

# SWLA TECH PIRATES HANDBOOK

## 2023-2024



# PREFACE

The Team Handbook is intended to provide you and your family with information about the program and your responsibilities as a team member and parent. Please read it carefully and discuss the information with your parents/guardians.

## 1 FIRST ROBOTICS

### 1.1 What is FIRST?

FIRST® For Inspiration and Recognition of Science and Technology is the world's premier high school robotics program.

### 1.2 Founder

Dean Kamen is an inventor, entrepreneur, and tireless advocate for science and technology. His passion and determination to help young people discover the excitement and rewards of science and technology are the cornerstones of FIRST.

### 1.3 History

From our beginning in 1992 with 28 teams in a New Hampshire high-school gym, to reaching close to 250,000 young people and the FIRST Championship held in the Edward Jones Dome in St. Louis, Missouri, FIRST has a rich history. Review past games, challenges, and the elite FIRST teams over the years.

### 1.4 Vision

FIRST was founded in 1989 to inspire young people's interest and participation in science and technology. Based in Manchester, NH, the 501 (c) (3) not-for-profit public charity designs accessible, innovative programs that motivate young people to pursue education and career opportunities in science, technology, engineering, and math, while building self-confidence, knowledge, and life skills.

### 1.5 Mission

The FIRST mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

### 1.6 Work Ethic

The message of FIRST is to inspire people, schools, communities, and the world to recognize and appreciate science and technology. What makes FIRST unique are two core operating principles: Gracious Professionalism® and Coopertition®. These two approaches instill integrity and empathy into teamwork and competition.

## 1.7 Gracious Professionalism

Gracious Professionalism is part of the ethos of FIRST. It's 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. Gracious professionals learn and compete like crazy but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended. In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity.

## 1.8 Coopertition

Coopertition produces innovation. At FIRST, Coopertition is displaying unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams can and should help and cooperate with each other even as they compete. Coopertition involves learning from teammates. It is teaching teammates. It is learning from Mentors. And it is managing and being managed. Coopertition means competing always but assisting and enabling others when you can.

## 2 ABOUT US

### 2.1 Team Summary

In 2021, Team 8808, also known as the Southwest Louisiana (SWLA) Tech Pirates, was founded by a group led by Stephen Vidrine and Ellen Bradley, along with students from Alfred M. Barbe High School. Initially named the "Barbe Tech Pirates," the team began its journey with just 11 members, transforming an upstairs gymnasium into a robotics lab. Since then, Team 8808 has made remarkable progress, embracing students from the Region 5 Parish area, which encompasses Allen, Beauregard, Calcasieu, Cameron, and Jeff Davis. This inclusive group comprises students from various educational backgrounds, including public, private, and homeschooled students in grades 9 through 12, and has now grown to more than 25 members, supported by three dedicated mentors.

Our team's name, the Southwest Louisiana Tech Pirates, carries a unique historical significance within the Southwest Louisiana region. Nearly three centuries ago, the infamous pirate Jean Lafitte and his crew found themselves in perilous waters, fleeing from pursuing enemy vessels as they journeyed westward toward Galveston, Texas. Legend has it that Lafitte and his buccaneers sought refuge along the picturesque waterways of Lake Charles, Louisiana. Among their hideaways, Contraband Bayou in Lake Charles held a special place in Lafitte's heart, for it was here that he concealed his treasured stash of silver and gold. Today, Contraband Bayou bears its name as a testament to this intriguing piece of history, a treasure trove buried by Lafitte in his cherished hideaway.

### 2.2 Mission Statement

Our mission at SWLA Tech Pirates is to empower students by providing them with a comprehensive education in engineering, fostering effective teamwork, nurturing leadership

qualities, and igniting a passion for creativity and innovation. In an ever-changing technological landscape, we aim to equip our students with the tools and mindset needed to excel. We are committed to preparing the future workforce for the challenges and opportunities of tomorrow's world of work.

## 2.3 Team History and Awards

### 2022 Season:

#### Event: Bayou Regional

- We were honored to receive the Rookie Inspiration Award.
- We secured a rank of 23 out of 41 teams.
- We achieved a record of 5-6-0.
- We wholeheartedly embraced the principles of Coopertition and Gracious Professionalism.

**Reflection:** Our first season was a learning curve. We used this experience as a foundation to grow. Our collective dedication to improvement and learning from our journey became the wind beneath our sails.

### 2023 Season:

#### Event: Magnolia Regional

- We were thrilled to receive the Quality Award.
- We proudly secured 5th place overall.
- We took on the role of the 3rd Alliance Captain.

#### Event: Bayou Regional

- We achieved 19th place overall.
- We joined as the 3rd alliance member.
- We celebrated becoming the Bayou Regional Finalist.

#### Event: World Championship, Newton Division

- We clinched the 60th position overall.

#### Other Achievements:

- We ranked 6th in the state of Louisiana this season.
- We made it into the Top 26% globally.

**Reflection:** Watching our team's growth over such a short span has been incredibly rewarding. From our early days as rookies to now standing amongst the top 26% globally, every achievement has been a testament to our collective hard work. As the Tech Pirates, we're determined to continue this upward trajectory, building on our accomplishments, and aiming for even greater heights in the upcoming seasons. We hope our story inspires you as much as our journey inspires us.

## 2.4 Why is our team unique?

Team 8808, the SWLA Tech Pirates, holds a distinctive place within the FIRST community, primarily because of our diverse and inclusive membership. We proudly unite students from public, private, and homeschool backgrounds across the 5-Parish area, making us a true beacon of community unity. While the Region 5 STEM Center, a bustling hub for various STEM-related clubs, has generously allowed us to use their facility, our team remains committed to offering hands-on, real-world learning experiences. In doing so, we not only cultivate technological expertise but also weave stronger ties within our community.

## 2.5 Values

At SWLA Tech Pirates, our compass is directed by a set of values we hold close. These principles not only define our character but also the spirit of our team. Here's what we stand for:

**Hard Work** - Pushing beyond boundaries and tirelessly striving to complete tasks.

**Commitment** - Unwavering dedication to seeing our goals through and stand strong as a team.

**Honesty** - Upholding integrity in every word spoken and action taken; transparency is our hallmark.

**Mistakes** - Recognizing that to err is human, but the real growth comes from reflecting on and learning from those errors.

**Punctuality** - Valuing the essence of time by ensuring timely arrivals for events, meetings, and practices.

**Respect** - Extending genuine regard and empathy towards every individual, understanding, and honoring their feelings.

**Positive Attitude** - Persistently seeking the optimal solution, fostering hope, and never allowing challenges to deter our spirits.

**Volunteering** - Selflessly offering our time and efforts, expecting no returns but the satisfaction of giving back.

## 2.6 Community Outreach

One of the core values that drives us as an FRC team is the spirit of giving back. Throughout each season, we, the SWLA Tech Pirates, dedicate our time and resources to promote FRC and foster awareness about STEM, especially in the realm of Robotics. It's not just about competing; it's about cultivating a passion for STEM in the wider community.

## 2.7 Team Contact Information

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### **3 MEMBERSHIP**

Joining the ranks of the SWLA Tech Pirates is straightforward. If you're a student in grades 9-12 from any public or private institution, or following a homeschool curriculum, you're eligible! Team 8808 doesn't believe in barriers like try-outs or entrance requirements. We are an inclusive team, and we warmly welcome anyone eager to dive into the world of Robotics. Within our ranks, the diversity of experiences and tasks ensures that every member finds their unique place and role.

However, while the entry door is wide open, maintaining one's place on the team requires commitment. Team 8808 upholds certain standards of participation and behavior, crucial not just for individual growth but also for the collective success of the team. By adhering to these standards, members can unlock numerous benefits, from ascending to leadership roles and enjoying travel experiences to getting solid recommendations for potential scholarships.

#### **3.1 Criteria for Membership on Team 8808**

1. **Academic Eligibility:** SWLA Tech Pirates emphasizes the importance of maintaining academic excellence. All members must:
  - Uphold a good academic standing, with a minimum average of 70 in each class.
  - Understand that falling into Academic Probation means a potential loss of team eligibility.
  - If one's average falls below the set minimum, they must engage in a two-week probationary period with mentor evaluations, after which future participation decisions will be made.
2. **Meeting Attendance:** Members should:
  - Attend off-season meetings as often as possible.
  - Be present for most build sessions during the build season.
  - Participate in team functions, skill development programs, and outreach events throughout the year.
  - Stay informed of team events and participate actively, maintaining a record of reliability and timeliness.
3. **Parental Involvement:** We urge parents to:
  - Actively involve themselves in team activities.
  - Assist in team operations. Their experience and generosity immensely benefit the team, and members recognize the significant opportunities they provide.
4. **Safety First:** Before diving into the technical aspects, members must:
  - Complete the Team Safety course.
  - Understand that they cannot engage in lab or pit activities without this safety orientation.
  - Follow sub-team guidelines to ensure individual and equipment safety.
5. **Upholding Appropriate Character/Behavior:** All members must:
  - **Exhibit Good Judgment and Positive Behavior:** Represent the team, organization, and sponsors with utmost responsibility and maturity.
  - **Show Commitment:** Dedicate oneself to a project from start to finish and seek help when needed.
  - **Work Collaboratively and Independently:** Exhibit the ability to collaborate and also take initiative independently.

- **Practice Honesty and Integrity:** Uphold these foundational values, understanding that the team's success relies on each member's integrity.
- **Allocate Time:** The team demands considerable dedication, so efficient time management is crucial.
- **Maintain Workspaces:** Everyone is responsible for keeping the work areas tidy, reflecting respect for the donated space and our hosts.
- **Dress Appropriately:** Wear safe and respectful clothing. Long hair should be pulled back to ensure safety.
- **Stay Focused:** Devote full attention to tasks, ensuring both safety and the successful attainment of our goals.

These guidelines set the foundation for the team's culture and ethos. Abiding them ensures that every member thrives and contributes positively to the SWLA Tech Pirates' journey.

## 3.2 Junior Team Members

1. **Limited Availability:**
  - Each year, we offer a select number of spots for junior members. The exact number is determined by the director based on the needs and capacity of the team.
2. **Application Process:**
  - Students interested in joining as junior members should apply directly to the director. The director will assess the applications and determine the availability for the upcoming season.
3. **Qualities of a Junior Member:** Ideal candidates for junior membership will:
  - Possess a strong work ethic.
  - Have a genuine interest in exploring the various facets of engineering.
  - Intend to continue their journey with Team 8808 in the future.
  - Demonstrate the maturity to operate independently.
4. **Limitations:**
  - Given the intensive nature of FIRST challenges, junior members might face certain restrictions in their roles or activities. These limitations are set to ensure that they have a balanced and enriching experience without being overwhelmed.
5. **Eligibility Criteria:**
  - To be considered for junior membership, students must be in either 7th or 8th grade.

Junior members play a pivotal role in infusing fresh energy and ideas into the team. They're not just members; they're the future torchbearers of the SWLA Tech Pirates legacy.

## 3.3 Fees

Members contribute a \$175.00 donation that covers the cost of one T-shirt and meals for 10 build season meetings that require food. This fee is due by Kickoff of each year. Extra food charges may be incurred during the season pending funding is not available.

## 3.4 Uniform

### **Mentors and Leads:**

**Team Polo:** All mentors and leads are required to don the official Team Polo at any event. This uniform ensures a professional appearance and distinguishes our guiding team members from others.

**Bottoms:** Depending on the weather, khaki pants or shorts should be worn. They should be in good condition, free of holes, and worn appropriately without sagging.

**Competition Clothing:** Specific attire for competitions will be determined closer to the travel dates. Please stay updated on announcements regarding the same.

### **Members:**

**Team T-Shirt:** All members should wear the official SWLA Tech Pirates T-Shirt to represent team unity and pride.

**Bottoms:** Members have the choice of wearing khaki pants, khaki shorts, or jeans. Whatever choice is made, ensure that the bottoms are free from holes and are not worn in a sagging manner.

### **Optional Team Gear:**

There will be additional team merchandise available for purchase. While these are not mandatory, they're a great way to showcase your team spirit and have some extra gear to remember the season by.

Dressing appropriately not only presents our team in the best light but also fosters a sense of unity and pride. Please ensure to follow these guidelines diligently at all events.

## 3.5 Academics

### **Priority on Academics:**

Academics always come first for our team members. We firmly believe that our members' education is paramount, and team activities should not overshadow their academic commitments. We urge all members to always prioritize their academic responsibilities above team duties.

### **Communication with Parents:**

We deeply value the involvement of our members' parents. If there are any academic or other related concerns regarding your child, we encourage parents to communicate promptly with the director or team mentors. Open dialogue ensures the holistic well-being of our members.

### **Grade Checks:**

To maintain a balance between academics and team activities, every 9 weeks, members are required to present a form to all their teachers for a grade check.



If a member's grade in any subject raises concerns, a specific action plan will be designed and implemented for that member to address the issue and ensure their academic success. Teachers are requested to sign off on this form, confirming the member's current grade for their respective class.

Travel Privileges:

SWLA Tech Pirates values both the character and academic commitment of its members. Therefore, we reserve the right to withhold travel privileges from any member whose performance or behavior does not align with our team's values and academic standards. Our priority is to ensure that team participation enhances our members' lives without compromising their primary educational duties.

## 3.6 Expectations of Team Members

- **Attendance is Key:** Ensure you attend every work session. If unable to, it's crucial to notify the appropriate leader about any absences in advance.
- **Dedication to Duties:** Consistently fulfill your assigned responsibilities and tasks.
- **Active Participation:** Be present and contribute meaningfully to discussions, projects, and team activities.
- **Time Commitment:** Strive to dedicate an average of 8 hours a week to team activities.
- **Open Communication:** Listen actively for understanding. Be receptive and open to being influenced by others.
- **Express Respectfully:** Present your ideas and opinions in a respectful manner. Every voice counts.
- **Respect for All:** Treat every team member with respect, understanding that everyone brings a unique perspective and value.
- **Seek to Understand:** Always be open to understanding the ideas and opinions of others. Diversity of thought strengthens our team.
- **Team Unity:** Even if you have personal reservations, support the collective decisions of the team.
- **Uphold Our Values:** Continuously live by and promote the values that define the SWLA Tech Pirates.
- **Enjoy the Journey:** Remember, while we work hard, it's also essential to have fun and enjoy the experiences we create together!

By adhering to these guidelines, we ensure the smooth functioning and success of our team.

## 3.7 Discipline

Our mentors are primarily here to guide, instruct, and inspire. They are not here to serve as disciplinarians. However, maintaining a respectful and positive environment is essential for the team's success and productivity.

- **Adherence to Requests:** Members are expected to comply with the reasonable directives and requests made by the responsible adult present, whether they are a mentor, team lead, or any other supervising individual.

- **Behavioral Standards:** Occasionally, members might exhibit behaviors that do not align with our team's values. In such cases:
  - It is crucial that the behavior in question be addressed promptly.
  - The primary approach is to communicate, understand the reason behind the behavior, and work towards a resolution.
- **Reporting Concerns:** If any team member, be it a student or mentor, believes that another member's or mentor's actions are harmful to the team's harmony, they should:
  - Bring it to the immediate attention of the parent (if applicable) and the director.
  - Ensure that such concerns are communicated in a manner that is constructive and solution oriented.
- **Verbal Warning:** The first step in addressing any behavioral concern is through a verbal warning, ensuring the individual understands the behavior in question and its impact.
- **Potential Dismissal:** SWLA Tech Pirates places the well-being of its members and the team's integrity above all else. If, after all attempts at resolution, it's believed that a member or mentor's continued involvement is detrimental to the team, SWLA Tech Pirates reserves the right to dismiss that individual.

Through this policy, we aim to create a conducive environment where mutual respect and understanding reign supreme, fostering an atmosphere where all can thrive.

### 3.8 STIMS (Student Team Information Member System)

All SWLA Tech Pirates members must submit a FIRST Consent and Release Form to participate in FIRST events. Adherence to this policy ensures participants' safety. Failure to submit before an event may lead to ineligibility.

### 3.9 Safety

Robot building exposes team members to various tools, each with its unique risks. To prioritize safety:

- **Mandatory Safety Test:** Before accessing the work area, members must take and ace (100%) a safety test.
- **Power Tool Training:** For every power tool a member intends to use, an additional safety test, which they must pass with a perfect score, is mandatory.
- **Training:** We'll provide training on general safety and specific tools.

#### **Injury Protocol:**

- An Injury log is maintained.
- All injuries should be reported instantly to a mentor.
- Mentors will promptly inform parents/guardians of any incidents.

Our commitment is to ensure every member works in a safe environment.

## 3.10 Partnership and Leadership

To realize our mission at SWLA TECH PIRATES, a synergistic partnership between mentors and members is vital. This partnership is hinged on mutual respect and understanding of each party's role.

While we use the term "team" to describe our organization, much like a sports team, our success is the cumulative result of individual contributions. And, like any top-tier sports team, while individual performances shine, it's the collective responsibility and trust that defines our victories.

Leadership, in our team, is not just about titles or hierarchy. It's about guiding the ship with expertise and values. Leadership is situational. While our mentors generally helm the team, the dynamics allow for shifting leadership based on circumstances and expertise. Different situations or tasks might see different individuals stepping up to guide the team.

To our members: Understand that leadership is about shaping outcomes. It's possible, and indeed a commendable trait, to steer the course without always being at the forefront. Remember, it's not about who stands at the front, but the direction in which we move together.

## 4 TEAM STRUCTURE

### 4.1 Team Members

SWLA TECH PIRATES encourages its members to delve into areas that captivate their interest. Beyond general participation, there exist special positions designed to allow members to showcase and further hone their leadership skills. Generally, those keen on filling these roles are veteran members who have seasoned themselves with at least a year's worth of experience on the team. This ensures a blend of passion with experience, driving our team towards greater heights.

### 4.2 Team Leadership

Each sub-team within SWLA TECH PIRATES is helmed by a lead, meticulously selected by the mentor. These sub-team leads together constitute the mainstay of Team Leadership.

Duties of the sub-team leaders encompass:

- Recruiting and nurturing newcomers.
- Assuring the steady progress and engagement of their team members.
- Communicating their sub-team's accomplishments, status, and needs to fellow team leaders and mentors.

Sub-team leads are not only expected to personify but also surpass the membership criteria outlined previously. To be eligible for a sub-team lead position, members must have at least 1 season of experience with the team. Moreover, those aiming for the Captain or Co-Captain roles must have a foundation of 2 seasons' experience to apply. Applications for these esteemed leadership roles are made available post-build season.

## 4.3 Leadership Rankings

Captain:

- Top leadership role.
- Overlooks the entire team's operations, ensuring alignment with team goals and objectives.
- Collaborates closely with mentors and other leaders.

Quartermaster (Co-Captain):

- Assists the Captain in their duties.
- Steps in during the Captain's absence.
- Oversees some specific team operations, as defined by the Captain.

First Mate (Each Sub Team Leader)

- Heads a specific sub-team.
- Is responsible for the team's specific duties, projects, or functions.
- Coordinates closely with the Captain and Quartermaster.

Mate (Each Team Member)

- Constitutes the backbone of the team.
- Engages in the team's day-to-day activities, projects, and tasks.
- Collaborates with the First Mates, Quartermaster, and Captain for the team's success.

By employing a ship crew-like hierarchy, you're instilling a sense of unity, responsibility, and order within the team. This can be particularly engaging and memorable for team members.

## 4.4 Sub Teams

### 4.4.1 Mechanical Team:

Responsible for physically constructing the robot, this team needs hands-on individuals skilled in fabrication and assembly. The Mechanical Team liaises directly with the design and CAD teams to bring the robot's plans to life. Additionally, they must be agile, ready to troubleshoot and make quick modifications as challenges arise, especially during competitions.

### 4.4.2 Pneumatics Team:

This specialized group deals with the pneumatic systems of the robot – the components that operate using compressed air. The team needs a deep understanding of pressure systems, valves, and actuators. Collaborating with both the Electrical and Programming teams is vital to ensure the pneumatic components integrate seamlessly with the robot's other systems.

### 4.4.3 Electrical Team:

Focused on the robot's electrical systems, members of this team wire up components, ensure power distribution is efficient, and troubleshoot electrical problems. Close collaboration with the Mechanical Team ensures the robot's physical and electrical components mesh well. Additionally, they work with the Programming Team to ensure smooth communication between hardware and software.

#### **4.4.4 Programming Team:**

These individuals breathe life into the robot by writing the software that controls it. With expertise in Java and robotics frameworks, they develop codes for both autonomous and manual control phases. They collaborate heavily with the Electrical and Pneumatics teams to ensure smooth system operations.

#### **4.4.5 CAD Team:**

The CAD (Computer-Aided Design) Team is crucial during the planning and design phases. They create detailed 3D models of the robot, ensuring every part is documented. Not only does this help the Mechanical Team during the building process, but it also ensures reproducibility in case parts need to be recreated.

#### **4.4.6 Strategy and Rules Team:**

A mix of analytical and creative thinkers, this team studies game rules and the field of play to develop a strategy that will maximize scoring potential. They liaise closely with the Mechanical and Programming teams to ensure the robot is built and coded in alignment with their strategy.

#### **4.4.11 Business Development Team:**

The Business Development Team is primarily focused on the strategic growth and financial sustainability of Team 8808, SWLA Tech Pirates.

#### **Key responsibilities include:**

**Sponsorship Acquisition:** One of their main roles is to identify, pitch, and secure sponsorships for the team, ensuring financial stability for the season and beyond.

**Financial Management:** They are tasked with budgeting for the team, tracking expenses, and ensuring that funds are used efficiently.

**Fundraising Initiatives:** Beyond sponsorships, they also come up with innovative fundraising campaigns and events to supplement the team's income.

**Partnerships:** They work on building long-term partnerships with businesses, educational institutions, and other entities that can provide resources, mentorship, or other forms of support to the team.

**Grant Applications:** They identify potential grants that the team can apply for and handle the application process, ensuring compliance and increasing the chances of success.

**Strategic Planning:** They chart out the long-term goals and strategies for the team, ensuring growth, and sustainability.

Members of the Business Development Team typically have skills or interests in areas like finance, sales, partnership development, and strategic planning.

#### **4.4.7 Media Team:**

The Media Team is dedicated to chronicling and showcasing the journey of Team 8808, SWLA Tech Pirates. They capture the essence of the team's progress, events, and milestones, ensuring a vibrant digital footprint.

## Key responsibilities include:

**Content Creation:** They oversee generating multimedia content, including photos, videos, graphics, and other visual materials that narrate the team's story.

**Social Media Management:** They handle the team's presence on various social media platforms, deciding on content strategy, post scheduling, and engagement tactics to ensure a wide reach and interaction with the audience.

**Website Management:** The Media Team updates and maintains the team website ([www.swlatchpirates.com](http://www.swlatchpirates.com)), ensuring it showcases the latest achievements, events, and news related to the team.

**Public Relations:** They draft press releases, set up interviews, and facilitate positive media coverage to bolster the team's public image.

**Archiving:** They diligently document events, workshops, competitions, and other significant occasions, creating a historical record for the team.

**Promotional Materials:** Designing brochures, posters, banners, and other promotional tools fall under their purview, ensuring that all materials align with the team's image and objectives.

**Collaboration:** They work closely with other sub-teams, especially the Business Development Team, to ensure the appropriate promotion and representation of the team's endeavors.

Members of the Media Team often possess skills or a keen interest in areas like photography, videography, graphic design, content writing, and social media management.

### 4.4.8 Drive Team:

These are the members responsible for controlling the robot during competitions. Selection is based on a mix of technical knowledge, driving skill, and strategic understanding. Their performance is crucial during competitions, and they must work under pressure.

### 4.4.9 Scout Team:

Arguably the team's eyes and ears, the Scout Team meticulously studies competing teams, gathering data on their strengths, weaknesses, and strategies. They're pivotal in making informed decisions during competitions, especially during alliance selections. Outside of competitions, they monitor social media and other channels to gauge competitors' capabilities.

For each of these sub teams, the described responsibilities are foundational, but members can expect their roles to evolve based on the specific challenges of each season and the innovations they bring to their roles.

## 5 TEAM MEETINGS

Team 8808 operates throughout the year. Members determine their own level of involvement and commitment.

## 5.1 Build Season

During the intense build season in January and February, a demanding schedule of 4 days a week can be typical. Times are determined by the availability of mentors and members. Team members prepare for this time commitment by using time wisely, focusing on their grades as well as team goals, exercising choices for good health, and planning. Parents share in the commitment by providing meals, driving, and mentoring in the many areas of the build season. The intensity of the demands is reflected in the intensity of the enjoyment of the competitions that begin at the end of February and can continue into April.

## 5.2 Non-Build Season

Outside of January and February, members work on many aspects of preparation and skill building. This is the time that each team member's focus of interest develops so that he/she can determine which sub teams to commit. Strong summer and fall preparation make for less stress during the competition. There are some specific tool skills that all members should learn during this time. These include competently using the tools present in the workshop as well as gaining experience on robots of previous years. Members will learn about the process of designing a robot. Mentors present lessons on the use of motors, the control system computer interface and programming language, or other aspects of robot construction. Presentations will also include the process of designing a robot for the FIRST competition that will occur during the build season.

Some of the non-build Season activities include:

- A fall training phase that operates from September to mid-December
- Outreach projects
- Training and support of local robotic teams

## 5.3 Other Recommendations

Balancing multiple commitments is an essential life skill, and Team 8808 acknowledges the diverse activities our members are engaged in. The enriching experiences and organizational challenges of juggling various responsibilities help shape resilient, well-rounded individuals.

However, managing such a bustling schedule rest squarely on the shoulders of each member. Clear, timely communication is the cornerstone of effective time management. If conflicts arise, especially with sports teams which have their own set of demands, it is imperative to discuss the overlaps with all involved parties — be it coaches, mentors, or team leaders — as early as possible. Anticipating and addressing these clashes in advance often leads to mutually beneficial resolutions.

Still, there will be occasions when overlaps are insurmountable. In such cases, team members must introspectively decide which activity takes precedence. Our mentors and staff are always available for counsel, offering a listening ear and guidance during these challenging times. Your success in every endeavor is our collective goal, but making tough choices is an integral part of personal growth and responsibility.

## 5.4 Absences

Team 8808 values active participation and engagement from its members in all team activities. Yet, we recognize that the diverse passions and ambitions of our members often lead them to participate in other extra-curricular pursuits. While involvement varies among members, attendance remains a vital gauge of commitment. Notably, the depth of a member's participation directly influences their travel subsidy.

To ensure seamless coordination and respect for the team's collective effort, members anticipating absences must communicate in advance with the relevant team lead. For a fulfilling experience and to truly harness the benefits of our program, we recommend members commit an average of 8 hours per week during the build season. Your dedication not only contributes to the team's success but also enriches your personal growth within the program.

## 5.5 Facilities

The SWLA Tech Pirates proudly operate within the nurturing environment of the Region 5 STEM Center, a dedicated space for robotics. This center, steadfast in its support for a plethora of robotics programs, is intrinsically woven into the legacy of Team 8808. Our tribute to this unwavering commitment is simple but profound: we always endeavor to leave a space in a better state than we found it. Adhering to the Region 5 STEM Center's straightforward guidelines, every member ensures they clean up after themselves after every team meeting or session. This involves not only tidying their immediate workspace but also confirming that all equipment and tools are rightly stored, and no debris is left behind. The act of promptly returning tools post-use is emphasized as a matter of paramount importance. A well-organized workspace not only stands as a beacon of safety but also promotes efficiency. After all, a tool out of place can lead to countless wasted hours, hours that could have been channeled into perfecting our robot. Through our unwavering adherence to these guidelines, we honor our dedicated space and foster a culture rich in discipline, efficiency, and safety.

## 5.6 Member Pick-Up

Members are anticipated to arrange transportation within 15 minutes after the conclusion of any meeting or event. This timeframe not only accommodates unforeseen delays but also respects our mentors' time, as they are obligated to stay with any waiting members. Repeated tardiness in pick-ups—exceeding two occurrences—will lead to a reconsideration of the member's privileges.

## 5.7 Inclement Weather

Meetings will be cancelled or rescheduled if adverse weather conditions compromise safe access to the building.

# 6 COMMUNICATIONS

Effective communication is fundamental for our team's success and coordination. Every member must ensure they have access to and regularly check the Band APP for team-related



communications and updates. It is paramount that both members and parents utilize the Band APP to stay updated on schedules and announcements. Whenever a message requires a response, it is essential to reply promptly, sharing your thoughts or feedback on the matter. To maintain clear channels of communication, we request that all members acknowledge messages in a timely fashion to confirm receipt and understanding.

## 6.1 Email

It's crucial for the smooth operation of our team that all members use an email address that they check regularly. While the primary mode of communication is through the Band APP, there will be times when email communication is essential. We strongly advise against using school-associated emails, as they often have restrictions that prevent external organization emails from being delivered. Ensure that the email you provide is one that can reliably receive messages from external sources to stay informed and engaged.

## 6.2 Band APP

For seamless communication and coordination, both members and parents are mandated to join the Band app for the SWLA Tech Pirates. The attached documentation provides a QR Code for easy access to our Band group. It's imperative to have notifications enabled within the app, as it serves as our primary communication channel. Through this app, members can stay informed about team updates, communicate with fellow members, and review the calendar for upcoming meetings and events. Ensure that you're consistently engaged on the platform to stay in the loop and contribute effectively to the team's endeavors.

### **Band APP Etiquette:**

- Professionalism: Maintain a respectful tone.
- Clarity: Ensure messages are clear and concise.
- Relevance: Keep to the topic in designated channels.
- Avoid Spam: Limit unnecessary messages and excessive emojis.
- Timeliness: Respond in a reasonable timeframe.
- Attachments: Briefly describe any shared files or links.
- Notifications: Be considerate about sending messages during off-hours.
- Respect: Communicate with kindness; avoid ALL CAPS.
- Confidentiality: Don't share sensitive information.
- Stay Updated: Regularly check for team updates or announcements.
- Profile: Use a recognizable name and picture.
- Mute Irrelevant Chats: To avoid distractions, mute non-essential channels.
- Call Etiquette: Check availability before initiating voice/video calls.

Use technology responsibly to foster effective teamwork.

## 6.3 Band APP Calendar

For all event and meeting schedules, refer exclusively to the Band App calendar. This is our centralized and up-to-date source for all team-related information.

## 7 Behavior

Gracious Professionalism, as outlined by FIRST, is fundamental to our participation. Team members constantly represent SWLA Tech Pirates, our sponsors, and FIRST. Whether at events, school, or in the community, the principles of Gracious Professionalism should be deeply ingrained in our behavior and actions.

### 7.1 Visible Character

At events, team members' conduct directly reflects on our team, school, community, state, and sometimes even our country. Comments and criticisms can be overheard by judges or other teams, so it's crucial to maintain a high standard of discussion that always upholds respect for each other and competitors.

Conflicts can naturally arise within the team due to the close-knit nature of our projects and travels. It's essential for everyone to remain positive and constructive, avoiding rumors and derogatory comments. If issues emerge, members should promptly consult a mentor. Physical altercations are strictly forbidden, and if such an incident occurs, the involved members might face disciplinary actions, including potential membership termination.

### 7.2 Coopertition

Members are expected to be consistently cooperative, heeding the directions and requests of mentors and parent leaders. Disregarding a mentor's instruction is counterproductive for the team. If a member feels a directive is inappropriate, it's best to first complete the task and then address concerns with the mentoring staff later.

"Coopertition," a term originating from a previous FIRST competition, embodies the essence of fostering a friendly yet competitive relationship with other teams. It underscores the importance of offering assistance when needed while simultaneously competing at our highest potential.

### 7.3 Inappropriate Behaviors

Members should abstain from behaviors such as running, pushing, negative name-calling, leaving cluttered workspaces, fighting, swearing, and theft, among others. Actions or words that tarnish the team's reputation are unacceptable. Any conversation that disrupts team cohesion or diminishes respect for leadership is not merely unproductive but also harmful. Words have the power to uplift or damage; if they aren't constructive, they are out of place.

## 7.4 Public Displays of Affection (PDA)

Members are encouraged to maintain a professional conduct during team activities. Displays of affection such as handholding, hugging, or kissing are inappropriate during team meetings, build sessions, competitions, and trips. Individuals in relationships should prioritize the team dynamic, avoiding behaviors that set them apart. In essence, they should blend as team members rather than stand out as a couple.

Safety and propriety are paramount. If a member's actions are deemed unsafe or unfitting, mentors will intervene for the team's benefit. The lead mentor will be informed to ensure policy consistency, and parents will be promptly notified of any disciplinary measures taken.

## 7.5 Discipline

While mentors primarily serve as guides and facilitators, they are not primarily disciplinarians. Nevertheless, members are obliged to respect and comply with the requests of the adult in charge. Any behavior or action that doesn't align with our team's values, whether by a member or mentor, must be addressed. Concerns should be promptly communicated to the mentors and the concerned individual's parent or guardian.

The intervention steps are as follows:

1. Verbal Warning
2. Documented Conference of Concern with a Corrective Action Plan
3. Suspension
4. Dismissal
- 5.

SWLA TECH PIRATES retains the discretion to escalate intervention as circumstances dictate, including immediate dismissal when necessary. In any disciplinary discussion, both the team's mentors and the member's parents have the right to be present.

## 8 MENTORSHIP AND PARENTAL INVOLVEMENT

Mentors and parents play an indispensable role in a team's journey to success. Their presence and guidance ensure that the ideas and aspirations of team members are brought to fruition. Our mentors, a diverse mix of engineers, programmers, and other seasoned professionals, generously offer their expertise, guiding members towards success. Their dedication is evident as they willingly devote considerable personal time to collaborating directly with the members. This synergy of experience and youthful enthusiasm is the cornerstone of our team's accomplishments.

### 8.1 Mentorship

Parents, guardians, relatives, or acquaintances are all warmly invited to join our team as mentors. Regardless of your professional background, you have something valuable to offer. Whether your experience lies in technical domains or in the realm of business, your expertise can illuminate the paths of our members. Engineering prowess isn't a prerequisite; our team is a holistic enterprise. From business and finance to marketing, photography, videography, and

graphic design, there's a place for every skill set. We invite you to enrich our team with your unique talents and expertise. As you guide our members, you might discover that they have lessons to offer you in return.

## 8.2 Parental Involvement

Parents play an invaluable role in our team's dynamics. Their unwavering support is instrumental in ensuring the academic and robotic success of our members. The onus falls on parents to maintain their member's focus both within the team and in their academic pursuits. If a member faces academic challenges, we actively encourage parents to communicate with team leaders. This collaborative approach allows mentors to amplify parents' initiatives. We warmly invite parents to drop by during the year, especially during our intensive build season, to witness firsthand the evolution of the robot, our business model, CAD, programming, and more. Additionally, attending competitions offers a closer look at our progress and achievements. Staying informed and actively involved enriches the overall team experience.

## 8.3 Alumni

Our alumni, made up of distinguished former members, serve as pillars of continued support for our team. They actively engage by volunteering at team events, aiding in fundraising endeavors, and championing the mission of FIRST in their respective spheres. We aspire to see our graduates ascend to higher education, attain degrees, and carve out successful career paths. Beyond these achievements, we fervently hope that their experiences with us ignite a passion to either return as mentors to our team or to affiliate with a team in their new cities, continuing the legacy of mentorship and growth.

## 9 FUNDING

Our team's operations rely heavily on the support garnered from sponsorships, fundraisers, and the benevolent contributions of individuals and organizations.

### 9.1 Fundraising Events

Throughout the year, the Robotics team, in collaboration with parents, organizes multiple fundraisers. Should you have suggestions or ideas for potential fundraising opportunities, we encourage you to share them with a mentor.

### 9.2 Example Team Budget

<u>Source</u>		<u>Expenditure</u>
Entry Fee 1 <sup>st</sup> Event		\$6,000.00
Each Subsequent Event		\$3,000.00
Playing Field/Pieces		\$2,000.00
Robotic and Pit Parts		\$6,000.00
Tools/Supplies/Misc.		\$2,000.00
Travel Estimations	Paid with Travel Fees	\$10,000.00
Team Build Meals	Paid with Registration Fees	\$5,000.00
<b>Total</b>		<b>\$34,000.00</b>

Championship Event	ONLY When we WIN!!! 😊	\$5,000.00
Championship Travel	ONLY When we WIN!!! 😊	\$10,000.00

### 9.3 Sponsorship Information

**SEE ATTACHED SPONSORSHIP LETTER OR WEBSITE!  
PLEASE HAND OUT AND SHARE WITH ANYONE INTERESTED IN  
DONATING!!**

## 10 COMPETITION

Our team is set to participate in two regional competitions slated for the close of February to early April. Teams excelling in these events will earn the opportunity to compete at the FIRST World Championship held in Houston, Texas. Here are the specifics:

- Magnolia Regional: Spanning from Wednesday, March 13, to Saturday, March 16, 2024.
- Bayou Regional: Scheduled from Wednesday, April 3, through to Saturday, April 6, 2024.
- World Championship: Dates are set from April 17 to 20, 2024.

Mark your calendars and gear up for an exhilarating robotics challenge!

### 10.1 Competition Protocol

Successful participation in FIRST requires more than just technical skill—it's about embodying the principles and values of the community. Here are some practices that set the gold standard:

- **Cheering:** True cheering is about sharing the joy of the event and reveling in the moment's excitement. While continuously cheering is draining, actively engaging in it is essential. Being disengaged or indulging in inside conversations dampens team spirit.
- **Supporting Competitors:** Respect for fellow teams is a cornerstone. During award ceremonies, always stand and applaud as a mark of respect for teams being recognized. Any form of disrespect, such as booing or jeering, is strictly out of place.
- **Building Connections:** Recognizing and appreciating returning mentors and judges is crucial. Doing so strengthens the community ties and transcends FIRST beyond just competition.
- **Maintain Cleanliness:** Safety and respect are paramount. Ensuring both the pit and our seating area remain clean is non-negotiable.

#### What We Avoid at Events:

- **Distractions:** Personal music devices and other gadgets have no place during crucial times.
- **Inattentiveness:** Card games, electronic games, or other such activities distract from the event's core purpose.
- **Physical Inactivity:** Sleeping or laying down during events is inadvisable.

- Disengagement: Reading and other solitary activities are not conducive to team participation.
- **Negativity:** Whether it's towards another team or within our own, negative behavior or remarks are strictly off-limits.
- **Unsportsmanlike Behavior:** Any disagreement with referees or judges must be handled respectfully, without resorting to unsportsmanlike conduct.

Let's embody the essence of FIRST and ensure we represent our team with honor.

## 10.2 Competition Season

Team 8808 is actively engaged throughout the year, participating in a myriad of events from February to November. Depending on the specific nature and significance of each event, the duration can vary from a single day to a comprehensive four-day affair.

Regardless of the event's duration, there's a consistent structure. We start with traveling to the venue and setting up, which is then followed by qualification matches. Post these matches, we proceed with alliance selections and subsequently, the elimination rounds. Every event culminates in an award ceremony. Once everything is wrapped up, the team is responsible for packing all equipment and materials and then traveling back.

Our mentors take the lead in ensuring that all team members and their parents are well-informed about the event specifics. This includes logistics, event schedule, and other crucial details.

The range of our events is broad. While some are local, allowing us to commute from the school easily, others might require cross-country travel. For events that span multiple days and require overnight stays, the team takes charge of making all necessary travel arrangements. For more insights and specifics regarding such travels, please refer to our detailed 'Travel' section.

## 10.3 Competitions Roles

Competitions serve as benchmarks for our team, setting targets for achievement. Each team member is assigned a specific role crucial to our triumph both during game-time and behind the scenes. While roles from the build season may carry over, each event often has bespoke job assignments. All roles are pivotal, with no one role overshadowing the other.

### 10.3.1 Scouting Team:

**Purpose:** Assess the capabilities of opposing robots, logging scores, and tracking performance consistency.

**Tasks:** Data recording, analysis of competition robots, and advising on "alliance selections" for the competition finals. Every team member will scout, but only the dedicated Scouting Team will make informed decisions.

### 10.3.2 Pit Crew:

**Purpose:** Ensuring the efficiency of the team's pit area and robot's physical condition.

**Tasks:** Setting up and breaking down the pit area, inspecting the robot, and maintaining its sub-systems during the event. They should be adept with the robot's subsystems and function effectively under pressure.

### 10.3.3 Judging Representatives:

**Purpose:** Representing the team for various awards and recognitions.

**Tasks:** Preparing materials for judging such as handouts, binders, videos, etc., and representing the team during interviews. They should be articulate and knowledgeable about all facets of the team.

### 10.3.4 Drive Team (4 members):

**Purpose:** Handling the on-field operations of the robot during matches.

**Tasks:** Understanding game rules, performing under stress, exhibiting sharp communication skills, and safely operating the robot. Members must also attend training sessions preceding competitions.

### 10.3.5 Media Team:

**Purpose:** Documenting the team's journey during competitions.

**Tasks:** Capturing both the team's activities and the robot's on-field performance. Recording gameplay from various angles to offer feedback to the Drive Team.

### 10.3.6 Outreach Team:

**Purpose:** Amplifying the team's presence and forging connections.

**Tasks:** Cheering for our team, assisting peers, networking, and ensuring the SWLA TECH PIRATES are prominent and memorable at events. The goal is to build and nurture relationships with other teams.

## 10.4 Regional Events

Our participation in the FIRST Robotics Competition is under the Regional Model. This system pits teams from various localities, national, and international backgrounds against one another in a series of rigorous and dynamic events.

**Duration:** These events span three action-packed days.

**Format:** They culminate in intense on-field finals where robots and their human operators showcase their months of hard work, strategy, and collaboration.

**Awards & Recognition:** Apart from the on-field competition, these events recognize teams for various other accomplishments, from engineering and design to teamwork and outreach.

**Advancement:** The pinnacle of achievement at a regional event is earning a spot to compete at the FIRST World Championship.

## 10.5 Championships

The FIRST World Championship is an exhilarating fusion of culture, innovation, and competition, a culmination of the hard work of teams from across the globe. Here's a breakdown of what to expect:

**Scale:** While regional events have a cozier feel with 40 to 60 teams, the World Championship is an entirely different experience, housing around 800 teams from every corner of the world.

**Divisions:** These teams are divided amongst 8 divisions, namely: Archimedes, Carson, Carver, Curie, Galileo, Hopper, Newton, and Tesla. Each of these divisions hosts about 100 teams, making every division an intense competition.

**Variety of Competitions:** Beyond the primary FIRST Robotics competitions, there's an array of other challenges, from the intricacies of the FIRST LEGO League to the challenges of the FIRST Tech Challenge.

**Venue Layout:** Main Stage (Einstein Field): This is where the magic happens! Tens of thousands gather to witness the opening ceremonies, certain select matches, and the gripping finals. This is also where the best of each division converges to battle it out for the ultimate crown.

**Division Playing Fields:** Encircling the main stage, these are where the primary seeding events and initial matches take place. Each division has its own dedicated playing field.

**Pit Area:** Think of this as the backstage of a grand opera. Here, every team has its own pit space, organized numerically and divided by divisions. It's a flurry of activity, with teams tweaking their robots, strategizing, or simply sharing their journey with others. The location of this pit area can vary, but it's either close to the stage or a bit further away.

**Fluidity:** A notable feature of the Championship is its dynamic nature. The setup might undergo changes depending on the specific year or the location of the championship. Also, teams might find themselves in different divisions from one year to the next.

### In Conclusion:

The FIRST World Championship is not just about robotics; it's a celebration of the human spirit, innovation, and collaboration. It brings together the brightest young minds from across continents, all united by a passion for STEM and a commitment to making the world a better place. The atmosphere is electric, filled with hope, excitement, and a shared dream of a future shaped by today's youth.

## 10.6 Other Competitions

Our team occasionally engages in pre- and post-season competitions between May and November. These events, typically local, offer a unique platform for both skill development and team bonding. They present an excellent opportunity for new members to dive into the hands-on experience of driving and maintaining the robot, all within a relaxed setting. Moreover, these



events amplify our team's presence in the community, potentially attracting new sponsors and supporters. However, our participation hinges on crucial factors such as funding, timing, and team member availability. Overall, these competitions, while less intense than the main season events, play a pivotal role in preparing us for larger challenges.

## **11 TRAVEL**

### **11.1 Travel Expenses**

Participating in competitions requires a substantial investment, especially in terms of travel expenses. Typically, costs range from \$300 to \$500 per member for each competition. To ensure smooth participation, it's advisable to start planning for these expenses ahead of time. If the mentioned costs appear daunting, we urge you not to be disheartened or let this deter your involvement. Approach a mentor to discuss strategies for fundraising and potential savings. Collective effort in securing funds can significantly reduce individual expenses.

Remember, deadlines and associated fees usually arise towards January's end for those keen on traveling.

SWLA TECH PIRATES has set specific performance benchmarks, owing to the significant costs associated with material procurement and travel. To be eligible for travel to FRC competitions, members must fulfill certain criteria: dedicating an average of 8 hours weekly during the build season and maintaining a semester grade average of over 70% in all subjects. We monitor member commitment through sign-in logs, and academic performance is verified before travel.

### **11.2 Member Assistance for Travel**

If members face challenges covering the travel fee, they are encouraged to consult the director. On occasion, funds may be accessible to support families in need, sourced either from our team's patrons or from SWLA TECH PIRATES' treasury. Any aid request is treated with utmost confidentiality. For those seeking ways to generate their travel expenses, the director can offer fundraising suggestions or even payment plan options if needed. The deadline for settling travel fees will be relayed by January's end, facilitating an assessment of a member's travel qualification by both parents and team heads. If a member is participating in only one out of two scheduled events, they are liable for just one travel fee. Each trip a member wishes to join mandates separate checks and forms.

It's important to note that if situations evolve, a member's travel eligibility can be revisited. We're committed to ensuring that deserving members get to travel, irrespective of how close it is to the set departure date.

### **11.3 Travel Policies**

The following guidelines are established for all team events, including, but not limited to, competitions, demonstrations, fundraising activities, and travel:

1. **Curfew & Quiet Hours:** 10:00 pm is the designated quiet time, unless stated otherwise in nightly team meetings.
2. **Hotel Behavior:** Recognize that other guests reside in the hotel. Keep noise low in shared spaces. Noise complaints might lead to an earlier curfew.
3. **Punctuality:** Always be on time and present for scheduled activities.
4. **Substance Use:** Alcohol, drugs, and tobacco are prohibited. Violations will result in parental notification, immediate return home at the parent's cost, and immediate team expulsion.
5. **Weapons:** Possession or use of any weapon or weapon-like object will lead to parental notification, immediate return home at the parent's cost, and instant team removal.
6. **Harassment & Bullying:** Any form, including cyberbullying, is unacceptable. Violators will face parental notification, immediate return home at the parent's cost, and immediate team expulsion.
7. **Property Care:** Members must respect all properties. Any damage or theft will result in members and parents being held financially and legally accountable. Team expulsion is immediate in these cases.
8. **Language & Attitude:** Represent SWLA TECH PIRATES and our sponsors positively. Inappropriate behavior or language may lead to parental contact, potential return home at the parent's expense, and potential team removal.
9. **Dress Policy:** Adhere to the dress code and wear the current team uniform at competitions for unity and safety. Jackets and coats should not cover the uniform. Instead, wear a long white sleeve shirt beneath the uniform if needed or a branded SWLA Tech Pirates jacket.
10. **Room Privacy:** Members must not enter rooms of the opposite gender or other teams.
11. **Returning Home:** Members can't go home with their parents unless prior written consent is given to the team.
12. **Stay Within Venue:** Never leave the competition venue or hotel without mentor/chaperone supervision. Always employ the "buddy system" when moving around.
13. **Medication Protocol:** Any medicine, whether prescription or over the counter, must be handed to a mentor with proper instructions and parental/guardian signature.

Members are expected to adhere to these policies for the safety and respect of everyone involved.

## **12 FIRST CONTACT INFORMATION**

FIRST Website: [www.firstinspires.org](http://www.firstinspires.org)

FIRST Phone: (800) 871-8326

## **13 COLLEGE AND CAREER OPPORTUNITIES**

The FIRST Robotics program is an excellent way to explore the career of engineering. During this program, students are exposed to many principles of engineering and the mentoring skills of the engineers. While not all students will go into the field of engineering, team members benefit from discovering the many careers in and associated with engineering. For this purpose, the connection between mentors and team members is invaluable.

Information listed on the FIRST web site at <https://www.firstinspires.org/scholarships>. Mentors are available to write recommendation letters for any members upon request.

## **14 TEAM NORMS**

To be an active and contributing member of our team, all participants are expected to:

1. Regularly attend meetings and sessions, recording attendance in a time log.
2. Prioritize team activities over others, excluding academic commitments, especially during build season.
3. Engage in leadership position evaluations.
4. Complete all required forms.
5. Actively participate in a sub-group, finish given assignments, and assist other groups when needed.
6. Make meaningful contributions to the team.
7. Maintain a positive and supportive attitude.
8. Understand and respect the team's organizational structure.
9. Show gratitude and respect towards adults dedicating their time to our team.
10. Display courtesy towards judges, spectators, and competitors during events.
11. Abstain from arguing with coaches, referees, or judges, and respect their verdicts.
12. Behave in a manner that upholds the team's reputation.
13. Adorn the team shirt during all events and competitions.
14. Enthusiastically cheer for every team at competitions.
15. Prioritize safety, guiding others away from potential hazards.
16. Ensure workspaces are organized and clean.
17. Always wear safety glasses and closed shoes when dealing with machinery or during competitions.
18. Uphold academic standards, ensuring no failing grades and maintaining above 70%.

## **15 STUDENT FORMS**

### **15.1 Student Application Form (Required)**

- Part I Overview
- Part II Student Information
- Part III Student and Parent Application Contract
- Part IV Medical Information/Consent Form
- Part V Permission and Release Form

### **15.2 FIRST Application and Consent and Release Form (Required EACH YEAR)**

This is separate from the paper application submitted to the team. Please use a web browser to access [www.firstinspires.org](http://www.firstinspires.org). In the upper right corner, click Log In for returning members or Sign Up for new Members. We will work on this as a team during the season.

### **15.3 Travel Forms**

ALL TRAVEL related forms will be handed out at the parent meeting leading up to any travel.