

Petoskey Paladins

FRC Team 3618

Team Handbook



2019/20



Paladins Handbook

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Paladins Handbook

The Petoskey Paladins are the high school component of the Petoskey Robotics programs. The Paladins compete in the FIRST First Robotics Competition (FRC) program. Petoskey Robotics seeks to inspire elementary, middle and high school students in science, technology, engineering and leadership while participating in the *FIRST* Robotics programs. Petoskey Robotics encompasses teams of students, coaches, parents and adult mentors who value student development and community outreach.

Students must read and agree to follow the rules and guidelines in this team handbook.

Paladin's Mission Statement:

To invoke a sense of inclusiveness as we encourage learning and personal growth within our team, FIRST, and community

Goals:

1. Welcome all students as an important part of the team;
2. Teach technical skills, including mechanics, electronics, programming, computer-aided design, website building, machining, creativity and other areas related to robotics competitions;
3. Teach associated skills including marketing, communication, photography, leadership, budgeting, project planning and other areas necessary to run an FRC team;
4. Teach soft skills including interpersonal communication, time management, task planning and tracking, teamwork, and budget applications;
5. Involve team members in our team, school, regional, and FIRST communities
6. Acquire and retain support for the team and for FIRST Robotics from schools, corporations, mentors, sponsors, the community and parents;
7. Effectively compete while following the FIRST theme of *Gracious Professionalism*.

Action Plan:

1. Pre-season will focus on completing Badges. All team members need to complete the Level 1 Participation Badge in order to go to competition. To be on a sub-team, team members must begin the Level 1 Badge of that team by kick-off. Robot-A-Thon will include sessions to help all team members complete their level 1 badges. All students are responsible for tracking their badge progress on the google drive, using the tests on the drive for each subteam.
2. We will continue to improve the autonomous functions of the robot.
3. We will be proactive with the Knights-Squires program by assigning Knights and squires.
4. We will connect all social media for uniform posts and post weekly, including a "What's happening in the shop?" post.
5. We will continue our summer community events which may include the July 4th Parade, Paladin Paddle, Camp Transition Zone, and Clean the Bear and other events that we are asked to participate in. We will continue the partnership with the library's 3D Printing classes or other projects as requested.



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6. We will enable students to earn varsity letters through both participation in our program and earning FIRST Badges.

General Team Calendar of Events

- September
 - Leadership Bootcamp
 - All team meetings begin, weekly on Thursdays after school in CTE room
 - Team Recruitment and application process
- October
 - Sub-team workshops and training (Paladins meet in the Robotics rooms: CTE lab 141, Workshop 133, CAD Lab 146, Mechatronics workshop 134/135, and Teacher's Lounge 144 as needed)
 - Beginner training will be provided in CAD, Java Programming, and design
 - Work on designing and building module for Mark, pit structure, and robot cart
 - Parent meeting
 - Potential Restaurant Fundraiser with G3
 - Team dinner/training night at least once, with team building activities
 - Off-season Event
- November
 - Team workshops/training sessions and all team meetings continue
 - Petoskey Qualifier
 - Support Pellston's FTC Qualifier
- December
 - Team workshops and all team meetings continue
 - RoboCon/Robot-A-Thon
 - Mock Kick-Off
- January
 - Weekly all team meetings continue in CTE lab etc
 - Kickoff event (first weekend in January)
 - Quick Build (first Saturday or Sunday after kick off)
 - Build season begins - different team meetings will take place every day in the workshop, mechatronics shop, CAD lab, and CTE lab until 9pm and on weekends. Schedules will be posted on the team's google calendar and team members notified via Slack.
- February
 - Weekly all-team meetings continue in CTE Lab etc.
 - Build season continues - meetings will take place every day in the workshop until 9pm and on most weekends. Schedules will be posted on the team's google calendar and on slack.
 - Parent meeting with team reports and presentations
 - One regional competition (drive team leaves Thursday, team leaves Friday morning, all return on Saturday night by midnight)
- March
 - Weekly all-team meetings continue in CTE Lab etc
 - One regional competition (drive team leaves Thursday, team leaves Friday morning, all return on Saturday night by midnight)
- April



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- Weekly all-team meetings continue when possible
- Possibly, one additional regional competition (drive team leaves Thursday, select team leaves Friday morning, all return on Saturday night by midnight)
- State Competition (if we qualify). Drive team leaves Wednesday, team leaves Thursday morning, all return Saturday evening or Sunday morning
- World Competition (if we qualify). Entire team leaves Wednesday morning and returns Saturday night.

May

- Wrap up weekly all team meetings
- Team banquet
- All team members submit 2 names (at least 1 girl) for fall recruitment
- Vote for team captains
- Mentors/Coaches/Captains elect new sub-team leaders
- Summer
 - Fourth of July parade with G3, Festival on the Bay/Paladin Paddle, Heal the Bear, sponsor demos, Camp Transition Zone

Kick-Off Event

The kick-off begins the competition season and will be organized as follows:

1. All team members must participate in the FIRST FRC kick-off event.
2. The entire team will discuss strategy and what direction they want to go in.
3. Small groups plan, design or prepare an idea to present to the team on kick-off weekend.
4. Design team will create two plans for whole team to vote on the final concept on the Friday following kick-off. This is the design concept that will go to the CAD build team.

Team Organization

Petoskey Paladins will be organized into a series of sub-teams according to team needs. Each sub-team will be led by a student leader and an adult mentor. Team members may only lead one team per year, unless a second team is deemed necessary by coaches and mentors. There will be an overall team captain or co-captains to lead the team. The team captain(s) and team leaders are expected to attend the fall Leadership Kickoff Bootcamp. The captain, team leaders, and coaches make up the Team Leadership Council.

Team Communication

Team communications are made through the Slack App, available for OS phones, Android phones, and computers. All members are expected to create an account using their full names, to have notifications turned on, and to subscribe to the #general and #calendar channels, plus any sub-team channels that are appropriate. Parents are encouraged to also have a Slack account and join #general, #calendar, and #parents. Email and text communication will be used solely as a back-up to Slack.

- #General - ONLY for all-team announcements and important updates. Do not use for conversations or questions. Reply to announcements using a thread, not posting in the channel.



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Use Direct Message (DM) or the appropriate channel for questions and conversations, and if it is necessary, the coach, mentor, or sub-team leader will post the answer in general to notify the team.

- #Calendar - linked to our Google Calendar - will provide weekly updates with all meeting times.
- #Parents - a place for parents to be notified of upcoming events and for them to ask questions.
- #sub-team channels - for information, announcements, and conversations specific to different subteams.
- Locked channels - for captain(s), coaches, mentors, leadership council, etc. By invitation only.

All uploads on Slack should be kept to a minimum. Only post/keep pictures that are critical to the discussion or historical knowledge so we can maintain our limited storage free account.

Paladins must respond to all polls as soon as possible.

Coaches

The EMO coach (Engineering Mentor) of the Paladins is Tom Ochs. He can be reached at: 231.675.1119 or ochs.tf.t@petoskeyschools.org. [EMO Coach duties](#).

The NEMO coach (Non-Engineering Mentor) is Mary Jean Meyerson, 231.838.6859 or maryjeanmeyerson@gmail.com. [NEMO Coach duties](#).

Knights and Squires

Each rookie Paladin will be assigned a Knight at the beginning of every season. Knights are veteran Paladins who have volunteered for this additional leadership role. The Knights' responsibility includes, but is not limited to, helping guide their squire(s) through the season and ensuring that they are comfortable and feel engaged.

Team Captain

The team captain, held by a senior with at least one year on the Paladins, will be elected by the whole team, including mentors in the spring. To be eligible for team election the candidate must:

- Fill out an application, available from Mr. Ochs in the spring
- Have at least 2 mentors or coaches sign off on the application
- Present a brief election speech to the team on the day of election, outlining why they want to be team captain and what they plan to do with the role.
- Have a recommendation letter from a teacher or other adult not related to the applicant.

The duties of the team captain include, but are not limited to: attend recruitment meeting in fall, plan agendas w/ coaches for all-team meetings, lead all-team meetings, assist in the selection of sub-team leaders, assist team leaders when needed, attend Petoskey Robotics meetings, encourage participation from all members, assist in recruiting Paladins for events and projects, lead the design team, head up the leadership council, work with team leaders to stay in budget, attend presentation sessions when able, represent the team for podcasts, vlogs, and other media outlets. Team captain works with the Awards Team on the Woodie Flowers nomination. Team captain does not hold any sub-team leader positions, other than design team.



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Team Co-Captains

If needed, the team captains, held by seniors with at least one year on the Paladins, will be elected by the whole team, including mentors in the spring. To be eligible for team election, the candidate must:

- Fill out an application, available from Mr. Ochs
- Have at least 2 mentors endorse the application
- Present a brief election speech to the team on the day of election, outlining why they want to be team captain and what they plan to do with the role.
- Have a recommendation letter from a teacher or other adult not related to the applicant.

The duties of the team co-captains include, but are not limited to: attend recruitment meeting in fall, lead all-team meetings, assist in the selection of sub-team leaders, assist team leaders when needed, attend Petoskey Robotics meetings, encourage participation from all members, assist in recruiting Paladins for events and projects, co-lead the leadership council, work with team leaders to stay in budget, attend presentation sessions when able, represent the team for podcasts, vlogs, and other media outlets. Team co-captains lead the Woodie Flowers nomination. Team captain does not hold any team leader positions, other than Design Team and Awards Team.

- EMO Captain - share all duties with NEMO captain, but also lead the Design Team
- NEMO Captain - share all duties with EMO captain, but also lead the Awards Team

Sub-Team Descriptions

Each sub-team will have a student leader. Team leaders will be recruited by the coaches, mentors, and team captain. Team leaders must have at least one year experience on an FRC team. Team leaders are responsible for:

- Working with the mentor to create schedules and to communicate the schedule and any changes to their team members.
- Encouraging 100% attendance and participation from sub-team members.
- Effectively communicating with the team captain and the other sub-team leaders regarding problems and solutions their team is working on.
- Communicating with the coaches regarding any issues with team management and attendance.
- Overseeing a weekly Round Table presentation
- Keeping their budget worksheet current in the “19-20 Working Budget” file.
- Meeting weekly with the leadership council after team meetings to:
 - ❖ Discuss any participation issues and get advice on resolution
 - ❖ Report on budget status and discuss any other issues

Design Team

To qualify to be on the design team, a student must have been on an FRC team for one year, and be approved by the coach and team captain(s). Coaches and team captain(s) will determine the number of members on the Design team each year. The Design team doesn't use CAD. They will generate a design plan to give to the CAD team.

- Create a final design utilizing the team's plan as a launching pad



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- Responsible for selecting a drivetrain design that matches the team's primary strategies
- Responsible for designing robot systems and determining mechanisms and hardware needed to operate them
- Communicate with CAD Build Team on design specifications

CAD Team(s)

There will be two CAD teams: CAD Build and CAD Practice. CAD Build Team is made of up to 8 members, approved by the coach and captain(s). These students must know basic CAD and be able to demonstrate design experience or have attended the fall workshops in CAD / Design.

CAD Build Team

- Design the drivetrain, and chassis in CAD, select and design wheels
- Have at least Level 1 CAD badge
- Utilize CAD for designing any arm, gripper, manipulator, or other mechanism that will be used to play the game.
- Responsible for the integration of all components of the robot
- Interact with all build-based sub-teams to determine the placement of components and mechanisms
- Create detailed drawings of the robot as specified by the mechanical team for machining purposes.
- Responsible for updating the drawings as changes are made to the robot design
- Create a 3D virtual model of the robot for website placement
- Create a cost estimate for the robot

CAD Practice Team

- Will improve their working knowledge of CAD and practice design strategies. This team is open to anyone interested in learning CAD. This team will mostly meet in the off season.
- Earn the Level 1 CAD badge

Mechanical Team

- Build and assemble the competition robot as specified by the CAD Build team.
- Interface with electronics, programming, design and CAD Build team on changes and updates to the robot.
- Responsible for acquiring parts, tools and materials needed for the robot construction, except for electronics
- Work with mentor and coach in securing machining process for needed parts
- Maintain and organize the shop tools and equipment
- Manage robot budget with the coach and electrical team
- Manage inventory regarding stock, parts, and tools
- Build components needed to test the robot and practice driving
- Assist in building and maintaining shop and storage structures
- Designate a team member who will maintain the integrity and safety of the pit during competitions



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Electronics Team

- Responsible for designing the electrical supply and controls for the robot.
- Responsible for verifying that all components (motors, controllers, solenoids) meet FRC requirements of the season.
- Work with programming to determine the best sensor choices to gather data to effectively perform tasks.
- Responsible for acquiring parts, tools and materials needed for electronics system.
- Work with programming to lay out the pin usage on the control system.
- Manage robot budget with the coach and mechanical team

Programming Team

- Responsible for designing a computer program that instructs the robot to accomplish the functions of the robot as specified by the design team
- Work with scouting, design, and drive teams on determining best implementation of autonomous modes
- Communicate with electronics to specify sensors and electronics usage
- Follow industry software engineering standards to create well tested and maintainable code
- Teach less experienced students how to program with programming projects
- Use git as a version control system
- Test to ensure the code works properly at runtime

MARK Team

- Lead by the EMO captain
- Members include all interested Paladins
- Update the robot each fall as a training tool for CAD, Mechanical, Electronics, and Programming Teams
- Manage MARK budget

Pit Crew

The drive team and people who are deemed necessary to go down early to competitions, decided by the coach, mentor and team captain. The pit crew will go down early to: set up the pit, unbag and work on the robot, practice driving, and scout.

Safety Team

- Consists of 3-4 students
- Safety meetings begin in fall to work on safety projects
- Documentation of all safety procedures and completion of procedures will be responsibility of the safety team
- Understanding all parts of the safety book and keeping it organized.
- Create and implement a training system for parent workshop chaperones.
- Create and implement a training system for G3 team/mentors
- Create and implement a training system for all Paladins



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- Create safety procedures for use of tools and equipment when at workshop and at competitions
- Document adherence to safety procedures and accidents
- Work with mentor(s) and the coach to determine the cause of an accident and formulate changes to safety procedures to help prevent a similar accident
- Create a health and wellness safety plan for travel season
- Represent the team at competitions by talking with the Safety Judges
- Yearly inspection of all tools to approve use before G3 season

Marketing Team

- Liaison with Petoskey Robotics for fundraising efforts
- Develop and maintain relationships with our sponsors
- Send Thank you notes for Paladins and Petoskey Robotics (recruit G3 to assist).
- Deliver the “I support...” poster to sponsor organizations.
- Manage transparency among all NEMO teams by working with NEMO team leaders for a consistent and effective Marketing Package.
- Submit press releases to the Petoskey News Review: ; RoboCon, after district competitions, after postseason competitions, one during summer
- Communicate with sponsors about team activities
- Write the team Business Plan and submit for the Entrepreneurship Award
- Work with coach to organize end of year banquet
 - create and present team awards, Mentor gifts, Senior gifts
 - Coordinate with media team on the slide show
- Maintain open communications with sponsors to encourage sharing of internships, job postings, etc. that our alumni should know of.
- Assign a communications chair to organize and update all the group email lists for Petoskey Robotics and Paladins
- Manage marketing team budget worksheet in the “19-20 Working Budget” on the google drive.
- Assign a team member as Head of Website
 - ❖ Responsible for Website updates (pictures, events, sponsors, etc...), including both the Paladins and the Petoskey Robotics sites.
 - ❖ Maintain branding standards on both sites and stay in communication with Graphic Design leader.
 - ❖ List sponsors, donors, and partners with appropriate links per sponsor menu
 - ❖ Maintain current team status – through text, pictures, and video – of team work during build season and performance/results during competition season.
 - ❖ Communicate with Petoskey Robotics and G3 for continuity of the site
 - ❖ Monitor the build blog

Media Team

- Team leader attends marketing and chairman’s team meetings
- Record team meetings and events through photo and video;
- Maintain and organize storage system for photos and videos;
- Clean up and file all photos at the end of the year
- Proactively communicates with Chairman’s, Marketing, and Website Teams to provide appropriate photo and video to meet their needs.



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- Work with Awards team in creation of a pit slide show, if needed
- Complete checklist in google drive of needed photos each year
- Create an end of year movie for the banquet – with special highlights of the seniors.
- Develop a system for other sub-teams and event crews to upload photos.
- Create a social media plan at the beginning of the year and follow through on the plan – including summer. Assign a Social Media chair.

Graphic Design Team

- Team leader attend marketing team meetings
- Maintain integrity of the Paladins branding and Petoskey Robotics branding standards
- Proactively works on the website while maintaining branding standards.
- Create design elements as needed (i.e. buttons, notebook covers, etc)
- Create posters and flyers for events when needed.
- Create all paper marketing for both the Paladins and Petoskey Robotics: Business cards, Petoskey Robotics brochure, Paladins yearly info brochure, Other needs as requested
- Maintain current logo/graphic for sponsors/partners and operational links to sponsor/partner web pages

Awards Team

- Follow all the rules and deadlines for submitted awards each year
- Work with all teams to create a video and written submission for Awards
- File the final notebooks for historical purposes
- Assist Marketing Team with Entrepreneurship Award
- Work with Team Captain in submission of the Woodie Flowers Award
- Manage Awards budget worksheet in the “19-20 Working Budget” on the google drive.
- Manage notebooks and store at the workshop
- Assign three Paladins to be the Chairman’s presentation team
- Present to the team the expectations of a professional and respectful team at competitions

Spirit Team Leader

- ❖ Spirit team leader is part of the Awards team
- ❖ Design & work with Graphic design team to create team buttons
- ❖ Host a pre-competition all team meeting after the build season to teach the team chants, dances, and our other ally teams to cheer for.
 - Cheers – Trumpet (our notebook for cheers is still intact, should be able to use again) including: Huzzah!; Ni!; Hooooooooorah!; Charge!
 - Dance – Cotton Eyed Joe
 - Numbers – make sure team knows how we chant our numbers 36-18
- ❖ Provide leadership at the competitions in team cheering, dancing and encouragement
- ❖ Outreach to other Teams – “Have a sweet season” or other awards
- ❖ Focus on getting rookies more involved at competitions



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Drive Team

The Drive Team operates the robot and represents the team on the field of play at competitions. The positions are Driver, Operator, Human Player(s), and Drive Coach, and possible fifth position, designated by FIRST and will be selected by the coaching staff before attending competitions. Students will need to try out for these positions, and the following elements are considered:

- Teamwork skills, teaching ability, listening skills and verbal communication skills
- Sense of humility and grace under fire
- Knowledge and understanding of game rules
- Availability for practice time and competitions
- Robot and game-piece handling skills
- Involvement and success in other team operations
- Dedication to the team

Scouting Team

- Develop/improve data collection & evaluation process to assist with alliance strategies
- Implement a pit scouting rotation for members that are not on pit team, safety, or awards presentation teams
- Share data and strategy concepts with the coach, drive team and drive team mentor.
- Make note of special teams when pit scouting to create “team awards.”
- Assign someone at the first competition to scout our bot by mapping out each second of the match to look for ways to be more efficient and effective with our time.
- PIT GUARD: Be at the pit for an hour standing outside the pit to talk to interested people and judges
- PIT SCOUTS: Go in pairs to interview different teams with a questionnaire.

Accounting Team or Bookkeeper

- Input deposit and check requests into the accounting system each week, double checking that all requests have been noted in the 2018-19 Working Budget
- Meet with G3 on a regular basis to input G3 expenses and revenues
- Provide reporting to Petoskey Robotics, coaches, and approved team leaders
- Maintain record of student payments
- Work with the coaches and mentors to establish the budget for Petoskey Robotics with coaches
- Work with the Accounting Mentor to reconcile the main account with Petoskey Public Schools
- Provides financial consultation to leadership regarding financial status and forecast
- Maintain Petoskey Robotics Accounting System with detailed accounting entries that reflect all receipts and disbursements

Team Meetings

There are many meetings throughout the year. Weekly all-team meetings are run by the team captain(s) with occasional coach and mentor comments. The all-team meeting agenda will be set by the coaches and team captain(s). The agenda for each meeting will be posted in the Google Drive at the start of the year for Sub-team leaders, coaches, captains, and mentors to modify. Attendance is mandatory at all-team meetings and members are expected to be engaged. If an absence is unavoidable, student is expected to



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pre-arrange with the coaches or team captain. Please text or email the coaches or team captain prior to the all team meeting to notify them of your absence.

Fall meetings involve an all-team meeting from approximately 3:30-5:00pm

During the build season, All-Team meetings will be from 3:30-4:30 on Thursdays, and Sub-Teams will meet at their assigned times (1-4 meetings per week, for 2-4 hours per meeting, depending on the sub-team).

Sub-team meetings are smaller group meetings that are led by the student leaders, with assistance from the mentors. It is expected that the student leader will notify their team members of sub-team meetings. The schedule is very hectic during the build season and the students are expected to keep up with their sub-team schedules via the Google calendar and Slack. Please communicate with your sub-team leader or mentor prior to your meeting to notify him/her of your absence.

Uniform for Competition

Your uniform is the shirt supplied by Petoskey Robotics and closed toed shoes. Jeans, shorts, skirts, or other bottoms must follow Petoskey Schools guidelines. You will be required to wear it at all team competitions and public team events. Drive team shirts will maintain the Paladin color scheme, and include the logo, team number and “drive team.” Drive team shirts will be selected by the drive team prior to the final team shirt order. Drive team will be expected to wear the team shirt, or drive team shirt, depending on which is appropriate for the event. Chairman’s team shirts will be selected by the Chairman’s team prior to the final team shirt order. Chairman’s team will be expected to wear either their presentation shirt, competition shirt, or team shirt depending on what is appropriate for the event.

Team Member Conduct

SAFETY IS TOP PRIORITY! Any person intentionally not following safety procedures will lose the privilege of using that equipment and may be dismissed from the team. Students will be required to pass a safety test prior to the build season to use power tools and FIRST Robotics has provided excellent safety videos that will be shared with the students. Students will be required to wear safety glasses at all times during building sessions and in the pit area at competitions.

Any meeting that includes adults and students must have at least three people: two students and one adult or one student and two adults. Every team member and mentor, coach, or chaperone is expected to check the room before leaving to ensure there are at least 3 people left in the room, unless it is parent and child.

Attendance

All team members are expected to attend all-team meetings, sub-team meetings, fundraising or community events during the year, and participate in at least one event or team over the summer. The Paladins’ goal is to have exceptional attendance and participation. Sub-team leaders will take attendance at each meeting and post any unexcused absences to the google drive.. Team leaders should encourage



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members to attend all scheduled meetings and be active participants. Paladins are considered excused if they contact either the sub-team leader or the coach to let them know they won't be there.

If a Paladin has one unexcused absence, the sub-team leaders and/or coaches will reach out to determine why. If there are two unexcused absences, the coaches will contact the parents. If there are 4, the Paladin will not be allowed to attend States or Worlds, and if there are 6 unexcused absences, the Paladin will not be able to attend any district competitions.

If a Paladin attends a meeting but is not participating or completing the work assigned, they will be given the choice to do the work or leave the building and be given an unexcused absence.

All unexcused absences will be recorded on the google drive by name, so the coaches can keep track of who is not participating.

Team leaders will meet weekly in the Leadership Council to discuss any issues that come up on their sub-teams. If they notice attendance issues, the first step is for the sub-team leader to reach out to the team member and ask why they aren't attending or why they aren't participating - this may include assigning tasks. If there is a continuing issue, the second step would be for the EMO/NEMO Coach to contact the team member and their parents.

The team focuses on positive reinforcement, instead of having negative consequences for lack of participation or attendance. We want to maximize what students get out of being part of the team.

Participation in at least one summer activity (event or design/build/planning team) is required for returning Paladins.

Attitude

- Team members are expected to show respect to everyone and all facilities.
- Paladins are expected to contribute to the process and if they do not know what to do, please ask.
- The build season can be very stressful, but team members must try and maintain a positive outlook about the process and their teammates.
- Team members are expected to live up to [PHS Student Handbook](#) standards and [FIRST expectations](#).
 - <http://resources.petoskeyschools.org/resources/phs/2016-2017studenthandbook.pdf>
 - <https://www.firstinspires.org/resource-library/frc/event-experience>
- The team workshop is donated space and must be maintained in order for the team to continue to have access to it. After every workshop session, all tools, and equipment should be stored properly and garbage removed to the proper receptacle.
- Engagement at competitions is key - please use mobile devices in a reasonable manner.

If the attitude guidelines are not met to the coaches' satisfaction, the privilege of going to competitions may be revoked.



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Food and drinks

No food or drinks are allowed in the workshop or the CTE lab. If needed, put a table in the hallway to consume food and beverages. Throw all food trash out in the dumpster outside the janitor door.

Each rookie Paladin will be given a team string bag and team water bottle. It is expected that Paladins bring these to all competitions, and refill their bottles throughout each day to stay hydrated. It is also expected that the Paladins re-use these yearly. If lost, they are available for purchase.

Eligibility

Paladins are required to meet grade and attendance eligibility requirements of Petoskey High School to attend any competition or work in the workshop. Eligibility will be reviewed weekly. All students are expected to be respectful of themselves, their teammates, coaches, mentors, chaperones, other teams, and facilities.

Travel

- For the District competitions the team will stop for dinner on the way home (students bring money to pay for their dinner) or we will eat in the stands if the competition is running late (team pays for dinner). There will be a “back up” hotel plan to ensure the team can arrive back at Petoskey High School by midnight.
- Mentors/chaperones will be assigned specific rooms for bed checks and will also review those rooms prior to check out.
- Bed check will be strongly enforced at all overnight events. Bed check time will be assigned and communicated to the team each day. All Paladins must be in their assigned room by the bed check hour.
- Students are allowed in other student’s rooms before bed-check, but must have the door fully propped open with a suitcase. Slack #general channel with room number.
- Rooms are booked with four students per room. There will be an upcharge option available for those students who require their own bed, or their own room, discuss options with the coaches.
- There will be a hotel “how to” section during the team meeting prior to the first competition for students to review the hotel rules and hotel etiquette.
- Paladins will have team assignments at every competition, which may include at least one hour of Pit Guard duty, pit scouting, and one meal set-up/clean up assignment with exclusions determined by coach/mentor.

Consequences

- If eligibility requirements are not met, students will not be allowed to travel with the team. Parents are discouraged from allowing their child to attend competitions on their own.
- If behavioral requirements are not met, students may not be allowed to be in the workshop or to travel with the team at the coach's discretion. Parents are discouraged from allowing their child to attend competitions on their own.
- If both coaches agree that there is student misbehavior while the team is at competition, a parent will be notified immediately.



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- If competition is within a two hour drive from Petoskey, a parent is expected to pick their child up within a reasonable amount of time. While waiting for parent arrival, student will be assigned to Coach Ochs.
- If competition is farther than a two hour drive, student will be assigned to assist Coach Ochs for the duration of the competition. The student will be required to stay in their assigned hotel room while at the hotel and not attend any evening meetings or activities that may be held.
- Student will be ineligible to attend the next competition.

If team members behave in a way that is against PHS policy and/or FIRST policy, the coaches determine the consequences. They will work with the students to attempt to maintain their team membership and help them make a valuable contribution, but if the infraction is severe enough the coaches may terminate membership.

Team Funding & Costs

The annual budget for Petoskey Robotics is over \$68,000. All team members will be involved in the fundraising process. Petoskey Robotics strives to build relationships within the business, engineering and education communities.

Paladin Event/Participation Fees (E/P Fees) for the **2019/20 season are \$350**, payable in one or two installments. The first installment of at least \$100 is due by Oct 20th, 2019, and the remainder is due by December 1, 2019. There are fundraising options available to help offset this cost, and students that will be participating in these will be required to notify the coach by October 25, 2019. The team E/P Fees do not include any costs to attend World Championship competition if we qualify.

Each team member will receive one team shirt and safety glasses if needed, and travel to two regional competitions and the state championship. Each rookie is provided a team string bag and water bottle which is expected to last throughout the student's Paladin participation. If lost, replacements can be purchased. Logowear order form will be available for purchasing additional team merchandise.

There will be additional costs for: a voluntary third regional competition, and the World Championship (must qualify to attend). The costs for these events will be communicated to parents as soon as possible after qualification.

E/P Fees are non-refundable after December 1, 2018. Refunds prior to that are at the discretion of the coaches.

Financial Assistance Available

Funds raised through student participation in Script's cards, BC Pizza cards, and Robo-Con fundraisers are eligible to meet dues or additional travel costs. Returnable can drives and restaurant demos are meant as team fundraisers. There are scholarship monies available for students who participate in either Scripts, Subway, or BC Pizza cards, or the Robot-A-Thon fundraiser and still need additional funds.

To qualify for scholarship funds, a student must:

- complete the scholarship form, obtained through the coach



Paladins Handbook

- be an engaged student who attends team meetings and activities
- co-pay 50% of requested fee through fundraising or cash

Family Obligations

Parents are asked to help with the many tasks associated with keeping our team running smoothly. Each Paladins' family is asked to sign-up for at least two volunteer tasks: mentor, workshop chaperone, competition chaperone, committee member, fundraiser, meal preparer, or other capacity defined by the coaches. Volunteer opportunities will be explained at the parent fall meeting, with sign-up opportunities at that time. If parents cannot attend the parent meeting, please contact Mary Jean Meyerson to sign-up.

Team Mentors

Team mentors are adults that help the team achieve its goals through training and assistance throughout the year. Mentors are usually split into two types; engineering and non-engineering, although mentors may help with both.

Engineering mentors provide training and assistance to students with design, fabrication, programming and other technical areas of the robots. Non-engineering mentors help with team business, marketing, animation, web page design, fundraising, team organization, etc.

The mentoring goal is to assist the students in doing the work. To do this, mentors need to be able to assess the student's abilities and adjust their instruction and participation to that level. They need to be able to communicate how to do things. They also have to resist the urge to do, especially during the build when deadlines can create pressure. It is the mentor's responsibility to assure that each team member is being productive at meetings.

To follow the FIRST Youth Protection Plan, mentors are required to always have two or more students at a meeting or to have at least two adults when meeting with a student.

Mentorship Requirements

- Be registered as a volunteer, complete a background check, and driving form with Petoskey Schools.
- Mentors who will be working unsupervised with students will also need to complete a fingerprint background check.
- Register with FIRST as a mentor of Team 3618 and complete their consent form and complete the Youth Protection Program (YPP) process.
- Be approved by the coaches
- Display kindness, patience & professionalism
- Follow all Safety rules and guidelines of Petoskey Robotics.



Paladins Handbook

As a Paladin, I agree to:

- Attend and participate in all-team meetings, my sub-team meetings, at least two fundraising and/or community events, one summer event/team and two regional competitions. I will notify the coaches or sub-team leaders if I can not attend a meeting.
- Acknowledge the consequences if I have repeated unexcused absences (p 14)
- Have my own Slack account, have notifications turned ON, and check it regularly.
- Respect Coaches, Mentors, Chaperones, and team mates
- Follow FIRST’s standard of *Gracious Professionalism*.
- Wear my team shirt, unmodified, at all times when at team competition events and community events.
- Read and understand all the game rules and be familiar with our robot and competition strategy.
- Clean up at the end of each meeting and be respectful of the workspace and school.
- Inform the Team Leader, Mentor, or Chaperone if I need to leave early and what needs to be done before I leave the worksite.
- Assist my parents in deciding how they can help the team.
- Follow all school rules and eligibility requirements.
- No drugs, alcohol, tobacco, illegal substances, or vaping
- Pay the team Event/Participation fee of \$350: At least half by Oct 20, 2019 and the remainder by December 1, 2019.

Paladin Name

Signature

Date

Parent/Guardian Name

Signature

Date