



P U R P L E P R E C I S I O N

Team 3176 Student Handbook

Brownsburg High School

2024-2025 Season

FIRST International Equity, Diversity, & Inclusion Statement

“FIRST is committed to fostering, cultivating and preserving a culture of equity, diversity, and inclusion. We embrace and encourage differences in race, ethnicity, national origin, sex, gender, gender identity, gender expression, sexual orientation, disability, age, religion, income, language, learning difference, or any other characteristics that make our adult-force and students unique.”

Team 3176 welcomes all students interested in STEM and embraces the diversity of ideas that comes from all of our team members. All team members and mentors are expected to respect each other and listen & express their ideas in a collaborative and positive manner. We strive to include as many team members in all team activities as possible; if any student ever has any concerns, please contact a team co-sponsor.

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1.0 Membership

Team 3176 is a year-round operation. Membership on Team 3176 is open to all students who attend Brownsburg High School and meet the requirements below. Membership is a commitment for the entire school year. Team 3176 prides itself in the ability to train new members and inform them of our rules and regulations, so no prior knowledge is needed and all that is required is student initiative and dedication.

Members are expected to actively participate, attend meetings, and competitions. A member of Team 3176 should be an example of *FIRST* values as well as a role model for other students of Brownsburg High School.

To be a member of the team, members must complete the following items:

- Expected time obligation

Offseason (Aug - Dec)	Build Season (Jan - Feb)	Competition Season (Mar - Apr)	Outreach Activities (Aug-Nov, Apr-May)
<ul style="list-style-type: none"> • Attend sponsorship presentations • Turn in all required paperwork • Attend mandatory meetings • Fulfill Team 3176 Education Plan (see below) 	<ul style="list-style-type: none"> • Participate in 80% of Build Season meetings when sub team is needed • Attend mandatory meetings • Turn in all required fees and paperwork • No disciplinary reports 	<ul style="list-style-type: none"> • Participate in 65% of Comp Season meetings • Attend mandatory meetings 	<ul style="list-style-type: none"> • Work on outreach committee per Education Plan • Volunteer at required amount of outreach activities

- Student fees - **\$400** (see Section 4.0 Cost)
 - **New Members: \$485.00 (\$400 fees + \$85 jersey fee)**
 - Veteran Members: \$400.00
- Complete student application

Membership on the team runs until the end of the school year and potentially some summer events, unless situations arise that would put a team member's status in jeopardy. Examples of this are exhibiting behavior that negatively impacts the team's image and/or behavior violating the Team 3176 Student Handbook. Continued violation of team rules & expectations will result in removal from Team 3176. Any student removed from the team for any reason will *not* receive a refund.

The Team 3176 Education Plan is a tool to ensure every student of the team is receiving the resources to be successful during the build season. Completion of the Education Plan requires fulfilling the minimum amount of credits determined on your education sheet, as well as having a Sub-Team leader or another person in a higher position signing off on the credits earned. Education plans must be completed by Thursday December 12.

2.0 Principles

The following list emphasizes the key principles of Team 3176:

- **Safety:** Being safe is our top priority. Use good judgment in all situations. If you see others who are not being safe, encourage them to stop working and in a positive manner, show them how to do it correctly. If you are not certain, ask the nearest mentor. (Refer to Section 7.0 for more information)
- **Balance:** Family and academics comes first. A member's first priority at Brownsburg High School is that of a student. Each student needs to find the right balance between academics, family, community, and robotics.
- **Cooperation:** We emphasize learning by doing. If a mentor or student leader requests you to do something, comply to the best of your ability. If you feel a request is beyond the scope of your capability, you are encouraged to ask questions and attempt the task with the support of mentors.
- **Effort:** Perform to the best of your abilities at all times.
- **Respect:** Have respect for yourself, all fellow students, and mentors. This also includes respecting the tools, materials, and facilities.
- **Learn:** Have a willingness to learn new things.
- **Mentor:** It is the responsibility of all students to teach and mentor newer students to foster continuation of *FIRST* principles and enable all students to take on expanding responsibilities as they grow in the program.
- **Gracious Professionalism:** A core 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.

3.0 Leadership

Team 3176 is managed and led by students with assistance and guidance from adult sponsors. The governing and decision-making body is called the Student Advisory Board (SAB) consisting of roughly six to eight students. The SAB roles are open to all students at the end of each season and are selected by a selection committee of lead mentors and graduating SAB members through an application & interview process.

Prerequisites

- Need to have at least one year on the team
- Good academic standing

Expectations

- Project management and organization skills
- Responsible and timely communication
- Effective time management
- Follow-through on commitments

3.1 Student Advisory Board

Project Manager

- Works directly with the Lead Mentors & Sponsor
- Works directly with a representative of the Parent Group
- Assists in determining team policies
- Facilitates communication to the team
- Delegates responsibilities to other SAB members and experts
- Is responsible for overall function of team and adherence to schedules and plans
- Leads weekly SAB meetings to prepare for team meetings

Junior Project Manager

- Works directly with Lead mentors & Sponsor
- Works alongside Project Manager to determine and implement team policies
- Helps facilitate communication to the team
- Delegates responsibilities to other SAB members and experts
- Assists Project Manager to ensure overall function of team and adherence to schedules and plans
- Leads weekly SAB meetings in the absence of the Project Manager
- Communicates SAB meeting minutes/notes to Sponsor and Lead Mentors

Business Operations Manager

- Oversees all operations of the team from a business standpoint
- Represents the Multimedia and Business subteams
- Overlooks production of video promotional media such as short films
- Organizes and oversees Community Outreach
- Maintains proper communication between operational subteams
- Formulates and sets goals for each individual subteam on Business Operations
- Helps maintain a positive team image for community and sponsors

Chief Engineer

- Leads design council
- Sets and adheres to a design schedule
- Sets and achieves goals in the robot design progress
- Has authority to make final design decisions using ideas and input from the team
- Works with Project Manager for cohesive communication throughout the team

Outreach Manager

- Oversees all Community Outreach committees
- Works closely with non-technical mentors and Sponsor
- Ensures that all committee chairs and committee members are working to outline, create and prepare for designated outreach event
- Works with Project Manager for cohesive communication throughout the team

Control Systems Manager

- Leads an integrated control system sub team - programming, sensors and electrical/pneumatic systems
- Works with the Chief Engineer for cross-subteam communication
- Collaborates with experts and non-SAB leadership on programming, electrical/pneumatics issues
- Represents programming and electrical/pneumatics on SAB
- Works with Project Manager for cohesive communication throughout the team

Finance / Sponsorship Manager

- Motivates all members to be active in Business Operations
- Works to maintain team financial stability and sustainability
- Improve method for building and maintaining relations with the community and our sponsorship base
- Contacting sponsors and training members on sponsorship visits
- Monitoring income from sponsors

- Motivates all members to be active in Business Operations
- Works to maintain team financial stability and sustainability
- Works with Project Manager for cohesive communication throughout the team

3.2 Design Council

● Senior Engineer

- Work closely with the Chief Engineer and the Design mentors.
- Lead the Design Council to develop and deliver mechanical solutions and support in order to achieve team goals.
- Lead mechanical development of one mechanism/subsystem and assist development of mechanisms led by other Design Council members during Build Season.

● Systems Engineer

- Work closely with the Chief Engineer and the Design mentors.
- Responsible for seamless integration of all mechanical systems and components of the robot to achieve team goals.
- Lead mechanical development of one mechanism/subsystem during Build Season.
- Work closely with Controls systems leads to ensure proper space- allocations within robot design

● Design and Manufacturing Engineer

- Work closely with the Chief Engineer and the Design mentors.
- Work closely with the Chief Engineer and Senior Engineer to develop conceptual and detailed designs that ensure functionality of robot or similar mechanical systems within specifications to meet teams needs and goals.
- Coordinate prototyping efforts of candidate robot subsystems and presentation of findings.
- Help direct overall robot design with help from Design Council and under guidance of Chief Engineer.

● Logistics Engineer

- Work closely with the Chief Engineer and the Design mentors.
- Responsible for handling the supply chain management system and inventory control. Ensure availability and organization of material resources and tools; oversee and develop standard operating procedures for tool management; and coordinate load-in, load out, pit assembly, pit tear down and upkeep.
- Lead mechanical development of one mechanism/subsystem during Build Season.

- **Risk Mitigation Engineer**

- Work closely with the Chief Engineer and the Design mentors.
- Responsible for managing risk by identifying potential hardware or tool issues and minimizing their damage to the team's competitive performance (including people and property).
- Work to develop strategies to manage identified sources of risk and provide specific mitigation advice to the Design Council and Chief Engineer.
- Perform routine measurements to ensure robot and tool systems are performing within specifications, advise preventative strategies and help maintain consistent quality.
- Work closely with the team Safety Captain to help ensure shop safety.
- Lead mechanical development of one mechanism/subsystem during Build Season.

- **Tools training lead/Swerve expert**

- Responsible for training Design members in correct, effective, and safe tool usage during the off season.
- During build season, lead mechanical development and maintenance of swerve pods and drivetrain under the guidance of the Design and Manufacturing Engineer.

- **CNC lead**

- Responsible for overseeing CNC projects and activities.
- Responsible for training new team members (underclassmen) per year on CNC use.
- In the offseason, work alongside the Tools Training Lead to ensure training of Design members in correct, effective, and safe tool usage.

- **Design Education Expert**

- Responsible for development and execution of a progressive tiered system of Design education with corresponding proof-of-skills tests for procession through the tiers.
- Oversee all education of Design members during the off-season.
- During build season, lead mechanical development of one mechanism/subsystem.

- **Controls Software Architect**

- Responsible for designing and implementing controls software architecture for the robot

- Leading integration of separate subsystems' controls software into one codebase.
- Responsible for leading and overseeing software innovation and R&D efforts.
- Work with members of the Design Council to understand needs for control of subsystems, provide feedback to Design Council members and implement at a software architectural level.
- **Controls Software Lead**
 - Responsible for leading the Controls Software members in the development, testing, and maintenance of software that manages, commands, directs, and regulates the behavior of mechanical systems.
- **Controls Hardware Leads**
 - Responsible for leading the Controls Hardware members in the development, testing, and maintenance of electrical and electronic systems that manage, command, direct, and regulate the behavior of mechanical systems.
- **Programming Education Expert**
 - Responsible for development and execution of a progressive 3-4 tier system of Controls Software education with corresponding proof-of-skills tests for procession through the tiers.
 - Work closely with the Controls Manager to oversee the overall education of all Controls Systems members during the off-season.

3.3 Outreach Committees

- Girl Scouts - work with local Girl Scout Troops to help them earn their robotics badge
- Books and Bots- held at library once a year to introduce children in the community to STEAM and FRC Robotics
- Relay for Life- held every May to support Cancer research
- FIRST Day- held every Spring to introduce the community to Team 3176, STEAM and our sponsors
- Elementary Robotics Nights - held Sept - Nov at each Brownsburg Elementary School to introduce Team 3176 and STEAM to elementary students
- FIRST Lego League - support Amethyst Accuracy and Purple Pears with current seasons game, during their competition season or at FIRST day.
- Sensory boards- create sensory boards for students throughout the Brownsburg district

4.0 Cost

Details of the team budget are available to all team members and are reviewed at Parent Meetings throughout the season. The financial support of the team is roughly split between corporate sponsors and student fees.

Each student is required to contribute \$400 as part of their membership on the robotics team; additional sibling students would be \$300 each. New members will also be assessed a one-time uniform fee of \$75 which covers the two official team competition jerseys. This student fee is due **Thursday, November 14, 2024**. Checks should be made out to "Brownsburg Community School Corporation" or "BCSC" and in the memo line, please include "Team 3176" with the student's name. A payment receipt will be issued to the student by the team and by BCSC.

For remote overnight competitions, travel lodging expenses could be separate from team participation cost. An additional assessment for students' travel may be needed, and the team will let students and parents know well in advance.

We understand that families are in a variety of situations with respect to fees. The primary focus of the team is exposing the students to the excitement of STEM topics in a great teamwork environment. We do not want to let a financial constraint restrict any student who is benefiting from that experience. Any questions or concerns regarding student fees should be addressed directly with the co-sponsors.

5.0 Meetings / Schedule

Membership on Team 3176 requires many hours outside of school. Members are expected to participate in meetings, events, and team activities. The meetings are important to plan and execute outreach activities, learn skills, build team relationships, and organize fundraisers. It is every student's responsibility to regularly check their email, Slack channels, etc., to keep up to date. The year is split into three distinct sections with different responsibilities, time commitments, and goals.

5.1 Off-season (Aug - Dec)

The Fall off-season is a time period for students to experience the various aspects of the team and determine if Team 3176 is right for them. During this time new members are trained and participate in various technical and business activities designed to prepare students for the build/competition season in January.

- Mondays & Thursdays, 6:30pm-8:00pm
- The second half of off-season (after Fall Break) will also include Tuesdays from 6:30-8:00pm if needed by a sub team.

5.2 Build Season (Jan-Mar)

The Build Season is a time where students apply the skills gained in Off-Season by completing the challenge given by *FIRST*. We try to encourage all team members to attend the Monday meeting so everyone is all together for at least one meeting each week. Towards the end of build season, a group of team members will be selected based on proficiency and skills needed to represent the 'Taper Team'. A Taper Team ensures that the shop is not being overcrowded, tasks that need to be ready for competitions are being completed, and all students are using their time most efficiently.

- Monday - 6:30pm-9:00pm **[Mandatory]**
- Tuesday - 6:30pm-9:00pm
- Wednesday - No Meeting (subject to change as necessary)
- Thursday - 6:30pm-9:00pm
- Friday - 6:30pm-9:00pm
- Saturday - 9:00am- 4:00pm
- Sunday - No Meeting

5.3 Competition Season (Mar-Apr)

- Monday - 6:30pm-9:00pm **[Mandatory]**
- Tuesday - 6:30pm-9:00pm

- Thursday - 6:30pm-9:00pm
- Friday - 6:30pm-9:00pm (Subject to change as necessary)
- Saturday - 9:00am- 4:00pm

Members are often very busy in many school activities. A busy schedule is encouraged and supports the breadth of the high school experience. It is the responsibility of the student to manage and balance all of their activities (e.g., academic, family, extra-curriculars, etc.). We emphasize that communication is key with the team to support this balance.

6.0 Behavior / Rules

6.1 General

As a member, your actions and behavior in-person and online reflect on our team, our school corporation, our community, our sponsors, and yourself. Team members are held to a high standard and are expected to be professional in and out of meetings. Team members should exhibit kindness and respect to other members, mentors, other teams, and the general public. Failure to comply with any of these rules will result in notifying school administration, who will ultimately determine the necessary consequences.

6.2 Shop and BSC Facilities

- As a student at Brownsburg High School, all rules and expectations outlined in the BHS Student Handbook apply to team members while at meetings and competitions.
- Team members are expected to adhere to all safety rules as detailed in Section 7: Safety.
- Students must remain in the classroom, computer lab, or shop area during meetings. **Wandering around undesignated areas is prohibited and may result in disciplinary action.**
- Team members must follow current health & safety guidelines.
- The PLTW/Robotics shop and computer lab are shared spaces with the school and must be kept clean to be used by classes. **All members are responsible for the cleanliness of the shop and classroom space. It is critical that all members help to maintain the shop so that it can function efficiently and safely.**
- Damage to any existing property in the shop or classroom spaces will result in disciplinary action.
- Working in the shop is a privilege and should be treated as such.
- **Cell-phone usage should be kept at a minimum primarily for looking up reference information; the main focus should always be team projects.**
- **Bringing personal tools (i.e. pocket knives,)into the shop is prohibited (per school policy) and could result in school discipline.** If a team member needs a specific tool, please notify a mentor and/or co-sponsor.
- **Anti- Harassment Behavior policy**, as stated in the BHS handbook:
 - The following behaviors are unacceptable:

- Engaging in the harassment of another person (which includes verbal or written statements, gestures, or electronic communication)
 - Using sexually, racially, ethnically, or religiously insensitive language
 - Using derogatory remarks about sexuality or disability
 - Engaging in threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student
 - The escalation process for any of the specific behaviors listed above and any not listed that are deemed inappropriate by team sponsors and BHS administration is as follows:
 - Warning for first incident.
 - Second incident will require you to meet with your parent(s) and team sponsor.
 - After the third incident you will not be allowed to attend meetings for a period of one week and a parent-team sponsor meeting will need to take place. This will also be communicated to school administration.
 - After the fourth incident you will not be allowed to attend meetings until further notice, a parent meeting must be held with team sponsor and administration to determine removal from the team and potentially other disciplinary actions.
- **Student relationships should not interfere with any of the team activities going on in the shop, classroom space, competition events or traveling to and from events.**

In the event that a relationship develops, there are certain guidelines that must be adhered to at all times. Unprofessional behavior (e.g., public displays of affection, holding hands, sitting on others laps, kissing, etc) is prohibited. **The couple should appear not as a couple, but rather as part of the team.**

 - First action, in the result any of the above rules are broken by members on the team, will result in communication with each student's parents. Second action will result in students being suspended from one week of team meetings and the Team Sponsor communicating with administration.
 - Any concerns should be reported to a co-sponsor.
 - All of the above rules are for students who have significant others on our team, another robotics team, or if their significant other is not on a team, but is attending a Team 3176 event.
- Any questions over procedures in the shop should be taken up with the co-sponsors.

6.3 Competitions

- Be a gracious professional and show respect to all people and teams at all times.
- Participate in cheering, scouting, and other competition activities.
- Stay with the group. If you need to go anywhere, let the people in charge know and find a reasonable time to do so. If you're needed and you're not there, it will reflect poorly.
- Follow all competition specific guidelines. (Refer to Section 8.4 for specifics)
- Adhere to competition dress code, and if in the competition pits, the safety dress code.

6.4 Travel

6.4.1 Eligibility

- In order for students to travel as part of the team to competitions, they must:
 - Be academically eligible (IHSA)
 - Be an active member in good standing
 - Meet attendance goals
 - Complete sponsorship visit presentations
 - Complete Team 3176 Education Plan.
 - Turn in all required paperwork **ON TIME** (e.g., field trip forms, *FIRST* registration). Late paperwork will result in not being able to travel with the team.
 - Be current on student fees.
 - No discipline reports.
 - **The team cannot guarantee spots for every student at every competition.**

6.4.2 Bus Travel

- Team Members should respect the bus and bus driver.
- Attendance will be taken on the bus. Team members are expected to be quiet during this time.
- Bus departure times will be communicated to the team, and team members are to be punctual. Late arrival may result in a team member missing the bus.
 - ❖ It should be communicated prior to the date of the competition whether you are traveling by bus or driving with a parent.
 - ❖ Team members are not allowed to drive themselves to competitions (per school field trip policy).

- ❖ Travel by bus is not provided for off-season events. Communicate with mentors, parents, and peers how you plan on arriving and leaving.
- The noise level on the bus should remain at a normal level to aid the mentors when communicating important info to the team.

6.4.3 Overnight Guidelines

Overnight events can be the highlight of a season. To make these events possible there is a higher-level of planning and logistics as well as chaperone support needed. For overnight events to be successful and safe, it is important for **all supervising adults to know where all students are at all times. It is the responsibility of the team members to communicate with chaperones/co-sponsors before leaving designated areas.**

When staying at a hotel, team members must show respect to hotel staff and other guests, this includes remaining quiet in the hallways.

- Team members will be grouped into rooms of three or four with no co-ed rooms.
- Team members should only be in their assigned room. Team members wishing to socialize should use public areas and maintain respect for others in those areas.
- Chaperones will check rooms at lights-out to verify all members are present and team members shall remain in their rooms after lights out.
- Team members should be ready for breakfast at the time given by the chaperone or co-sponsor the night before. Punctuality is needed from all team members.
- **Violation of any of these rules may result in the team member being sent home at parent/guardian expense.**

6.4.4 Team Uniform

The team uniform is to be worn with pride at all team events. The uniform is to be **respected and unaltered**. When wearing the team uniform in public you must adhere to the guidelines of the handbook as your actions reflect on the Team. Student's jerseys will be checked prior to build season to ensure it is still in good condition. This will allow time if a student needs to replace their jersey **at their own cost**.

- Dress code at competition - no pajamas, no athletic shorts - jeans or black or khaki pants are highly recommended

6.5 Social Media Awareness

Team 3176 stands to represent the maturity expected of us by the STEM community. Students should **always** use common sense when using social media and maintain a professional attitude. **No student may serve to represent the team** unless given permission by a co-sponsor. If there are any questions regarding what is and is not okay, please consult a

SAB member or co-sponsor. Inappropriate use of social media by team members referencing the team will have consequences.

7.0 Safety

7.1 General Safety

ALWAYS

- Take personal responsibility for your own safety and that of your peers.
- Intervene in a calm and safe manner with others if you think an action might be unsafe.
- Report any injuries that you or someone else may have sustained.
- Immediately report any hazards to the Safety Integration Manager, adult sponsors, mentors, or Student Advisory Board member.
- See the Safety Integration Manager or a mentor if you have ANY questions.

CAUTIONS

- Never engage in horseplay of any kind.
- Do not run or jog in the shop area.
- Refrain from throwing anything.
- Do not bring food or drink into the shop. Water bottles with closeable lids will be allowed in the classroom area only.
- Keep doors leading to the shop, supply room, computer lab, and classrooms open.

7.2 Equipment/Machinery Use

- Only use machinery if you have authorization (formal training) as set by the Safety Team/Shop Manager and there is a mentor in the room.
- When using any kind of machinery, you must wear proper Personal Protective Equipment (PPE). This includes safety glasses, hearing protection, face shield, etc.
- Students are not allowed to use any personal tools/equipment while working in the shop.
- When you are using machinery, wear proper attire. Refer to Section 7.3 for more information.
- Do not use machinery with a red tag or machines deemed unsafe.

7.3 Safety Dress Code

- Wear closed toe shoes in the shop or anytime working around the robot.
- Tie back long hair in the shop or anytime working around the robot.
- Never have a lanyard around your neck while working in the shop or around the robot.
- Always wear safety glasses in the shop and when working around the robot.
- Always tuck in any strings on your shirt when working on the robot, like drawstrings on a sweatshirt.

7.4 Pits Protocol

- Pit Crew and Drive Team:
 - Pit Crew consists of roughly 4-5 students and 2 mentors.
 - Drive Team consists of typically 3-4 students and 1 mentor.
- Use Common Sense:
 - Use your independent knowledge, training, and general intelligence when working in the pits
 - DO NOT create a hazardous environment for others and yourself.
- First Aid:
 - Refer to “Emergencies & First Aid” in Section 7.6.
- Use of Tools:
 - When using any power tools or hand held cutting tools be sure to check your surroundings. Be sure to have another member spot you while working.
 - Announce to the pit crew you will be working on a part.
 - Make sure your part is properly secured before proceeding.
- Keeping the Pits Clean:
 - Pit crew is to clean up once the Drive Team and Robot have left for the next match.
 - While the robot is in the Pits, make sure all tools not being used are put away.
 - At the end of the day, store away all tools, clean the pit space, and lock up.

7.5 Training Programs and Materials

Specific safety training, procedures, and practices will include but not be limited to:

- General safety awareness
- Any power tools
- Proper movement of large equipment, such as toolboxes, robot lifts, etc.
- Electrical safety, including batteries
- Lockout/Tagout principles
- Travel safety
- Any activity identified as posing significant risk

7.6 Emergencies & First Aid

The Safety Team shall communicate and ensure that expectations for emergency situations are understood. This includes immediate action responses, use and maintenance of First Aid Kits, and basic First Aid Training.

7.7 Safety Observation System (SOS)

The purpose of the SOS is to recognize good behavior and correct inappropriate behaviors. Safety infractions will be recorded in the Safety Log. The process escalation includes:

1. Warning for first incident.
2. Second incident will require you to talk with the team sponsor.
3. The third incident will result in you not being allowed to enter the shop for the rest of the day and a parent phone call/email by the team sponsor.
4. After the fourth incident you will not be allowed to enter the shop for a period of one week and a parent phone call/email by team sponsor. This will also be communicated to school administration.
5. After the fifth incident you will not be allowed to enter the shop until further notice, a parent phone call by team sponsor and communication with school administration. *This may result in loss of travel eligibility.*

If safety issues violate any school policies, co-sponsors are required to immediately report the infraction directly to the school administration. A report of a safety issue to the school results in an automatic one-week suspension from all team activities. School administration will decide any disciplinary actions above and beyond what the above team policy dictates.

8.0 Competitions

Every year, our team will attend multiple competitions. With the exception of invitational and championship competitions, the schedule will typically be as follows.

8.1 Load-In Day

A selected small group of mentors and students will travel a day in advance to set up the work station for our team, unload the robot, and complete the robot inspection. The remainder of the team will NOT be permitted to come on Load-in Day. Load-in Day typically starts at 5pm and goes until 10pm. The mentors and a few of the selected students may be required to stay and work on the robot until the pit closes. If the team is being housed in a hotel, students are to always keep in mind that the team image extends beyond the competition site and that judges can be staying in the same hotel as students. Students are required to abide by the rules of the Team and be a good representation of the team.

8.2 Competition Day 1

The team that is attending the competition will gather at the high school and depart early enough to arrive when the event doors open, typically at 8AM. The main team will locate a place in the stands.. Day One consists of only Qualification matches. These matches are in a randomized “round robin” format in which teams compete for ranking points. These ranking points determine your placement among the other teams. Every team will receive a schedule of match times at the beginning of the competition.

8.3 Competition Day 2

The team will arrive at the competition as soon as the venue opens. The main team will locate a place in the stands. Opening ceremonies typically begin at 9AM with the remaining Qualification matches following. After all the qualification matches end, the top eight seeded teams are alliance team captains. These captains form alliances with two other teams. These teams advance into elimination rounds. At the conclusion of the competition, there is an award ceremony during which the competition trophies are awarded. When this is complete, the pit crew and drivers pack up the robot and the pit for return to the school. After the team is packed up, we will return back to the high school. Parents will be notified of our estimated time of arrival at the high school, and students should be in contact with their parents on their way home if they are in need of a ride.

8.4 Competition Conduct

When you are in the stands, you are encouraged to cheer along with the team and be active in the competition. (Note: There is a difference between cheering and extraneously screaming.) Cheering is a group organized system that will be led by the assigned spirit coordinator. You are not expected to be cheering 100% of the time; however, when we are cheering, all team members are expected to cheer to the best of their ability. Sitting in the stands looking unengaged is not permissible at any time. This looks bad for the team and can also detract from our team imagery. Keep in mind there are awards dedicated to team spirit and imagery. Sleeping, portable games, and other electronic devices are only allowed *prior to opening ceremony*; after the competition begins, students are then expected to follow the guidelines listed above and put the devices away (cell phones are allowed within reason). **Failure to comply with these rules can result in co-sponsors having to confiscate devices; remember, it is a *privilege* not a requirement to travel with the team.**

Scouting is a crucial part in the success of our team. If you are in the stands, you are an eligible candidate to scout. Scouting is defined by the collecting of information about the performance and design of other teams' robots. This information is used by the drive team and drive coaches to develop strategies. Every student is expected to be willing to scout and gather scouting information to the best of their ability.

During ceremonies, our team will show respect to all other teams, speakers, and announcements. We will give full attention to the speakers and will participate in any activities announced by the speakers. During awards, we will show respect and acknowledge the effort put forth by all teams by standing and applauding for each award.

It is just as important to outline the actions that we will not do at a competition as well as the actions we will do. Any actions that display negative behavior towards another team or team member will not be tolerated. In addition, any displays of displeasure over decisions or calls made by judges or referees will not be acceptable. **“Exploring” or wandering around the host location will result in disciplinary action.** Members are expected to stay as one team in the stands. If a team member must leave the stands for any reason, a mentor, co-sponsor or parent chaperone must be notified.

At the conclusion of competitions, students may have the option of riding home with parents (theirs or another students) *if arrangements are made in advance*. Travel surveys are issued ahead of each competition to allow students to indicate how they are planning to travel to/from the competition. Any changes in student travel arrangements will require the parent(s) of students to email the team and confirm who the student is leaving with (texts are not sufficient documentation). Emails should be sent by the time buses leave for competition in the morning. The student and the parent driver must also check-in with the co-sponsors before leaving the competition venue.

8.5 Special Event Competitions

Occasionally, our team is eligible for special competitions that require different schedules and different conditions. Often due to logistics, the entire team will not be able to attend these competitions. Please be mindful that the team may limit the number of individuals allowed to attend these special competitions. These types of competitions include, but are not limited to, *FIRST* World Championships, off-season invitationals, and scrimmages.

9.0 Mentors

The role of mentors on Team 3176 is to play a vital role in the success of the students. Their responsibility is meant to teach the students and further their knowledge so that a project can be completed independently, and not do the project for the students. This ties into the idea of maintaining a student-led organization - not only through taking a teaching approach but also encouraging a student-first approach to completing projects. Responsibilities also include but are not limited to:

- Assisting in logistics, like transportation and providing adult supervision
- Serve as a role model who can share career insights and listen to students who have questions and/or concerns.
- Enable the students to appreciate the meaning of sportsmanship, teamwork, and Gracious Professionalism.
- Embody the ideas of *FIRST* and spread its message through being a leader.
- When traveling, mentors are looking out for your safety and well being. Please be aware that their decisions are based upon experience, school policy, and co-sponsor input. Students are expected to honor a request by any mentor.
- If you have any concerns with the activities of a mentor or their behavior toward you or others, please talk to one of the co-sponsors or another mentor immediately.
- It is Team 3176 policy, that former students are requested to take at least a year or two away from their “home” team after graduation. Graduates are encouraged to mentor other teams during this time. After that time, alumni members are welcome to become a mentor for Team 3176.

10.0 Varsity Activity Letter

Team 3176 is fortunate to be able to recognize students with a sustained contribution to the team by awarding them a varsity letter, a purple & white “B” with a Robotics emblem. In order to establish a clear policy of expectations for earning a varsity letter in Robotics, the following guidelines have been put into effect. Please note that the list below is a set of minimum requirements. Students will also be evaluated based upon their leadership, dedication, teamwork, and willingness to serve/volunteer for the benefit of the team.

A total of 100 points is necessary to qualify to receive a letter. Points are cumulative over the student’s four years at Brownsburg High School. Activity points are awarded at the discretion of the team co-sponsor and are based on:

- 5 points for each year student is ACTIVELY on the team.

Active Participation Includes:

- 5 points for each DISTRICT / STATE / WORLDS event attended as part of the team
- 1 point for each Off-Season competition event attended as part of the team
- 1 point for participation for each Team 3176 event (e.g., Freshman Bootcamp; Homecoming parade; Relay for Life; Cardinal Engineering/Science Night; others at the discretion of the co-sponsor)
- 1 to 5 points for mandatory Meeting Attendance from August - May (100-90% = 5 points; 80-90 = 4 points; 70-80 = 3 points; 60-70 = 2 points; 50-60 = 1 point)
- 2 points for each *FIRST* Volunteer event as an individual member of Team 3176 [6 points max / year]
- 1 to 10 points annually for leadership roles (e.g., Student Advisory Board, Sub-Team Leaders, Experts, Committee Leaders)
- Points for competition support per event: Drive team = 4 pts, Pit crew / Safety = 2 pts, 1 pt = Scouting [10 pts max / year]
- Grades: 2.5 or 5 points per semester (5 pts for 3.5 or above GPA; 2.5 pts for 3.0 – 3.49)

The team will keep a common database of varsity letter point details for the team members, and each individual team member is responsible for reporting and ensuring the point values are correct. Students will have the opportunity to review their point record with the team co-sponsors and make corrections / additions as appropriate. Each item must be approved by a co-sponsor. Upon earning a total of 100 points, applicants will receive their Varsity Activity Letter at the conclusion of the current season (typically in May).

11.0 Parent Responsibilities

Parents and guardians are an essential part of the success of Team 3176. Their support is needed to help the team grow in all ways and forms. Parents/guardians of Team 3176 members are responsible to:

- Provide timely transportation to their student(s) to/from the team meetings. This should mean that the team member is at meetings, competitions, or events **on time**, and picked up at the conclusion of the event.
- Provide accurate and updated medical information about their student(s).
- Provide an appropriate example for team members to look up to and follow with an interest in STEM.
- Provide chaperone support at competitions
- Parents may be asked to bring in food/water for competitions and Saturday meetings. Items needed will be requested via the Parent group.
- Parents are expected to participate in our parent meetings at key times during the season for important information about the team and upcoming events. Information will always be made available on-line for parents who may miss a meeting.
- **Help with grants**
- If the team is traveling overnight for a competition, parents **MUST**, per school policy, attend the parent meeting for their student to be able to attend.

12.0 Authority of the Handbook and Changes

The rules and policies set forth in this handbook are binding and must be followed by all team members, mentors, parents, and co-sponsors. The Student Advisory Board and co-sponsors reserve the right to make changes to this handbook at any time. The team will be notified of any significant changes in advance. All students and Parents/Guardians must acknowledge the rules of the Student Handbook by signing the Student Contract form.

13.0 Contact Information

Sponsor

Mrs. Dawn Mayer

BHS Robotics Liason

Mr. Kevin Dahlstrom

Team E-mail

team3176@brownsburg.k12.in.us

Team 3176 Meeting Location

PLTW / Robotics classrooms / shop space
Room C1-404 - Door 4
Brownsburg High School
1000 S Odell St.
Brownsburg, IN 46112

Website

<http://www.team3176.com>

Parent Communication

ParentSquare

Social Media

Facebook - Team3176
Twitter - @team3176
Instagram - @team3176

14.0 Forms

Medical Release Form (2024-2025)

Safety Form (2024-2025)

Team 3176 Student Contract (2024-2025)

Transportation Form (2024-2025)

BHS Field Trip Form (2024-2025)

Medical Release Form (2024-2025)

STUDENT NAME: _____

Daytime Emergency Numbers:

- Contact: _____ Number: _____
- Contact: _____ Number: _____
- Contact: _____ Number: _____

Medication alert or severe allergic reactions: _____

CONSENT FOR TREATMENT:

I hereby give consent for the assigned personnel of Brownsburg Community School Corporation to seek and utilize emergency medical treatment for my child.

(Signature of Parent/Guardian)

(Date)

Safety Form (2024-2025)

STUDENT NAME: _____

I, _____ (*parent name*), give my child permission to use equipment and machinery for the robotics team after being fully trained by a designated Mentor.

Parent signature: _____ **Date:** _____

I, _____ (*student name*), have read and understand the Team 3176 Handbook Section 7 Safety. I agree to enforce a culture of safety for all team activities.

I also understand that by being a member of Team 3176 I recognize that when using social media, I must portray myself and the team in a positive manner (Section 6.5). I also recognize that when using team facilitated communication, I will be respectful and use these applications as they should be used.

Student Signature: _____ **Date:** _____

Team 3176 Student Contract (2024-2025)

STUDENT NAME: _____

Please initial each item:

_____ I understand that the FRC program recognizes all teams that bring a solution to the tournaments are considered competitors. I agree to show other teams the utmost respect and good sportsmanship.

_____ I agree that my behavior at all meetings and tournaments will be constructive and respectful.

_____ I agree that I will do my best to ensure our top priority is safety. I will do my best to keep myself and others safe.

_____ I agree and consent to allow my photographs, name, or comments to appear in media related to Team 3176.

_____ I agree to work my hardest to learn and help my team at every meeting.

_____ **I have read and understand the Student Handbook describing Team 3176 and agree to comply with the policies outlined within.**

_____ **I agree to comply with all policies outlined in the 2024-25 BHS Student Handbook and Acceptable Use Policy 2024-25 when at all team events.**

Student Signature

Date

Parent/Guardian Signature

Date

Transportation Form (2024-2025)

STUDENT NAME: _____

	Yes	No
1) My son or daughter has permission to operate a family-owned motor vehicle to and from any team sponsored activity inside Hendricks country.		
2) My son or daughter may transport other students to and from any team sponsored activity inside Hendricks country.		
3) My son or daughter may travel in a vehicle operated by another Team 3176 parent/guardian to and/or from any team-sponsored events.		
4) My son or daughter may travel in a vehicle operated by another Team 3176 student member .		
5) My son or daughter may ride in a privately-owned vehicle operated by a Team 3176 adult mentor to and/or from any team-sponsored events.		

Student Signature

Date

Parent/Guardian Signature

Date

BHS Field Trip Form (2024-2025)

Parents/Guardians must complete their part of this form for the student to be allowed on the field trips.

Student Name

Grade

Age

FIELD TRIP PERMISSION

I grant permission for my child, listed above, to attend the following potential field trips with Team 3176. The team will attend the two District events listed, State competition will be confirmed as the season progresses.

- **March - FIN District Event (Week)**
 - High School, , IN
- **March - FIN District Event (Week)**
 - School, , IN
- **April - FIN State Championship (Week)**
 - Center Grove High School, Greenwood, IN

Team sponsor, Dawn Mayer, and additional adult mentors & chaperones will be supervising my student while on this field trip.

As the parent/guardian, I _____ (*parent name*), agree to release and hold harmless Brownsburg Community School Corporation, Brownsburg High School Administrators, and/or any Brownsburg Community School staff from any and all liability, loss, damages, claims or actions for bodily injury and/or property damages in accordance with current State and Federal law, arising out of participation in these field trips.

I am aware that I may be required to pick my student up from a competition, in a timely manner, due to student illness or poor student conduct.

(Signature of Parent/Guardian)

(Date)

As a student of Brownsburg High School, I agree to follow all rules outlined in the BHS Student Handbook and Team 3176 Student Handbook during these trips.

(Signature of Student)

(Date)