



**Team 3176 Student Handbook**  
**Brownsburg High School**  
***2020 - 2021 Season***

## **Table of Contents**

<b>1.0 Membership</b>	<b>4</b>
<b>2.0 Principles</b>	<b>5</b>
<b>3.0 Leadership</b>	<b>6</b>
3.1 Student Advisory Board	6
Project Manager	6
Operations Manager	6
Chief Engineer	7
Finance Lead	7
Fabrication Shop Manager	7
Assistant Project Manager	8
3.2 Non-SAB Leadership	8
<b>4.0 Cost</b>	<b>9</b>
<b>5.0 Meetings / Schedule</b>	<b>10</b>
5.1 Off-season (July - Dec)	10
5.2 Build Season (Jan-Mar)	10
5.3 Competition Season (Mar-Apr)	10
<b>6.0 Behavior / Rules</b>	<b>12</b>
6.1 General	12
6.2 Shop and BSC Facilities	12
6.3 Competitions	13
6.4 Travel	13
6.4.1 Eligibility	13
6.4.2 Bus Travel	13
6.4.3 Overnight Guidelines	14
6.4.4 Team Uniform	14
6.5 Social Media Awareness	14
<b>7.0 Safety</b>	<b>15</b>
7.1 General Safety	15
7.2 Equipment/Machinery Use	15
7.3 Safety Dress Code	15
7.4 Pits Protocol	16
7.5 Training Programs and Materials	16
7.6 Emergencies & First Aid	16
7.7 Safety Observation System (SOS)	17

<b>8.0 Competitions</b>	<b>18</b>
8.0.5 Disclaimer	18
8.1 Load-In Day	18
8.2 Competition Day 1	18
8.3 Competition Day 2	18
8.4 Competition Conduct	19
8.5 Special Event Competitions	20
<b>9.0 Mentors</b>	<b>21</b>
<b>11.0 Parent Responsibilities</b>	<b>23</b>
<b>12.0 Authority of the Handbook and Changes</b>	<b>24</b>
<b>13.0 Contact Information</b>	<b>25</b>
<b>14.0 Forms</b>	<b>26</b>
Medical Release Form (2020-2021)	26
Safety Form (2020-2021)	27
Team 3176 Student Contract (2020-2021)	28
Transportation Form (2020-2021)	29
BHS Field Trip Form (2020-2021)	30

## 0.0 COVID-19 Disclaimers

As a team sponsored by the Brownsburg Community School Corporation, Team 3176 is following all of their procedures, which fall in line with that Hendricks County Health Department. *FIRST* Robotics has also put out many statements regarding COVID-19 and the steps teams should be taking to stay safe. Our team is hard at work to stay up to date with these procedures and to make sure that we are keeping our students and mentors as safe as possible.

### Meeting Procedures:

- Masks must be worn correctly at all times
- People will either sit either more than 6 feet apart for the entirety of the meeting, or be separated every 15 minutes to allow for fresh air
- Tools, Computers, Safety Glasses, and all other materials are wiped down both before AND after use.
- For contract tracing, students and mentors must sign up for the meetings they would like to attend ahead of time for the meeting they wish to attend.

### COVID-19 Resources:

<https://www.brownsburg.k12.in.us/returning-to-school>

<https://www.firstinspires.org/covid-19>

[https://www.co.hendricks.in.us/egov/documents/1593519043\\_05412.pdf](https://www.co.hendricks.in.us/egov/documents/1593519043_05412.pdf)

<https://www.co.hendricks.in.us/egov/apps/document/center.egov?view=item;id=6804>

# 1.0 Membership

Team 3176 is a year-round operation. Membership on Team 3176 is open to all students who attend Brownsburg High School in person and meet the requirements below. Membership is a commitment for the entire school year. Team 3176 prides itself in the ability to train new members and inform them of our rules and regulations, so no prior knowledge is needed and all that is required is student initiative and dedication.

Members are expected to actively participate and attend meetings & competitions. A member of Team 3176 should be an example of *FIRST* values and be a role model for other students of Brownsburg High School.

To be a member of the team, members must complete the following items:

- Expected time obligation

<b>Offseason (July - Dec)</b>	<b>Build Season (Jan - Feb)</b>	<b>Competition Season (Feb - Apr)</b>
<ul style="list-style-type: none"><li>• Support a sponsor presentation</li><li>• One publication recommended</li><li>• Turn in all required paperwork</li><li>• Attend mandatory meetings</li><li>• Fulfill Team 3176 Education Plan (see below)</li></ul>	<ul style="list-style-type: none"><li>• Participate in 80% of Build Season meetings unless directed otherwise</li><li>• Attend mandatory meetings</li><li>• Two publications required to travel with team</li></ul>	<ul style="list-style-type: none"><li>• Participate in 65% of Comp Season meetings</li><li>• Attend mandatory meetings</li></ul>

- Student fees -**TBD** (see Section 4.0 Cost)
  - New Members: \$200.00 (\$150 fees + \$50 jersey fee)
  - Veteran Members: \$150.00
- Complete student application

Membership on the team runs until the end of the school year unless situations arise that would put a team member's status in jeopardy, such as exhibiting behavior that negatively impacts the team's image and/or behavior violating the Team 3176 Student Handbook. Continued violation of team rules & expectations will result in removal from Team 3176. Any student taken off the team for any reason will not receive a refund.

The Team 3176 Education Plan is a tool to ensure every student of the team is receiving the resources to be successful during the build season. Completion of the Education Plan requires fulfilling the minimum amount of credits determined on your education sheet, as well as having a Sub-Team leader or higher position signing off on the credits earned.

## 2.0 Principles

The following list emphasizes the key principles of Team 3176:

- **Safety:** Being safe is our top priority. Use good judgement in all situations. If you see others who are not being safe, encourage them to stop working and in a positive manner, show them how to do it correctly. If you are not certain, ask the nearest mentor. (Refer to Section 7.0 for more information)
- **Balance:** Family and academics comes first. A member's first priority at Brownsburg High School is that of a student. Each student needs to find the right balance between academics, family, community, and robotics.
- **Cooperation:** We emphasize learning by doing. If a mentor or student leader requests you to do something, comply to the best of your ability. If you feel a request is beyond the scope of your capability, you are encouraged to ask questions and attempt the task with the support of mentors.
- **Effort:** Perform to the best of your abilities at all times.
- **Respect:** Have respect for yourself, all fellow students, and mentors. This also includes respecting the tools, materials, and facilities.
- **Learn:** Have a willingness to learn new things.
- **Mentor:** It is the responsibility of all students to teach and mentor newer students to foster continuation of *FIRST* principles and enable all students to take on expanding responsibilities as they grow in the program.
- **Gracious Professionalism:** A core 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.

## 3.0 Leadership

Team 3176 is managed and led by students with assistance and guidance from adult sponsors. The governing and decision-making body is called the Student Advisory Board (SAB) consisting of roughly six to eight students. The SAB roles are open to all students at the end of each season and are selected by a selection committee of lead mentors and graduating SAB members in conjunction with an interview process.

### Prerequisites

- Need to have at least one year on the team
- Good academic standing

### Expectations

- Project management and organization skills
- Responsible and timely communication
- Effective time management
- Follow-through on commitments

## 3.1 Student Advisory Board

### Project Manager

- Works directly with the Lead Mentors
- Works directly with a representative of the Parent Group
- Is the primary external student representative of the team including as a representative to the Chain Link House of Representatives
- Assists in determining team policies
- Facilitates communication to the team
- Delegates responsibilities to other SAB members and experts
- Is responsible for overall function of team and adherence to schedules and plans

### Operations Manager

- Oversees all operations of the team from a business standpoint
- Integrates technical and business aspects of the team
- Represents the Multimedia and Business subteams
- Overlooks production of video promotional media such as short films
- Organizes and oversees Community Outreach
- Maintains proper communication between subteams
- Formulates and sets goals for each individual subteam on Business Operations
- Works to maintain team financial stability and sustainability

- Prepares progress reports on Business Operations for SAB members, Co-sponsors, and Mentors
- Helps maintain a positive team image for community and sponsors
- Motivates all members to be active in Business Operations

## Chief Engineer

- Sets and adheres to a design schedule
- Sets and achieves goals in the robot design progress
- Has authority to make final design decisions using ideas and input from the team
- Works with Project Manager for cohesive communication throughout the team

## Design Manager

- Plans and manages the overall the design process of the robot
- Ensures proper design training for the subteam and is responsible for the design process method and tools
- Assists the Chief Engineer in design decisions

## Systems Integration Manager

- Leads over programming and electrical/pneumatic systems
- Works with the Chief Engineer for cross-subteam communication
- Collaborates with experts and non-SAB leadership on programming, electrical/pneumatics issues
- Represents programming and electrical/pneumatics on SAB

## Finance Lead

- Manages the team's finances
- Is responsible growing and maintaining the team's community presence
- Helps coordinate the sponsorship efforts of the team
- Manages the sponsorship records and helps maintain a constant relationship with our sponsor base

## Fabrication Shop Manager

- Responsible for safe shop operations and conducting safety training
- Works with Safety Captain to develop and deliver safety program
- Manages team inventory of tools, equipment and material stock across all subteams
- Facilitates the procurement process of ordering new equipment and material
- Coordinates with Shop Mentor and Student Fabrication Experts (CNC, 3-D printing, etc.) to ensure safe efficient use of shop fabrication/assembly processes
- Maintains shop organization for competition pit support and long-term support



- Manages the Fabrication subteam

### Assistant Project Manager

- Assists the Project Manager with the general function of the team, overall communication, and schedules
- Works directly with the Project Manager
- Oversees scouting, writing & submitting awards, and team documentation

## 3.2 Non-SAB Leadership

### Safety Captain

- Develops and implements of the team's Safety Program
- Represents the team's Safety at competitions

### Programming Lead

- Is responsible for making Programming subteam schedule
- Teaches newer members alongside other programming experts
- Updates laptop programs and other software annually
- Meets with Chief Engineer and Design Manager to maintain programming representation in the robot design

## 3.3 Experts

- Experts are individuals chosen by mentors that exemplify a specific skill necessary for a subteam's success. While these members may not hold an official leadership role, they are fundamental to the team by teaching younger members important subteam skills. They will work closely with their subteam leader and meet occasionally with leadership and mentors to assure the communication between the team.

## 4.0 Cost

**These details are the typical procedures Team 3176 follows. Due to COVID-19, these team requirements are subject to change. Updates of this handbook will be shared with team members at our team meetings as we learn more about the 2020-21 season.**

Details of the team budget are available to all team members and are reviewed at Parent Meetings throughout the season. The financial support of the team is roughly split between corporate sponsors and student fees.

Due to the impact of COVID on the team's competitive season, we have reduced the student fees this year and also pushed back the due date.

Each student is required to contribute \$150 as part of his/her membership on the robotics team; additional sibling students would be \$100 each. New members will also be assessed a one-time uniform fee of \$50 which covers the two official team competition jerseys. This student fee is due **Monday, December 7, 2020**. Checks should be made out to "Brownsburg Community School Corporation" or "BCSC" and in the memo line, please include "Team 3176" with the student's name. A payment receipt will be issued to the student by the team and by BCSC.

For remote overnight competitions, travel lodging expenses will be separate from team participation cost. Travel costs are estimated at \$100 total for each overnight event.

We understand that families are in a variety of situations with respect to fees - especially with the economic impact of the COVID pandemic. The primary focus of the team is exposing the students to the excitement of STEM topics in a great teamwork environment, and we do not want to let a financial constraint restrict any student who is benefiting from that experience. Any questions or concerns regarding student fees should be addressed directly with the co-sponsors.

## 5.0 Meetings / Schedule

Membership on Team 3176 requires many hours outside of school. Members are expected to participate in meetings, events, and team activities. The meetings are important to plan and execute outreach activities, learn skills, build team relationships, and organize fundraisers. It is every student's responsibility to regular their email, Slack channels, Remind, etc., to keep up to date. The year is split into three distinct sections with different responsibilities, time commitments, and goals.

### 5.1 Off-season (July - Dec)

The Fall off-season is a time period for students to experience the various aspects of the team and determine if Team 3176 is right for them. During this time new members are trained and participate in various technical and business activities designed to prepare students for the build/competition season in January.

- Mondays, 6:30pm-8:00pm
- The second half of off-season (after Fall Break) will include Thursdays from 6:30-8:00pm
- Extra meetings for sub-teams as deemed necessary

### 5.2 Build Season (Jan-Mar)

The Build Season is a time where students apply the skills gained in Off-Season by completing the challenge given by *FIRST*. Towards the end of build season, a group of individuals will be selected to represent the 'Taper Team'. A Taper Team ensures that the shop is not being overcrowded, and the tasks that need to be ready for competitions are being completed.

- Monday - 6:30pm-9:00pm **[Mandatory]**
- Tuesday - 6:30pm-9:00pm
- Wednesday - No Meeting (subject to change as necessary)
- Thursday - 6:30pm-9:00pm
- Friday - 6:30pm-9:00pm
- Saturday - 9:00am- 4:00pm

### 5.3 Competition Season (Mar-Apr)

- Monday - 6:30pm-9:00pm **[Mandatory]**
- Tuesday - 6:30pm-9:00pm
- Thursday - 6:30pm-9:00pm
- Friday - 6:30pm-9:00pm
- Saturday - 9:00am- 4:00pm

Members are often very busy in many school activities. A busy schedule is encouraged and supports the breadth of the high school experience. It is the responsibility of the student to manage and balance all of his/her activities (e.g., academic, family, extra-curriculars, etc.). We emphasize that communication is key with the team to support this balance.

## 6.0 Behavior / Rules

### 6.1 General

As a member, your actions and behavior on-line and in-person reflects on our team, our school corporation, our community, our sponsors, and yourself. Team members, therefore, are held to a high standard and are expected to be professional in and out of meetings. Team members should exhibit kindness and respect to other members, mentors, other teams, and the general public. Failure to comply with any of these rules will result in notifying school administration, who will ultimately determine the necessary consequences.

### 6.2 Shop and BSC Facilities

- Team members are expected to adhere to all safety rules as detailed in Section 7: Safety.
- Students must remain in the classroom, computer lab, or shop area during meetings. **Wandering around undesignated areas is prohibited and may result in disciplinary action.**
- Team members must properly wear face masks covering their mouths and noses while on school property in correspondence to current health & safety guidelines.
- The West Middle School shop and computer lab are shared spaces with the school and must be kept clean to be used by classes. **All members are responsible for the cleanliness of the shop and classroom space. It is critical that all members help to maintain the shop so that it can function efficiently and safely.**
- Damage to any existing property in the shop or classroom spaces will result in disciplinary action.
- Working in the shop is a privilege and should be treated as such.
- **Cell-phone usage should be kept at a minimum primarily for looking up reference information; the main focus should always be team projects.**
- **Bringing personal tools into the shop is prohibited (per school policy) and might result in school discipline.**
- Student relationships should not interfere with any of the activities going on in the shop or classroom space. Unprofessional behavior (e.g., holding hands, sitting on others laps) is prohibited and may unintentionally make others feel uncomfortable and reduce the efficiency of the work environment; therefore, any concerns should be reported to a co-sponsor.

- Any questions over procedure in the shop should be taken up with the co-sponsors.

## 6.3 Competitions

- Be a gracious professional and show respect to all people and teams at all times.
- Participate in cheering, scouting, and other competition activities.
- Stay with the group. If you need to go anywhere, let the people in charge know and find a reasonable time to do so. If you're needed and you're not there, it will reflect poorly.
- Follow all competition specific guidelines. (Refer to Section 8.4 for specifics)
- Adhere to competition dress code, and if in the competition pits, the safety dress code.

## 6.4 Travel

### 6.4.1 Eligibility

- In order for students to travel as part of the team to competitions, he/she must:
  - Be academically eligible (IHSA)
  - Be an active member in good standing
    - Meet attendance goals
    - Complete two publications **ON TIME** (short white papers on team topics that become part of the team knowledge library). Late papers will result in not being able to travel with the team.
    - Complete Team 3176 Education Plan.
    - Turn in all required paperwork **ON TIME** (e.g., field trip forms, *FIRST* registration). Late paperwork will result in not being able to travel with the team.
    - Be current on student fees.
    - No discipline reports.
  - **The team cannot guarantee spots for every student at every competition.**

### 6.4.2 Bus Travel

- Team Members should respect the bus and bus driver.
- Attendance will be taken on the bus. Team members are expected to be quiet during this time.

- Bus departure times will be communicated to the team, and team members are to be punctual. Late arrival may result in a team member missing the bus. Team members are not allowed to drive themselves to competitions (per school field trip policy).
- The noise level on the bus should remain at a normal level to aid the mentors when communicating important info to the team.

### 6.4.3 Overnight Guidelines

Overnight events can be the highlight of a season. To make these events possible there is higher-level of planning and logistics as well as chaperone support needed. For overnight events to be successful and safe, it is important for **all supervising adults to know where all students are at all times. It is the responsibility of the team members to communicate with chaperones/co-sponsors before leaving designated areas.**

When staying at a hotel team members must show respect to hotel staff and other guests, this includes remaining quiet in the hallways.

- Team members will be grouped into rooms of three or four with no co-ed rooms.
- Team members should only be in their assigned room. Team members wishing to socialize should use public areas and maintain respect for others in those areas.
- Chaperones will check rooms at lights-out to verify all members are present and team members shall remain in their rooms after lights out.
- Team members should be ready for breakfast at the time given by the chaperone or co-sponsor the night before. Punctuality is demanded from all team members.
- **Violation of any of these rules may result in the team member being sent home at parent/guardian expense.**

### 6.4.4 Team Uniform

The team uniform is to be worn with pride at all team events. The uniform is to be **respected and unaltered**. When wearing the team uniform in public you must adhere to the guidelines of the handbook as your actions reflect on the Team. Student's jerseys will be checked prior to build season to ensure it is still in good condition. This will allow time if a student needs to replace their jersey **at their own cost**.

## 6.5 Social Media Awareness

Team 3176 stands to represent the maturity expected of us by the STEM community. Any actions that may hurt our image in the community stands to face punishment. Students should **always** use common sense when using social media and maintain a professional attitude. **No student may serve to represent the team** unless given permission by a co-sponsor. If there are any questions regarding what is and is not okay, please consult a SAB member or co-sponsor. Inappropriate use of social media by team members referencing the team will have consequences.

## 7.0 Safety

### 7.1 General Safety

#### ALWAYS

- Take personal responsibility for your own safety and that of your peers.
- Intervene in a calm and safe manner with others if you think an action might be unsafe.
- Report any injuries.
- Immediately report any hazards to the Safety Captain, adult sponsors, mentors, or Student Advisory Board member.
- See the Safety Captain or mentor if you have ANY questions
- Wear masks and attempt to be socially distant.

#### CAUTIONS

- Never engage in horseplay of any kind.
- Do not run or jog in the shop area.
- Refrain from throwing anything.
- Do not bring food or drink into the shop. Water bottles with closeable lids will be allowed in the classroom area only.
- Keep doors leading to the shop, supply room, computer lab, and classroom open.

### 7.2 Equipment/Machinery Use

- Only use machinery if you have authorization (formal training) as set by the Safety Team/Shop Manager and there is a mentor in the room.
- When using any kind of machinery, you must wear proper Personal Protective Equipment (PPE). This includes safety glasses, hearing protection, face shield, etc.
- Students are not allowed to use any personal tools/equipment while working in the shop.
- When you are using machinery, wear proper attire. Refer to Section 7.3 for more information
- Do not use machinery with a red tag or machines deemed unsafe.

### 7.3 Safety Dress Code

- Wear closed toe shoes in the shop or anytime working around the robot.
- Tie back long hair in the shop or anytime working around the robot.
- Never have a lanyard around your neck while working in the shop or around the robot.
- Always wear safety glasses in the shop and working around the robot.
  - Exceptions are the computer lab or classroom if robot is not present: however, students must wear safety glasses into these rooms, and when exiting the rooms.



## 7.4 Pits Protocol

- Pit Crew and Drive Team:
  - Pit Crew consists of roughly 4 students and 2 rotating mentor(s).
  - Drive Team consists of typically 3-4 students and 1 mentor.
- Use Common Sense:
  - Use your independent knowledge, training, and general intelligence when working in the pits
  - DO NOT create a hazardous environment for others and yourself.
- First Aid:
  - Refer to “Emergencies & First Aid” in Section 7.6.
- Use of Tools:
  - When using any power tools or hand held cutting tools be sure to check your surroundings. Be sure to have another member spot you while working.
  - Announce to the pit crew you will be working on a part.
  - Make sure your part is properly secured before proceeding.
- Keeping the Pits Clean:
  - Pit crew is to clean up once the Drive Team and Robot have left for the next match.
  - While the Robot is in the Pits, make sure all tools that are not being used are put away.
  - At the end of the day, store away any tools left out, clean the pit space, and lock up.

## 7.5 Training Programs and Materials

Specific safety training, procedures, and practices will include but not be limited to:

- General safety awareness
- Any power tools
- Proper movement of large equipment, such as toolboxes, robot lifts, etc.
- Electrical safety, including batteries
- Lockout/Tagout principles
- Travel safety
- Any activity identified as posing significant risk

## 7.6 Emergencies & First Aid

The Safety Team shall communicate and ensure that expectations for emergency situations are understood. This includes immediate action responses, use and maintenance of First Aid Kits, and basic First Aid Training.

## 7.7 Safety Observation System (SOS)

The purpose of the SOS is to recognize good behavior and correct inappropriate behaviors. Safety infractions will be recorded in the Safety Log. The process escalation includes:

1. Warning for first incident.
2. Second incident will require you to talk to a co-sponsor
3. The next incident will result in you not being allowed to enter the shop for the rest of the day and a parent phone call/email by a co-sponsor.
4. After the fourth incident you will not be allowed to enter the shop for a period of one week and a parent phone call/email by co-sponsor. This will also be communicated to school administration.
5. After the fifth incident you will not be allowed to enter the shop until further notice, a parent phone call by co-sponsor and communication with school administration.

\*Each infraction can be assessed on a case by case basis by co-sponsor or the mentors.

**If safety issues violate any school policies, co-sponsors are required to immediately report the infraction directly to the school administration. A report of a safety issue to the school results in an automatic one-week suspension from all team activities. School administration will decide any disciplinary actions above and beyond what the above team policy dictates. This may result in loss of travel eligibility.**

## 8.0 Competitions

Every year, our team will attend multiple competitions. With the exception of invitational and championship competitions, the schedule will typically be as follows.

### 8.0.5 Disclaimer

**This outline is based on past years of *FIRST* competitions. With the current pandemic, all rules and procedures for competitions are subject to change. When *FIRST* HQ or *FIRST* Indiana releases more details on this year's competitions, a revision of this handbook will be released.**

### 8.1 Load-In Day

A selected group of mentors and students will be invited a day in advance to set up the work station for our team, unload the robot, and receive robot inspection. The remainder of the team will NOT be permitted to come on Load-in Day. Load-in Day typically starts at 5pm and goes until 10pm. The mentors and a few of the selected students may be required to stay and work on the robot until the pit closes. If the team is being housed in a hotel, students are to always keep in mind that the team image extends beyond the competition site and that judges can be staying in the same hotel as students. Students are required to abide by the rules of the Team and be a good representation of the team.

### 8.2 Competition Day 1

The team that is attending the competition will gather at the high school and depart early enough to arrive when the event doors open, typically at 8AM. The main team will locate a place in the stands and start more competitive assessment. Day One consists of only Qualification matches. These matches are in a randomized "round robin" format in which teams compete for ranking points. These ranking points determine your placement among the other teams. Every team will receive a schedule of match times at the beginning of the competition.

### 8.3 Competition Day 2

The team will arrive at the competition as soon as the venue opens. The main team will locate a place in the stands. Opening ceremonies begin at 9AM with the remaining Qualification matches following. After all the qualification matches end, the top eight seeded teams are alliance team captains. These captains form alliances with two other teams. These teams advance into elimination rounds. At the conclusion of the competition, there is an award ceremony during which the competition trophies are awarded. When this is complete, the pit crew and drivers

pack up the robot and the pit for return to the school. After the team is packed up, we will return back to the high school. Parents will be notified of our estimated time of arrival at the high school, but students should be in contact with their parents on their way home if they are in need of a ride.

## 8.4 Competition Conduct

If you are in the stands, you are encouraged to cheer along with the team and be active in the competition. (Note: There is a difference between cheering and extraneously screaming.) Cheering is a group organized system that will be led by the assigned spirit coordinator. You are not expected to be cheering 100% of the time; however, when we are cheering, all team members are expected to cheer to the best of their ability. Sitting in the stands looking unengaged is not permissible at any time. This looks bad for the team and can also detract from our team imagery. Keep in mind there are awards dedicated to team spirit and imagery. Sleeping, portable games, and other electronic devices are only allowed *until opening ceremony*; after the competition begins, however, students are then expected to follow the guidelines listed above and put the devices away (cell phones are allowed within reason). **Failure to comply with these rules can result in co-sponsors having to confiscate devices; remember, it is a privilege not a requirement to travel with the team.**

Scouting is a crucial part in the success of our team. If you are in the stands, you are an eligible candidate to scout. Scouting is defined by the collecting of information about the performance and design of other teams robots. This information is used by the drive team and drive coaches to develop strategies. Every student is expected to be willing to scout and gather scouting information to the best of their ability.

During ceremonies, our team will show respect to all other teams, speakers, and announcements. We will give full attention to the speakers and will participate in any activities announced by the speakers. During awards, we will show respect and acknowledge the effort put forth by all teams by standing and applauding for each award.

It is just as important to outline the actions that we will not do at a competition as well as the actions we will do. Any actions that display negative behavior towards another team or team member will not be tolerated. In addition, any displays of displeasure over decisions or calls made by judges or referees will not be acceptable. **“Exploring” or wandering around the host location will result in disciplinary action.** Members are expected to stay as one team in the stands. If a team member must leave the stands for any reason, a mentor or a co-sponsor must be notified.

At the conclusion of competitions, students may have the option of riding home with parents (theirs or another students) if arrangements are made in advance. The parent(s) of students not taking the school bus must email the team and confirm who the student is leaving with (texts are not sufficient documentation). Emails should be sent by the time busses leave for

competition in the morning. The student and the parent driver must also check-in with the co-sponsors before leaving the competition venue.

## 8.5 Special Event Competitions

Occasionally, our team is eligible for special competitions that require different schedules and different conditions. Often due to logistics, the entire team will not be able to attend these competitions. Please be mindful that the team may limit the number of individuals allowed to attend these special competitions. These types of competitions include, but are not limited to, *FIRST* World Championships, off-season invitationals, and scrimmages.

## 9.0 Mentors

The role of mentors on Team 3176 is to play a vital role in the success of the students. Their responsibility is meant to teach the students and further their knowledge so that a project can be completed independently, and not do the project for the students. This ties into the idea of maintaining a student-led organization - not only through taking a teaching approach but also encouraging a student-first approach to completing projects. Responsibilities also include but are not limited to:

- Assisting in logistics, like transportation and providing adult supervision
- Serve as a role model who can share career insights and listen to students who have questions and/or concerns.
- Enable the students to appreciate the meaning of sportsmanship, teamwork, and Gracious Professionalism.
- Embody the ideas of *FIRST* and spread its message through being a leader.
- When travelling, mentors are looking out for your safety and well being. Please be aware that their decisions are based upon experience, school policy, and co-sponsor input. Students are expected to honor a request by any mentor.
- If you have any concerns with the activities of a mentor or their behavior toward you or others, please talk to one of the co-sponsors or another mentor immediately.
- It is Team 3176 policy, that former students are requested to take at least a year away from their “home” team after graduation. Graduates are encouraged to mentor other teams during this time. After that time, alumni members are welcome to become a mentor for Team 3176.

## 10.0 Varsity Activity Letter

Team 3176 is fortunate to be able to recognize students with a sustained contribution to the team by awarding them a varsity letter, a purple & white “B” with a Robotics emblem. In order to establish a clear policy of expectations for earning a varsity letter in Robotics, the following guidelines have been put into effect. Please note that the list below is a set of minimum requirements. Students will also be evaluated based upon their leadership, dedication, teamwork, and willingness to serve/volunteer for the benefit of the team.

A total of 100 points is necessary to qualify to receive a letter. Points are cumulative over the student’s four years at Brownsburg High School. Activity points are awarded at the discretion of the team co-sponsor and are based on:

- 5 points for each year student is ACTIVELY on the team.

Active Participation Includes:

- 5 points for each DISTRICT / STATE / WORLDS event attended as part of the team
- 1 point for each Off-Season competition event attended as part of the team
- 1 point for participation for each Team 3176 event (e.g., Freshman Bootcamp; Homecoming parade; Relay for Life; Cardinal Engineering/Science Night; others at the discretion of the co-sponsor)
- 1 to 5 points for mandatory Meeting Attendance from August - May (100-90% = 5 points; 80-90 = 4 points; 70-80 = 3 points; 60-70 = 2 points; 50-60 = 1 point)
- 2 points for each *FIRST* Volunteer event as an individual member of Team 3176 [6 points max / year]
- 1 to 10 points annually for leadership roles (e.g., Student Advisory Board, Sub-Team Leaders, Committee Leaders)
- Points for competition support per event: Drive team = 4 pts, Pit crew / Safety = 2 pts, 1 pt = Scouting [10 pts max / year]
- Grades: 2.5 or 5 points per semester (5 pts for 3.5 or above GPA; 2.5 pts for 3.0 – 3.49)

The team will keep a common database of varsity letter point details for the team members, and each individual team member is responsible for reporting and ensuring the point values are correct. Throughout the academic year, students will have the opportunity to review their point record with the team co-sponsors and make corrections / additions as appropriate. Each item must be approved by a co-sponsor. Upon earning a total of 100 points, applicants will receive their Varsity Activity Letter at the conclusion of the current season (typically in May).

# 11.0 Parent Responsibilities

Parents and guardians are an essential part of the success of Team 3176. Their support is needed to help the team grow in all ways and forms. Parents/guardians of Team 3176 members are responsible to:

- Provide timely transportation to their student(s) to/from the team meetings. This should mean that the team member is at meetings, competitions, or events on time, and picked up at the conclusion of the event.
- Provide accurate and updated medical information about their student(s).
- Provide an appropriate example for team members to look up to and follow with an interest in STEM.
- Provide chaperone support at competitions
- Parents may be asked to bring in food for competitions and Saturday meetings. There will be a volunteer sheet sent via email for these events.
- Parents are expected to participate in our parent meetings at key times during the season for important information about the team and upcoming events. Information will always be made available on-line for parents who may miss a meeting.
- Parents are expected to make sure that their child is following proper COVID guidelines as provided by the school, which includes making sure your child signs up for any meeting she/he is going to, and that they bring a mask. If your child has COVID symptoms or has been quarantined by the school, they are not permitted to come to Team 3176 meetings or events.



## 12.0 Authority of the Handbook and Changes

The rules and policies set forth in this handbook are binding and must be followed by all team members, mentors, parents, and co-sponsors. The Student Advisory Board and co-sponsors reserve the right to make changes to this handbook at any time. The team will be notified of any significant changes in advance. All students and Parents/Guardians must acknowledge the rules of the Student Handbook by signing the Student Contract form.

## 13.0 Contact Information

### **Co-Sponsors**

Mrs. Dawn Mayer  
Mr. Nathan Heidegger

### **Team E-mail**

[team3176@brownsburg.k12.in.us](mailto:team3176@brownsburg.k12.in.us)

### **Team 3176 Meeting Location**

Room 328A - Door 11  
West Middle School  
1555 S Odell St.  
Brownsburg, IN 46112

### **Website**

<http://www.team3176.com>

### **Social Media**

Remind - @frc3176  
Twitter - @team3176  
Instagram - @team3176

## 14.0 Forms

### Medical Release Form (2020-2021)

STUDENT NAME: \_\_\_\_\_

***Daytime Emergency Numbers:***

- Contact: \_\_\_\_\_ Number: \_\_\_\_\_
- Contact: \_\_\_\_\_ Number: \_\_\_\_\_
- Contact: \_\_\_\_\_ Number: \_\_\_\_\_

***Medication alert or severe allergic reactions:*** \_\_\_\_\_

\_\_\_\_\_

***CONSENT FOR TREATMENT:***

*I hereby give consent for the assigned personnel of Brownsburg Community School Corporation to seek and utilize emergency medical treatment for my child.*

\_\_\_\_\_

*(Signature of Parent/Guardian)*

\_\_\_\_\_

*(Date)*

## Safety Form (2020-2021)

**STUDENT NAME:** \_\_\_\_\_

I, \_\_\_\_\_, give my child permission to use equipment and machinery for the robotics team after being fully trained by a designated Mentor.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the Team 3176 Handbook Section 7 Safety. I agree to enforce a culture of safety for all team activities.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, understand that by being a member of Team 3176 recognize that when using social media, I must portray myself and the team in a positive manner. I also recognize that when using team facilitated communication, I will be respectful and use these applications as they should be used.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the BCSC COVID-19 procedures and will help Team 3176 ensure all members are safe by following these procedures. I understand that if because of COVID-19 I have to quarantine, that also means I will be quarantined from all BCSC extracurriculars, including Team 3176. There also may be a possibility that I am contact traced due to my membership on Team 3176, and I accept that reporting responsibility.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Team 3176 Student Contract (2020-2021)

**STUDENT NAME:** \_\_\_\_\_

Please initial each item:

\_\_\_\_\_ I understand that the FRC program recognizes all teams that bring a solution to the tournaments are considered competitors. I agree to show other teams the utmost respect and good sportsmanship.

\_\_\_\_\_ I agree that my behavior at all meetings and tournaments will be constructive and respectful.

\_\_\_\_\_ I agree that I will do my best to ensure our top priority is safety. I will do my best to keep myself and others safe.

\_\_\_\_\_ I agree and consent to allow my photographs, name, or comments to appear in media related to Team 3176.

\_\_\_\_\_ I agree to work my hardest to learn and help my team at every meeting.

\_\_\_\_\_ **I have read and understand the Student Handbook describing Team 3176 and agree to comply with the policies outlined within.**

\_\_\_\_\_ **I agree to comply with all policies outlined in the 2020-21 BHS Student Handbook and Acceptable Use Policy 2020-21 when at all team events.**

---

Student Signature

Date

---

Parent/Guardian Signature

Date

## Transportation Form (2020-2021)

STUDENT NAME: \_\_\_\_\_

	Yes	No
1) My son or daughter has permission to operate a family-owned motor vehicle to and from any team sponsored activity inside Hendricks country.		
2) My son or daughter may transport other students to and from any team sponsored activity inside Hendricks country.		
3) My son or daughter may travel in a vehicle operated by another Team 3176 <b>parent/guardian</b> to and/or from any team-sponsored events.		
4) My son or daughter may travel in a vehicle operated by another Team 3176 <b>student member</b> .		
5) My son or daughter may ride in a privately-owned vehicle operated by a Team 3176 <b>adult mentor</b> to and/or from any team-sponsored events.		

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## BHS Field Trip Form (2020-2021)

**STUDENT NAME:** \_\_\_\_\_

*Parent/Guardian must complete his/her part of this form for student to be allowed to attend the field trips.*

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

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Age

### **FIELD TRIP PERMISSION**

I grant permission for my child, \_\_\_\_\_ to attend the field trips to:

- **COMPETITION DETAILS WILL COME LATER IN UPDATE**

Team sponsors, Dawn Mayer and Nathan Heidegger, and additional adult chaperones will be supervising my student while on this field trip.

As the parent/guardian, I \_\_\_\_\_, agree to release and hold harmless Brownsburg Community School Corporation, Brownsburg High School Administrators, and/or any Brownsburg Community School staff from any and all liability, loss, damages, claims or actions for bodily injury and/or property damages in accordance with current State and Federal law, arising out of participation in these field trips.

I am aware that I may be required to pick my student up from a competition, in a timely manner, due to student illness or poor student conduct.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

As a student of Brownsburg High School, I agree to follow all rules outlined in the BHS Student Handbook and Team 3176 Student Handbook during these trips.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)