

A stylized penguin mascot is the central figure. It is white with grey wings and feet, wearing a grey top hat with a light blue band and a light blue bow tie. The penguin is holding a large, light blue pen in its beak. The entire design is set within a light blue circular frame.

CHILL OUT

FRC TEAM 1778

Team Handbook

1778 CHILL OUT

Preface

The Member Handbook is designed to complement the official team bylaws, which should remain mostly unchanged year-to-year. However, the team solicits input from the evolving perspectives of new members and in-season experiences to continually adapt, clarify, or expand the Member Handbook as necessary.

For areas that require consistent expectations and definitions, like leadership roles, appointed positions, and attendance, this manual documents those details and be updated as needed. The bylaws refer members to this handbook for additional details of relevant items.

The Member Handbook should be reviewed and adopted each season by officers and Lead Mentors, with the resulting handbook published to the team for the season.

Any changes to the Member Handbook must be discussed and approved by the Officers and the Lead Mentor.

Table of Contents

Preface	2
Table of Contents	3
Section 1: Membership	5
1.1 Fees	5
1.2 Forms	5
1.3 Grades	5
1.4 Student Communication	5
1.5 Code of Conduct	6
1.6 Responsibility	6
Section 2: Culture	8
2.1 Respect the Culture, Respect the Team	8
2.2 FIRST Values	8
2.3 Everywhere	8
2.4 Mental Health	10
2.5 Respectful, Even in Disagreement	11
2.6 Building up Growth	11
2.7 Reporting Issues	11
2.8 Discord Guidelines	12
2.9 Treatment of Mentors	12
2.10 Photography and Videography Policy	12
Section 3: Meetings	14
3.1 General Team Meetings	14
3.2 Preseason Meeting Schedule	14
3.3 Build Season	14
3.4 Leadership Meetings	15
3.5 Participation & Attendance Policy	15
Section 4: Student Officers	16
4.1 Officer Roles	16
Section 5: Officer Elections	18
5.1 Governance Structure	18
5.2 Candidate Eligibility & Integrity	18
5.3 Election Process	18
5.5 Mentor Support	19
Section 6: Team Managers	20
6.1 Roles	20
Section 7: Build Season Organization	22
7.1 Robot Subteams	22

7.2 Schedule	22
Section 8: Competition Dynamics	23
8.1 Drive Team	23
8.2 Pit	23
8.3 Scouting	24
Section 9: YPP Guidelines	25
9.1 Rule of Three	25
9.2 FIRST Code of Conduct	25
9.3 First YPP and Code of Conduct violations	26
9.4 FIRST Child Abuse Policy	26
Section 10: Team Travel	27
10.1 General Travel Information	27
10.2 District Championships (DCMP)	27
10.3 FIRST Championships (Worlds)	27
10.4 Eligibility for Travel	28

Section 1: Membership

Each year, the team requires members to take home and fill out (with a parent/guardian's help) the Chill Out Student Membership Packet. This ensures that the team Coach can build a roster, have the health information of each member, and make sure all joining students (and parents/guardians) know the requirements and expectations that come with being a member of the team: owning an ASB card, filling out the activities contract, registering on the FIRST website, etc.

1.1 Fees

All student members must have a current ASB card and complete the Student Extracurricular Activities contract (attached below). Link to instructions on how to purchase can be found at: [About MTHS Activities](#).

Our team is completely self-funded through grants, sponsorships, and donations found by students. Accessibility and inclusion for students is a priority for our team, with no membership or registration costs being charged to students.

1.2 Forms

1.2.1 Official Documents

All student members must fill out the Chill Out membership packet, [Chill Out Team Member Contact Info](#), and sign up for FIRST/FIRST consent & release.

1.2.2 Shop Safety Courses

All student Members must complete all shop safety courses before using the shop, regardless of roles or expected use of the shop.

1.2.3 Behavior Contract

All student members are expected to follow all team requirements as outlined in the Team Handbook and all aspects of the [Edmonds School District Family Handbook](#)

1.2.4 Permission Slips

If members do not submit the private vehicle permission or the image/website permission form, their activities with the team may be limited.

1.3 Grades

All student members should maintain at least a C- in all classes, as school should be prioritized above clubs/teams.

1.4 Student Communication

All students are required to check Discord or email regularly to stay updated on team announcements. Discord is the primary platform for team communication, so it's

essential to stay active there. If you need help setting up or using Discord, please reach out to any team officer for assistance.

1.5 Code of Conduct

Participation in Chill Out requires students to follow the rules laid out in the [Edmonds School District Student Extracurricular Activities Contract](#) and the Chill Out Code of Conduct outlined in this Member Handbook. These rules apply to all our activities, whether you're at a school meeting, a team gathering, or just interacting with the group online. If you ever have a concern, it's your responsibility to bring it to Leadership. Membership in Chill Out and especially holding leadership positions like Officer or Manager are not guaranteed rights. Failure to meet the standards and expectations outlined in this handbook may result in consequences, up to and including dismissal from the group or removal from a leadership role. When necessary, such actions may be taken at the discretion of the Lead Mentors, with or without consultation from student leaders.

1.6 Responsibility

1.6.1 Respect

Respect your team members and mentors at all times, and follow FIRST's standard of Gracious Professionalism.

1.6.2 Do Robotics at Robotics Meetings

Team members should not play computer games or use their phones during meetings unless necessary due to an emergency, for work related to their subteam, or if directed by student leads or mentors.

1.6.3 Stay Busy

You are expected to take action during team meetings. If you have no task, you should seek out tasks from your peers, leaders, or team mentors.

1.6.4 Shop Safety

Follow shop rules and safety practices, including receiving training before using a power tool and completing shop safety quizzes. The shop safety quizzes are required in order to be in the shop.

1.6.5 Environment

Members are expected to help maintain a positive working environment. This includes properly storing tools, equipment, and supplies, assisting with clean-up after work meetings, and participating in inventory activities.

1.6.6 Public Displays of Affection & Intra-Team Dating (PDA)

Team meetings and events are professional work environments. To maintain a focus on team activities and ensure comfort for all members, all forms of public displays of affection (PDA) are prohibited. This includes, but is not limited to,

physical touching, snuggling, and close physical proximity of a non-working nature.

We also recognize that team members spend a lot of time together, working closely in intense settings, and it is natural to form close connections. However, **intra-team dating is heavily discouraged**. When these relationships turn romantic, they can cause fractures between teammates that affect the team's ability to execute its objectives. Regardless, even individuals known to be dating are bound by the same expectations of behavior related to PDA in team settings.

Section 2: Culture

2.1 Respect the Culture, Respect the Team

A good team culture is essential. It's the foundation for having fun and gaining valuable experience. This means we focus on having a positive work attitude, using Gracious Professionalism, and following our team's behavior guidelines.

Any team member not complying with these rules may be given a warning. Offenses may lead to disciplinary action, such as loss of privileges, escalation to team coaches or mentors, loss of leadership positions, prohibited participation in competitions, or temporary or permanent expulsion from the team.

2.2 FIRST Values

From the [FIRST Website](#):

2.2.1 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, 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.

2.2.2 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.

2.3 Everywhere

2.3.1 Branding

When you wear the mascot suit, Chilly, you are representing Chill Out, our school district, our community, and our sponsors. Always treat others with respect and gracious professionalism. Your behavior impacts our team and influences how others perceive Chill Out. At competitions, what you say to another team member and how you say it may be overheard by a judge, potential sponsor, or a member

of another team. Any invited guests must understand this and behave accordingly. All your actions as a team member directly reflect on team 1778's image.

2.3.2 Team-to-Team Comparison

Never disrespect or compare any other team, as we are all here to compete and have fun. This is rude, how toxicity starts, and damages our team image.

2.3.3 Work Environment

You are expected to respect others at all times and should always follow Gracious Professionalism and the Chillout Handbook. Treat others the way you want to be treated to help sustain our professional and respectful working environment.

2.3.4 Bullying & Harassment

The team follows the Edmonds School District (ESD) policies regarding harassment, intimidation, and bullying (HIB). While this handbook primarily governs behavior within the team environment, including at meetings and events, it is important to remember that ESD policy still applies to students' conduct even outside of these specific team functions. The district's policy aims to create a safe and civil learning environment for all students.

- **General Harassment**

This includes any intentional electronic, written, verbal, or physical act that physically harms a student or damages their property, or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or disrupts the orderly operation of the school. This definition also covers groups of students talking disparagingly about other students, even when they are not around, in a way that results in their ostracization or isolation from other members of the team.

- **Sexual Harassment:**

Sexual harassment is defined as any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Examples include, but are not limited to:

- Unwelcome sexual advances or requests for sexual favors.
- Unwelcome touching of a sexual nature.
- Making sexual jokes, rumors, or suggestive remarks.
- Distributing sexually explicit texts, emails, or pictures.
- Physical violence.

- **ESD Policy:**

Any actions that violate the ESD policy may be referred to ESD administration as necessary. The full policy and reporting procedures is available on the district's website:

- [ESD Harassment, Intimidation, and Bullying Reporting](#)

Violations may result in permanent removal from the team based on ESD determination of whether the HIB is substantiated and the corrective measures or remedies identified.

2.3.5 Prohibited Items and Substances

As stipulated in the Edmonds School District Family Handbook, "students are prohibited from bringing items that may disrupt the learning environment or pose a risk to themselves or others. This includes weapons, drugs, alcohol, tobacco, vaping devices, and any other illegal or dangerous substances. Violations of this policy may result in severe disciplinary actions and potential legal consequences."

This includes immediate removal from the team.

2.3.6 During Travel:

1. Members will stay with their group and keep their chaperone(s) advised of their location at all times.
2. On overnight trips, members will follow curfew and any other rules agreed to for that trip.
3. Room designations will be decided by lead mentors in accordance with [Edmonds School District Gender Inclusive Schools Procedure](#). Ride or room assignments cannot be changed without a lead mentor's approval.
4. When a student is in a room other than their own, at least one other team member must be present. No two students from different assigned rooms should be alone together.
5. Mentors and chaperones should only enter student rooms for safety and curfew checks, or for organized team or sub-team meetings. All Youth Protection Policy (YPP) guidelines must be followed in these situations. The only exception is when a student and mentor or chaperone are from the same family and are traveling together.

2.4 Mental Health

2.4.1 Mental Health

Chill Out understands that balancing robotics with school, family, and other responsibilities can be stressful and affect a student's mental and physical health. The well-being of our students is our top priority, so students can take a Mental Health Day whenever needed, with no specific reason required; stress, family issues, or other events are all valid. Please notify your subteam lead in advance when possible.

2.4.2 Stress Management

Builds and competitions can be stressful. All team members are asked to monitor their own and others' stress levels and attempt to control and/or diffuse tempers. We expect members to take a break when needed, rather than allowing negative words and actions to come to fruition.

2.4.3 Focus and Productivity During Meetings

During meetings, contribute to the task at hand. Students may ask a mentor or coach for time to work on schoolwork if there is a slow period in a work meeting. Consider staying home if necessary to take a break or complete homework in order to avoid being off-task.

2.5 Respectful, Even in Disagreement

2.5.1 Respectful Communication

Remember the importance of respect, even during disagreements, and be a role model for your team.

2.5.2 Encouraging Respectful Dialogue

Demonstrate respectful communication by acknowledging differing opinions and responding thoughtfully.

2.5.3 Valuing Unique Perspectives

Acknowledge that diverse perspectives can lead to better solutions and encourage team members to share their unique viewpoints Instead of shutting ideas down.

2.5.4 Conflict Resolution

If any arguments escalate, please report them to Leadership so we can handle the situation.

2.6 Building up Growth

2.6.1 Active Participation

Take on an active role and fulfill it responsibly. Help others fulfill their positions. Experienced members are expected to provide peer mentoring to new members.

2.6.2 Positive Reinforcement

Be positive and celebrate successes, no matter how small. Acknowledge the achievements your teammates have made!

2.6.3 Constructive Feedback

Provide feedback that focuses on growth and improvement, rather than just criticism. Highlight strengths while addressing areas for development.

2.6.4 Team Collaboration and Inclusivity

Foster a collaborative environment where everyone feels valued and included. Encourage teamwork and the sharing of ideas rather than discouraging them.

2.7 Reporting Issues

2.7.1 Safety and Accountability

As students, if you see something, say something. We expect to maintain a safe environment on this team.

2.7.2 Reporting

Please report anything to Mentors and Leadership on Discord or in person.

2.8 Discord Guidelines

2.8.1 Respect and Team Unity

Treat everyone with respect and use Gracious Professionalism. Do not make jokes at the expense of others that may hurt them. Remember, we are a team - we are here to lift each other and grow together.

2.8.2 Valuing Diverse Perspectives

Do not shut down ideas. Different perspectives on issues are what drive us toward the best solution.

2.9 Treatment of Mentors

2.9.1 Respect and Value Mentor Contributions

Value our mentors' time and commitment. They are volunteering their time outside work and family obligations. Please acknowledge and respect their contribution as members of this team. While we don't expect constant thanks, a little recognition now and then, whether during team meetings or in conversation, goes a long way. It's all about making sure they feel comfortable and appreciated in their role.

2.9.2 Professional and Respectful Communication

Please be polite and respectful when talking with mentors and all members of the team. Respectful, professional communication is key, just as you would model respect with your peers. And don't forget, per the YPP, if you need to reach out to a specific mentor, do it in a group setting (like a group chat with another student or mentor) instead of sending direct messages.

2.9.3 Balance your interactions

Be mindful that mentors do have other commitments and are not always going to be available on demand. Since they are also humans and have their personal lives too!! Make our mentors feel comfortable contributing at their own pace.

2.10 Photography and Videography Policy

At Chill Out Team 1778 events and all **FIRST** events, we often take photos, videos, and livestream to document and celebrate our team's and **FIRST**'s mission. This content helps us showcase our members, our robots, and the excitement of our programs and competitions.

FIRST and its affiliates, including our team, use these photos and videos on our websites, social media channels, and in other promotional materials. By attending our team events and official **FIRST** competitions, you or your students' image may be captured and used for these purposes.

Please note that privacy at public events is limited. Many others—including parents, sponsors, and news media—will be taking photos and videos, and we cannot control how

they use or share that content. Because of this, **if you do not want your image used for promotional purposes by FIRST, or are concerned about third parties capturing your image, you should not attend FIRST events.**

Section 3: Meetings

The meeting schedule changes each year, but usually follows the same pattern of two meetings per week in preseason and postseason, and at least 5 longer meetings per week during build season. Build season requires a lot more time, and it is worth investing more time at the beginning to reduce the crunch needed to get the robot done and programmed.

3.1 General Team Meetings

Includes any meeting where all members are invited and progress is being made to reach our team goals, be it reaching our fundraising goal, building a robot for the current season, working on public relations and outreach, creating documentation, etc. The schedule of the general meetings will be up to the Officer & Mentor team each year.

- These meetings are usually added to the team calendar at chillout1778.org/calendar. Any schedule changes are typically communicated on Discord.

3.2 Preseason Meeting Schedule

3.2.1 Meeting Schedule

Preseason and postseason meetings are typically held Tuesdays and Thursdays from 6-8:30 pm in Room 133. However, changes to the typical schedule may be necessary at times.

3.2.2 Meeting Changes / Additional Meetings

General meetings may be sacrificed for or additional meetings may be held for officer/manager discussion, and these changes are typically communicated on Discord.

3.3 Build Season

3.3.1 Meeting Schedule

Typical meeting schedule is Monday through Thursday from 6 pm to 9 pm and Saturday from 10 am to 4 pm. However, changes to the typical schedule may be necessary at times.

3.3.2 Meeting Changes

Changes (including canceling, changing times or adding sessions) may happen with an executive decision by the Captain and mentors and/or with general/majority agreement from leadership.

3.3.3 Meeting Intro

During the first 5–10 minutes of each meeting, officers may discuss the tasks we aim to complete in that meeting and generally allocate people to the tasks.

3.3.4 Cleanup / Recap

The last 15 or so minutes of the meeting may be shop cleanup and putting away tools and materials; when the shop is clean, a recap may be held at the whiteboard by the door to go over the day's progress and sort out priorities for the next meeting.

3.3.5 Weekend Meetings

Bring your own lunch to weekend meetings; most days, food will NOT be provided.

3.4 Leadership Meetings

Leadership meetings may be held at least once every two weeks. Leadership meetings consist of the officer team and the team managers. Usually, these meetings are routinely public but may be limited to Officer, Manager and Mentor teams depending on the subject matter.

3.5 Participation & Attendance Policy

Students should try to attend all meetings when available, but schoolwork, physical and mental health, and other obligations come first.

- However, in the case of limited hotel rooms for away competitions, priority may be given to members who attend the most meetings and show the most engagement.

Section 4: Student Officers

4.1 Officer Roles

Chill Out 1778's Officer team is composed of five elected individuals, each with their own responsibilities. Officers meet outside of normal meetings to manage important aspects of the team. All officers must have at least one build season of experience on the team and should meet the qualities within sections 6.2 and 6.3.

4.1.1 Captain

The Captain is the organizer of internal affairs in the team. They help create goals for the team and create a strategy to achieve those goals. The Captain's responsibilities can be formalized as follows:

- Executes the strategy for accomplishing the team's internal goals.
- Make sure everyone on the team knows what they need to know to execute their part in the strategy.
- Oversees all tasks of the officers and committees of the team.
- Organizes and runs leadership meetings.
- Knows the status of all teams/committees and the details of all meetings/events.
- Two build seasons on the team are heavily recommended for this role.

4.1.2 Vice Captain

The Vice Captain assists the Captain with their obligations. They also carry out tasks assigned by the Captain. They carry out the external organization to keep the captain's focus on the team itself. The responsibilities of the Vice Captain can be formalized as follows:

- Helps the Captain create and execute the strategy.
- Helps evaluate the effectiveness of the strategy.
- Assumes the powers and responsibilities of the captain when they are absent, preoccupied, or otherwise unable to fulfill their responsibilities.
- Ensures that Chill Out is properly represented at STEM and ASB leadership meetings, and information is communicated back to the team.

4.1.3 Secretary

The Secretary keeps the written records and documentation for the team, as well as leads the media, outreach, and recruitment for the team. The Secretary's responsibilities can be formalized as follows:

- Compose, type, and distribute meeting notes, correspondence, and reports. The Secretary is also responsible for sharing these meeting notes on Discord.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material (including maintaining the team's Google Drive).

4.1.4 Treasurer

The Treasurer manages the team's fundraising, sponsorships, and accounting.

The Treasurer's responsibilities can be formalized as follows:

- Works with advisors and fundraising/sponsorship teams, and maintains a ledger of team funds.
- Draft purchase requests for team advisors.

4.1.5 Sergeant-at-Arms

The Sergeant-at-Arms supports the Officer and Manager teams by ensuring effective communication and assisting with day-to-day operations. The flexible nature of this position means responsibilities may shift to meet the team's evolving needs. With the agreement of other Officers, the Sergeant-at-Arms may temporarily take on the responsibilities of another Officer or Manager and ensure that important information from the Officer or Manager teams is communicated to the whole team when needed. The Sergeant-at-Arms' responsibilities can be formalized as follows:

- Keeping order during meetings and.
- Ensuring member interactions uphold Chill Out 1778 and FIRST core values.
- Assists with general officer duties when needed.
- Substitute for another Officer or Manager when required.
- Maintaining the team's Discord server.
- Responsible for fostering team wide culture of safety, shop cleanliness and tool/part management (working across several other designated advocates)

Section 5: Officer Elections

5.1 Governance Structure

The team's leadership consists of elected student officers: the Captain, Vice-Captain, Secretary, Treasurer, and Sergeant at Arms, each responsible for key organizational and leadership functions.

Officers serve a one-season term, with elections typically held in May after the competitive season to ensure a smooth transition into the next season.

5.2 Candidate Eligibility & Integrity

Candidates must be in good standing with the team, have actively participated in the previous season, and may self-nominate for multiple roles, but are limited to accepting one position. A brief statement of intent or vision for each role they are running for is required.

Candidates must conduct themselves respectfully and avoid negative campaigning, demonstrating Gracious Professionalism throughout the election. Mentors and advisors are prohibited from endorsing or campaigning for specific candidates.

5.3 Election Process

Officer elections are carried out through confidential ballots overseen by the Head Coach or a designated mentor. Results are shared with current officers for transition planning, but vote counts remain undisclosed.

5.3.1 Voting Method

The election uses Ranked Choice Voting¹ to allow voters to prioritize candidates. If a tie occurs, Lead Mentors determine the outcome to ensure a fair result.

5.3.2 Voting Eligibility

Eligible voters include students who were active in the previous season and non-graduating members intending to return. Each eligible student may cast one vote per office, with voting encouraged but not mandatory for all positions.

5.3.3 Example Election Timeline

- 1st week of May: Nominations open.
- 2nd week of May: Candidate statements are collected, and ballots are finalized.

¹ Ranked Choice Voting (RCV) is a process that allows voters to rank candidates for a particular office in order of preference. <https://campaignlegal.org/democracyu/accountability/ranked-choice-voting>

- 3rd week of May: Voting takes place, and transition planning begins.
- End of May: New officers are introduced to the team.

5.3.4 Announcement of Results

While not required, announcing results during the end-of-season celebration provides an opportunity to recognize outgoing officers and welcome the new officer team.

5.3.5 Special Elections

If a vacancy arises, a special election may be held, following the same rules as the regular election process to ensure continuous team leadership.

5.3.6 Resignation or Removal

Officers may resign if unable to fulfill their duties, with Lead Mentors available to discuss alternatives. Officers may also be removed for inactivity, misconduct, or poor attendance after a review by the Lead Mentor Committee.

5.5 Mentor Support

Mentors offer guidance and constructive feedback to students interested in officer roles, helping them develop leadership skills and prepare for future responsibility

Section 6: Team Managers

Team managers are appointed by student officers. Team managers are expected to meet the qualifications mentioned in sections 6.2 and 6.3. Additional manager roles may be added to fit the needs of the team.

6.1 Roles

- **Outreach Manager** helps to communicate or oversee communications with businesses, other teams, and the general public to maintain and create relations with these groups to gain goodwill, cooperation, and boost our image with the public. They also plan and oversee events with team partners.
- **STEM Leadership & ASB Representative(s)** attend and communicate with the team about school operations and events. Helps organize school events that include FRC.
- **Business Manager** ensures that sponsorship packets are sent out and helps look for sponsors and grants. They could also help the Treasurer with finances. They oversee and educate new members of the business team.
- **Design Manager** oversees the Design Sub-group and educates new members on design.
- **Electrical Manager** oversees the Electrical Sub-group and educates new members on electrical.
- **Programming Manager** oversees the Programming Sub-group and educates new members on programming.
- **Manufacturing Manager** oversees the Manufacturing Sub-group and educates new members on manufacturing and how to safely use shop equipment.
- **Graphic Design Manager** oversees the Graphic Design Sub-group and ensures that the team's branding is consistent across all media. They create and manage visual content, such as team logos, posters, and social media graphics, to enhance the team's image.
- **Media Manager** leads the Media Sub-group and is responsible for all of the team's photo and video content. They make sure all team activities—from competitions to events to day-to-day work—are captured, organized, and archived. This content is then used for the team's social media, presentations, and reports.

*Expanded upon in the Competition Dynamics section

6.2 Qualifications

- Very active in person and online
- Recommended one season of experience
- Good communication skills and the ability to teach
- Demonstrate team values and tone

- Gracious and professional
- Trusted to represent the team
- Multiple leaders and mentors vouch for them
- Able to take and give good feedback
- Knows when to ask questions
- Can work independently in meetings or remotely
- Could lead a task or sub-group

6.3 Expectations

- Attend leadership meetings regularly
- Responsible for their group's communication
- Imparting knowledge to other students to be ready for succession
- Communicate plans in case you can't make it
- Follow through on responsibilities
- Communicate outside their sub-team (timeline, orders, etc)

Section 7: Build Season Organization

7.1 Robot Subteams

7.1.1 Design

Students interested in design create robot design concepts and design and work with CAD software to finalize and integrate robot mechanisms. Additionally, works closely with the Fabrication, Electrical and Programming teams to ensure viability and effective realization of design.

7.1.2 Fabrication

Students interested in manufacturing work with various power tools, such as lathes, bandsaws, chop saws, and CNC machines such as laser cutters and routers.

7.1.3 Electrical

Students interested in electrical wire together the electronic systems of the robot, and work with robot designers to ensure components and wire routes are planned for when mechanisms are being designed.

7.1.4 Programming

Students interested in programming write robot code to control robot subsystems and autonomy. They also write autonomous routines for the robot to execute during the match.

7.2 Schedule

Our build season schedule typically looks something like this:

- Week 1 – Choose match strategy, generate robot concepts, and build prototypes.
- Week 2 – Choose the final robot concept and begin detailed CAD.
- Week 3 – Finish detailed design and begin manufacturing.
- Week 4 – Finish manufacturing and assembly.
- Week 5 – Wire robot and begin programming.
- Week 6 – Continue programming and begin drive practice/"battle hardening".
- Week 7 – Finishing touches to physical robot, drive practice and programming only.
- Week 8 – Final drive practice sessions.

Section 8: Competition Dynamics

8.1 Drive Team

The Drive Team is responsible for match play during competition; these members drive the robot and strategize with other teams before match play. All drive team roles must have a trained backup to mitigate any issues that arise during competitions.

8.1.1 Drive Coach

The Drive Coach is responsible for leading the drive team throughout every match and strategizing with other teams before each match to ensure optimal strategy and coordination.

8.1.2 Driver

The Driver is responsible for driving the robot's drivetrain during each match. They listen to the Drive Coach for instructions and feedback during the competition.

8.1.3 Operator

The Operator is responsible for controlling the robot's subsystems during each match. They must be coordinated with the driver and listen to the Coach for feedback during competition. It is recommended that the Operator have some programming experience to be able to troubleshoot code issues during play and fine-tune controls to their preference.

8.1.4 Human Player

The Human Player is typically responsible for feeding robots or activating bonuses during each match. Human player responsibilities vary each year, but in general, this is what they encompass. The Human Player may also be responsible for moving the robot cart while the Technician sets up the robot on the field.

8.1.5 Technician

The Technician is responsible for transporting the robot and ensuring it is ready for match play. While they usually do not perform repairs, they have the technical knowledge to assist with maintenance if needed. The Technician helps set up the robot on the field, manages robot batteries, and checks that the robot is fully prepared before each match. They are also responsible for monitoring queuing times and keeping track of the event schedule.

8.2 Pit

The pit is like the "shop" of competition; this is where the robot rests between each match. The pit is limited to a small number of members -- around 5-8 -- due to limited space. The drive team may wait here, but it is preferred that the pit is as clear as possible, especially when work on the robot is being done. This is also where Judges go to talk to members about our team and our robot.

8.2.1 Judges

In competition, there are “judges.” Judges walk through the pits, talk to teams, and observe robots during matches to determine event award winners. ALL members inside the pit are required to have attended a training session for talking to judges. This means they are completely prepared to answer any questions that the judges may have. Judges may ask questions about the robot, or just about our team. If you don’t know how to answer a technical question about our robot, you may hand questions off to another member, but always be prepared to answer general team questions.

8.2.2 Pit Crew

The pit crew is responsible for robot repairs and damage throughout the competition. They need in-depth knowledge about the robot and its components, and run system checks between matches.

8.2.2 Safety Captain

Safety Captain teaches the group about safety, ensures appropriate safety kit is packed and accessible in the pit and collaborates with other teams to facilitate a community wide culture of safety.

8.3 Scouting

Scouting is how alliances are formed during alliance selection. Scouting is the gathering of team and match data to determine the optimal alliance for event playoffs. There are multiple scouting roles in competition.

8.3.1 Head Scout

The Head Scout is responsible for managing all aspects of scouting. This means managing both Match Scouts and Pit Scouts, and any applications that are used to assist with scouting. The Head Scout(s) represent our team during alliance selection and decide who we pick for playoffs based on the data that is collected by all scouts.

8.3.2 Match Scout

Match Scouts watch matches to gather information about robots and their scoring capabilities. This data is communicated to an application from which the Head Scout pulls data for alliance selection.

8.3.3 Pit Scout

Pit Scouts walk through the pits to ask teams questions about their robots, aiming to gather data about their robots that cannot be seen through match play. Questions vary by game and are provided by the Head Scout. This data is then used for alliance selection.

Section 9: YPP Guidelines

The purpose of the FIRST® Youth Protection Program is to provide coaches, mentors, event volunteers, employees, Program Delivery Partners, team members, parents, guardians of team members, and others working with FIRST programs with information, guidelines, and procedures to create safe environments for FIRST participants. The FIRST Youth Protection Program sets minimum standards recommended for all FIRST activities. Adults working in FIRST programs must be knowledgeable of the standards set by the [FIRST Youth Protection Program](#), as well as those set by the school or organization hosting their team.

9.1 Rule of Three

9.1.1 Safe Interaction Practices

In any mentor-student interactions, there should always be at least 3 people: either 2 mentors and 1 student, or 1 mentor and 2 students, both in-person and online.

9.1.2 Ensuring Transparency in Communication

If a student or mentor tries to initiate one-on-one contact, direct them to a space with witnesses, such as another room, a group DM, or the team.

9.1.3 Reporting

Report any Misconduct to the [Youth Protection Program](#)

This ensures safety and accountability for everyone involved, whether it's in-person or online communications.

9.2 FIRST Code of Conduct

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

1. Exhibit *Gracious Professionalism*® at all times. *Gracious Professionalism* is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With *Gracious Professionalism*, fierce competition, and mutual gain are not separate notions.
2. Ensure the safety of all participants in *FIRST* activities.
3. Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
4. Adhere to all *FIRST* Youth Protection Program (YPP) policies.
5. Report any unsafe behavior to the event or local *FIRST* leadership.
6. Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities.

9.3 First YPP and Code of Conduct violations

9.3.1 Safeguarding and Respect for All Members

Engaging in any actions that threaten a child's safety, make them feel ashamed, or intentionally scare or intimidate them.

9.3.2 Communication Policy

Having personal communications (calls, emails, texts, social media) with a child outside of team or educational activities. A parent, guardian, or another adult should be included in written communications.

9.3.3 Maintaining Appropriate Boundaries

Involving a child in activities unrelated to the program, education, or career, or spending time with them outside of program events (unless you're a family member or close family friend).

9.3.4 Unacceptable Secret-Keeping

Keeping activities with a child secret or encouraging the child to hide them from parents or other adults.

9.3.5 Behavioral Boundaries

Making sexual remarks, showing explicit material, inappropriate physical exposure or contact, or using offensive language or gestures.

9.4 FIRST Child Abuse Policy

FIRST has a strict zero-tolerance policy for child abuse, which includes physical, sexual, and emotional abuse, and neglect. All forms of abuse are strictly prohibited within the organization.

Section 10: Team Travel

Some events, like the District Championship or the FIRST Championship, require overnight travel within or out of state.

10.1 General Travel Information

10.1.1 Parent Involvement

Parents and guardians are welcome to attend overnight trips, though we understand that this may not always be possible.

10.1.2 School Absence

Excused absences are required (usually 2-4 days per trip) and are usually coordinated by the coaches/mentors planning travel.. Students are responsible for staying current in your classes, arranging make-up work, and possibly doing schoolwork while traveling.

10.1.3 Planning

Planning for both DCMP and Worlds starts early in the season to ensure we're ready to go with less than two weeks' notice. Travel attendees must be finalized weeks in advance, with deadlines communicated to families.

10.2 District Championships (DCMP)

- **Location:** Most recently held in either Cheney, WA, or Portland, OR.
- **Transportation:** Typically, DCMP relies on private transportation (carpooling) or parents providing rides for their students.
- **Cost Responsibility:**
 - Families traveling together with their students cover their own hotel costs.
 - Our fundraising aims to cover lunches for all students during the competition, as well as hotel rooms for those students traveling unaccompanied.
- **Fundraising Dependent:** Whether the team pays for these depends entirely on the team reaching annual fundraising targets.

10.3 FIRST Championships (Worlds)

- **Location:** Worlds is held in Houston, TX, through at least 2027.
- **Cost Responsibility:** Worlds travel costs are the responsibility of students and their families. The last trip in 2025 cost \$1,500 - \$2,000 per student.
- **Lunches:** The goal is to provide team-funded lunches during competition days if fundraising goals are met.
- **Hotel Arrangements:** All teams attending the FIRST Championship coordinate team hotel accommodations through FIRST.
- **Flight Coordination:** Travel plans are coordinated, but not all students or families will be on the same flights. Families traveling together are welcome to book their own travel in advance but will be responsible for any non-refundable costs.

10.4 Eligibility for Travel

10.4.1 Space Limitations

While it has not typically been necessary, we may face situations where the number of students who are able to travel with the team is limited. This may be due to budget, limited hotel space, and other restraints.

10.4.2 Selection Priority

When space or funding is limited, priority may be based on role and contributions:

- Group 1: Leadership roles and critical team members essential for competition (e.g., drive team, pit team, scouting).
- Group 2: Regular members with consistent participation and contribution.
- Group 3: Members with lower or inconsistent engagement, who may be eligible as space and/or funding allows.

Traveling with the team is an exciting and valuable bonding experience. Students in Group 1 and Group 2 are those who play an essential role within the team, both during build season and at competitions. They are highly engaged in their responsibilities, actively contributing to the team's success, and consistently demonstrating team values such as respect for our culture, adherence to the code of conduct, and practicing teamwork, respect, and gracious professionalism.