Ypsilanti Community Schools Robotics

Group Handbook

2015-2016 FRC Season

Purpose

This handbook shall be an information source for student and mentor members of the Ypsilanti Community Schools (YCS) Robotics FRC program and their families. Program organization, resources, and expected conduct is outlined in this document.

Mission

It is the mission of the YCS Robotics Program to foster self-confidence, critical thinking, communication, and leadership skills in our members by engaging them in Science, Technology, Engineering and Math (STEM) based activities. Students are introduced to engineering and business concepts through management, design, and construction of robots that compete in the FIRST Robotics Competition (FRC). Our goal is to impact our community and culture by inspiring students to pursue higher education and careers in STEM.

Core Values

* One brand. One mission.
* Students are provided with real-world applications to supplement material learned in the classroom.
* Coaches and mentors teach students and help them develop self-confidence to be successful in real world problem solving.
* We honor the spirit of sportsmanship and are Gracious Professionals in everything that we do.
* We strive to compete at the highest level; however we realize we are winners when we have pride in what we do.
* We have fun!

Non-Discrimination Policy

YCS Robotics shall not discriminate in hiring, firing, electing, or accepting members, volunteers or students on the basis of race, color, religion, gender, national origin, sexual orientation, or any other form of discrimination prohibited by federal and state law.

Member Code of Conduct

* **Gracious Professionalism - FIRST’s Guiding Principle**

FIRST uses the term “Gracious Professionalism” (GP) to describe the set of beliefs that should guide its participants’ actions. The concept of GP is one of the most important lessons that a young person can learn to be successful in the working world – and life in general.

The definition of Gracious Professionalism can be somewhat unclear. Part of this is intentional, as it is supposed to mean different things to different people. However, in general, Gracious Professionals:

* Respect others and let that respect show in their actions (this is being gracious)
* Possess special knowledge or talent and are entrusted by society to use that knowledge wisely (this is being a professional)
* Are strong competitors, but at the same time treat one another with respect and kindness (good sportsmanship)
* Avoid leaving anyone feeling as if they are excluded or unappreciated
* Gracious Professionals blend knowledge, pride, and empathy in a way that is respectful and pleasing to themselves and others

YCS Robotics members will at all times be “gracious professionals” in their interactions with students, mentors, coaches, volunteers, and members of the community – both within our program and in interactions with other teams at competitions and other events. YCS members are representing our school and community. It is important to leave a positive impression.

Part of being “professional” is maintaining appropriate personal conduct. All members of YCS Robotics are expected to maintain age-appropriate and professional behavior.

Students should respect their peers by not being disruptive of their fellow students’ experiences with the program. Students should also recognize that mentors are volunteering much of their time (remember “volunteer” means “for free”) to provide them with a unique experience that can be valued for the rest of their lives.

Mentors shall maintain a respectful and professional attitude around students, recognizing that students are present to learn and have fun, but also want to make valuable contributions to the program.

**Since Gracious Professionalism is a core value of both FIRST and YCS Robotics, failure to behave in a respectful and professional manner may lead to consequences including, but not limited to, dismissal from the program.**

* **Academics**

**Academics must always come before robotics**. Student members are responsible for their regular schoolwork and attendance. All students are expected to maintain the school minimum GPA for participation in extracurricular activities. Poor academic performance and/or attendance will result in students **NOT** being able to attend events with the team.

Students are expected to seek additional help and tutoring if they are below minimum GPA to prevent travel with the teams. Mentors will be available for assistance with schoolwork!

* **Conduct at Meetings**
1. Follow all safety rules.
2. Be a Gracious Professional at all times
	1. Age-appropriate behavior is expected at all times
	2. PDAs are inappropriate and unprofessional and do not have a place at YCS Robotics meetings or events.
3. Keep on task
4. Sign-in when you arrive and sign-out when you leave
5. During build season find a task to complete.
	1. Ask what you can do to help
	2. Observe others while asking questions, so you will learn. Remember deadlines!
	3. There is always something to clean/organize
6. Students will always be in a meeting room, the machine shop, or in between. Let a mentor or chaperone know if you need to go to another location.
7. Respect those that are talking during group discussions
	1. One person speaks at a time.
	2. Minimize side conversations
	3. Put away the phones, tablets and other devices unless required for the discussion!
8. All school rules apply
* **Conduct while traveling and at events:**
1. Follow all basic YCS Robotics and school rules
2. Let a mentor or chaperone know your location. You should be working on the robot in the pit, in the stands with the group, or in the pits scouting.
3. You are expected to be in the stands and cheering when our robots are on the field!
4. Observe hotel rules:
	1. Students should NEVER be in any hotel room except their assigned room, without a mentor present, in which case the door will be open.
	2. No running, yelling or loud conversation.
	3. Lights-out means you are in your room for the night. You should not be out of your assigned room for any reason after lights-out without chaperone permission
	4. Clean up after yourself (ask about the “Cleanest Room” prize!)
	5. Be on time. All members should be at group meetings or ready to leave the hotel for events or checkout 5 minutes before the assigned time
* **Consequences**

The Code of Conduct is intended to provide members with an outline of expected conduct in order to help ensure that everyone’s experience - student and mentor - is positive. In general, YCS Robotics members who are not conducting themselves in a manner consistent with these expectations can expect the following escalating consequences:

* 1st offense: Verbal warning
* 2nd offense: Lead mentor notified. Student must call parent/guardian.
* 3rd offense: Lead mentor notified, student will not be allowed to attend events as part of the teams until a plan to resolve future issues has been discussed with the lead mentor, student, and student’s parent/guardian. Serious and/or repeated violations may result in the student being dismissed from the program

The above escalation is provided as a guideline only, and violators may be subject to more serious consequences, at the discretion of the lead mentor. Students who break school rules may also be reported to the school Administration.

The Member Code of Conduct is expected to be self-enforcing. Students who observe their teammates violating the Code of Conduct are expected to remind their teammates of the Code. Continued violation of the Code should be reported to a mentor. **Students who observe continued behavior which is not in line with the Code of Conduct - and fail to notify a mentor - may be considered a participant in the violation and may be subject to disciplinary action.**

Mentors are expected to observe the Code of Conduct and act as role models for students. Every adult mentor involved with YCS Robotics should remember that they are involved to create a positive experience for the students while at the same time inspiring them to pursue interest in STEM. Allowing harsh words, impatience, or negative criticism is contrary to this experience and the mission of YCS Robotics. Likewise, making winning more important than the students experience with the program is also contrary to the mission and core values of the program. Leadership must keep a watchful eye to prevent either of these from happening, and mentors are expected to remind one another of the “big picture” when someone loses sight of this vision.

Students and parents who feel that any adult mentor or volunteer is not following the Code of Conduct, or is acting in an unprofessional manner, should feel free to bring the issue to the attention of the Lead Mentor, or any other mentor(s). Students who do not feel comfortable talking with an adult mentor directly should talk about the situation with the Student Captain, who shall bring it to the attention of the mentors. The Lead Mentor shall take immediate appropriate action, and may consult with the mentor team if appropriate.

**The Lead Mentor is the liaison to the school and is ultimately responsible for student safety and well-being. He/she shall reserve the right to prohibit any student or mentor who fails to meet the expectations set forth by the YCS Robotics Program mission and Code of Conduct from further involvement in the program. The Lead Mentor may seek input from mentors on disciplinary action to determine appropriate disciplinary outcomes.**

Safety

Science, engineering and technology are disciplines that are best appreciated through hands-on experience. Maintaining a safe environment for our members is the number one concern of YCS Robotics. Many tools we use are tools used in professional shops and manufacturing plants and have the potential to cause serious injury if used incorrectly. Many of the tools and pieces of equipment we use can be damaged as a result of misuse, requiring expensive repair or replacement. Shop rules will allow our members to use tools and equipment in a safe manner without causing injury to themselves, others, or damage to equipment. YCS Robotics shop rules must be followed at all times. Failure to follow shop safety rules can lead to dismissal from the program.

 Basic shop rules include:

* NO RUNNING OR HORSEPLAY!
* Safety glasses MUST be worn at ALL times.
* Be aware of your surroundings (this means NO phones, tablets, iPads, etc. while operating machines!).
* Each member must be able to demonstrate a basic knowledge of a tool/piece of equipment before being allowed to operate the tool.
* A mentor must be present in the shop at all times. If the supervising mentor has to leave the shop for any reason, all work must stop.
* Keep hands, faces and other appendages clear of cutting edges and all moving parts.
* Clean up your area as soon as you are done. All tools must be returned to the proper location, machines will be vacuumed free of chips and shavings and wiped down to remove dust, cutting oil, etc.
* Wear appropriate clothing:
	+ No loose clothing, hoodies with drawstrings, etc
	+ No gloves except where specifically required (cleaning out the lathe chip bin, etc)
	+ No long sleeves except if rolled up.
	+ No open toed shoes or sandals.
	+ Do not wear jewelry; watches or necklaces that will get caught in machines.
	+ Long hair should be tied back.
* Always use the correct tool for the job.
* Always secure the workpiece so it can not move.
* Never touch a machine while it is in motion.
* Only one person should be touching a machine at one time.
* A push stick shall be used when feeding material into a saw.
* NEVER FORCE ANYTHING!

Communication

Effective communication within the YCS Robotics group is important to make sure all members are aware of upcoming events and important team announcements. Communication with the community is also important to keep supporters, sponsors, donors and other FIRST teams up to date. YCS Robotics uses several methods to keep group members as well as the community updated:

* **Social Media**
	+ **“Ypsilanti Community HS FIRST Robotics Program” Facebook Group:** This is a closed group that is open to members, former members and families of group members. All members and their parents/guardians should send a request to join this group (requests are approved by the group admin). Postings in this group are intended to keep members up to date on the day to day operations of the program, as well as interesting facts and information that are relevant to YSC Robotics members. Pay attention to this group for announcements of meeting schedules, events, etc. Refer to the group description for rules regarding posts to this group.
	+ **Team Facebook Pages:** YCS Robotics will maintain public Facebook pages for the YCS Robotics group and each of the competing teams. These pages will be used to update the community about each of our FRC teams. The Business and Impact Student Lead shall work with mentors to keep the public Facebook pages up to date.
	+ **Team Twitter Feeds:** YCS Robotics will maintain Twitter feeds for the YCS Robotics group and each of the competing teams. These feeds will be used to update the community about each of our FRC teams. The Business and Impact Student Lead shall work with mentors to keep the Twitter feeds up to date.
	+ **Instagram and other social media:** The group should maintain accounts with other social media services as these services become popular and available. The Business and Impact teams should review what outlets are available at the start of each season and should add accounts as required. Additional social media outlets used by the team should be managed by the Business and Impact team similar to how the Facebook and Twitter accounts are managed.
* **Email:** The group will maintain email distribution lists for all members, as well as individual lists for students, parents, and mentors. Periodic emails will be sent with general updates as well as specific topics.
* **Call Tree and Group Text Messaging:** YCS Robotics will collect phone numbers from its members and will create a calling tree and group text messaging database to rapidly distribute information to members. The phone number database will allow mentors to contact students and their parents/guardians individually if required.
* **Team websites:** YCS Robotics teams will maintain websites for the purpose of providing public locations for information about the team. This includes general updates on what events the team is attending, competition results, as well as contact information for sponsors, fans and other FIRST teams.
* **Google Calendar:** YCS Robotics will maintain a Google calendar with important events, deadlines, and other important dates.
* **Google Documents:** YCS Robotics will maintain a Google Drive location to facilitate sharing and collaboration of program documents.

Group Meetings

Group meetings are a chance for members to come together, discuss relevant topics and work on projects.

YCS Robotics’ meeting schedule is highly dependent on the “season” (pre-season, build season, competition season, etc). Specific events will be posted on the group calendar and will be communicated to the group via email/Facebook postings.

In general, the YCS Robotics meeting schedule will follow the below schedule:

|  |
| --- |
| YCS Robotics Calendar |
| September OctoberNovember | Whole group meetings 2x per month | Student welcome and orientationPresent Group Handbook and ContractTeam building activities |
| Workshop meetings 1x week | Specific training in sub-teams or by subject for those interested |
| Mentors (weekly/biweekly) | * Determine which competitions to attend & register
* Committee meetings (leadership, parent involvement, etc)
* Come up with fundraising ideas and schedule
* Develop plan and goals for season
 |
| Community Impact | Program presentations at school open houses, etc |
| FIRST | Register for competitionsSelect Kickoff location |
| December | Whole group meetings weekly | Pre-Kickoff meetingHoliday banquetClean and organize in preparation for Kickoff |
| Workshop meetings 1x week | Specific training in sub-teams or by subject for those interested |
| Mentors meet weekly | Updates, budget/fundraising, problem solving |
| Community Impact | Caroling, food drive, etc |
| Parent Meeting/Open House | Sign permission slips for KickoffWhat to expect over build/competition seasonSign-up for meal donations, etc |
| JanuaryFebruary | Kickoff | Attend Kickoff presentation at local Kickoff eventMeet afterwards to discuss game and possible strategies |
| Build Meetings | Weeknights – Study hall 3PM – 6PM (optional), Build 6PM – 9PMSaturday – Build 10AM – 6PM |
| Mentor Meetings 1x weekly | Address concernsBudget/fundraising concerns |
| MarchApril | Build Meetings – at least 3x weekly | Make adjustments, improvements, practice as allowed by rules |
| Competitions | Local Districts – March/Early AprilState Championships – Mid AprilWorld Championships – Late April |
| Mentor Meetings 1x weekly | Address concernsBudget/fundraising concernsMake sure we are set for competitions |
| May | Group Meetings 2x per month | Clean up, organizeReview season, analyze what went right, what went wrongAwards Banquet |
| JuneJulyAugust | Group Meetings 1x per month | Prepare for offseason eventsSummer projects |
| Offseason Competitions | Chance to get robot out and have friendly competition with other teams |
| Community Impact | Community outreach events (e.g. Relay for Life, Maker Faire, etc) |
| Mentor Meeting 1x monthly | Organize for off-season/community events |

Following each competition and major event, the group should have a “restorative circle” discussion. During this discussion each member of the group will have the opportunity to state what they liked and disliked, or what they felt went right and what went wrong about the meeting or event. This is a chance for everyone to provide feedback and for leadership to make changes so everyone’s experience is a positive one.

Group Organization

The YCS Robotics program is organized much like a business, requiring a lot of work from dedicated students, mentors and volunteers. The key to meeting program objectives is to establish a strong partnership between students and mentors, to be well organized, and to make sure all of our members are working toward a common goal . Students are not expected to do everything on their own. Mentors should build the robot with student involvement.

The following breaks down general roles and responsibilities of students and mentors:

* Student Roles and Responsibilities
	+ Work to understand science and technology
	+ Commit to the project
	+ Be accountable for his or her part of the group
	+ Understand engineering and business principles and processes
	+ Work to gain skills and knowledge
	+ Focus on completing directed tasks
	+ Assume leadership responsibilities
* Mentor Roles and Responsibilities
	+ Inspire students in science and technology
	+ Motivate and engage students in meaningful activities
	+ Establish and maintain open and honest communication within the group
	+ Maintain process focus
	+ Facilitate instruction
	+ Have the students do as much work as possible, but know when to step in
	+ Show trust and respect for every member of the group and his/her ideas
	+ Encourage kids to take risks and invent
	+ Encourage accountability

FIRST is “Hard Fun”. The amount of work required for a team to function successfully is many times greater than one person can do alone, especially in an “extracurricular” capacity. The tasks required to manage a highly involved team approaches the level required to run a small engineering firm. Like any business, a well-defined structure helps everyone know what they can do to help, as well as exposing students to a business structure model.

The organizational structure of the YCS Robotics group, as well as a description of the roles and responsibilities of YCS Robotics members are explained in the following pages.

**YCS Robotics Organizational Chart**

Lead Mentor

Lead Technical Mentor

Lead Business and Impact Mentor

Design and Build Mentors

Student Lead

Student Team

Controls Mentors

Student Lead

Student Team

Business and Impact Mentors

Student Lead

Student Team

Operations Mentors

Student Lead\*

Student Team\*

Student Captain

Safety Captain(s)

**YCS Robotics Group Roles and Responsibilities**

|  |  |  |
| --- | --- | --- |
| Team | Roles | Responsibilities |
| Leadership | Lead Mentor | * Staff member appointed/sanctioned by the school to lead robotics
* Liaison to the school for obtaining necessary permissions, etc
* Serve as main team contact in TIMS
* Maintains team rosters
* Appoints lead mentors
* Responsible for student discipline
* Makes sure mentors get program “big picture” mission and core values
* Final decision maker
 |
| Student Captain | * Student voice in group decision making
* Provides student leadership
* Attends mentor meetings, as needed and provides input
* Final student approval on design decisions and award submissions
 |
| Student Safety Captains (1 per registered team) | * Make sure group understands and follows all group safety rules
* Conduct safety briefing at events (pit area emergency exits, mustering point, etc)
* Read and understand FRC safety manual. Coordinate a group meeting to review the manual
* Make sure group pit safety books are updated with MSDS and other necessary info
* Make sure group safety equipment is functional and First Aid kits are stocked
 |
| Lead Technical Mentor | * Appointed by lead mentor
* Coordinates activities of technical sub-teams
* Verifies all robot rules are followed
* Responsible for checking for rules updates and communicating any updates to the group
* Responsible for pre-ship robot inspection per the Inspection Sheet
* Coordinate robot shipping for Championship
 |
| Lead Business and Impact Mentor  | * Appointed by lead mentor
* Coordinates business and impact and operations sub-teams
* Reviews non-technical award submissions and materials
* Acts as main sponsor/donor contact
 |
| Design and Build | Mentor(s) | * Facilitate design and build of the robot
* Help students with machines, tools, etc
* Multiple mentors as required to maintain a good student to mentor ratio (e.g 4 students/mentor)
 |
| Student Lead | * Makes sure robot design objectives and rules are followed
* Manages mechanical build to make sure design and timing milestones are met
* Makes sure design decisions are documented
 |
| Team | * Robot mechanical design and strategy
* Design and build robot chassis and scoring mechanisms
* Model robot features in CAD
* Deliver mechanically sound robot to controls team
* Speak to judges about mechanical design
* Robot repair and upgrade work at events
 |
| Controls | Mentor(s) | * Facilitate wiring and programming of the robot control system
* Help students with wiring of the robot and programming the controller
* Multiple mentors as required to maintain a good student to mentor ratio (e.g 4 students/mentor)
 |
| Student Lead | * Makes sure robot controls design objectives and rules are followed
* Manages software project to make sure design and timing milestones are met
 |
| Team | * Creates software and integrates electronics to make a mechanically sound robot drive
* Customizes operator interface (driver station and dashboard)
* Produce design documentation on all software features
* Speak to judges about robot control system
 |
| Business and Community Impact | Mentors | * Provides guidance on business and group outreach topics
* Provides students with feedback on awards submissions and handout material
* Lead student recruitment efforts
* Facilitate student fundraising and promotional efforts
* Coordinate group holiday and end-of-year banquets and team building events
* Financial responsibilities (bank deposits, supplier PO’s,, reimbursements, etc)
 |
| Student Lead | * Update social media, websites
* Make sure deadlines for award submissions are met
* Create press releases to newspaper, TV outlets
* Participate in fundraising planning and budgeting
 |
| Team | * Help run fundraising efforts
* Promote team brand (T-shirt, button designs)
* Maintain and follow business plan
* Contact potential sponsors and update existing ones (including Thank You’s!)
* Recruit new students and mentors
* Write award submissions (Chairman’s Award, Woodie Flowers, etc)
* Speak to judges regarding business plan and outreach activities
* Judged award presentations (Chairman’s Award, etc)
 |
| Operations | Operations Mentor(s)/Volunteer(s) | * Organize and lead parent involvement
* Coordinate food at group meetings and events
* Coordinate travel and lodging arrangements
 |
| Student Lead\* | * Provide student input to mentors on food, travel and lodging options
* Assist in mentors in coordinating food, travel and lodging
 |

\* The Operations Student Lead is an optional position. Should there not be a student interested in this position, the Student Captain shall speak for the students on decisions regarding food, lodging, and travel.

Student leadership roles are filled by mentor appointment. Students will be given the opportunity to apply for any leadership role(s) they are interested in by filling out a short application. Following the student application period, mentors will meet to discuss the applicants, and shall agree upon the selected candidates for each position through a majority vote. Selection of student leaders shall be completed prior to the start of the build season.

In the event that a student leader is not fulfilling the responsibilities of their leadership role, lead mentors shall work with the student leader to understand why the student is not able to meet their responsibilities. The lead mentors and the student leader shall create an action plan to get the student leader back on track. If the student leader does not meet the steps outlined in the action plan and continues to not meet the expectations of their role, the Lead Mentor may reassign that role to another qualified student.

Group roles are defined to provide some level of functional breakdown. Students are encouraged to participate in multiple sub-teams throughout the course of the design and build. Also, as the season progresses, different areas may require different levels of support. Only by sampling many different disciplines will students learn what they find interesting and want to pursue further.

Likewise, mentors are not limited to one area of expertise and are encouraged to take active roles in cross-functional areas. For example, design mentors should participate in controls work (and vice versa), technical mentors may give input on some aspects of non-technical topics. This will help ensure the students are exposed to a wide range of skills by partnering with mentors from various technical and non-technical backgrounds. The intent of this organizational structure is to allow the group to function more efficiently and to prevent burnout by having multiple people split the workload.

Parent/Guardian Involvement

YCS Robotics encourages parents to take an active role in supporting the program. FIRST Robotics is an exciting chance for parents or guardians to be involved with their student’s school activities prior to them heading off to college. Parents are welcome at any group meeting, to stop in during build and see what their student is doing, and at any event (all FIRST events are free and open to the public). There are also many support roles that parents can fill, including but not limited to:

* Technical/non-technical mentor
* FRC event volunteer
* Organizing meals and snacks during build meetings
* Chaperoning group meetings, events and/or travel
* Organizing and participating in fundraising events
* Transporting students to/from meetings and events

Parents interested in volunteering should contact the Lead Mentor for details.

Fundraising & Budget

Participation in FIRST Robotics is an expensive endeavor; however the YCS Robotics teams are entirely self-funded, through generous corporate sponsorship, grants, and fundraising. Below is a summary of the group’s yearly budget, assuming that the both robots qualify for State and World Championships:

|  |  |
| --- | --- |
| Item | Cost |
| FIRST Registration Fee – 2 District Events | $10,000 ($5000/robot) |
| FIRST Registration Fee – State Championship Event | $8,000 ($4000/robot) |
| FIRST Registration Fee – World Championship Event | $10,000 ($5000/robot) |
| Robot Budget – Robot parts, machining, etc | $4,000 ($2000/robot) |
| Registration & Robot Subtotal | $30,000 |
| Travel – District Competition (2-nights Hotel, Food, Transportation) | $3,000 |
| Travel – State Championship (3-nights Hotel, Food, Transportation) | $4,000 |
| Travel – World Championship (4-nights Hotel, Food, Transportation) | $8,000 |
| Team Meals at non-travel events, build meetings, etc | $1,000 |
| Non-robot supplies | $500 |
| Grand Total | $46,500 |

Both teams have General Motors as their main sponsor. GM’s sponsorship covers the registration fees for all qualifying competitive events. This means that if both teams were to qualify for State Championships and World Championships in addition to the base registration fees, GM would donate up to $28,000 for both teams. In addition to GM’s sponsorship, YCS Robotics applies for various grants, and looks for smaller donations and sponsorships from local business.

To cover the operating expenses of the program, all YCS Robotics members are expected to participate in group fundraising activities and efforts to recruit sponsors. Each student traveling with the group will be given an expected individual contribution early in the season, which will help cover the cost of food at the events, transportation costs and lodging, as well as team uniforms. Students participating in group fundraisers will have their individual contributions credited with a percentage of the proceeds from each fundraiser in which they participate. Students will be responsible for paying the remaining balance of their individual contribution before the travel date.

Funding for YCS Robotics is coordinated through the Ypsilanti FIRST Robotics Boosters, Inc. (YFRBI). YFRBI is a 501(c)(3) non-profit corporation which maintains a bank account for the YCS Robotics group. This allows sponsors and donors to make tax-deductible donations directly to YCS Robotics, and allows the group to ensure that funds intended for YCS Robotics actually go to YCS Robotics. Many YCS Robotics mentors serve on the YFRBI board, and parents and other volunteers are welcome to participate.

Team Rosters

FIRST requires that all students register in the FIRST Youth Team Member Information System (STIMS). STIMS registration requires parent or guardian approval (via an email). Likewise, all adult group members must register as mentors in the FIRST Team Information Management System (TIMS). Returning members must renew their STIMS/TIMS registration prior to every season. New members must be invited to register in STIMS/TIMS by the Lead Mentor (or alternate).

All FRC teams are required to provide a roster of student members registered with each team before picking up their Kit of Parts at Kickoff, as well as at each competition. See the “Resources” section of the Group Handbook for the URLs of the STIMS and TIMS systems.

**All YCS Robotics students are required to be registered in STIMS/TIMS in order to attend FIRST events with either team.**

Resources

The FIRST community consists of over 44,000 teams and over 400,000 students for all FIRST programs combined. There are many resources available for FIRST members. Below are a few important links for FIRST students to find resources:

* <http://www.firstinspires.org/robotics/frc> - FRC website. Many resources can be found here, including the game manual as well as technical resources about the control system and Kit of Parts items.
* <https://my.usfirst.org/stims/Login.aspx> - FRC Student Team Information System (STIMS). All students are required to register in STIMS prior to participating in FRC events.
* <https://my.usfirst.org/frc/tims/site.lasso> - FRC Team Information System (TIMS). All mentors are required to register in TIMS prior to participating in FRC events. Main and alternate team contacts must register with the FIRST Youth Protection Program (YPP) before the team is allowed to register for any event.
* <http://firstinmichigan.org/> - FIRST in Michigan (FiM) homepage. Lots of information about the FiM District structure and FiM District events.
* <http://www.chiefdelphi.com/forums/portal.php> - Unofficial FIRST forum. Place to discuss FIRST related topics with other FIRST members all over the world.

2015 – 2016 YCS Robotics Student Contract

1. I have received a copy of the 2015-2016 YCS Robotics Group Handbook. I agree that it is my responsibility to read and understand the Handbook, and ask a mentor to explain any part of the Handbook that I don’t understand.

2. I understand what conduct is expected of me while at YCS Robotics group meetings, at FIRST Robotics Competition Events as part of a YCS Robotics team, at group events at school and in the community, and while traveling with the team. I agree to conduct myself in a manner that is consistent with these expectations.

3. I understand that I am responsible for my schoolwork and attendance. Poor school attendance and/or academic performance will result in **NOT** being able to travel with the group to an event.

4. I will seek tutoring and will attend any required study sessions if my grades and/or attendance are poor enough to keep me from travelling as part of the group.

5. I agree to use all tools and equipment while working on any YCS Robotics project in a safe manner. I agree that I will not use any tool or item of equipment unless I have been properly trained to use it safely. I respect the severity of a possible accident and agree that I may be dismissed from the group if I don’t follow the safety rules and procedures.

6. I will maintain an acceptable level of productivity while at all group activities and events. I agree that if I am asked to leave a meeting or event, I will. I understand that I may not be able to attend group meetings or events with the team until I have met with the team Mentors and come to an agreement on how to prevent the situation from occurring again.

7. I understand that failure to follow any team rule may lead to the consequences described in the Code of Conduct section of the YCS Robotics Group Handbook.

By signing below I acknowledge and understand the above points and agree to all YCS Robotics rules and conditions.

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 Student Signature Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Student Printed Name Parent/Guardian Printed Name Date

2015 – 2016 YCS Robotics Mentor Contract

1. I have received a copy of the 2015-2016 YCS Robotics Group Handbook.

2. I agree that providing a safe and productive learning environment for YCS Robotics students is the highest priority as a mentor. I understand that behavior that is contrary to this may result in being prohibited from further association with the YCS Robotics group.

3. I understand what conduct is expected of me as a YCS Robotics mentor, as outlined in the Team Handbook, and agree to follow these guidelines. I agree that unprofessional behavior, including excessively harsh words, impatience, and negative criticism are not conducive to inspiring our students. I agree that I am involved with YCS Robotics to create a positive experience and build a strong robot with the students, while at the same time providing a positive role model to guide students toward the visions of FIRST.

4. I understand that dependable adult leadership is necessary for the YCS Robotics group to be successful. I agree to honor commitments I make to support the team at meetings, events, etc. If I am unable to meet my commitments due to unforeseen circumstances, I will do my best to notify other mentors in a timely manner, in an attempt to cover my commitments. If changing circumstances prevent me from continuing to support the group, I will reduce my involvement or step aside as necessary.

5. I agree that a winning robot is important only up to the point of inspiring our students. I agree that making winning more important than the students’ experience with the team is contrary to the core values of YCS Robotics and FIRST.

6. I will maintain an acceptable level of productivity while at all group activities and events. I agree that if I am asked to leave a meeting or event, I will. I understand that I may not be able to attend group meetings or events with the team until I have met with the Lead Mentor and come to an agreement on how to prevent the situation from occurring again.

7. I understand that failure to follow any team rule may lead to consequences up to being prohibited from further association with YCS Robotics.

By signing below I acknowledge and understand the above points and agree to all YCS Robotics rules and conditions.

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 Mentor Printed Name Mentor Signature Date