

DRAFT DRAFT DRAFT DRAFT



FRC 2723 - Team Rocket
Mount St. Mary High School
Oklahoma City, OK, USA

Team Handbook
2019-2020

DRAFT DRAFT DRAFT DRAFT



Introduction

Welcome to Team Rocket! This handbook contains the key policies, goals, and expectations of Team 2723 and its members along with other information you will need. The successes of Team Rocket in robotics and its numerous other activities are all thanks to the dedication of our members. Your participation is essential to fulfilling our program's goals. Every member's commitment and responsibility keeps our team running smoothly. We hope that on Team Rocket, you will acquire life skills that you will continue to use throughout college and in your future career.

Mission Statement

We build science and technology leaders.

Vision Statement

Be a sustainable world class FIRST robotics team that creates passionate STEM leaders among our students, who in turn work to bring FIRST robotics to every student in Oklahoma and support STEM education throughout the state, nation and world.

About FIRST

FIRST, For Inspiration and Recognition of Science and Technology, is a non-profit organization dedicated to inspiring young people. Through programs such as the FIRST Robotics Competition and FIRST Lego League, students are emboldened to excel in the areas of science, technology, engineering, and mathematics. FIRST was founded in 1989 by Dean Kamen (inventor of the Segway and the insulin pump) and has since become a large international organization reaching thousands of students from elementary school through high school. For more information, visit <https://www.firstinspires.org/>.

About FRC

FRC, short for FIRST Robotics Competition, is FIRST's oldest robotics program. It is designed to provide a rigorous engineering challenge to high school students as well as teach leadership, collaboration, and project management. Over three thousand teams contain anywhere from fewer than ten to over one hundred students with guidance and support from adult mentors.



Each year, every FRC team builds a robot in the six-week "build season" to compete in a game released in early January.

Gracious Professionalism

As part of its mission to encourage student leadership and collaboration through yearly robotics challenges, FIRST promotes Gracious Professionalism as one of its core values in all levels of competitions. Their website describes this ideal as follows: "With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended."

Coopertition®

FIRST extends their philosophy through their value of Coopertition®, which "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." (FIRST Website, <https://www.firstinspires.org/about/vision-and-mission>).

About the Team

In 2015, we were a struggling robotics team with no real leadership or organization. Our school provided a small build space, but no budget aside from what money we could raise from small fundraising efforts. We had few sponsors and no plan for sustainability. To top it all off, our team had never won a single award or even made the playoffs in our first 8 years of existence.

We have enjoyed a new look, a new name and a new determined attitude since the 2016 season. "Team Rocket" is a parody of the comedic and memorable villains in the Pokémon video game and anime series. The theme is also tightly connected to our school mascot, the Mount St. Mary's Rockets, to help build recognition among the student body, faculty and community.

The team has made a huge turnaround, playing in the playoffs at regionals and attending the World Championship each year from 2017-2019. We have won multiple awards for our



community service and outreach efforts. At Team Rocket, we don't just build robots - we build people who help make the world a better place.

Team Milestones

- 2009 - 2723's first season (as Atomic Shock)
- 2010 - Our first FTC team wins the inaugural Oklahoma FTC state championship
- 2013 - FIRST Dean's List Finalist, Rachael Strouhal
- 2015 - FIRST Dean's List Finalist Courtney Barry
- 2016 - 2723 makes its first appearance as Team Rocket! FIRST Dean's List Finalist Maddie Smith
- 2017 - Engineering Inspiration Award (Dallas Regional); FIRST Dean's List Winner (World Championship) Maddie Smith; One of our FTC teams is Winning Alliance Captain at state championships in both Oklahoma and Arkansas, the Inspire Award in Oklahoma, the Motivate Award at South Super Regionals and is nominated for the same award at the FIRST Championship
- 2018 - Finalist Alliance (Dallas Regional); FIRST Dean's List Finalists Zack Tyler and Bria Smith; Woodie Flowers Finalist Award winner Travis Smith
- 2019 - FIRST Championship Judges Award "for taking what limited human resources they have and making a massive impact that is out of this world"; Regional Chairman's Award (Greater Kansas City)

Programs

Team Rocket - *All members of the robotics program at MSM are on Team Rocket.* Team Rocket provides many different ways to get involved, and no experience is needed! We have all kinds of jobs, both technical and non-technical, so that everyone can participate in a way that they enjoy. We are also the #1 service organization at MSMHS, and team members get to participate in a wide variety of exciting community service and outreach events alongside other teams as well as science and engineering professionals. There are four ways to be involved in Team Rocket:

1. Robotics class - This is a for-credit class at MSM. Students in the class will follow a curriculum to learn the basics of robotics (design with CAD, mechanisms, drivetrains, wiring an FTC robot, programming in Java or Blocks) and are required to participate on the class-based FIRST Tech Challenge team 3638, Atomic Shock. They will compete in 3-4 weekend competitions in the fall semester, the FTC League Tournament in late January, and possibly the FTC State Championship in late February. Following the FTC season, they will work on a capstone project and other projects during the spring semester. Members of the class are



encouraged to participate in the many volunteer opportunities offered by the robotics program. Taking the class is not required to be on Team Rocket.

2. FIRST Tech Challenge (after-school extracurricular) competition teams - FTC starts in September and runs through January or February. There are between 2 and 15 people on each team, and the number of teams may vary each year. Members of FTC teams are expected to:

- Attend the game kickoff event in September
- Attend at least two 2-2.5 hour meetings each week after school in the fall semester, and occasional additional meetings as needed by their team
- Attend all competitions (3 half-day league meets and two full-day tournaments, plus the state and world championships if their team qualifies). 1-2 of the events may require an overnight stay.
- Attend several community service events

3. FIRST Robotics Competition (after-school extracurricular) travelling team - FRC

offseason events start in the summer and continue into the fall. A new game announced each January and the FRC team typically competes in two to four events of 3-4 days each.

Out-of-state travel and missed school days are to be expected. Members of the FRC travelling team are expected to:

- Attend offseason meetings and competitions in the summer and fall
- Attend at least 10 hours of meetings each week during Build Season (Jan-Feb) and as-needed hours in competition season (Mar-Apr). Subteam leads will be expected to attend additional hours
- Attend the full length of all competitions
- Be proactive with school work as to not fall behind or drop grades. Our build season and travel schedule during the spring semester is very aggressive
- Attend several community service events

Students are allowed to be part of both an FTC team and the FRC competition team as well as the class, but are not required to be on more than one of them.

4. Team Rocket Outreach - Team Rocket hosts and helps run several events in the Oklahoma City area and around the state. These vary from one to several hours in length, with attendance ranging from a couple of dozen people to thousands of attendees getting up close and personal with our demonstration robots. These events can be used for service hour credit (e.g. National Honor Society or the [Congressional Award](#)) as well! Members of Team Rocket Outreach are expected to:

- Attend a training session to learn about how to represent FIRST Robotics and MSM Robotics at public gatherings, as well as how to drive demonstration robots of various types.
- Assist with community service events, such as:
 - Tinkerfest at Science Museum Oklahoma (10,000 attendees)



- The MSM FIRST Lego League tournament for middle schoolers (500 attendees)
- Tinker AFB Star Spangled Salute (100,000 attendees)
- OKC Dodgers STEM Day at the Bricktown Ballpark (1,000 attendees)

Team Rocket Outreach members who have participated in at least three events may attend the Oklahoma FRC Regional as members of the spirit or scouting sub-teams.

Joining the Team / Member Obligations

Team Rocket membership is open to all students attending Mount St. Mary or another approved school (see *Eligibility*). All interested students and their parents are invited to attend the “Open House” sessions after school, talking with team members, and learning about all the aspects of the team. Prospective members must then submit an application by September 1. Members from the previous year must also reapply. Decisions are based on the prior year’s event attendance, dedication to the team, and the application.

Following the announcement of the team roster, students invited to join and return to the team must turn in the completed contract (last page only) at the end of this handbook to a faculty member associated with the robotics team.

Eligibility

Student team members must be

- affiliated with Mount St. Mary Catholic High School, apply, be accepted to the team, and sign the team agreement
 - Note: 7th-8th grade students at a Catholic feeder school that does not have an FTC robotics team may apply to be on an MSM-sponsored FTC team
 - Note: students at other Catholic high schools may apply to be on FRC 2723 if their school does not have an FRC team
 - Note: students at other Catholic high schools may apply to be on an MSM-sponsored FTC team if their school does not have an FTC team
- Turn in the completed contract at the end of this handbook
- Maintain academic eligibility
- Comply with rules established in the Mount St, Mary handbook
- Participate with the team for the duration of the school year
- Give timely responses to email / text / slack / trello communications

Attendance is kept via our automated system in the Slack app, which can be accessed via cell phone or chromebook.



In the event of conflicts with other school activities, please contact the leadership team in advance to make arrangements. Robotics requires a high level of commitment from all members for the team to be successful, but we understand that conflicts arise and will work with people to ensure the best outcome for both the individual and the team.

Dues

Expected dues are

FTC-Only membership:	\$60
FRC-Only membership:	\$100
FTC+FRC membership:	\$150
Outreach-only membership:	\$10

Dues will include the cost of team shirts for each team the student is on. All students will receive at least one Team Rocket FRC shirt to wear to represent the team at outreach events. Please contact a faculty advisor if you are unable to financially meet this requirement.

All competitions and off-season travel costs are the responsibility of the member. However, the Parent Support group will raise funds to assist with out-of-state travel costs. Transportation to local events is typically by school bus.

Student Expectations

The following set of student expectations aim to help encourage students to get involved on the team and to help the team function.

Student Expectations:

1. Competition/travelling team students should attend nontechnical workdays, at least 6 hours a semester.
2. All students must maintain extracurricular eligibility to participate in the robotics program.
3. All students must volunteer at Tinkerfest and the MSM FLL qualifying tournament
4. All competition/travelling team students should attend all Monday Team Meetings, or message a leader if they cannot attend.
5. Students should be focused and on task while signed in at the robotics lab and during events.

During the year, all competition team members are also required to attend the following events:

- Mandatory Returning Member Meeting
- Kickoff events for the teams they are on (FTC and/or FRC)
- MSM FLL qualifying tournament



The team leadership may announce other mandatory events during the year. Students who cannot attend a mandatory event should speak with a faculty advisor or lead mentor at least a week in advance of that event.

Not following these expectations can result in a Sorting Session or removal from the team. Sorting Sessions primarily consist of sorting all of the unorganized parts into their appropriate homes and other miscellaneous tasks. They may also involve other tasks by mentor/leader discretion. They should be scheduled with leaders outside of build time.

In addition, students who would like responsibility or leadership roles on the team should expect to come to all builds and cleanups, year round.

While at the lab, students should be entirely focused on the task at hand, or actively seeking out more work. Students spending time on their phones or who are otherwise distracted may have their hours to be cancelled, especially at cleanups.

Meetings

Monday Meetings are held at 3:30pm and will general focus on learning new skills that can be applied in FTC, FRC, or in some cases life in general. These meetings are mandatory for competition/travelling team members.

During the fall semester, Tuesday and Thursday after school until 6pm are build days for FTC. FRC-only members may also be called in during some of these sessions to work on FRC offseason robots or prepare for competition, the new season, or outreach events.

During the spring semester, the Robotics Lab will be open at least Monday-Thursday from 4pm-8pm (Wed. will end at 6pm) with dinner provided for FRC team members. FTC-only team members may also attend to work on FTC robots until 6pm (departing before dinner) if their season is still ongoing, but FRC+FTC members must prioritize the FRC season.

Other project groups and sub-teams will also have meetings as announced. Certain meetings will be declared “Critical Meetings” as a prerequisite for attending competitions or other events.

Communications

Team members are required to use all relevant email list and applications, to give timely responses when asked to respond to questions and surveys, and to update any tasks in Trello that they have been assigned..



Email lists:

Email lists are for announcements pertaining to everyone. We will have three or four email lists this year:

- frc-2723-students@googlegroups.com - a one-way announcement list to students. Replies to the group must be approved (no general chit-chat)
- msm-robotics-parents@googlegroups.com - one-way communication list to parents.
- msm-robotics-mentors@googlegroups.com - mentor email list

Trello:

Trello is software for project management, mainly for assigning and tracking tasks. It has an app that can be downloaded (App Store or Google Play). It also has a web site at trello.com, and a [video demo](#) to help get started.

<https://trello.com/msmrocketrobotics>

All students and mentors should have access to the shared “MSM Rocket Robotics” team on Trello.

Slack:

Slack is a cross-platform chat package that integrates with many other apps, including all those we are using. It has several channels so that people can receive only the messages for the subteams that they are interested in joining. Everyone should look at the [Slack Getting Started](#) page.

Use the address msmrobotics.slack.com when asked for your group name. You can also access slack from your Chromebook or a home computer. There are many different channels you can join (click on “Channels” on the left side of your computer screen, or the plus sign next to is on your phone, to see the full list). Some include:

- #announcements: announcements to all members (not for discussion)
- #eventplanning: discussion of planning for upcoming outreach events
- #ftcgeneral: discussion of FTC issues of interest to all team members
- #ftcfeeds: This channel is an alerts-only channel that posts whenever there is a new topic in:
 - The FTC forum **including rules clarifications** (ftcforums.firstinspires.org)
 - The FTC Reddit (reddit.com/r/FTC/)
- #frc-programming, #frc-marketing, etc: subteams for FRC



- #random: for general discussion of whatever.

All members should be subscribed to #general and turn on cell phone notifications for that channel, as that will eliminate multiple notifications via email+text message+GroupMe and ensure that everyone gets the message. You can set a “do not disturb” time period.

There are a couple of bots you can connect to for information and fun:

- @meowth - this is our Team Rocket bot. It has a variety of useful and stupid responses. Connect to it and type “help” to see commands.
- @tbot - connects to The Blue Alliance for team updates and scores. Type “help” to see how you can get alerts. For Team Rocket, we’ll have a team-wide alert when we are playing. You can follow all your favorite teams, or teams we are scouting.

Notifications:

Computer / Chromebook instructions: In your settings, please set notifications on for #announcements, and then add or remove notifications to any other channel you need. You can do this by going to “Preferences” in your settings, then select “All new messages” if you want to see notifications for everything in every channel you subscribe to. If you want to individually select them, scroll down to “Channel-specific notifications” and “Add a channel.” You can choose how you want each channel to behave.

We have a limited amount of message storage on slack, so if you need to privately communicate with someone or have extensive non-robotics discussions, please use a different method to message them.

Google Docs / Drive:

All team members should have access to the folder “[MSM Robotics 2019-2020](#)”. We will keep all of the official team documentation in there, including:

- Outreach hours spreadsheet
- Purchase requests spreadsheet (to be added)
- And other stuff.

Website:

<http://www.teamrocketrobotics.com>

It needs some editors who want to learn how to use WordPress. Here is an [Intro to WordPress](#).

FRC 2723 - Team Rocket

2019-20 Team Handbook -- **DRAFT DRAFT DRAFT DRAFT**



This is both for internal (communication) and external (advertising) use.

Calendar:

The team Google Calendar is on the web site:

http://teamrocketrobotics.com/?page_id=88

And can be added to your cell phone and school calendar on Chromebooks at this link:

<https://calendar.google.com/calendar/ical/frc2723%40gmail.com/public/basic.ics>

Social Media Channels:

These are mostly for publicity and communicating with other teams:

Twitter: @frc2723, @ftc3638, @ftc4962

Facebook: <https://www.facebook.com/MSMRocketRobotics/>

Instagram: @ftc4962rockettes

Youtube:

FRC 2723: <https://www.youtube.com/channel/UCzcYIQkHaYEdu80u5uN5eQ>

FTC 4962: https://www.youtube.com/channel/UCDS9WZsJ9yd7Q_UJVgLYAUw

These channels may be controlled by students with oversight from Mr. Smith and/or Mrs. Whitaker, who are required to have access in accordance with archdiocesan policies.

Workshops

Throughout the year, workshops are held to teach the team needed skills. Members are encouraged to take advantage of them and attend. Mandatory sub-team specific workshops may also be held in order to introduce members to sub-team specific skillsets. Many of these sessions will take place during Monday Meetings but other times may be offered as needed and depending on mentor availability.

Outreach

The team participates in numerous demonstrations and other outreach events throughout the year. This is an important way to interact with and enrich the community while also spreading



our message and brand. Outreach is important on Team Rocket, and attendance is open to anyone on the team.

Competition Teams

FIRST Tech Challenge Teams

FTC Season is generally starts the first week of September and continues through the FTC State Championship in mid February. Due to the overlap with FRC season, FTC robots should be in their near-final state prior to FRC kickoff the first weekend in January. Members can participate in any part of the design or build process. No prior experience is necessary.

FTC Teams are generally student-led and although they may each organize themselves as they see fit, some suggested roles are listed below. The roles outlined below are exactly that: roles, not titles or ranks. Captains will be appointed by the mentorship team.

- (Co-)Captain - Leads and oversees the entire team. We typically use a dual captain structure to make sure that the team has leadership even if one captain is unavailable. They should work together and have ultimate responsibility over the team.
- Mechanical Lead - Leads and oversees the mechanical team, building based on the guidance of the CAD team;
- Programming Lead - Leads and oversees the programming team ;
- Design Lead - Leads and oversees the design team and CAD of the robot;
- Secretary - In charge of team organization and logistics; oversees the team files; ensures that everyone is making engineering notebook entries;
- Treasurer - In charge of keeping track of team finances,
- Historian - In charge of organizing team photos and videos

Some requirements for each FTC team include:

- Every team must successfully pass a design review moderated by student leaders and mentors in order to begin building their robot. Furthermore, teams pass subsequent design reviews in order to perform major robot changes at the discretion of the Lead Mentor. It is the responsibility of FTC Captains to schedule design reviews.
- Each team must document their progress daily in an engineering notebook, which will be presented to judges at FTC tournaments.



- Each team must prepare a 5-minute judging presentation which must be presented to the leadership team at least one week prior to their qualifying tournament, league championship, or state championship.

FIRST Robotics Competition Team

The FIRST Robotics Competition is an advanced competition which begins in January and occurs for the remainder of the second semester. The FRC team works together on a single robot design, with subgroups existing for each aspect of the robot. All members can participate in any part of the design or build process. No prior experience is necessary.

- FRC Build will occur for the duration of the second semester and a portion of the first semester at the discretion of the leadership team.
- Build sessions will go from 4:00 to 8:00 p.m. on Monday through Thursday and with weekend builds scheduled as needed. However, specific build dates may change depending on the discretion of team leadership and mentor availability. (NOTE: new FRC build season rules may affect the specific times starting in the 2020 season)

The FRC team has various subteams that will each be assigned one or more subteam leaders. Team members may move around between subteams depending on current needs.

FRC Technical Subteams

Controls

The robot control system includes onboard computer(s), power, and sensors as well as the software to run it.

1. Programming - Members develop software for FRC robots. Robots are programmed using control algorithms in Java and Python. Sub-team members will also participate in other programming tasks separate from robot code that involve a multitude of languages.
2. Electronics - Installs the electronics on a robot. Work with the programmers to test controls as well as sensors. Work with design/construction to make everything move properly.

Design

The Design subteam is responsible for the mechanical design and build of the robot. Team Rocket designs a robot using CAD and physical prototypes. The subteam can be broken into two or more groups:



1. Function - concerned with the development of devices to manipulate game elements quickly and efficiently.
2. Mobility - concerned with the design and assembly of the drivetrain and general robot structure.

Strategy

This subteam is focused on understanding the game and the best ways to play it. Strategy decisions inform the design of the robot.

1. Scouting - involves developing a system to track the performance of robots in matches at events and using that system to develop a strategy for each match as well as alliance selection
2. Drive - drives the robot in competition as well as significant amounts of practice. Work with the programmers, designers, and builders to improve the robot.
3. Team relations - work with alliance partners to develop strategies for specific matches.

Safety / Organization

- Ensure the safe use of tools and the upkeep of our workspace. Prepare and organize the pit at competition. Know the safety rules. Is in charge of Sorting Sessions. Read FRC safety manual and lead the culture of safety on our team.

FRC Non-Technical Subteams

Finance

1. Budget - the budget lead keeps track of income / expenses and plans for future purchase needs. They work with the mentorship team to determine spending priorities.
2. Fundraising - Help locate sponsors. Set up meetings with them. Lead presentations to show them how awesome FIRST robotics is and how our team could be a great representative of their company. Help write grants and work with the event planning team to organize events.

Public Relations and Record Keeping

1. Event Planning - organizing events, such as outreach opportunities.
2. Marketing - help manage the web site and social media accounts for the team. Get the word out about Team Rocket! They are responsible for:
 - a. Weekly blog posts about our competitions and outreach.
 - b. Updates to the school for the Parents Weekly Newsletter before and after each major event
 - c. Art for handouts at competitions and events



3. Historian / Photography - takes photos / video of our events for the record
4. Video Production - produce videos of our team for Chairman's Award, robot release, and education.
5. Graphic Design - create sponsor decals for the robot, sponsor and competition awards, team apparel, merchandise, and publicity materials including banners, fliers, handouts, and displays. They are also responsible for supporting the media needs of the other sub-teams, creating templates, and creating and maintaining the team's identity standards in official documents and as displayed at tournaments and other official events.
6. Spirit - in charge of making sure we have enough handout materials for events (competition or outreach); develops team cheers and banners for competition; engages other teams in our fun.

Awards

This team coordinates all the materials to be used in the Chairman's presentation and develops posters for the pit at competition. They are responsible for creating presentations for Chairman's as well as for anything needed during pit visits..

Advocacy

This team prepare materials and meets with city, state, and national politicians to advocate for funding for STEM programs such as FIRST. In particular, we advocate for state-level funding to bring competitive robotics to all schools in Oklahoma and to build a community STEM education center in Oklahoma City.

General Information

Behavior

Team Rocket expects that all members behave maturely and professionally at all times and comply with the standards of Mount St. Mary High School and the Catholic Archdiocese of Oklahoma City. Members whose behavior is below the standards of Team Rocket will face disciplinary action.

It is important that all team members remember that whenever they are engaged in a team-related activity, whether online or in person, they are representing Team Rocket. Their actions will reflect upon the team, our sponsors, and Mount St. Mary High School. Team members should treat their teammates, members of other teams, and the general public with kindness and respect at all times.



At competition, those who are not members of Team Rocket but are cheering for or representing the team in any way, such as parents and friends, must adhere to these guidelines as well.

At Competition

- Team members attending the competitions are required to attend the whole competition. While at competitions, students are expected to perform their assigned duties. Team members are required to remain with the team throughout the entire competition. Failure to do so will result in ineligibility to attend future competitions.
- Uniforms are to be worn at all times during competition. Sandals, open-toed shoes, and Crocs are not allowed in the Pit. Remember, you represent your team and FIRST.
- Safety glasses must be worn at all times by all team members and their guests while in the pit areas.
- Make sure you arrive on time for the bus, competition/conference hotel departure, scouting, and other assignments. You are expected to complete all assignments to the best of your ability.
- Scouts must be 5 minutes early for their shift to facilitate the transition-watch the time carefully if you are away from the stands.
- Bathroom breaks must be done during the non-scouting shift
- No texting reading, gaming etc while scouting!
- Follow the directions of the event staff and team mentors.
- The buddy system will be strictly enforced. Do not leave your Buddy(s) alone!
- Be sure your chaperone mentors are aware of your location at all times. If you leave the large group, tell a chaperone mentor where you and your buddy(ies) are going.
- Team members are expected to be present for ALL of our team's Qualification Matches (if there are extenuating circumstances, mentors must know ahead of time)
- Students must remain IN the competition venue or hotel unless travelling in a group with a chaperone.
- Because travel is required to and from competitions, students not on the official roster for a competition must be accompanied by their parent if they wish to attend the event. Students not on the official roster, must not interfere with or interrupt team activities. If they do so, they will be asked to leave and they will jeopardize their future team travel opportunities.
- Students may be responsible for their meals at competitions.
- If you will not be participating in a competition please let the leadership team know as soon as possible so that the team can allocate competition duties efficiently and effectively.

Room/Hotel Behavior



- Attendants are guests using the facilities, special care should be taken to not deface or destroy any property.
- Individuals, who inflict damage to the hotel rooms or the building, will be held liable for any costs incurred for repair.
- Respect the property of the hotel and arena. Keep the areas you have been occupying neat and clean.
- Curfew regulations shall be interpreted to mean that each person shall be in his/her hotel room by the published curfew. No team activities will occur after curfew. Room checks will be made nightly by mentors.
- Once a room check is made, students may not leave their room. Each student shall remain in his/her room until a predetermined time the next morning. Each student will be given the room number and phone number of the mentor(s) to call in case a problem arises during the night.
- Students of the opposite gender are NOT ALLOWED to enter each other's room. When possible, we will have a designated room where students can socialize, play cards or watch movies together, while being supervised by a mentor or adult chaperone.
- Only people who are on the official Team Rocket travel roster may be in a Team Rocket hotel room. Students from other teams, friends or students from the Team Rocket who are not on the travel roster may not be in Team Rocket rooms.
- It is agreed that, upon violation of the Code of Conduct, the violators' parents will be notified. And the violator will be sent home at their parents' expense.
- Serious misconduct shall be reported to the mentor, principal, parents, and if necessary, the proper authorities. Any further disciplinary action will be determined by board action and may result in at least one calendar year of ineligibility.

Submissions & Publications

To maintain the team's high standards of quality and imagery, the leadership team must approve any documents or media pertaining to the team prior to their release. This includes award submissions, publicity materials, news articles, pictures, videos, and posts to social media or discussion forums, and the website.

Confidentiality

Team Rocket prides itself on its competitive excellence and on being a source of inspiration and mentorship for other teams. The team shares ideas and design concepts with other teams and offers help to anyone who asks for it. However, the team believes that helping others work through the engineering process is much more effective than giving away fully-formed solutions and designs.



Members are not permitted to disclose any ideas, designs, documents, photos, or videos to anyone not affiliated with Team Rocket without the explicit approval of the leadership team. Confidentiality is taken very seriously and is punishable up to dismissal from the team.

Facilities

Rules & Guidelines for Team Facilities

- No member is ever to work without a mentor or faculty moderator on site.
- Food and drink is allowed at team facilities only at the discretion of an adult mentor or faculty advisor. Members must use common sense when given permission to have food and drink.
- When finished using a tool, it must be returned to its designated location in the lab. At the end of every work session, all tools and materials must be put away.
- If a member leaves before a work session is over, that member must clean for at least fifteen minutes before leaving. Members must announce to a mentor when they begin cleaning for credit.
- Members are not allowed to leave the lab before notifying and signing out with a mentor or faculty advisor.
- If a power tool malfunctions or breaks, it must be reported to a mentor immediately.
- Electrical devices of any kind may never be powered by daisy-chaining cords or power strips.
- Always wear safety glasses and other pertinent safety equipment when operating power equipment or are near somebody who is operating power equipment.
- Loose hair and long clothing must either be tied back or removed before a member is permitted to use any machine tools.
- Members must partake in a robotics related activity if they are in the lab. If a member is caught not participating in build they will be asked to leave the lab. Horseplay and games will not be tolerated.
- All members must abide by the guidelines set forth by the Mount St. Mary transportation guidelines. Any questions about a student's transportation status should be taken to a faculty advisor.
- Faculty and mentors always have the final word in any situation where safety is at stake. This is due to the hazardous nature of Robotics.
- All applicable rules of Mount St. Mary High School apply at any place where robotics work is being done.
- Failure to comply with the established rules will result in disciplinary action by adult team members and/or dismissal from the lab.

Identity



Team Rocket is known throughout the robotics community and has a very distinct identity associated with it.

Identity Standards

Team Rocket has developed a set of comprehensive identity standards to help maintain and preserve our strong team identity. The policies outlined in the identity standards are binding and must be followed for all team appearances and communication. For more information, see the Identity Standards posted on the team website.

Dress Code

The dress code must be maintained at competition, all off-season events, and robot demonstrations. Maintaining the dress code is encouraged on the school days before and after a robotics competition in order to raise awareness at school. For more detailed information, see the Identity Standards.

Photography and Media

All members must be willing to be photographed and appear in team-related publications.

Travel & Competition

Eligibility

Eligibility for overnight FRC and FTC tournaments is determined by the faculty & mentors. They will look at a member's participation and contributions throughout the semester. All members are encouraged to attend local tournaments.

Payment

Certain competitions require travel. This will require payment from members. Members will only be refunded if another member takes their spot. If cost is an issue, please speak with a faculty advisor.

Roles & Responsibilities

Prior to competition, members will be divided into drivers, pit crew, scouts, and documentation. It is vital to the success of the team that members maintain the roles that they are given. When at competition, members are not permitted to engage in unrelated activities, such as homework without express permission from a mentor. However, members are encouraged to watch matches, meet other people, and look at other team's robots.



Behavior

Behavior that is deemed below the standards of Team Rocket will result in punishment by a faculty advisor or adult mentor. Severe infractions may result in an immediate flight or bus trip home at the expense of the team member, and/or dismissal from the team.

Transportation

Local Events

Several events within the Oklahoma City metro area may not have transportation scheduled by the team. For these events, it is the member's responsibility to arrange transportation. Some events may have a bus available. Please check prior to each event.

Oklahoma Regional (FRC)

Members who wish to attend the competition must arrange their own transportation.

Travel Tournaments

The Robotics Parent Support Group will work with the school to arrange transportation and determine lodging options, but members are responsible for the cost and will be billed directly by MSMHS. Team members may be required to arrange their own transportation to the airport in the rare event a flight is required. Members must sign up in advance for all long-distance tournaments.

School Absences

If a member will miss school due to a robotics event, it is that member's responsibility to inform teachers of an absence at least one full week ahead of time and arrange for completion of missed work. If a student misses school due to illness, they may not attend any robotics function later that day. Students may not miss school after a tournament due to fatigue or postponed homework.

Team Leadership

Team Rocket is managed by a leadership team consisting of student leaders, adult mentors, and faculty advisors. The leadership team's duties go beyond those of regular members. This team makes administrative decisions, plans events, and manages projects. Every member of the leadership team puts in hundreds of hours of work behind the scenes to ensure that the team operates smoothly.



Leadership Meetings

The leadership team meets weekly year-round. All leadership meetings are closed to students not on the leadership team, but the meeting minutes will be publicly available to team members. However, students are encouraged to approach leadership team with relevant concerns.

Leadership Team Selection

Prior to each robotics season, a selection committee consisting of mentors, faculty, and alumni will choose next year's leadership team. The selection process is based on previous leadership experience, dedication, expertise, and a written application. Leadership roles are modified every year. This selection criteria is for both FRC and FTC teams.

Leadership Roles & Responsibilities

- FRC has two or more team captains and several subteam leads as described in this document
- Each FTC team is typically appointed at least two captains and may determine their own team structure

Contacting Leaders

If you are interested in working on a leader's sub-team, or have a question about work you are doing for that person, message them through Slack or email them.

Parent / Guardian Obligations

Our robotics program has been successful in no small part due to the support of our parents! Team Rocket strongly encourages parents to be active in the Team Rocket Support Group to help with the logistics of helping the team function. Some duties of the Support Group include:

- Providing meals for the team during FRC Build Season (cost will be reimbursed)
- Transportation of students to events when the bus is not used.
- Assisting with trip planning - choosing cost-effective hotels and transportation.
- Meal planning during trips, especially when the venue-provided options are not desirable.
- Fundraising and seeking sponsorships - work with the mentorship team and the MSM Advancement Office to identify opportunities for funding the team, equipment, and travel.



- Chaperoning students on trips and at competition.

Parents are encouraged to sit in the team section at events and participate in cheers and assist with other duties as needed.

Authority of the Handbook

The rules and policies set forth in this handbook are binding and must be followed by all team members. The handbook may contain appendices including the Team Identity Standards. These documents are binding as well. The leadership team has the authority to modify the handbook at any time. The team will be notified of any modifications. All students must acknowledge the Authority of the Handbook by signing the contract and form below.



Student Contract

By signing below I acknowledge and understand all points listed below:

- I have read the handbook describing Team Rocket and agree to comply with the policies outlined within.
- Participation in the program requires attendance at mandatory events, and I will comply with the schedule of said events.
- The equipment used during construction of the robot can cause serious harm injury if not used correctly. I understand that members are not permitted to use any piece of equipment until they have been instructed on its safe use and are not permitted to use any piece of power equipment without adult supervision.
- I agree and consent to allow my photographs, name, or comments to appear in media related to Team Rocket.
- I understand that violation of any of the policies above is punishable up to and including dismissal from the team.

Parent / Guardian Obligations

Parental support is a necessary component of a successful robotics program. Please indicate how your parents / guardians will assist the team this year:

Transportation of students to events

Assist with trip planning

Assist with meals during FRC Build Season

Assist with fundraising

Mentorship - which area? _____

Trip chaperone

Student Name

Student Signature

Date

Parent Signature

Date