



CHASKA HIGH SCHOOL

FIRST ROBOTICS

TEAM HANDBOOK

2019-2020



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OVERVIEW

About the RoboHawks

We are *FIRST* Team 2531 - The RoboHawks, a wholly-endorsed activity of Chaska High School, sanctioned under the Minnesota State High School League.

Regional Quarterfinalists - 2008, 2009

Regional Semifinalists - 2013

Regional Finalists - 2015

FIRST Championship Participants - 2015

Quality Award - 2013

Pit Safety Award - 2017

2nd Place for Safety Award - 2019

FIRST stands for: For the Inspiration and Recognition of Science and Technology. As a *FIRST* Robotics Team, our mission is to spread the ideals of *FIRST* and promote others to get involved in engineering.

Our Values

We expect everyone to follow Chaska High School PRIDE:

Prepared -

Come prepared, ready to learn and be successful. Know what needs to be accomplished and how the task can be done safely and efficiently.

Respectful -

Respect the team, members, coaches, and mentors. Value our differences and celebrate the diversity of our team.

Integrity -

Protect the team's reputation of honesty, fairness, and ethical conduct. Maintain high personal standards on the team and never sacrifice integrity.

Dependability -

Be present in the the team and remain on-task to perform progress towards the team's goals. Work hard to gain trust and dependability from your teammates.

Excellence -

Show excellence by participating and giving your all towards the team and the team's goals.

MEMBER EXPECTATIONS

Being a member of the RoboHawks is more than building a robot for six weeks; it's about being a part of all of the other activities that help to make the team successful as it is. We expect every team member to uphold all of the expectations. Not following these expectations may result in serious consequences, which will be discussed by each case.

Eligibility

1. Students must be a Chaska High School student or live within the boundaries of District 112.
2. Students must maintain a C average and must not be failing any classes.
3. Students are expected to make a significant time commitment to the team, actively participating in meetings, work days, and events.
4. Students are expected to be reliable (on-time, prepared to work, clean up, positive attitude, assist newer members, respectful and responsive to mentors, coaches, and adult volunteers) and assist with team administrative tasks.
5. Students and parents must complete all required and necessary registrations with the Team, *FIRST*, and Chaska High School, and pay all required fees, team apparel costs, and travel expenses.

Code of Conduct

1. Students will display "Gracious Professionalism" at all times and promote the ideals of *FIRST*.
2. Students will not violate the racial / religious / harassment / violence / and hazing bylaws of the Minnesota State High School League (See Eligibility Rules at <http://www.mshsl.org/mshsl/publications.asp#2>).
3. Students will behave in a courteous and cooperative manner, especially when in public, visiting corporate offices, presenting to sponsors, and during outreach events and activities.
4. Students will be respectful of others and behave in a way that does not endanger the health and safety of themselves or others.
5. Students will be respectful of the facilities, tools, equipment and all things being used by the team.
6. Students shall not harass, bully, or put down other team members, other students, or people in general in written, gestured, or verbal format. Chaska Robotics abides by Eastern Carver County School's Acceptable Use Policy for all communications, including all social media and Internet Usage.
7. Parents, friends, and others who are not team members of the RoboHawks must adhere to the same Code of Conduct if they are to also attend/participate in events and competitions that the team participates in.
8. Students will keep current with team activities and requirements by checking the website and their email frequently, along with regular attendance to meetings.
9. Students shall refrain from using other technology during meetings, unless the student is using them for reasons related to robotics.

10. Students are expected to stay with and work with our team for the majority of the time while at competitions. Networking is highly encouraged within reason.

Violations of the Eligibility Rules and Code of Conduct are subject to disciplinary action, under the discussion of Team and CHS Administration. This may include one of the following:

- Suspension from team activities
- Ineligibility to travel with the team
- Removal from the team
- Shop privileges revoked

Attendance

Commitment is key to team participation and success. Therefore, we will enforce the following attendance policy, along with a requirement that students attend at least 50% of all meeting hours. Not being able to meet these requirements may result in ineligibility to participate in team activities or to travel with the team.

Students are expected to participate in every team meeting for the entire duration, unless one of the following conditions are true:

- The student has an appointment, extracurricular activity, after school academics, or other excusable time conflict at the time of the meeting.
- The student has an excused absence overlapping any day(s) of the meeting.
- The student has excessive amounts of homework/is falling behind, and must leave early in order to keep up with academics.
- The student has been asked to leave due to distraction or injury of other members of the team.
- The student feels like they are not in the right mental state to attend and be productive.

In order for an absence to be counted as exempt and/or excused, the absence should be communicated in advance to a captain either in person or via Remind/email. If it is not communicated prior to the meeting, The absence will be counted as unexcused.

Lettering

Students must be an active participant of the team in good standing for each of two years in order to receive a Chaska High School letter and/or school and team recognition awards. The coaches has total discretion on all lettering decisions.

MANAGEMENT AND TEAM OPERATIONS

Captains

Requirements

1. Attended 90% of meeting hours (approx. 100 hrs) in the previous season & attended both competitions (excused reasons are exempt hours).
2. Must have demonstrated extensive commitment to the team
3. Must be in Grades 11 or 12 at the beginning of the season year
4. Cannot hold any extraneous commitments within the same season that will heavily affect availability during meetings (DECA, Speech, etc.)
5. Has demonstrated good leadership skills

Captain Structure

Role	Responsibilities
ALL CAPTAINS	<ul style="list-style-type: none">- Must attend at least 90% of meeting hours- Enforcement of Team Handbook- Creation and implementation of business plan- Helps Coaches decide Drive Team- Taking and keeping track of attendance
Speaker	<ul style="list-style-type: none">- Leading and directing the flow of team meetings- Overlooking the team's progress via SCRUM- Acts as the SCRUM master- Manages, organizes and creates presentations for Outreach and other local events- Manages sponsorships by contacting new sponsors, maintaining communication with current sponsors, and organizing sponsorship teams.
Organizer	<ul style="list-style-type: none">- Ensuring the shop is well organized- Ensuring the Google Drive is well organized- Ensuring the Management Binder is organized and up to date- Keeping track of shop materials (tools, materials, etc)- Organize Students at Competitions (in unison with other captains and coaches)- Organizes Scouting efforts- Milestone events - FIRST Choice, etc.
Communications	<ul style="list-style-type: none">- Manages In-Team Communication and Remind- Ensures cross team Communication- Overall in charge of Branding for the Team- Manages website, Social Media, emails, public relations and media during events

	<ul style="list-style-type: none"> - District Paperwork: <ul style="list-style-type: none"> - Keeps minutes of team and administrative meetings (Form 3 and Form 6)
Treasurer	<ul style="list-style-type: none"> - District Paperwork: <ul style="list-style-type: none"> - Maintaining a record of financial budgets for the Fund 50 account - Signing forms for financial reimbursement (Form 7) - Financial Deposits (Form 6) - Manages Awards - Ensures that awards are submitted and presented on time - Ensures that awards meet all criteria

Safety Captain

- The safety captain is to be chosen by the previous safety captain and must be trained in the years prior to service.
- The safety captain should be OSHA, First Aid, and CPR certified

Drive Team

- The drive coach is to be chosen by the previous drive coach & coaches and must be trained in the years prior to service.
- The drive coach is responsible for the drive team and will make the decision for drive with the coaches.
- The drive team will be chosen before the first competition.
- The drive team also cannot be a part of chairmans
- Applicants for drive team are responsible for any practice they get before tryouts
- There will be a set of 2 backup drivers that will be trained with the primary drivers, in the case of illness and emergency.

Drive Tryouts

- Drive applicants will take a written test based on the seasons game manual regarding the field and game rules.
- Drive applicants must score above a 70% on the written test to be considered for drive team.
- Drive applicants will also have to complete a course and/or complete a challenge on the field given by the drive coach.
- Drivers who perform the best in the course/challenge will become our drivers.

SAFETY

1. Safety is our number one priority. Team members will act in a safe manner at all times. This includes all team-related activities including while traveling to team events and during competitions.

2. Team members will be respectful to the Safety Captain and adhere to any reasonable requests made by Safety Captain and team members.
3. Team members are required to attend an annual safety seminar. Power tools or equipment may only be used under the supervision of an adult mentor.
4. Team members are required to wear safety glasses at work sites and in the pit area at all competitions. Team members are required to wear closed-heel and toe shoes in work areas and at competitions. In addition, team members may be asked to wear gloves, face masks, and ear protection during certain tasks.
5. Horseplay will not be tolerated at any time.
6. All work areas will be cleaned up at the end of every day including sweeping the floors and work surfaces, putting away tools and materials, and throwing away trash.

Violations

1st Violation is a warning from the safety captain and a corrective action plan

2nd Violation is removal from the shops for that day and a corrective action plan

3rd Violation is removal from the shops for the day, a talk with the coaches and a corrective action plan

4th Violation is removal from the shops for the season

Safety Glasses

- Each member on the team will receive one pair of safety glasses for their use during the season.
- On the sides of the safety glasses there will be zip ties to display proper training with shop machines & that team members name.
- Key
 - Red: Mill & Lathe
 - Orange: Band Saw & Drill Press
 - Yellow: Welders
 - Green: Cold Cut & Chop Saw
 - Blue: Plasma & Propylene Torch
 - Purple: Table Saw & Router

COMPETITIONS AND TRAVEL POLICIES

1. All students are to adhere to the rules and expectations that are also followed at Chaska High School.
2. Curfew is 10:00 pm. Students must be in their hotel rooms by then. Keep in mind that we are not the only guests at the hotel. When in common areas, keep the noise to a minimum. Reports of complaints will result in the curfew being earlier.
3. Promptness and attendance is required to ensure that the team is on schedule.
4. All students are also required to follow MSHSL and ISD #112 rules, especially regarding illegal substances and weapons. Any possession or use of such will result in parents being contacted, and students will be sent home immediately at the parent's expense.

5. All students are representing the RoboHawks, Chaska High School, and Eastern Carver County Schools. Students will refrain from lewd or offensive language and remember to treat all participants, drivers, chaperones, directors, and adults with full respect. Students not following this policy will contact parents (with a Captain, Coach, or Mentor) and explain their actions. Students continuing inappropriate language or attitude may be sent home at the parent's expense and/or removed from the team.
6. At all times at the competition, the team uniform for the current year must be worn. This is not only for Team Spirit, but safety as well. Jackets, coats, hoodies, etc. are not to be worn over the team uniform, unless the logo can be visible.
7. You cannot leave the location of the event unless there is a given reason by a parent and acknowledged by Mr. Peterson or Mr. Keith. This is best if it is notified beforehand.
8. Team members must notify Mr. Peterson or Mr. Keith if they are to leave the event venue/hotel during the event.
9. We enforce the buddy system. Do not go anywhere else alone!

Please note that we do not book travel arrangements for parents.

Use of Photos and Videos

Being a part of the Chaska Robotics Team, photos and videos are frequently taken during events and competitions. The photos and videos we take are for business and promotional usage to help with the representation of the team, along with the Chaska High School Yearbook. If there is a concern of use of photos or videos of the student, you must contact Coach Steve Peterson or Coach Austin Keith.

Dress Code

- Students must adhere to the Chaska High School Dress Code.
- Students must also wear RoboHawks apparel
- It is recommended to wear black pants or dark blue jeans for bottoms.
- Shorts and skirts cannot be worn. Closed toe shoes are required. This is non-negotiable, due to safety precautions.

GETTING INVOLVED

Parent Involvement

We request every parent to be involved with your child(ren) on the team. The best way to get involved is to support your child and the team through reminding them to be active and engaged participants. Come to events to support the team or volunteer as a judge, referee, etc. Fundraise to help our team keep doing what we do best.

Team Dinners

Working from 3-8pm during Build is a long time of hard work, and we want to make sure that every student is well fed during this time. We ask for parents to bring in at least one Team Dinner during the build season, for about 25 students/coaches/mentors. Two

meals is recommended for the span of six weeks. It doesn't have to be a fancy big meal; pizza and takeout is always appreciated by high schoolers. Please take into account for dietary/cultural needs of other students.

Community

We expect all team members and parents alike to give back to the community. In order to participate in the team, students may be asked to go to Outreach events throughout the year. The Bluff Creek STEM Festival, Middle School Demonstrations, Engineering STEM Day, and the Down Syndrome Walk are some of the many things we do to provide outreach to our community.

Fundraising

Booster Club is one of the ways we fundraise to earn funds for the team. We earn \$10/hr during Booster Club events, and the money goes straight towards the team funds. Please contact us for more information about available dates.

Opportunities and Scholarships

FIRST provides access to \$100 million of scholarships to FRC participants. To learn more about these brilliant opportunities, go to: <https://www.firstinspires.org/scholarships>

COMMUNICATION AND RESOURCES

Communication

Team E-Mail: 2531robohawks@gmail.com

Head Coach Steve Peterson: petersons@district112.org

Coach Austin Keith: keitha@district112.org

Resources

Website: robohawks2531.weebly.com Team website, resources, news and calendar.

Twitter: [@2531RoboHawks](https://twitter.com/@2531RoboHawks) The team regularly posts updates and news via Twitter.

YouTube: <https://www.youtube.com/user/2531Robohawks>

FIRST Upper Midwest: <https://firstuppermidwest.org> Official website of MN Robotics.

FIRST: www.firstinspires.org Official website of the *FIRST* Robotics Competition.

The Blue Alliance: www.thebluealliance.com Information provided about event results.

Chaska High School: chs.district112.org Chaska High School's website.