parent will follow the team rules and expectations given, and
(3) permission is granted to use student photos in team promotional materials