

# **Becoming a Team Member**

## **Benefits**

One of the primary benefits of being on a FIRST Robotics Team is learning through hands-on experience. Students will have a very unique opportunity to obtain skills, which are highly valued, to carry out tasks in their group. These skills will stay with them into adulthood as they enter their careers. These vast skills will range from using power tools and machinery, to programming and wiring the robot.

Students will also practice many skills highly prized in the business world. These include but are not limited to problem solving, decision making in a stressful and competitive environment, working independently, and working as a team member. They will have opportunities to make presentations to judges, writing grants and procuring. Students have the opportunity to demonstrate dedication, responsibility, and discipline.

Being a participating member of a FIRST Robotics Team carries considerable weight with university admissions officers and with scholarship committees. Many universities offer scholarships specifically for FIRST participants and others give special consideration to FIRST participants. Over twelve million dollars worth of scholarships and aid are available to these participants. Team members may have opportunities to meet and speak with university department heads and business leaders at regional and national competitions.

## **Qualifications**

To be a member of the Westview FIRST Robotics Team or the School of Science and Technology FIRST Robotics Team, you must demonstrate the following characteristics:

### **Positive Learning Habits**

These characteristics include solid study skills, completing assigned work on time, preparation for class/team meetings, and a willingness to learn.

### **Good Attendance and Punctuality**

In order for the teams to complete the building of robots worthy of surviving a competition on time, it is important that all members attend all meetings. During the "build" season we work after school each day until 9 pm, and on Saturdays from 8 am to 4 pm. Your Coach and Mentors are making the commitment to be there for you to learn and work together. As a team member, you need to be there to complete tasks so the teams as a whole can complete everything needed for competition.

### **Commitment and Dependability**

Each team member will have a role to play and tasks to complete. For smooth team operation, the teams depend on each member being committed to completing his/her assigned tasks. Starting a project and following it through to completion is a critical life skill and is critical to team performance.

### **Good Judgment and Positive Behavior**

As a member of either team, you are a goodwill ambassador for the team, the school, and the community. The behavior of each individual reflects on all of us. Solid behavior

choices should be demonstrated at all times, while keeping in mind the ethos of FIRST – Gracious Professionalism.

### **Ability to Work Independently and as a Team Member**

At times you will have tasks to complete which will require you to work with little direction. At other times you will work as part of a team to complete a task. You will need to demonstrate abilities of working well in both environments. If you feel you have nothing to do you need to ask your leader for a job, or check with the Team Captain. Those who are found sitting around will be given a job or the option of logging out and going home.

### **Interest in Problem Solving, Meeting Challenges, and Working in a Competitive Environment**

The engineering design, testing, building, and debugging process is challenging and full of problems to be solved. In addition, you will be competing with and against other teams. You must be able to handle difficulties without letting frustration dominate your behavior and to be able to persevere while under scrutiny and pressure.

### **Honesty and Integrity**

One of the hallmarks of the FIRST Robotics Competition is “Gracious Professionalism”. It is expected that teams and their members will follow the rules, and work with one another in a professional manner. In addition “Coopertition” demonstrates unconditional kindness and respect. You will find the definition for both terms below as found on the FIRST website.

#### *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 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.

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.”

#### *Coopertition<sup>TM</sup>*

“Coopertition<sup>TM</sup>” 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.

At competition each team will have an opportunity to vote for one team they believe demonstrates the epitome of Gracious Professionalism. During the award ceremony on the third day after all matches are complete, the award is given. This award is highly prized by any and all teams. It is an honor to be awarded by your peers – not the judges for your willingness to reach out and help and show kindness and respect to all.

### **Time Management Skills**

This activity will require many hours from each member, especially during the six-weeks from early January until mid-February. Students will need to manage their time carefully in order to keep up in class as well as complete their team assignments.

### **Expectations for Team Members**

All students on a FIRST Robotics Team will be expected to follow the BSD Code of Conduct at all times. A signed Code of Conduct may be required before participation in FIRST. Failure to comply with the Code of Conduct will result in a plan of assistance, suspension or expulsion from either of the teams.

Attendance at meetings and events is required unless the appropriate Team Captain is notified of an extenuating circumstance (pre-arranged commitments that cannot be rescheduled) PRIOR to the meeting or event. Students are also expected to maintain a passing grade in all classes. Failure to comply with these rules could result in a plan of assistance, suspension or expulsion from the team.

Students are expected to work with the teams' interest in mind. All students will work on equal levels with one another and with the Mentors. It is imperative that all students show respect to each other as well as any student Leaders, Adult Leaders, Mentors and Coaches. All students will be required to participate in both the fundraising and spirit teams. It is preferred that each member should choose to work with one of the main groups.

Please do not come to meetings if you become ill. We have only six weeks to design and build the robots and it will be better if you rest for a couple of days and not risk infecting the entirety of the teams. You must inform the Team Captains or Coaches if you are staying home for illness.

### **Participation**

Like any other activity, the FIRST Teams require many hours of work both after school and evenings as well as all day Saturday. Members are required to attend meetings, work sessions, workshops, and fundraising activities. During the fall and spring, meetings will usually be held once a week. These meetings will focus on team organization, fundraising, and activities related to robot design and construction.

### **Meals/Snacks**

Each member of the teams must provide one meal for the **entirety of both teams** during the build season, either a lunch on Saturday or dinner on a weeknight. We encourage parents to stay and eat a meal with the teams when they bring it in. It is fun to hear the discussions and rhetoric during meal times! We also ask that each member provide some non-perishable snacks for our after-school snack pantry. If parents are

interested in bringing in a fresh snack they would be welcome to at any time. **Students who eat dinner with the team on weeknights are required to stay for the remainder of the evening and help with clean up.**

Coach Hendel has offered to hold an extended work time at his home on Saturday evenings until 9 pm. Those students planning to participate will need a meal as well. There will be opportunities for parents to provide meals for the group if their student is participating in that extended work time.

## **Time Log**

The Time Log should be recorded at all activities during build season. All students are expected to be on time and stay the required amount of time, until the work area and shop are clean and all tools put away. On Saturdays, all students are expected to arrive at WHS at 8 am and work until 4 pm. Saturdays are **mandatory** attendance for all team members and exclusions must be excused by the Coach in advance except in the place of emergencies. Students may be excused from attendance on a very limited basis. Clear any conflicts with the Team Captains before missing the meeting. If you have conflicts, keep the Adult Leaders informed. It is understood that students are often involved in more than one activity. This is encouraged and supported by our teams. It is the responsibility of the student to manage and balance all these activities, informing the Team Captains and the Adult Leaders of their commitments.

Video games, computer games, or any other type of game playing is strictly prohibited. The time you log during Build Season is to be spent working on team related tasks and activities, **not** game playing. If you choose to play rather than work you will be asked to leave. Students must be aware of this rule. The first infraction will result in the student being sent home. The second, the student being placed on probation and their parents notified. After the third time, the student will be dismissed from their team.

Communication is important to avoid misunderstandings. We will work to accommodate other commitments to the satisfaction of all involved. However, there may be situations that cannot be resolved and the student may have to make a decision about which activity to put their effort and time into, especially during the six-week building time. Please discuss this with the adult Leaders as well as your parents before you make a decision.

Students who fail to meet the participation requirements will be placed on probation and their parents notified. They will be dismissed from the team following their third unexcused absence.

There is a mandatory 30 minutes spent in the homework room. The homework room will be monitored by an adult volunteer and team members are required to spend 30 minutes each day engaged in homework related activities. If a team member has no homework, then time spent helping another team member with their homework will count towards their time. The homework room time **will** count towards the 100 hours time requirement.

The student cannot stay in either the shop, the robotics room, or the CAD room unless they are working on robotics related activities or have the teacher's permission. If a student acts otherwise, they will be requested to leave.

Parts, tools or any other material cannot leave the shop/school without the Team Coaches' authorization. Failing to do so may result in dismissal from the team.

All students are expected to respect the teams hierarchy. Students shall not challenge authority. Problems should be discussed with a Team Captain or the Team Coaches in a respectful way. You will be learning Gracious Professionalism. Problems are supposed to come out and it is part of the FIRST competition to learn how to deal with them. Captains and Adult Leaders will discuss all problems involving the teams openly. They will try to find ways to solve problems that may emerge.

Some activities of the team are considered voluntary but highly encouraged. These include non-local competitions, participation in events, and appearances before local organizations. Students are encouraged to participate in voluntary activities since the activities can be very rewarding for both the individual and the teams. Universities and scholarship committees are often check when a student indicates membership with a FIRST on their college application. The Team Coach will not certify that you are a FIRST team member if you have not met all the team requirements. Alternatively, if a committed student requests a letter of recommendation from the Coach, he/she will be given a glowing report.

## **Fundraising**

Most of the funds come from grants and company presentations. We also contact businesses to have parts/materials donated. Students are required to help. Other fundraising activities will be decided as a team. All team members and parents are required to participate in fundraising for the teams. A log of student participation will be kept, and each team member will be expected to help raise his or her share of the funds needed for the teams. The funds are typically used to buy materials and parts to build the robots (prototype, playing field, etc.), and to pay registration fees. Fundraising also helps pay traveling expenses through scholarships as needed. We may also offset some travel expenses by fundraising.

The Team fee does not pay for any travel expenses. Every team member is expected to raise their share of the funds in order to be eligible to travel to regional and national competitions. Typically, funds raised are for paying registration fees, and robot shipping fees. If a parent cannot participate or objects to their son or daughter participating in any fundraising activities, they should contact a Team Captain or an Adult Leader. An alternate method for replacing the revenue may be found.

Mentors and students receiving the Team support will be decided with the same requirements as all other decision in the teams, dedication time, quality of work (hands on), vital understanding of the robot, and following rules. Financial aid will be available for students that qualify (free lunch). They also will need to dedicate time, work with the teams and help in ALL fundraising activities (unless excused by the Team Coaches). We are open to suggestions for ways to earn money for the teams—contact the student or adult fundraising chair or Team Coaches, with your ideas.

## **Time Log**

Beginning on the first workday of the build season you will be required to log your hours through the time-log on our teams' website. Students must sign in and out, to keep a current time log. The Team Coaches and Team Captains are not in charge of recording a

student's time. This time log will be used to make most of the decisions related to team membership eligibility, travel money and team position in the following year. Each student is required to complete a minimum of 100 hours to participate in team events. Only the time that is spent working and learning will be considered. Hours spent not focusing on activities will be deducted. ***Students cheating on the time log will be placed on probation, and may be dismissed from the team.***

## **Requirements for Attending Competitions**

In order for a student to attend regional or national competitions, he/she must do the following:

- Attend every Saturday work session during build season unless excused by the coach (notify your Team Captain/Leaders)
- Participate in one of the groups, completing assigned tasks, and assisting other groups when requested
- Participate in fundraising activities
- Maintain an appropriate academic record.

## **Academic Performance**

All team members are expected to complete class work and maintain their grades during the entire time that he/she is a member of one of the teams. Like participants in other activities, you are held to a high standard of performance. You are, in a sense, role models for other students. You will be asked to share your progress reports with the Team Coach as he is accountable to the district for your participation. Your semester grades will be submitted and in order to remain on the team you need to maintain a minimum of a 2.5 GPA each grading period that you are part of a team.

In addition, school requirements are that you cannot have an "F" on your progress report or report card (and we will look closely at a "D" or a "K Contract"). If your grades do not satisfy the requirement the situation will be discussed by the Coach your parents. This may result in a temporary suspension from a team until your academic performance shows improvement. The student will be required to demonstrate that all requirements have been met or are improving before returning to their team or attending any regional or national competitions.

If you are having difficulty with a particular class, please notify the Team Coaches. Assistance is also available from your counselor and the teacher of the class that you are taking. It is your responsibility to address problems in a timely and responsible manner.

When we travel, you are required to get all class work, assignments, and reading before we leave. Please allow teachers adequate time to get these materials ready for you. These assignments are due when you return to school. You are responsible for all required texts and materials you bring on the trip.

## **Behavior**

This is a school activity and school rules and policies apply at all times. (This includes the dress code). Violations of team or school behavior policies will result in application of the school discipline policies and may result in a student being placed on a Plan of Assistance or dismissed from the team. Serious offenses that occur while we are away

at competitions will result in the team member dismissal from the team and if during a trip, being sent home immediately at the expense of his/her parents.

The team is under scrutiny at all times by school staff, by the community, and by the officials and participants at competitions. Your behavior, both positive and negative, reflects on not only you, but also on your teammates, the chaperones and mentors, our sponsors, our school, and our community.

Be particularly careful when we are at a regional or the national competition. You never know who is listening. A judge or university representative or a member of another team may hear what you say to and about one another. Even the expressions on your face and your body language may bring unwanted attention to your negative behavior and leave a bad impression. One demonstration of positive behavior is cooperation. If a mentor or Team Leader asks you to do something, comply with the best of your ability and with a smile. Ignoring a mentor's request or directions is not in the best interest of the teams.

If you feel that a request is out of order, discuss it with the Coach.

As a member of this team, you are expected to be a leader in the school, specifically in the classroom. Your behavior sends a message about the caliber of students on our teams. You are expected to be a role model, an example of the best of our schools. You are expected to be polite and respectful and to follow the student behavior guidelines set forth in the student handbook. Behavior that is in conflict with these expectations may result in your dismissal from the team.

When we travel, you will be in close quarters with several other people and conflicts may arise. Students should refrain from rumors, "he said/she said", teasing, and other negative behaviors. If a problem occurs, you are requested to speak with Adult Leaders immediately so that a resolution can be found. A sincere apology and a demonstration of changed behavior will build rather than tear down relationships.

In the event that a boyfriend/girlfriend relationship develops or is ongoing, there are expectations that must be followed at all times during team activities, both at home and away. Handholding, hugging, kissing, and other expressions of affection are prohibited at all times. The couple must travel in a group at all times and may not wander off or sit alone. They are expected to appear as part of the teams, not as a couple. Hotel rooms are off limits to members of the opposite sex. The only exception will be a team meeting attended by the Mentors.

## **Dress**

Our uniform is an important part of our image and therefore must be worn properly and maintained with care. You are not allowed to trade any part of your uniform without permission from the public relations/spirit chair or Team Coaches.

Shirts must be worn on designated days and at events. Do not cover or alter the shirt in any way. There may be more than one version of the shirt. The Public Relations/Spirit committee will decide which shirt is to be worn and when.

There may be other parts to the uniform or there may be costumes. You will be given a full set or authorization to buy one if needed. Maintain them with care. Dress neatly and

cleanly when we are traveling, daily showering and use of deodorant is mandatory for team participation in general, and especially at competitions or any other event.

Personal hygiene and cleanliness is part of the dress code and must be maintained at all times.

### **Competition Etiquette**

Be enthusiastic, enjoy the event, and involve yourself in the excitement. Cheer for your team and for the other teams in the competition. Develop cheers to use and cheer as a team. Sitting in the stands looking bored or engaging in private conversations while the team cheers does not demonstrate team spirit and is not an acceptable behavior. Greet those people who visit our pit area or our seating area and make them feel welcome. Team members are encouraged to visit other teams' work areas and be friendly.

During the awards ceremony we will applaud those awarded. Stand and show your respect. Win or lose with dignity. Police our seating area and pit areas for trash. If you see some, pick it up and dispose of it properly. Please clean up after yourself. Demonstrate your sportsmanship by helping keep things neat and orderly.

The following behaviors are not acceptable while we are at an event. Do not bring and listen to personal music players. Do not play cards or other games or use electronic toys - including but not limited to your cell phone. Do not display negative behavior toward another team or its members, or toward your own teammates and Mentors. Do not display displeasure over a decision by an Adult Leader, Referee or Judge. Do not wander off alone. We enforce the buddy system when traveling. Please respect this method of safety and responsibility for you and your team members.

### **Shop Etiquette**

In a shop of any kind, there are many opportunities for accidents to occur. Therefore it is important that all team members behave and work in a safe manner. Horseplay of any kind is not acceptable. Make sure that a Mentor gives permission and is present before you use any power tools or equipment. Use the equipment appropriately. Follow all safety procedures. Check the area around you for any hazards before beginning your work.

Students found using the shop without supervision may be dismissed from the team. Just as you will be required to wear safety glasses and closed-toe shoes and to dress appropriately when in the pits and at the playing field when at regional and national competitions, you need to do so when working in our shops—both those at school and those donated for our use by others.

Respect the rules and policies of shops that we use. Appropriate shoes are required—no open-toed shoes, sandals, or high heels are permitted. Hair must be pulled back and secured. Also note that welding, grinding, and other machining processes produce hot sparks which can set clothing on fire if that clothing has fringe or frayed spots. You may find it helpful to purchase a shop coat.

### **Forms**

In order to participate in team activities, you will need to have the following forms on file:



FIRST STIMS Electronic Registration/Picture Release Form - STIMS  
Off Campus Event Participation  
Emergency Health/Medical Release Form - including meds  
Copy of Student ID/ Medical Insurance ID  
BSD Out-of-State release  
Proof of insurance form if you are driving (this also applies to parents)  
Private Auto release – for parent and Student  
Westview Robotics Team Membership Contract  
School of Science and Technology Membership Contract  
Team t-shirt Order Form

## **Health**

Each team member will need to have an Emergency Health/Medical Release Form on file. This form needs to contain accurate information and be kept up to date. The form will accompany the teams to all events.

Students who are taking medication while we are traveling need to give the designated Mentor a list of those medications. Students are not allowed to share any kind of medicine without both parents' authorization. Take appropriate precautions such as using sunscreen and insect spray.

Do not travel if you are ill. Inform the Adult Leaders immediately if you become ill. If you plan to travel, one of your parents must travel with you at their own expense. If you become ill while we are traveling, you may be sent home at your parents' expense, using the first available transportation.

## **Team Communication - E-Mail**

**\*All team members are required to have an active e-mail account.** This is the fastest and most efficient way for us to communicate. Please provide your address to the Team Coaches and inform them of any changes. You need to monitor your e-mail at least once a day (early morning or late evening would be best). There are many free e-mail services, check with a Team Leader if you have any questions. Many votes will be conducted via email. If your reply has not been received by the due date, you will lose your right to vote on that issue. If you cannot reply by email, you must personally call the sender. It is very hard to plan meetings to discuss every issue and some decisions must be made in a short period of time. You should also check the team websites and/or the teams' Google group often, find new information and inform the web master about errors.

## **Plan of Assistance**

A team member whose participation, behavior, or academic performance does not meet the teams' requirements will receive a Plan of Assistance. (Serious violations of the behavior expectations may result in immediate dismissal from either of the teams.) The Plan will state the reason for the student being placed on the Plan of Assistance and will include suggestions for improving and correcting the situation. The Plan will also include a timeline for the correction, a clear explanation as to what is expected, and the consequences for not meeting the timeline.

## **On the Road Again**

Traveling with the teams can be a memorable and rewarding experience, often forming some of one's best memories of high school. In order for that to happen, considerable

planning needs to take place, and everyone needs to understand the process and behave in an appropriate and safe manner. Your safety is a large factor in the procedures that you are asked to follow. All eligible team members are expected to travel to events unless exempted by a Coach in advance.

### **Travel by Vans/Cars**

If traveling to a Regional that is relatively close, we will travel to local competitions and to the Regional by van or car. Parents will be asked to volunteer to drive. Drivers for the trip must be adults over age 21, with a copy of their driver's license on file.

An agreement of expenses should be discussed between the families before the trip. Team members are asked to remember that they are guests of the drivers and to follow their directions and to keep their vehicles clean. All team members must wear seat belts when riding in vans or cars. A proof of insurance for all drivers and vehicles will be required.

### **Air Travel**

Travel by airship will be used when the teams travels to the National Competition. Because of its' inherently chaotic nature and the tightened security procedures, we will follow strict procedures when we travel by air. You will be a part of the teams' "hurry up and wait". You will be expected to be quick and efficient in moving about and waiting for all to regroup as needed. Everyone will be expected to wear the teams' uniforms. Items not designated as part of the uniforms will not be worn. A winter coat is permissible.

You are restricted to one piece of checked luggage, one carry-on and one personal item such as a purse or briefcase. Make sure that you pack efficiently. Since you will be responsible for handling your own luggage in the airport, we suggest you bring only items that are necessary or required. To make it easier to get through security, be sure to follow the latest TSA security measures. Remember that security personnel take all remarks seriously, so make sure that you do also.

Please place the provided and proper team identification tags on all your luggage and personal items prior to entering the airport. Students will process their luggage and ticket at the counter in alphabetical order. The Travel Coordinator or Lead chaperone will proceed first to assist in the process. Have your photo identification ready when you step to the counter. You may be asked some questions about your luggage. This is a serious time, pay attention. When finished, move to the designated area and wait until everyone is finished. We ask that you carry your photo ID on your person to be viewed by security personnel when requested. When all team members have checked in at the counter, we will proceed to the gate area. To do so, we will pass through a security checkpoint. Place all metal items, including cell phones, pagers, keys, mp3 players, washers, bolts, etc. into your carry-on bag. \* **Please note that pocket tools such as Leatherman or Gerber, etc should be put into your checked luggage, not your carry-on bag.** It will be confiscated by TSA if you have one on your belt or carry-on.

Form a single line, placing items on the conveyor belt when appropriate. Take off your shoes and belt if applicable and put them in the bin on the conveyor belt. If carrying a coat, it should also be placed on the belt. Wait to be directed through the metal detector by the security person. Collect your items and wait quietly in the designated area until everyone is through the checkpoint. When we have cleared the security area,

we will proceed to the gate area for our flight. Do not stop at restrooms, snack bars, or wander away from the group.

At the gate, find a seat, stay with our group and wait for further instructions. If you need to use the restroom, you will be allowed to do so at this time. Check out with the chaperone. If time permits, you may be allowed to go to the snack bar. When moving around the airport, travel in groups of three or more and keep watch over your luggage at all times.

When it is time to board the plane, please follow the chaperone's instructions carefully. Have your boarding pass ready. Chaperones will collect the remaining boarding passes for safekeeping. When you enter the aircraft, put your carry-on away quickly (either in an overhead bin or under the seat in front of you) and take your assigned seat. If you're not sure which one is your assigned seat, do not hold up everyone behind you; just take a seat in the teams' area and we will switch around later. Follow all directions of the airline staff and the chaperone's. Do not change seats without permission from the chaperones.

If you feel ill, or need assistance, get the attention of one of the chaperones. If you have trouble with motion sickness or have not flown before, you may need motion sickness medication before you board the plane. Please notify our team nurse if you feel you need this. Changes in air pressure occur while flying. These changes can affect the ears. Chewing gum and/or swallowing will sometimes help.

At the completion of the flight, exit the plane in an orderly manner. Be courteous to others. Do not forget your carry-on bag and other personal items. When we get into the terminal, gather to the side until all team members have exited. Watch and listen for instructions from the chaperones. Attendance will be taken and then we will proceed to the baggage claim area. After you claim your bag, move to the designated area and wait for directions.

## **At the Hotel**

Before arriving at the hotel, students will be assigned to rooms in groups of 3 or 4, depending on the number of students and rooms. Room assignments will be organized prior to departure. There will be no coed rooms. A same gender chaperone will be assigned to each room. Your chaperone may also have another group of students to monitor and coordinate activities. All adults traveling with the team, including Mentors without students in the team, are responsible to help look over the students assigned to their room.

When we arrive at the hotel, students will wait in a designated area while the chaperones complete the check in process and pick up the room keys. One person in each room will be designated as Room Captain and keeper of the key(s)—there may or may not be more than one key per room. Students may proceed to their room as soon as the keys are distributed; check your room as you enter and inform the chaperones of any problems. Remember that you are responsible for damage to the rooms.

Treat the room and its contents with respect and care. Be safe. Do not open the door to your room without looking through the peephole. Ask who is there and do not open the door for anyone that you do not know. If it is hotel staff, call a chaperone to be present while they are in your room. Do not prop your door open at any time. Remember to use

the buddy system; we travel about the hotel in groups of two or more. Do not leave valuables lying about.

There may be free time for you to enjoy the pool or hot tub. A chaperone must be present when you do. Appropriate attire is required. Check with the chaperone if you have any questions. Remember that rooms are off limits to members of the opposite sex except for team meetings that take place with a chaperone present.

When we check out of the hotel, a chaperone will inspect your room and collect your key(s). Wait in the designated area until everyone is ready to leave.

## **Other Activities**

Depending on cost and accessibility, we may provide you with an opportunity to participate in cultural, fun, or educational activities in addition to the robotics competition. You will need to dress appropriately for these activities—we will try to provide you with the relevant information in advance. Team members will be responsible for the costs of the activity. Remember that you are a representative of our teams, chaperones and mentors, school, and community. You are expected to behave in an appropriate manner at all times.

## **A Typical Competition Schedule**

At the Autodesk Oregon Regional, our schedule will begin on Thursday, with the Pit Crew and Drive Team arriving early. For the Autodesk Oregon Regional only, parents will be requested to drive their students to the Portland Coliseum and pick them up after the event. Each student has to arrange their own rides. If a Mentor/chaperone decides to take on the responsibility of overseeing students on the MAX train, we will make that announcement and ask that you commit in advance. We will use every precaution for the safety and protection of all team members who may ride the MAX. There will be strict guidelines to follow if we use the MAX for transportation.

## **For out of state competition**

### **Wednesday**

Wednesday will be our typical travel day for reaching the competition site. You will need to be at the designated departure site on time as we will not wait for latecomers. We will arrive at the hotel, check in, visit the competition site, have dinner, and perhaps enjoy some activity before we conclude the day with both teams' meetings. A detailed schedule will be provided and/or announced.

### **Thursday**

Breakfast plans will be announced Wednesday evening.

Some team members, Pit Crews and Drive Teams, will arrive at the competition site early to prepare the pits area, uncrate the robots, and begin preparing for inspection and practice. The remainder of the team will arrive just before the competition begins. Those who arrive later will find a place to sit, prepare to scout the matches, and visit with other teams. The video/photo team will be taking pictures of the other robots and documenting our work.

A lunch break time and place will be announced.

We will be involved in 2 or 3 practice sessions during the day. All groups will have duties to perform during this time. The day will end around 5 pm when the pit area closes. We will then return to the hotel, and then go to dinner. The evening schedule

will be announced. There will be a team meeting for both teams late in the evening. Students will be in their own rooms from the end of the meeting until morning. Lights out will be at 11 pm.

### **Friday**

Breakfast as stated above and discussed in "**Thursday**".

The Pit Crews and Drive Teams will report to the competition site early to reassess our opponents' robots and to discuss our strategy. Everyone will be there when the site opens. Activities for everyone will be similar to Thursday's activities.

Lunch will be announced.

We will leave when the pits close at about 5 pm and the evening routine will be similar to Thursday's.

### **Saturday**

The Saturday schedule will be similar to Friday's.

At the conclusion of the competition there is an awards ceremony which we will attend.

Upon completion of the ceremonies, the Pit Crews and Drive Teams will pack up the robots for shipping, others will help move our equipment out, and a clean up crew will ensure that our pit area is clean before we leave. If we are staying over Saturday night, the evening schedule will be similar to the previous ones.

### **Sunday**

After breakfast, we will prepare for departure. Room chaperones will inspect each room before leaving. Return keys to your chaperone who will return them to the hotel office. It is possible that we may take time for additional site-seeing or other activities. Please meet at the designated area for further instructions. If you have questions, please ask your chaperone.

