

2024-25 1746 Team Handbook

Forsyth Central High School

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Introduction

This handbook serves to communicate the rules, expectations and administrative policies of FIRST Robotics Competition Team 1746: OTTO. This document is updated yearly by team leadership to accurately represent team standards. For clarifications, questions, concerns, or suggested updates please contact a team mentor.

About the Team

Team 1746: OTTO is a FIRST Robotics Competition team.

What We Do

On Team 1746: OTTO we foster an environment that caters to educate students on robotics, and prepare them for potential job fields in their future. Team 1746 helps students develop skills such as the mechanics and engineering principles behind robot design, public speaking, business acumen, and graphic design which will help propel them forward in the working world in their future.

Why You Should Join

By joining Team 1746 you not only engage in an informative and enriching environment, but you also gain skills and become part of a worldwide network of FIRST alumni. By developing these skills and making these relationships students set themselves up to become a leader in any job field they may enter.

Team History

Team 1746 was formed in the fall of 2005 after the Folea family first learned about the FIRST Robotics Competition (FRC) and decided to start a team. Due to drawing its students from several Forsyth County schools, the team was initially known as the Forsyth Alliance. The team was a success from the start, largely thanks to the generous support of local sponsor, Automation Direct. The team competed at the Peachtree and Palmetto Regionals and consistently attended the championship event while it was still hosted in Atlanta.

Eventually, new teams were started at North Forsyth High School (FRC 3815), West Forsyth High School(6944), Alliance Academy for Innovation(7451), South Forsyth High School (FRC 4112). It was at this point that 1746 became directly linked with a specific school starting with West Forsyth High School and moving to its current location of Forsyth Central High School in 2013 under the direction of then teacher, David Johnson. With the change to the team's structure, the team name was eventually changed from The Forsyth Alliance to Team OTTO. This new team name was chosen due to OTTO being used as the name for the team's robots in the past and its reference to the Automation Direct's smiley face that is used as a team symbol.

In its new setting at FCHS, the team reached new heights with each passing year. This is evidenced by the team earning 14 technical awards and 6 event wins between 2013 and 2023. This ongoing improvement and growth is largely attributed to the student's drive, the efforts of mentors, consistent support from Automation Direct, and the oversight of Lead Coach and teacher Anupam Goli. With growing support from FCHS, and the team's sponsors, the team continues its pursuit of being one of the top FIRST Robotics Competition programs in the world.

Where to Find Us

Website: www.team1746.com

Our team website hosts information about the team, how to become involved as a sponsor or mentor, a team calendar and the official Team 1746 merchandise store.

X: [www.twitter.com/frc1746](https://twitter.com/frc1746)

Our Twitter page gives live updates each year on the progress our team makes.

Instagram: www.instagram.com/frc1746

Our Instagram page gives updates from events and summarizes other activities the team takes part in.

YouTube: www.youtube.com/@TeamOTTO-ye2vb

Our YouTube channel is a great way to keep up with the latest happenings of the team.

Our Sponsors

A sponsor is a business or person outside the team that provides the team with resources such as financial support or materials. Our sponsors are a key part to how the team functions. Without them, there would be no Team OTTO. Each student should honor the contributions of sponsors with respect by honoring their brand and contributions.

Sponsorship is broken down into four levels; Supporter, Bronze, Silver, and Gold. Those interested in more information about sponsorship levels or becoming a team sponsor can look to the Team 1746 Business Plan and contact our head coach, Michael McGhee.

GENERAL INFO

How to Join

To join Team 1746, fill out the interest form. After the meeting the team will advertise and host kickoff meetings towards the beginning of the school year to facilitate this process, but students and mentors are welcome to join the team throughout the year. See [Join Tab on Team1746.com](https://www.team1746.com) for more information.

Team Eligibility

In order for students to be eligible to participate on the team they must meet the following eligibility guidelines:

- Complete and sign all contracts attached at the end of this document.
- Maintain Forsyth Central High School's academic eligibility for varsity programs.
- Comply with all policies outlined in the FCS code of conduct.
- Meet all expectations outlined in the Team 1746: OTTO handbook.

Varsity Eligibility

Lettering for Team OTTO means that, as an individual, you have gone above and beyond the routine expectations. Team members who contribute significantly to the team's success can earn a FCHS

varsity letter.

Team Expectations

Requirements

Students are expected to participate in team activities and to make a contribution to any Sub-team.

FCSH Code of Conduct

In addition to the team code of conduct listed below, students on Team OTTO are required to abide by all the rules and guidelines set by the Forsyth County School Board Code of Conduct and the Acceptable Use of Computers and Network Resources Policy and Guidelines. Students are to follow these policies and the rules set forth by the team while at the school, during competitions / travel, and while performing any task under the banner of Team 1746: OTTO. Any student that fails to abide by these policies will be dismissed from the team and may be subject to discipline at the school's discretion. See [Forsyth County School Website](#) for Details.

FRC Code of Conduct

The *FIRST* mission is to inspire a generation of science and technology leaders who are both gracious and professional. This *FIRST* Code of Conduct lists some of the basic behaviors mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in *FIRST* activities.

- Exhibit Gracious Professionalism® at all times. Gracious Professionalism is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions.
- Ensure the safety of all participants in *FIRST* activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all *FIRST* Youth Protection Program (YPP) policies.
- Report any unsafe behavior to event or local *FIRST* leadership.

Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities. [FRC - Code of Conduct for Program Activities](#)

Communication

Team OTTO 1746 is a fast-moving competitive environment and as such the need for fluid communication is critical.

Discord:

Team OTTO 1746 uses Discord as our primary form of communication. All members are required to subscribe to the team Discord at FC – Team OTTO 1746. Discord produces apps for iOS, android, macOS, and Windows; members are expected to download Discord and check the relevant team channels daily.

On Discord, there are many channels that members can join. It is expected that members will join and have notifications turned on for sub team channels, and any project channels that are relevant. Additionally, on Discord, it is required that members “ack” all messages in #announcements and any message in other channels that they have been tagged (@name) in.

Google Calendar:

Team OTTO 1746 uses Google calendar to track all our meetings, deadlines, and events. Students are expected to check and keep up with calendar events regularly.

Mailing List:

Team updates, and competition info are distributed through a subscription mailing list. All parents of Team OTTO 1746 members are expected to subscribe to the team email list.

CODE OF CONDUCT

Behavior

Our AGVs are designed to transport materials and products in a variety of industrial settings. They are equipped with advanced sensors and navigation systems to ensure safe and efficient operation.

General Code of Conduct

You are representing our team, our school, our sponsors, and our community whenever you are with the team, and especially when traveling. Treat others with respect, kindness, and a professional attitude always. Team 1746 holds our students to the highest standard, because your behavior impacts everyone you represent. When you represent the team, things you do or say may be overheard by judges, potential sponsors, parents, school administration, members of other teams, or even just a teammate. Please be respectful to the reputations of those you are representing.

Online

While representing our team online, please remember gracious professionalism. Students are representing the team as they would in public or at competitions, so remember to be humble, professional, and respectful!

Chief Delphi is a highly utilized resource and we encourage all team members to use this resource. However, when students are visiting Chief Delphi they are acting as representatives of the team and their behavior should match. Additionally, we expect all Team 1746 members to associate their account with themselves and the team: Team 1746 does not condone the use of anonymous or “troll” accounts.

Please keep any and all social media posts from team accounts or about the team professional and respectful including communications on Slack. Posts are frequently viewed by school administration, local businesses, politicians and other interested members of the community; please make sure all team-oriented posts represent us well. Additionally, never post the team’s or students’ location. Do not geotag posts with a GPS location. Please be respectful of a student or mentor’s preferences to not appear in posted media. However, it is noted that by signing this document students and mentors are agreeing to appear in team related media; therefore it is the responsibility of those who do not wish to appear team photos or media to abstain from team photo ops (i.e. If you wish to not publicly appear in media, please avoid posing for photos that you have reasonable knowledge will likely be publicly posted).

If a student represents the team in a negative way online, displays inappropriate behavior online, disregards team social media policy or uses an anonymous Chief Delphi account there may be disciplinary actions at the discretion of Team Coach or on the part of Forsyth Central High School.

Harassment & Bullying

Team 1746 is an open and inviting family. As such, the team will NOT tolerate any forms of harassment or bullying. This is including but not limited to the use of slurs regarding race, socioeconomic status, sexual orientation or otherwise, derogatory speech on the basis of intelligence, physical bullying, and sexual harassment. Students who harass or bully team members, other teams, mentors, or anyone else, while they are representing team 1746 will be immediately dismissed from the team and will be reported to the school for further discipline.

Confidentiality of Intellectual Property

Team 1746 is proud of the innovative and competitive designs our students develop; as such, Team 1746 takes confidentiality very seriously. All communications made within the team are considered confidential and private. Additionally, students are prohibited from releasing any photos, video, documents, messages, or details pertaining to the current year’s robot, code, prototypes, or any other intellectual property before its public release without explicit permission from the Team Coach and student leadership.

Communication with Team Coach

Please bear in mind that any communication with the Team Coach or school personnel is public domain per federal law. Anything you want to remain confidential including identities and personal information should not be sent via email or slack to those entities.

Mentor Responsibility

Team mentors and parents of affiliated students are held to the same standards set forth above. If a student feels as though a mentor has violated any of the above standards, they should immediately bring it to the attention of the Team Coach.

Travel

Never be alone or unattended at any venue or hotel. No student is allowed to occupy his/her own hotel room. All students must room with a same sex teammate or approved adult chaperone of the same sex (preferably his/her parent).

Be in groups of three or a group of two if of the same sex at all locations and venues. Two students of the opposite sex should not be alone together in any private or semi-private areas.

Maintain hotel room assignments. Students may congregate in public hotel spaces but may not visit or enter hotel rooms of the opposite sex.

Obey all curfews established by the Team Coach or volunteer parent driver chaperones (in room curfew, room checks, lights out/sleep curfew, etc.).

- Keep Team Coach and chaperones aware of your location at all times.
- Be polite and respectful to everyone during the trip.
- Stay on task during the competition, you are playing a vital role in the success of the team.

Team Dress Code

Students must follow FCHS dress code at all times.

Students with long hair must tie it back in such a way that it does pose a hazard.

Jewelry that can entangle in the robot or machinery is not allowed, and all jewelry is generally discouraged. Watches pose a similar threat and should not be worn near the robot or any machinery.

Close-toed shoes must be worn at all times when in the shop, on the practice field, or whenever working with the robot.

Events & Competition

Students must follow FCHS dress code at all times.

Students with long hair must tie it back in such a way that it does pose a hazard.

Jewelry that can entangle in the robot or machinery is not allowed, and all jewelry is generally discouraged. Watches pose a similar threat and should not be worn near the robot or any machinery.

Close-toed shoes and safety goggles must be worn at all times when in the pit, on the practice field, or whenever working with the robot.

Team apparel should not be modified in any noticeable way (i.e. in a way that deforms its appearance from the team identity).

Students are required to wear the current year's team T-shirt or sweatshirt. Sponsor logos or team logos are not to be obstructed by non-team apparel or other teams' spirit items (i.e. pins, buttons, stickers, etc).

For guys: Jeans are encouraged but flat front, or pleated khaki shorts or slacks/chinos are accepted. Distressed jeans are not allowed.

For girls: Jeans are encouraged but dark or khaki skirts, plain black yoga pants or leggings, and khaki shorts are accepted. Distressed jeans are not allowed.

On practice days, or non-formal events, the team leadership may decide to allow previous year's shirts, or another shirt. Details of these decisions will be given at least 48 hours in advance of any event.

With all attire, students must follow FCHS dress code and always look presentable and professional. Leadership reserves the right to further limit acceptable attire at any time for any competition. Presentation sub-teams such as the chairman's team, and competition teams such as pit crew may have a different dress code at competitions.

For non-competition events, such as presentations to local sponsors, business casual attire is expected. The business team will post the expected attire at least 48 hours in advance of any event.

Above all, look presentable and professional while representing the team, but choose attire which is suitably safe.

Outside of the Team

If you are wearing any apparel or team gear you are representing the team, even if it is just to school. As such, do not wear any team apparel when acting in a way that does not represent Team 1746 well.

Shop Rules and Privileges

At no time shall the doors to each room be closed with only students in the room, or a one-on-one situation involving a mentor and student.

Parents should not drop off a student and leave without ensuring that the Team Coach or mentors are present.

In case of emergency, it is the responsibility of the all to gather the team members in a safe place, account for the team members present, and implement the emergency plan.

It is the responsibility of *all* to ensure compliance with Shop Rules and *all* Safety Policies

SAFETY POLICIES

Shop Safety and Training

FIRST Robotics Competition (FRC) has adopted safety as a core value and has established the framework for safety leadership in all aspects of the program. Team 1746: OTTO agrees and considers safety to be the single most important responsibility of each member of the team. To run any successful business or team, a high level of safety must be observed, practiced, and maintained. The following rules are designed to ensure the safety of students, mentors, and any visitors.

Definition of a Shop

FCHS shop is defined as a space utilized for instruction, research, or maintenance activities, including (but not limited to) power-driven tools used for fabricating, machining, finishing, and repairing physical objects, electrical, and electronic items.

Work may include:

- Electrical (soldering, wiring, handling of batteries, power supplies, and connectors)
- Woodworking (cutting, drilling, sanding, carving, routing, grinding, planing, gluing, bonding, and fastening)
- Equipment development (model building, machine building, hydraulics building and their use, compressed air use, research equipment development, modifications, destructive testing, and other kinds of equipment repairs / maintenance)
- Material handling (rigging, lifting, transporting, and movement of process materials or equipment)
- Metal work (sheet metal forming, machining, grinding, riveting, cutting, threading, casting, forging, heat-treating, quenching, welding, brazing, soldering, and drilling)
- Plastics (machining, bending, burning, bonding, cutting, drilling, gluing, melting, and forming)
- Surface modification (sandblasting, painting, surface preparation, laminating, burning, etching, and masking)

General Shop RulesGENERAL SHOP RULES

The following general safety practices apply to all shops at Forsyth Central High School (FCHS). Shop supervisors may apply rules and enforce requirements that are more restrictive than the minimums listed below:

- Always wear appropriate personal protective equipment (closed toe/heel shoes and safety glasses).
- Avoid practical jokes or other disruptive behavior.
- Tie back long hair, restrict loose clothing and jewelry.
- Food, drink, gum, medications, and cosmetics are not allowed in work areas.
- Avoid distractions (ear buds, cell phone, etc.).
- Avoid working alone in the shop, but when unavoidable, make arrangements with a mentor or team lead, or a colleague to check on your status periodically.
- Obtain approval from a mentor or Team Coach before using any machines or tools.
- Know the hazards associated with the work.
- Ensure you are fully educated on the proper use and operation of any tool before beginning work.
- Ensure adequate ventilation to prevent exposure when working with glues, lacquers, paints, dust, and fumes (welding / soldering.)
- Ensure equipment guards and shields are in place.
- Return tools to their proper locations.
- Report damaged equipment to a mentor or Team Coach.
- Keep all work areas and aisles clean and unobstructed.
- Know emergency procedures.
- All injuries, however minor, shall be reported to a mentor or Team Coach.
- All students are responsible for cleaning any areas in which they worked during practices.

Tool Safety

NO STUDENT IS ALLOWED TO USE A POWER TOOL or MACHINE WITHOUT GETTING PROPER TRAINING FROM THE MANUFACTURING TEAM.

Electrical Safety

Electrical voltages as low as 12-volts, can be dangerous and cause injury. When working with or around electrically powered equipment follow these general precautions:

- Shop equipment must be powered by an appropriate electrical source matched to the power requirements recommended by the manufacturer.
- All electrical equipment must be UL listed and have either a grounded plug (three prong) or be double insulated.

- Protect electrical power cords from damage. Immediately replace cords that are worn, frayed, or otherwise damaged.
- Extension cords are to be used only for temporary use (less than 72 hours).
- Electrical equipment used within six feet of water or in wet/damp environments must be plugged into a Ground Fault Circuit Interrupter (GFCI).
- Do not connect multiple pieces of equipment to the same power source. Shop equipment should be plugged directly into a wall outlet and not a multi-plug power strip.
- Grasp the plug to remove it from the socket – never pull the cord.
- Always unplug electrical equipment before attempting any repair or maintenance.

Noise

As many pieces of shop equipment produce sound levels that can be damaging to hearing, hearing protection may be required during use. The Team Coach must ensure that noise hazard areas or equipment requiring hearing protection have signs or are labeled.

Emergency Planning

Planning for emergencies allows for communication of hazards through signage / postings and enables shop personnel to respond appropriately in emergency situations.

Emergency Preparedness Procedures

Posted in the shop shall be the Forsyth Central High School Emergency Preparedness Procedures which contains a complete set of instructions on how to respond to any type of emergency. It is the responsibility of each team member and coach to review the procedures document and be familiar with the contents and proper responses.

Youth Protection Program

Maintaining a safe environment for all participants is of paramount importance. Due to the high importance of participant safety, Team 1746 adheres to a set of preemptive safety measures. Team 1746: OTTO Members will comply at all times with [FIRST Youth Protection Program Guidelines](#) found at the link above.

TEAM ORGANIZATION

Team Leadership

Student Leadership

- Team Captain – Kevin Prakash
- Manufacturing Lead – TBD
- Mechanical Lead – TBD
- Systems Lead – TBD
- Automation Lead – TBD
- Data Analytics Lead - TBD
- Innovaction Lead – TBD
- Strategy Leads – TBD
- Business Lead – TBD
- Media Lead – TBD

Contact Information

FCHS Staff Member – Team Coach

Michael McGhee

mmcghee9@forsyth.k12.ga.us

Ext. 110130

Discord: FC – Team OTTO 1746

Sub-teams & Roles

Manufacturing

The Manufacturing sub-team is responsible for the fabrication, shop, assembly and FRS Awards including: Quality Award.

Mechanical

The Mechanical sub-team is responsible for CAD, prototyping, 3D printing, assembly and FRC Awards including: Industrial Design Award.

Systems

The Systems team works on all wiring and planning of the electronics before and during the assembly of the robot. The Electrical team and the Programming team work very closely together to ensure proper functioning of the robot. Systems includes electrical, network, batteries, assembly and FRS Awards including Excellence in Engineering Award.

Automation

The Automation team handles all the programming aspects of the robot. They manage all testing of the robot and help to guide the design process in order to suit the programming. Automation includes robot controls, Auton, RoboRia Platform, and FRC Award including Autonomous Award.

Data Analytics

The Data Analytics team is in charge of all strategy. They help to do pit scouting, in game scouting of robots, and help to pick robots for a winning alliance. Because of them the team can more effectively compete and go farther in competitions. Data Analytics includes strategy, scouting, data analytics, laptop/tablet platform, and FRC Awards including Creativity Award.

Innovation

The Innovation team includes vision automation, odometry, telemetry, PI Platform, and FRC Awards including Innovation in Control Award.

Business

The Business team is responsible for the funding of the team and all travel responsibilities. The function of the business team is manage finances in conjunction with School Leadership, community outreach, event planning, grants, sponsorships, FRC Awards including First Impact Award, First Dean's List Award, Woodie Flowers Award, and Team Attribute Awards.

COMPETITION

Competition Roles

Our Pit:

A pit consists of a typically 10'x10' area of space that functions as both the team's workshop for the duration of the competition and the central meeting place. After moving in various tool chests, totes, batteries, and other supplies, the 10'x10' space seems significantly smaller than originally imagined. Over time, the increase of activity within the pit creates cramped, potentially dangerous working quarters that do not meet the general safety requirements for every team's pit. This being said, there is a need to limit the amount of students (and mentors) present at any time in our pit.

At any time, there will be no more than a maximum of ten members exclusively from Team OTTO. This number consists of: a mechanical member, electrical member, programming member, business member, lead mentor, team coach, and the 3 drive team members. This group of students and mentors make up the essential "pit crew."

The Roles of The Pit Crew

Drive Team

The role of the drive team is to control the robot during every match played. When the team is not competing, they are in the pit fixing the robot, figuring out what went wrong (if anything did), and making sure everything is up to standard before the next match. The drive team will be with our strategists going over the match and figuring out how the match could've gone better. This team has, at maximum, four (4) people.

Pit Chief

The role of the pit chief is to ensure that organization and cleanliness of the pit are maintained throughout the duration of the competition. They also ensure that all batteries are in a constant charging state, measuring the voltage, and replacing the old battery within the robot with a new, fully-charged one before the next match is played. On top of battery management, they will be the one in charge of going through the robot checklist (which was implemented at GRITS 2017) to make sure that both the robot and the drive team are prepared and ready for the next match. When the drive team is away from the pits, the battery lead also helps out in the cleaning of the pit as directed from the safety captain. The pit chief has the power to decide when there are too many people in the pit and may send away people if they are not being productive or actively working on a task.

Team Ambassador

The role of the team ambassador is fairly straightforward: talk to judges, pit scouts, parents, invited guests, event personnel, and students from other teams. This individual knows both the team and this season's robot inside and out, and is able to talk to judges about what has been going on over the past season. Business cards will be on tap to hand out by these people. They will also answer any questions asked to them by pit scouts from other teams, as well as talk to members of other teams about Team OTTO. When the drive team is outside of the pit for matches, they will clean up and organize the pit. On top of this, during setup and teardown, the pit chief will manage the team as the pit and the pit display get organized to be packed away or set up.

Sub-team Representatives

The mechanical member would address any issues with the robot and work on fixing them. The electrical person works on finding out if there are any electronic u=issues with the robot, and are also in charge of changing the battery. Finally the programming representative takes care of and identifies any Java problems with the robot, and continues making more improvements as the day goes on.

Safety Captain

The role of the safety captain is to ensure that the team and the pit are up to safety codes provided by FIRST and Georgia FIRST. This person also serves as one of the team ambassadors, and is able to talk about safety, the team, and the robot. On top of this, they will formulate the safety manual for the team.

The Stands (Scouting):

The stands is where the team goes to view the event in progress. This is a very busy, active area with a combination of students, parents, and mentors participating in the event as the essential "crowd" of any sporting event. Students who are not a part of the pit crew watch the matches,

socialize with other teams in the stands, and scout. Scouting is a very important part of the success of a team. It is as critical, if not more, than the drive team themselves. Scouting is the process in which students from Team OTTO collect both raw data and observations on the performances of the other robotics teams present at the competition. The scouts collect both quantitative and qualitative data. With this data, the team is able to determine who would be the best picks to compete with when alliance selections occur before semifinals. Even if the team is not a top-seeding robot, the data is important if another alliance picks us.

Within the scouting team, there will be a maximum number of approximately thirty (30) students. The following cases will be implemented depending on the number of students not a part of the pit crew, who reside in the stands.

The Roles of the Scouts:

Scouts

There are three rotations of quantitative scouts, each rotation consists of 6 members(1 for each robot), depending on the match schedule these scouts will rotate. There are two rotations for qualitative scouts, each rotation has 2 members(1 for each alliance). All of the scouting is done on paper.

The Leads of the Scouts

Alliance Representative

The role of the alliance representative is to serve as the face of the team during alliance selections. At the alliance selections, they use the data collected by the scouts to determine who would make the best choice in regards to our potential alliance during semifinals and finals. This person is often one of the team's scouting leads.

Scouting Lead

Since scouting is such an important process, it is necessary to have structure and organization within the scouting team. This is where the scouting lead steps in. The scouting lead is in charge of organizing and leading the data collection process(es) involved in the scouting process for the team.

Strategy Lead

The strategy lead is responsible for all of the data collected through the scouts and the scouting lead. This data will be utilized by the strategy lead as they work with the drive team to determine the best usage of such within the upcoming matches the team competes in.

Media Coverage

Media coverage is a very important part of the overall image of the team. During competitions, those part of the media coverage team work to take pictures, shoot videos, and update social media accounts of the team's experiences.

The Roles of the Media Team

Videographer - The role of the videographer is to take videos of the matches, and other portions of the event in order to create a compelling recreation of the event. The majority of the footage shot deals with the robot's performance.

Photographers - The role of the team's photographer is to take pictures of the robot, the team, and anything interesting that occurs during the competition. These photos will be used for social media, the website, team flyers, and any other documents pertaining to the team's brand. Each photographer has a specific role.

Public Relations

When attending public events such as competitions, the team works to outreach to our audience: sponsors, families, and potential future team members. The chaos of robotics competitions can seem daunting to newcomers who have no idea what's going on, so that's where public relations steps in. The goal through public relations is to help the audience to get an understanding of what the team's work goes towards - competing.

The Role of Public Relations

Public Ambassador

The role of the public ambassador is to greet guests of the team, explain what FRC, Team OTTO, and the competition is all about. They also help to answer any questions the guests may have. On top of this, they sit with the guests in the stands and occasionally provide a tour of the pits during the competition. The Public Ambassador also trains the pit crew to be comfortable to answer possible questions.

Competition Eligibility

Team members must be in good standing with the team as outlined previously in this document. Team members must also be fully paid through the business team, signed up through Google forms, and have all forms and waivers turned in to attend any event with the team. Should space be limited for how many students can attend a given competition, preference will be given to key student leaders, students with parents attending as chaperones, and to those with the highest participation levels. Selection to travel with the team will be at the ultimate discretion of the Team Coach and Lead Mentor. Any decision made by the Team Coach and Lead Mentor can override other selection criteria. Decisions made by the Team Coach and Lead Mentor are final.

Competition Teams Selection

Any competition team selection is at the ultimate discretion of the mentors and Team coach. Any decision made by the Team Leadership can override other selection criteria. Decisions made by the Team Leadership are final.

Drive Team Selection

This group of students is selected based on their abilities to control and operate the robot. While skill is important, other factors such as technical expertise, ability to represent the team, and participation will weigh into the selection of this group. Time allowing, the team will host driver tryouts to measure the driving skills and knowledge of the rules of those interested in driving. Should time not be available, the drive team will be selected by team leadership with the final say coming from the Lead Mentor.

Pit Team Selection

Safety Captain: At the beginning of the season, team members will be asked to nominate a fellow student for this position. Should the nominated Safety Captain not be present at a given competition, they will work with team leadership to fill the role for that event.

Pit Crew: This group will have 6 permanent members and four students that rotate throughout the event to ensure that all team members are able to experience the atmosphere of the pit during competition. The Scouting Lead and chaperones will work together to rotate team members through this group. The pit crew used during eliminations will be selected based on expertise and participation and will be selected via input from the Lead Mentor and Drive team.

Scouting Team Selection

Alliance Representative: This role will be filled by the team's Scouting/Strategy Lead unless they would like to defer the position to another student or should team leadership view another student to be better suited for the position.

Scouting Team: This group is selected in a similar way to the Pit Crew. All students without a defined role that would limit them from doing so, will rotate through the scouting team. A rotation will be developed by the Scouting/Strategy Lead to ensure students are given breaks throughout the event.

PARENT / GUARDIAN

Parent/Guardian Roles

Student Attendance

Student attendance and participation in team meetings or practices, sponsor meetings, and competition events is vital to the success and growth of the team as well as the development of an individual student's skill set and experience. It is important students have parent or guardian support to meet those required obligations.

The “build” and competition season (January-March) is especially demanding on a student’s and family’s schedule. Practices during this season range from 10-20 hours a week and in-season or regional competitions last three to five days depending on event location. Team OTTO typically qualifies and participates in at least six events during the year: Two In-District Events, District championship, Houston (world championship), Indianapolis (IRI invitational event) and again in Gainesville (G.R.I.T.S.). These can occur over four to seven days each. Also, the state championship typically occurs during the week of Spring Break and the world Championship event occurs in April. It is a hectic and challenging time of year for all involved.

Team OTTO’s coach and mentors set attendance requirements for student team members. Students, along with a parent, are responsible for communicating any concern, issue or inability to meet an attendance requirement. A student’s participation on the team or qualification to participate in a role or event is impacted based on the level of involvement and attendance record.

Supporting Students at Events

Parent support for attending events is highly recommended. Students need cheerleaders to help encourage them during tough competitions. Sometimes this encouragement is necessary to keep students focused and safe.

It is mandatory for students and for one of their parents or legal guardians to attend any and all pre-event meetings. This is a condition of a student traveling to and participating in any event. Pre-event meetings communicate event details, travel logistics, as well as team expectations, and student & parent responsibilities. We send out emails that share this same information, but being in the meeting allows people to ask questions and speak with the team leadership.

Parents/guardians are responsible to inform the team coach and provide support for their students who require specialized medical, behavioral or dietary care. Volunteer parent driver chaperones and FCHS staff are not trained professionals in these fields and are not equipped to monitor or manage medical conditions, treatments or strict dietary preferences. Parents whose students have specialized needs are responsible for their care during team events or official functions. This allows all volunteer parent driver chaperones to focus on the security, care and safety of all student team members.

In the case of a student being excused from a team event or function due to any misconduct, the parent or legal guardian will be contacted to travel to the team’s location for student’s prompt removal and pick-up. All trip payments will be forfeited by the student and parent/guardian.

Finally, parents/guardians are highly encouraged to attend our competition events, especially the last day when we wrap up qualifying matches and reach the tournament final rounds. Students need crowd support and encouragement during tough competitions. It’s quite exciting!

Financial

Forsyth Central High School supports the team by providing facilities, staff, and some tools and supplies. FCHS does not provide direct financial funding for other needs. To fill this gap, a student-run Business Team works very hard to secure sponsorships and grants. But if the team doesn’t reach its fundraising goal, it can only attend events and pay for robot supplies with the support of parents. Parents should stay informed of the financial status of the team’s fundraising efforts and be prepared to cover the financial gap, if necessary.

Each team member will require to pay member dues of \$450.00 per season payable via School Pay in 1 or 2 payments or via check marked payable to Forsyth Central High School and delivered to the team coach.

Chaperone

Team OTTO depends on volunteers and chaperones to help when transporting the student team members, coach, mentors, robot and team equipment to every event in which it participates. We get school buses to transport us, but keeping all the kids organized does take chaperones. We have a volunteer parent driver to help tow the robot trailer. The Chaperones also come to the hotels to keep the kids safe.

At the season's start, parents receive a request to volunteer as a driver chaperone from the business team. Team OTTO utilizes a free online resource, Google form. Parents select dates for which they can help drive and chaperone. Parents who serve as driver chaperones to events that require overnight travel will have hotel lodging and meal expenses paid for by the team.

A volunteer parent driver chaperone is expected to:

- Complete an online background check.
- Possess a valid, current state driver's license and automobile insurance on the vehicle transporting students.
- Drive students from Forsyth Central High School (or agreed upon meeting location) to the competition event, the team hotel, and eating establishments.
- Be present and supervise students at all times. In the event you need to leave the team/student group (ex: meal orders, supply errand, etc.), please coordinate with another volunteer parent driver chaperone so there is an adult with the students.
- Refrain from smoking around students and consuming alcohol during the trip.
- Order and purchase food, meals, beverages & snacks for the students in your "group." All food expenses will be reimbursed to you by Forsyth Central.
- Keep all food and gas receipts. Submit those along with a reimbursement request to a Forsyth Central Accounting and payment will be made to you for those approved expenses.

Food / Meals

Parents play a critical function in making sure students are well-fed during meetings, practices and competitions. The organization of meals is managed by a volunteer parent and the business team leaders. Typically this is done via Google forms and communicated via emails. But each parent on the team must participate in either providing food, providing supplies, or offering financial support for meals. The expenses for meals are not covered by Forsyth Central, so parent participation is critical.

Other Volunteer Opportunities

In addition to volunteering to drive, chaperone, and contribute towards meals, parent volunteers are needed in these areas as well:

- Mentoring students (must pass FIRST & Team OTTO background check)
- Construction of competition field elements
- OTTObotics summer camp work - Summer 2025

- Local VEX IQ competitions - For Community Outreach / Lettering in Robotics
- Heart of Forsyth - Spring Event at FCHS to showcase extra circular activities
- Photography / Videography

Please contact a Mentor, Team Coach, or business team leader for information on how you can support the team through these other volunteer opportunities.

Fundraising

Fundraising is a necessity for Team OTTO. Forsyth Central High School covers the facility needs and coaching needs of the team, but does not cover any outside expenses the team has.

If the team does not reach its financial goals through fundraising, parents and guardians of students are expected to make up the difference by paying for any remaining team expenses.

The best way to financially support Team OTTO is to seek donations from parents' and guardians' employers. Most companies provide grants or matching donations and are looking for opportunities to support student teams in their local communities. The student-led Business Team can help by providing materials as needed.

C O N T R A C T S

Team 1746 Handbook Signature Page

Each member is require to return a signed copy of the Team 1746 Hanbook Signature Page per season.

Permission to Participate Form & Transporation Waiver

Each member is require to return a signed copy of the Permission to Participate Form & Transporation Waiver per season.

School Field Trip Form

Each member who plans to attent a competition / event is require to return a signed copy of the School Field Trip Form per competition / event.

D O W N L O A D S

Permission Form &
Transportation Waiver (pdf)

DOWNLOAD

Field Trip Student (pdf)

DOWNLOAD

24-2025 Team 1746 Handbook
Signature Page (pdf)

DOWNLOAD

24-2025 Team 1746
Handbook (pdf)

DOWNLOAD



Team 1746