



CHASKA HIGH SCHOOL

FIRST ROBOTICS

TEAM HANDBOOK

2023-2024



Contents	Page
OVERVIEW	2
About the RoboHawks	2
Our Values	2
MEMBER EXPECTATIONS	2-4
Eligibility	3
Code of Conduct	3-4
Attendance	4
Lettering	4
MANAGEMENT AND TEAM OPERATIONS	5-7
Captains	5
Safety Captain / Leads	6
Drive Team	7
SAFETY	7-8
Safety Glasses	
COMPETITION & TRAVEL POLICIES	8-9
Use of Photos and Videos	8
Dress Code	9
GETTING INVOLVED	
Parent Involvement	9
Team Dinner	9
Community	9
Fundraising	9
Opportunities and Scholarships	9
COMMUNICATION AND RESOURCES	10

OVERVIEW

About the RoboHawks

We are a *FIRST* FRC Team 2531 or The RoboHawks, a wholly-endorsed activity of Chaska High School, sanctioned under the Minnesota State High School League. We are a year-round school activity with our season beginning on the first Saturday in January and ending in April or Early May. Then run a summer and fall preseason to get students ready for the season.

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 encourage 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 team and remain on-task to perform progress towards the team's goals. Work hard to gain the trust and dependability of 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 make the team successful. 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 Chaska High School students 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/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. Team members are responsible to inform parents, friends, and others associated with with the RoboHawks the Code of Conduct while attending/participating in events and competitions
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 the 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 50% of team meeting hours during the duration of the build season unless one of the following conditions is true:

- The student has an appointment, extracurricular activity, after-school academics, or another 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 to keep up with academics.
- The student has been asked to leave due to the distraction or injury of other members of the team.

For an absence to be counted as exempt and/or excused, the absence should be communicated in advance to a captain or a coach either in person or via Remind/GroupMe/Email. If it is not communicated before the meeting, The absence will be counted as unexcused.

Lettering

To receive a Chaska High School letter for your hard work on the robotics team you must qualify for at least two of the things on this list.

1. Be a second-year, active participant of the robotics team in good standing and attend at least 50 percent of build season hours(see attendance guidelines), in both years that you are on the team
2. Attend at least one competition
3. Be a Senior, active participant of the robotics team, attend at least 75 percent of build hours, and still get coaches' approval
4. Go to at least 2 outreach events
5. Coaches Discretion

MANAGEMENT AND TEAM OPERATIONS

New Captains

Requirements

1. Attended 70% of meeting hours (approx. 80 hrs) in the previous season & attended both competitions (excused reasons are exempt hours).
2. Must have demonstrated extensive commitment to the team
3. Have at least one previous season on the robotics team
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

Returning Captains

Requirements

1. Attended 90% of meetings hours (approx. 110) their previous season they were a captain & attended both competitions (excused reasons are exempt hours)
2. Must have demonstrated extensive commitment to the team
3. Cannot hold any extraneous commitments within the same season that will heavily affect availability during meetings (DECA, Speech, Theater, Club/HS Sports, etc.)
4. Have demonstrated good leadership skills and captainship

Captains Responsibilities

- Must attend at least 90% of meeting hours
- Enforcement of Team Handbook
- Creation and implementation of a business plan
- Helps Coaches decide on Drive Team if not involved in tryouts
- Taking and keeping track of attendance
- Leading and directing the flow of team meetings
- 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)
- Milestone events - FIRST Choice, etc.
- Manages In-Team Communication and Remind
- Ensures cross-team Communication
- Manages website, emails, and public relations
- District Paperwork:
 - Keeps minutes of team and administrative meetings (Form 3 and Form 6)
 - Maintaining a record of financial budgets for the Fund 50 account
 - Signing forms for financial reimbursement (Form 7)
 - Financial Deposits (Form 6)

Safety Captain

- The safety captain is to be chosen by the previous safety captain and must be trained in the prior year before service.
- Safety captains are required to attend safety training at competitions.
- Safety Animation is done in December
- Keep the safety tote updated for competitions.
- Run the robot through a robot inspection before competitions
- The safety captain should be OSHA, First Aid, and CPR-certified

Outreach/Award Submissions Lead

- Makes sure all awards are done on time
- Manages Outreach Events
- Makes sure the team stays involved in community outreach
- Manages, organizes and creates presentations for Outreach and other local events
- Organizes cheers, purchases/creates team spirit materials for the stands, includes a group of team members to participate in the stands, and helps to bring energy to the team
- Organizes team bonding activities
- Manages team social media and media during events
- Overall in charge of Branding for the Team
- Safety Animation is done in December

Finance/Fundraising Lead

- In charge of creating a budget
- Help with Sponsors and Sponsor Events
- Helps with PO's and running the finance group
- Keeping track of shop materials (tools, materials, etc)
- Help identify and organize fundraisers

CAD Lead

- In charge of leading a team to help 3D model the robot in CAD software
- Make sure all the students in CAD are kept productive and on task
- Make sure that students are given tasks to learn how to CAD, CNC and 3D Print.
- Safety Animation is done in December

Electrical/Pneumatics Lead

- In charge of leading a team in wiring the robot and setting up all pneumatics.
- The lead of the Electrical/Pneumatics team is in charge of making sure all wiring and pneumatics are up to code before competitions.
- Make sure all the students in Electrical/Pneumatics are kept productive and on task
- Make sure that students are given tasks to learn how to do Electrical/Pneumatics

Fabrication Lead

- General tool knowledge and fabrication principles
- Must lead the group that builds the robot and game elements.
- Must teach students how to use tools safely
- Manages tools and resources in cooperation with Finance and Captains

Scouting Board

- Is in charge of leading scouting during competitions
- Is in charge of making sure that both quantitative and qualitative data is taken
- Would be a group that can get the bigger picture during competitions (ie. where robots are going to be on the field)
- Is in charge of working with the drive team to come up with game strategy
- Is in charge of interpreting data from matches
- Would meet every night during competitions to give a recap on scouting data and come up with a plan the next day with the drive team.

Drive Team

- The drive team is chosen before the kickoff.
- The drive coach is to be chosen by the students on the drive team and the captains/coaches involved in the drive team decision
- The drive coach must have been on the drive team at least one year.
- The driver must have been on the team for at least one season.
- The drive coach is responsible for the drive team
- The drive team also cannot be a part of chairmans
- There will be one backup driver that will be trained with the primary drivers, in the case of illness and emergency.

Drive Tryouts

- Drive applicants will be given an interview of 15 minutes to determine how committed and how they deal with stress
- Drive applicants will also have to complete a course and/or complete a challenge on the field given by the captains/coaches involved in drive team
- Drivers who perform the best out of the interviews and challenges will become the new 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 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, pants, and

non-baggy/loose clothing in work areas and at competitions. In addition, team members may be asked to wear gloves, face masks, and ear protection during certain tasks.

4. Horseplay will not be tolerated at any time.
 - a. Throwing is not allowed in the shops.
5. 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.
6. There are 4 total shower + eye wash stations. 2 in the wood shop by exit doors, and 1 in the auto and metal shop by their entrances. Every shop has a wall mounted first aid kit by the entrance alongside a fire extinguisher.
7. Do not prop open doors or leave them open/unlocked.
8. Do not use excessive force when doing anything. Especially opening doors for people.
9. There are too many safety related things to list so don't assume this is all.

Violations

Not all violations are equivalent. Severe violations will have more severe consequences. Each violation will be handled with Safety captain and coach discretion. Consequences can vary from a warning to shop removal for the day. Under more severe circumstances a student may be removed from the team for the season.

A new bucket of shame will be added to the shop. This will be where poor lost and forgotten safety glasses will go. Don't do this to your safety glasses. It's really sad.

Safety Glasses

- Each member on the team will receive one pair of safety glasses for their use during the season.
- If a student loses their pair of safety glasses they must replace it on their own unless the safety glasses are broken in use.

COMPETITIONS AND TRAVEL POLICIES

1. All students are to adhere to the rules and expectations that are also followed at Chaska High School.
2. The 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 Coach Benson or Coach Allie. This is best if it is notified beforehand.
8. Team members must notify Coach Benson or Coach Allie 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 Benson or Coach Allie.

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 30 students/coaches/mentors. It doesn't have to be a fancy big meal; pizza and takeout is always appreciated by high schoolers. Please take into account the 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 \$80 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 Email: 2531robohawks@gmail.com

Head Coach Rob Benson: BensonR@district112.org

Assistant Coach Allie Clemons: allieclemons11@gmail.com

Resources

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

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

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

FRC Northland: <https://frcnorthland.org/> Regional information on MN and North Dakota Regionals

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.