



# 2019-20

## Team Handbook



*The mission of FIRST 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.*

**[Tigerdynasty.org](http://Tigerdynasty.org)**



## I. About Us

Tiger Dynasty, FRC 5010, competes in the annual [FIRST Robotics](#) competition. This is a national competition where students work alongside professionals in the construction of a robot for a unique competition each school year. Teams have six weeks to design, construct and test their robots before competing against schools from across the nation. During the off season team members participate in skill building, fundraising and STEM community outreach activities. FRC5010 was founded in 2012 and consists of students from Fishers High School and Hamilton Southeastern High School. We are working on distinguishing ourselves as a hardworking, knowledgeable team that strives for excellence in all aspects of FIRST.

The purpose of this handbook is to provide guidance and to answer questions about the team, its purpose, and your responsibilities as a member or parent. Please read this information carefully to decide if you and your son/daughter will be able to follow the team rules, commit to the hours, and commit to the financial responsibilities required for participating in team functions and events. Please do not hesitate to contact any team mentor if you have questions.

### Teacher Sponsors

Jeff Fronius, [jfronius@hse.k12.in.us](mailto:jfronius@hse.k12.in.us)

Dan Mach, [dmach@hse.k12.in.us](mailto:dmach@hse.k12.in.us)

### Lead Mentor

Tom Wright, [rockymail@frontier.com](mailto:rockymail@frontier.com)

### Programming Mentors

Steve Chrisman, [ss.chrisman@comcast.net](mailto:ss.chrisman@comcast.net)

Curt Rozeboom, [cprozeboom@gmail.com](mailto:cprozeboom@gmail.com)

## II. Team Members in Good Standing must:

1. Be a Fishers, Hamilton Southeastern High School student, or a student in the Hamilton Southeastern school district.
2. Have no quarter or semester grades below C-.
3. Make a significant time commitment to the team, actively participating in meetings, workshops, and events. Commitment to the team increases substantially during the months of January – March (build season).
4. Be reliable (on-time, prepared to work, clean up, positive attitude, assist newer members, responsive to mentors and other adult volunteers) and assist with team administrative tasks.
5. Complete all required and necessary registrations with Team, FIRST®, and FHS and HSE High

- School, and pay all required fees including the annual registration fee by **October 2nd**.
6. Must be willing to attend small projects or be able to take responsibility on projects.

### III. Student Time Expectations

Tiger Dynasty is about more than building the robot for six weeks out of the year; it's about taking part in all of the activities that help to make Tiger Dynasty an up and coming FIRST team in Indiana. Accordingly, the expectation is that team members will attend scheduled meetings, workshops, seminars, and outreach events throughout the entire year. The FIRST Season consists of:

- Off Season (June-Dec) – a time for students to participate in design exercises, tool training, participation in community events, and to determine if this team is right for them. This is also a time period when **GRADES**, dedication, and team performance are monitored closely to make sure each student is meeting the standards of the team. There will be an evaluation and review before the official Build Season Kick-Off in January that will cover each student's grades as well as the participation and activities of each individual student who wants to participate in that year's build and competition season.
- Build Season (Jan -March) - only team members who have completed all registration steps, paid their membership dues and completed a successful off season will be eligible to participate in build season. Build season begins in early January and lasts for 6 weeks. Work sessions take place 5-6 days a week including Saturdays and potentially school holidays. Students will be expected to participate in 75% of the work hours during build season. **This time will be the busiest time during school and robotics. In order for students to maintain a reliable status on the team, they may go down to the CCA for 30 minutes for their free time. After this time, they then must either work with the team or leave for the day in order to focus on their homework. Members who are unreliable, have grades below a C-, and cause disruption/chaos to the team can and will be suspended from the team at any time.**
- Competition Season (March-April/May) - Students are expected to attend at least one FIRST District event – in its entirety – each season. Students are strongly encouraged to travel to all events and competitions. **Those students selected to be on the Drive Team are expected to attend ALL competitions in which the team participates.** Students may miss one Friday from school for a competition and all students are required to arrange ahead of time with their teachers to make-up any work missed. Students who have attended at least 70% of the practices will qualify to ride on the team bus to events.

*To get the most out of what FIRST has to offer and to be a team member that others can count on to contribute to the team's success, every team member needs to commit to making full participation in team activities a priority.*

### IV. Workshop Rules

There are many machines and tools that are hazardous when unsafe procedures are followed. In order to keep our members safe, there are a number of safety rules that will be enforced. These are very serious, and should be read through thoroughly.

**Safety Glasses** - It is crucial that eye protection is worn to protect members.

1. **No safety glasses 1st and 2nd offense** - warning from Safety Captain
2. **No safety glasses 3rd offense** - Workshop suspension for the day
3. **No safety glasses 4th offense** - Workshop suspension for a week
4. **No safety glasses 5th offense or in workshop during suspension** - No workshop access for 2 weeks

**Workshop (tools)** - Tools in our workshop are placed in specific places. If you don't know where something goes, then please ask someone that does.

5. **Leaving tools out** - Rundown of where tools go. If continued, the member may not be allowed to enter the workshop.
6. **Putting tools in incorrect location** - cleaning whole workshop next meet with anyone else that has done the same. (if no one has, the member will do it alone).
7. **Constantly leaving tools out or not cleaning up** - UNACCEPTED cleaning workshop alone and cleaning everyone's mess. If continued, there will be a removal from the workshop.
8. **Purposeful chaos** - Removal of workshop. Leads will have full authority of deciding whether or not something was purposeful with no exceptions.
9. **Unsafe Machine use** - IMMEDIATE workshop removal and talk with mentor (mentor will decide on consequence depending on how the machine was used).
10. **Stealing anything (tools or members stuff)** - Removal from team and sent to deans office for addition punishment. You will not be able to rejoin the team.

#### **Others**

11. **Horse play** - NOT TOLERATED, no warning. IMMEDIATE removal of workshop.
12. **Harm to others (intentionally)** - REMOVAL FROM TEAM and referral to office.

*Students will be working not only with one another, but also with machines, soldering irons, tools, and electronics. Everyone needs to understand how to properly use and manage the machines and make sure that tools can be easily found by everyone.*

#### **V. Student Behavior Expectations**

[Gracious Professionalism™](#), one of the founding principles of FIRST, is essential to team participation. It's a way of doing things that encourages high-quality work, emphasizes the value

of others, and respects individuals and the community. The following Code of Conduct describes standards of behavior applicable to all team members:

1. Students will sign an agreement and follow the same rules as dictated by HSE Schools, including those in regards to alcohol and chemical substances.
2. Students will not violate the racial/religious/harassment/violence/and hazing bylaws of HSE Schools.
3. Students will behave in a courteous and cooperative manner, especially when in public, visiting corporate offices, presenting to sponsors, and during outreach events and activities.
4. Students will be respectful of others and behave in a way that does not endanger the health and safety of themselves or others.
5. Students will be respectful of the facilities, tools, equipment and all things being used by the team.
6. Students shall not use profane, obscene or vulgar language in written, gestured, or verbal form.
7. **Students will check their email regularly and other communications frequently to stay current with all of their team responsibilities.**
8. Students will be responsible for logging their attendance at each meeting or build session by following the given instructions.

Violations of the Code of Conduct are subject to disciplinary action, to be determined by the team's lead mentors and HSE Administration. Disciplinary actions may include suspension from team activities, ineligibility to travel with the team, or removal from the team.

## **VI. Team Funding**

Every year, our team must raise \$25,000 to design and build a competition-ready robot. Line items in our budget include FIRST registration fee and initial entry fee \$5,000, additional competition fees \$4,000 - \$9000 (if team continues to move forward in the competition), robot construction \$4,000 each, computer hardware/software \$1,000, team promotional items (banners, robot signage, giveaways, mascot, team spirit, fliers, etc.) and administrative costs (video, website fees, photocopies, postage, printing, travel, etc.)

We raise these funds each year through a variety of means including student membership dues, corporate sponsorships, our annual Dinner and Auction and other fundraising activities. All team members are expected to participate in our fundraising activities. **Each student is a part of the business team. There is NO way around this. Students can, but are not limited to: talking to sponsors or applying for grants. Failure to do so may result in removal off the team.**

## **VII. Costs for Each Team Member**

All students will pay \$200 per season to participate in Tiger Dynasty. This amount must be paid in

full by **October 2nd, 2019**. Students who may require a scholarship for this expense may reach out to one of our teacher sponsors to discuss this option. This amount does not include team apparel, meals or other travel expenses related to the competition season.

**Individual student fees are reduced by any sponsorships of personal funds raised for the team.**

#### **VIII. Team Organization and Student Leadership Roles**

Team members are divided into sub-teams based on their interests and expertise. Subteams are developed based on the size of the team, the nature of the year's competition, and the availability of mentors. Returning team members are placed onto subteams before new team members are placed. New members will be placed on subteams based on availability of positions.

Each subteam will be led by at least 1 student lead; but may change according to availability and importance on the specific sub-team. All other positions are for a single year/season only and must be renewed annually. It is strongly recommended that a candidate for subteam leader have served on that subteam in the past.

Team members interested in leading a subteam or other leadership roles within Tiger Dynasty should express their interest to a mentor or current team lead, who will present all such candidates to team mentors and graduating seniors. All candidates must be team members in good standing. The leadership of FRC5010 will be determined by the team mentors with input from current student leads. Students who accept a leadership position agree to:

- Attend 90% of the build season and arrange for leadership coverage if absence is necessary
- Attend all team competitions
- Attend mentor/student leader meetings
- Mentor junior team members and set a good example
- Treat all team members with equal respect and kindness
- Bring problems to the attention of adults
- Must be willing to lead, teach, and explain to new members how to perform a task or any questions they have.

## IX. Parent Responsibilities

Parent support will be critical this year as we seek to grow our team's success. The following are expectations FRC 5010 has for the parents of student team members:

- Provide timely transportation for their child, making sure that they are on time and ready to participate. It is important that students arrive on time for events. If a student has to come late, they should let a mentor or student leader know ahead of time. Some events, like when we meet at the school to take a bus to competition, cannot be delayed. If your child is late, they run the risk of missing the bus.
- **Complete all of the registration steps and pay the membership dues by October 2nd.** Only students in good standing will participate in the build season.
- **Respect the team, its mentors and its sponsors.** It is important that parents are respectful of the team and its goals. Collectively the team's mentors spend hundreds of hours with the team, while you may not always agree with some of their decisions, please trust that they have the best interests of your child and the team in mind.
- **Support all fundraising activities.** Seek sponsorship or auction item donation items from your employers or other contacts that you may have in the community. Anything helps!

Other ways that parents can support Tiger Dynasty include:

- **Support FRC 5010 at competitions.** This can be in many ways including picking up lunch, cheering on the team, running errands and, of course, showing your Tiger Stripes!
- **Provide carpooling support.** There will be times when we ask for parents to drive students to events.
- During build season we meet just about every day, often until later in the evening. **Sending in water, snacks or coordinating a team dinner is always welcome.**
- Be a mentor! We are always seeking additional mentors.
- **Remind your child that it's important they be active participants.** Showing up to meetings and sitting in the back of the room waiting to be asked to do something doesn't work. **There are a lot of students on Tiger Dynasty and the students who sit around waiting for something to be given to them usually get passed over for kids who come and ask for something to do.**
- When first joining Tiger Dynasty your student will find new people, new things, new rules, etc. All this can be pretty intimidating to a rookie member. Like in school, Tiger Dynasty is going to push students out of their comfort zone from time to time, it's important that you encourage your child to embrace these new experiences rather than run from them.

*The support you provide to your student is critical to giving them the tools to be active and engaged members in Tiger Dynasty. FIRST and Tiger Dynasty can be a highly rewarding experience with lots of lifelong benefits. Thank you for supporting this special group of students and mentors!*







## Family Acknowledgement of FRC 5010 Team Member Expectations

FRC 5010 Robotics is a team; it requires rigorous participation and a serious commitment. This is not a team for casual participants. A student wishing to travel/participate in any competition must meet ALL expectations. Students who are not in compliance with the expectation outlined in the team handbook will not be eligible to participate in the FRC Competition Season. Parents and Students please read the handbook and sign below together to ensure that all parties are aware of the requirements. *This sheet must be returned with all blanks completed correctly before **October 2nd, 2019.***

1. **Participation** I have read and agree to participation expectations for team members of Tiger Dynasty Robotics involving the time and activity commitment.
2. **Cost** I have read and agree to the cost expectations of a team member of Tiger Dynasty Robotics. Specifically, each student is required to pay team dues in the amount of \$200 by **October 2nd, 2019.** I understand that competition expenses including any potential travel or meal expenses are not covered by the dues and will be an additional expense.
3. **Behavior** I have read and agree to the conduct expectations of a team member of Tiger Dynasty Robotics.
4. **Academic** I have read and agree to all academic expectations of a team member of Tiger Dynasty Robotics.
5. **Knowledge Testing** I have read and agree to the knowledge of the game expectations of a team member of Tiger Dynasty Robotics.
6. **Parent Responsibilities** I have read the parent responsibilities section of this handbook and agree to the requirements set forth therein.

I have read and agree to all expectations (not just those listed above) in the Team Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Date



# WORKSHOP ACCESS AGREEMENT FOR 5010 TIGER DYNASTY

## 1. ACCESS.

The Parent/Guardian hereby agrees to let his/her child gain access to the workshop of 5010 Tiger Dynasty. The Parent/Guardian hereby acknowledges that giving access to the workshop means that his/her child will get access to machinery that could cause various injuries to the child. The Parent/Guardian hereby acknowledges 5010 Tiger Dynasty will not be responsible for any injuries caused within the team.

## 2. TERM.

This Agreement shall be effective as of the date signed by the parents and shall extend until the beginning of the next school year, as of which this Agreement will need to be renewed.

## 3. TRAINING.

All students will be trained to use the tools and machinery before gaining full access, and they will be taught about the safe operating procedures of each machine. Students who don't show proper care during training can be denied their access to tools or machines until proper care is sufficiently shown.

[Parent/Guardian]

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

[Student]

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_



# VERTICAL MILL ACCESS AGREEMENT FOR 5010

## 1. ACCESS.

The Parent/Guardian hereby agrees to give access to the vertical mill of 5010 TigerDynasty. The Parent/Guardian hereby acknowledges that the vertical mill is a very dangerous piece of machinery that can cause severe injuries to their child. The Parent/Guardian hereby acknowledges that 5010 TigerDynasty will not be responsible for any of the injuries caused within the team. The Parent/Guardian hereby agrees to the safety rules of Vertical Mill and if constantly not followed can have their permission taken away.

## 2. TERM.

This Agreement shall be effective as of the date of execution by the parents and shall extend for the period of 1 school year thereafter. This Agreement shall be manually renewed every school year. Unless the Parent/Guardian does not agree to this form during renewal. This agreement is not the Workshop Access Agreement meaning the permission to the vertical mill will not be valid unless turned in with the Workshop Access Agreement form.

## 3. TRAINING, TESTING.

The vertical mill is not required by the team but is optional, all team members wanting to get access to the mill will first need to pass a test on using the mill. The members will learn about the mill from other members that have access to the mill. After passing the test the students will be allowed access to the mill. \*As stated previously the mill is a very strong machine and can cause severe injuries, 5010 TigerDynasty will not take any responsibilities for these injuries.

# SAFETY RULES FOR VERTICAL MILL

## 1. Use

The people that can use the mill are people that have passed the test and have turned in this form. If members use the mill without permission they are instantly kicked out of the workshop.

## 2. Loose Strings

Anything that is loose will not be tolerated at the mill, things like earbuds and coat

[Parent/Guardian]

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

[Student]

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_