



Allendale
Robotics



Student Handbook

| 2018 - 19





HISTORY

2007 – Started FIRST LEGO League (FLL) team

2012 – Started FIRST Robotics Competition (FRC) team
First FRC District Competition Win

2013 – Started FIRST Tech Challenge (FTC) team
First FTC Inspire Award, Most Prestigious Award in FTC
FIRST FTC Qualifier Event Win
First FTC State Championship Title

2015 – FTC State Championship Title

2016 – Second FRC District Competition Win

2017 – Third FRC District Competition Win
FTC Wins 2 Qualifier Events & State Championship Title

2018 – FRC Wins District Chairman's Award, Most Prestigious Award in FRC
FRC Wins 2 District Events, State Championship & Worlds Sub-Division



WELCOME TO

ALLENDALE ROBOTICS

Whether you are embarking on your journey on our Jr. FLL Team or on our FRC team we are excited to have you. This handbook contains the key policies and expectation that you will be expected to follow in your time on our teams, along with any other information you may find yourself needing.

The success of our teams relies on the commitment and dedication of our team members. Your adherence to these policies ensure a fun and safe environment for all of our students! Without enthusiastic team members, our family of teams could not run smoothly and would not be able to attain our goals. We hope that your time in Allendale Robotics provides a fun opportunity to learn life skills you will use in all your further endeavors.

Mission Statement

Allendale Robotics is an organization which reaches out to students in grades 1-12 to get them excited about the science, technology, engineering and mathematics fields. We strive to provide a quality experience in building robots and other aspects of business management that can be applied to real-world jobs after high school.

Our Teams

Allendale Robotics is a family of program ranging from 1st-12th grade. Currently our teams include:



TriSonics

FRC Team
9th – 12th Grade



HexaSonics

FTC Team
7th – 8th Grade

Lego Titans

FLL Team
4th – 6th Grade

Circuit
Breakers

FLL Team
4th – 6th Grade

Snickerdoodle
Seahorses

FLL Team
4th – 6th Grade

Laser Lions

Jr. FLL Team
1st – 3rd Grade

The Robotic
Dragons

Jr. FLL Team
1st – 3rd Grade

General Guidelines

The following acts will not be tolerated by any student participating on any of the Allendale Robotics teams. Any of the following behaviors will result in disciplinary actions decided upon by the team leaders, up to and including dismissal from the program:

- Persistent disobedience and/or breaking school rules
- Using profane and/or obscene language and or gestures
- Defying the lawful instruction and/or supervision of leaders
- Dress, adornment, or grooming which disrupts the team processes, violates reasonable standard of safety, health, hygiene or decency
- Dress code shall be consistent with school guidelines.
- Fighting or provoking a fight.
- Verbal or Physical attacks against students, leaders, and volunteer adults

General Guidelines in the Discipline Process

- Discipline shall be exercised reasonably and fairly.
- A student guilty of violating the rules is subject to disciplinary action by the robotics team leaders and/or school. Prior to disciplinary action the student shall be presented with the charges and given the opportunity to refute the evidence and the charges.
- The parent(s)/legal guardian(s) may meet with the team or school leaders to discuss an incident that involves their student.

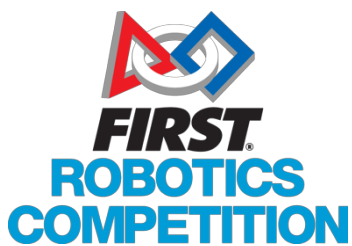
Rules of Conduct and Behavior

Students on the team are expected to behave within the following general guidelines:

- Students are expected to treat all persons on our team in a courteous and respectful manner.
- Students are expected to take the responsibility of self-discipline and of controlling their own conduct.
- Public displays of affection are not acceptable.
 - Hugging, kissing, and other expressions of affection are prohibited at all times. The couple must travel in groups at all times. Couples may not wander off or sit alone.
- Students are not to leave without notifying a team leader.



TriSonics & HexaSonics



1 Student Responsibilities

1.1 Participation

In following the philosophy of FIRST our attitudes and behaviors should be in line with the role of Gracious Professionalism at all times. It is expected that participation in all aspects of the program are put forth by all members on the team. This does not mean that a member needs to be involved in every aspect of the team, but you should be engaged in an area of interest. There are times, though, that the team will need the assistance of all members, such as hosting events, team building organization, scouting, travel preparation, etc.

1.2 Team Dues

Team members are expected to contribute a yearly fee for participation. Team leaders will communicate this fee and its due date at the beginning of the season. If a team advances further (to state or the world championship) additional fees may be required to assist with the additional lodging and traveling expenses. Grants and scholarships will be made available if the need arises. Please contact a team leader if you are financially unable to meet these requirements and we will work with you to make sure your student can still participate.

Failure to turn in team dues on time, without consent of a team leader, can result in the inability to travel with the team.

1.3 Recruitment

Another area of responsibility is in recruitment. It is, in part, the responsibility of the existing team members to increase awareness of the team and to recruit new team members.

1.4 Attendance at Meetings

Team meetings are part of the qualification of being eligible to go to competitions. Students are expected to be at 80% of team meetings and be on time. Sub-Team meetings are setup by the team leader as needed to complete that sub team's task or assignments. If you are not able to attend any meeting, you must make arrangements with a team leader.

It is understood by the team that robotics is not the only activity that people are involved in. If you are involved in another activity, please inform the team leaders so that schedules can be arranged and excused.

At the discretion of team leaders, multiple unexcused absences from team meetings may result in the revoking of privileges such as being able to travel with the team.

If the weather causes Allendale Public Schools to cancel evening events, any robotics meeting held will be made optional and students must come at their own discretion. As always: Safety first, *FIRST* second.

1.5 Volunteer Responsibilities

We pride ourselves on our community involvement. Therefore, we require the students to be involved in **at least 2 projects**. We recognize there are school activities that could qualify as community service if the team leaders approve the project. It is encouraged that all team members, students, mentors, volunteers, parents, etc. look for Community Service opportunities for the team.

In the past some examples of Community Service we have been involved in include: cleaning a park, helping serve food at a local kitchen, working with other youth groups, helping in community events.

1.6 Boyfriend / Girlfriend Relationships

In the event that a relationship develops or is ongoing: handholding, hugging, kissing and other expressions of affection are prohibited at all times. The couple must also travel as part of a larger group at all times. Couples may not wander off or sit alone.

1.7 Alumni

Allendale Robotics Alumni are not allowed to mentor our FRC team, The TriSonics, for at least 3 years after graduating.

1.8 Fundraising

1.8.1 Sponsorship

- Sponsor funding includes donations made to the team by any Company or Corporation or any individual or family.
- Donations may be made to the team in various formats. These can be in the form of a monetary donation, materials donations, a resource (people, equipment, venue), or other formats.

1.8.2 Fundraising

Fundraising will be done to help offset the costs for running the team from the Sponsorship costs. Fundraising may occur at any time throughout the year and will be used to either help fund the team trips or to help students offset personal contribution costs.

Individual Fundraising

- Individual fundraising is a completely voluntary fundraising
- Individual fundraising can be used to offset the personal contribution funds to help reduce the out-of-pocket funding for trips and other events or team needs.
- Any individual funds raised above the personal contribution level will be used for the general funding of the team.

Group Fundraising

- Group fundraising will be events that the group participates in together
- Group fundraising will be used to supply funds to the general team budget

1.9 Team Communication

Communication is an important factor of any team or organization. Throughout the year the team leaders and other team members will need to have means of communicating with members.

1.9.1 Mailing Lists

Mailing lists and e-mail is the MAIN format of communication to team members during and outside of the season. If, for some reason, a team member does not have an e-mail account this needs to be communicated to the team leaders and/or school representative so that other arrangements can be made for communication.

There are mailing lists at all grade levels and separate for members and parents:

1.9.1.1 Team Member Mailing List

The Team member mailing list is used for communication to the full team. The communication sent through the members list is used for many purposes, including:

- Team Meeting Information
- Important dates
- Project / Team Status
- Important information for the entire team
- Other various information as needed

1.9.1.2 Parent Mailing List

The Parent mailing list is setup to give a means of communication to the team Parents and Guardians. The communication sent through the Parent list includes:

- Many of the same information sent to dl-members
- Travel Information
- Important dates and events that may be parent/guardian specific
- Forms and Documents needed by the team
- Requests for help and assistance for different team functions

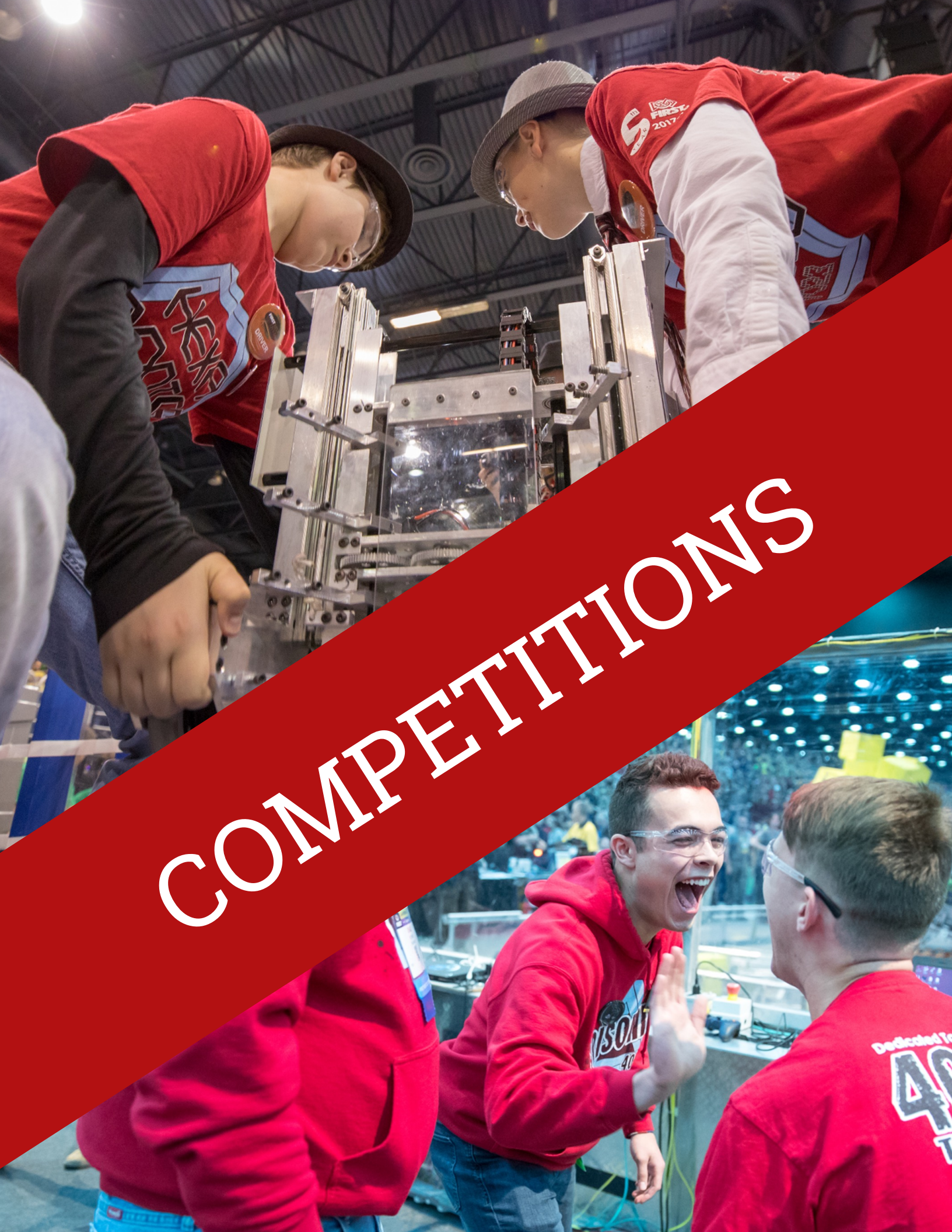
1.9.2 Slack

While email is our primary source of communication, the team also utilizes Slack as a way of communicating quickly with team members. Slack is free to use and all members are required to create an account and place the app on their phone to use regularly.

We use Slack at competitions to communicate with our members, and if a student is not able to check Slack themselves they must remain with someone else who can.

1.9.3 Other Communication Methods

The team, at times, may use other communication methods, such as school announcements, phone calls, text messaging, Facebook, word of mouth, etc.



COMPETITIONS

2 Competitions

2.1 Eligibility

Team members must attend a full day of classes before a FIRST event. Team members placed on suspension shall not be eligible for team events or meetings.

The requirements for travel to the events will be based on many characteristics including, but not limited to the following: behavior, attendance, attitude, work ethic, hours, school grades, community service.

2.1.1 Grade Requirement

One week prior to all events, student grades will be audited. Any student with a semester grade point average below 2.0 or failing one or more classes will not be eligible to travel or compete with the team.

2.2 Buddy System

While at events, team members will always be required to travel in groups of size two or more. Buddies may be assigned by team leaders, if necessary. Failure to comply with the "buddy system" may result in the inability to travel with the team in the future.

2.3 Personal Hygiene

Due to the longevity of competitions, students should be courteous to their team, as well as other teams, and shower frequently along with applying deodorant daily.

2.4 Travel to Competitions

Traveling as a team is very exciting, rewarding, and often the highlight of a student's memories. In addition to abiding by all the rules stated above, when traveling there are additional considerations that should be made.

Guidelines for Travel by Bus

- Only team members, parents, and team leaders may ride on the bus.
 - At times special arrangements may be made for others to accompany the team on a bus. These instances will be reviewed and approved by Team Leaders. Appropriate charges for shared expenses may be applicable.
- Students must obey the instructions and directions of the bus drivers and team leaders. The team leaders and/or bus driver are authorized to assign seats.
- Students are to use the Emergency door ONLY during an emergency or with the permission of the bus driver or team leader.
- Students are not to extend any part of their body or other objects outside the bus.
- Students are not to throw anything inside or outside the bus.
- Students are not to move around or change seats on the bus without permission.
- Students are to keep noise levels low as to not disturb the driver.
- Students must not damage or vandalize the bus. Students, parents, and/or legal guardians will be required to pay for repairs of any damages.
- Students are not to litter on the bus.
- Boxes, packages, luggage are to be held on the riders lap or in designated areas. The aisle must be kept clear at all times.
- Students are expected to ride to and from events with the team. Other plans must be made with a team leader prior to the event.
- When the team provides transportation, no students may ride with other students to and/or from events.

Guidelines for Air Travel

In the history of our team, no team has ever required air travel to a competition. In the event a team requires air travel to an event, further rules and guidelines will be presented at that time.

2.5 Lodging

Students will be assigned rooms when traveling overnight. There are no co-ed rooms; rooms are either male or female. Each room may have a leader assigned to monitor and coordinate activities, including room inspections. At no time shall a room have a gathering of both male and female students without having the door completely open.

Curfews shall be determined by the team leaders. The curfew shall be adhered to by all students. Failure to adhere to the curfew may result in disciplinary actions.

Team members are expected to remain respectful of the other tenants and surroundings. This includes, but is not limited to:

- Holding conversations at reasonable levels, especially when doors are open,
- Not running in the hallways, and
- Returning to your assigned room after curfew.
 - Absolutely no switching rooms without team leader consent will be tolerated. If you are found switching rooms, you may be restricted from traveling with the team to future events.

2.6 Competition Attire

At the event, all team members are expected to wear the *current year's* team shirt. On the first day of an event (load-in and practice day), official team shirts from 2014 or newer may be worn instead.

While at the tournament, the team shirt should not be covered unless by a team sweatshirt.

2.7 Behavior at Competitions

Things we DO at an event:

- We DO go around and get to know other teams.
- We DO stand during award announcements.
- We DO show Gracious Professionalism on and off the playing field.
- We DO have fun!

Things we DO NOT do at an event:

- We DO NOT wear personal music devices while at an event.
- We DO NOT use personal computers during opening ceremonies, closing ceremonies, or awards.
- We DO NOT use personal computers for any non-team related use during the events.
- We DO NOT alter team attire in any manner not approved by the leaders
- We DO NOT play cards or any other games at the event.
- We DO NOT engage in negative behavior toward another team or team member.
- We DO NOT display displeasure over any decision by a referee or judge.
- We DO NOT exchange negative remarks to each other, no matter what the situation.



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3 LEGO League

3.1 Team Dues

Team members are expected to contribute a yearly fee for participation. Grants and scholarships will be made available if the need arises. Please contact a team leader if you are financially unable to meet these requirements and we will work with you to make sure your student can still participate.

Failure to turn in team dues on time, without consent of a team leader, can result in dismissal from the team.

3.2 Meetings

All meetings are mandatory. As Jr. FLL and FLL have shorter seasons, if students regularly miss meetings due to other commitments it is hard to build the sense of team that is required to be successful at competitions. Your team leader will communicate with you early in the season regarding your weekly meeting times.

3.3 Team Expectations

Students are to be an active participant during all team meetings. This means that students are not allowed to “goof-off”. If students are consistently misbehaving at meetings, team leaders may ask for parental support during future meetings. If the problem persists, students may be dismissed from the team.

3.4 Competitions

At FLL competitions, (or Jr. FLL expos) parents will be expected to attend to help supervise the students. The competitions can get a bit hectic and keeping enough eyes on the kids is important to maintaining their safety.

All team members will be required to wear their provided team shirt at all official events.



Allendale
Robotics



Student Contract

By signing below, I acknowledge and agree to the following:

- I have read and understand the Allendale Robotics Handbook.
- I understand that in order to be considered an active team member of Allendale Robotics, I must follow and fulfill all requirements listed in the Handbook including, but not limited to, the grade requirements and meeting attendance.
- I will behave in a mature, responsible, and professional manner while on or representing Allendale Robotics.
- I understand that if there is a problem, I can bring it to the attention of a team leader to work it out.
- I agree and consent to allow my photographs and/or first name to appear in any media related to Allendale Robotics.
- I understand that violation of any of the policies above can result in punishment up to and including dismissal from the team without reimbursement.

Student Name

Student Signature

Parent Signature

Date