

## **Bridgewater Raritan Robotics Team Member Charter**

Mission Statement:

*“To inspire, motivate, and educate about FIRST, and to make STEAM an integral part of our student lives as well as our community. We are dedicated to teaching members real world applications in both engineering and business so that they will be able to succeed in the real world. We strive to maintain outstanding relationships between students, advisors, mentors, sponsors and teachers.”*

*Students not following the rules and requirements laid out in this charter will be subject to the consequences detailed in Article 6.*

### **Article 1: Team Rules**

#### **1. Respect**

Respect should be shown at all times during any robotics related event, online in the team's social media and communications (Article 4) and in person at meetings and competitions. Members need to follow the school's rules for harassment and bullying (which are detailed in the student handbook), as well as FIRST's code of conduct at ALL TIMES. This includes insults, verbal and physical harassment, and offensive jokes. Failure to respect these rules will result in consequences.

#### **2. Resolving Problems and Conflicts**

No member should ever feel like they need to deal with a problem or conflict on their own. Members are strongly encouraged to seek help from the Advisors or Captains.

A problem directly relating to a specific subteam should be reported to that subteam leader as well as the Captains and Advisors. A problem not directly relating to a specific subteam should be reported directly to the Captains and Advisors. If a member feels uncomfortable reporting a problem to a Captain or Advisor, the other Captain or Advisor should be notified of the problem and the discomfort . If you are still uncomfortable see your grade level administrator.

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## **Article 2: Attendance**

### **1. Mandatory Meetings**

Periodically a meeting will be made mandatory for all or some team members (i.e. the beginning of the year meeting and the travel meeting). All members must attend these meetings unless previously excused by an Advisor.

### **2. Attendance Policy**

In order to stay active in the team and be able to contribute, members must attend meetings. While there is no attendance requirement, students are recommended to attend at least 75 percent of their subteams meetings in order to stay up to date with the team. A student's attendance to meetings will reflect their ability to travel with the team (as described in Article 5). In addition, a student's attendance will reflect their ability to receive varsity status and leadership positions.

### **3. Attendance to Competitions**

All members are strongly encouraged to attend competitions, however, if a member is unwilling to participate actively in the competition then they will be asked to no longer attend with the team. Pit Crew, Drive Team, SLC, chairman's team, super scouts, and EI presenters must be able to attend every competition. Competitions are not for everyone, and those that feel they cannot keep up with spirit expectations or loud music do not have to attend, but it must be discussed beforehand with the Team Advisors.

### **4. You Get Out What You Put In**

Members are encouraged to help out the team in any way they can. This includes attending meetings, working with their fellow members, and doing necessary work at home. It is fine if a member is not willing to work this hard, but they must understand that students who do put in time and effort will be those rewarded with things like traveling with the team, leadership roles, and varsity status.

## **Article 3: Etiquette**

### **1. At the STS Warehouse**

Members of the team must understand that the STS warehouse is a place of work. Any members who attend meetings at STS must always be on their best behavior and keep busy. Members are responsible for completing the assignment given to them. If a member does not know what they can do at STS, a job board will be kept up to date with things that need to be done. At no point in time at the STS warehouse, should any member of the team be sitting around and doing nothing. The point of being at STS is so that you can work with the team and on the robot(s). If a member

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or members are found to not be doing anything they will be asked to do available jobs, or they will be asked to leave the warehouse. Additionally it is up to the discretion of leaders and Advisors as to whether or not a member receives travel points for a given meeting (Article 5 Section 1). Members should follow the rules of safety at all times (outlined in Article 3 Section 2) and are required to listen to the Safety Captain, SLC, Mentors, and Advisors. Additionally, members should bring with them what they will need in order to be productive (for example a member of Team Development or the programming subteam should bring their laptop.)

## **2. Safety**

Safety is key, both at STS and in the pits / field at competitions. Members are required to wear safety glasses at all times. Some safety glasses are available at the warehouse; however, members are encouraged to bring their own safety glasses. Members are required to tie their hair back and wear gloves when appropriate. Additionally, at STS members are required to wear long pants and closed toed shoes. Any member wearing a skirt must also be wearing leggings or tights underneath, especially at competitions.

In order to ensure that all members are up to date and aware of the proper tool usage practices, they will be required to demonstrate proper tool usage and pass a safety quiz. There will be multiple teaching days for the tools and any member can ask for extra instruction. Before the safety quiz, all members will be given a safety presentation designed by the Safety Captain with the specific needs to the team in mind. Both the safety quiz and proper tool usage demonstration must be passed in order for students to be able to participate at STS.

## **3. At the High School**

When at the high school for meetings or events, all Team 303 members are expected to follow all school and team rules. A member should be actively participating at all times during a meeting, non-participating members will lose travel points for that meeting.

## **4. At Outreach and Fundraising Events**

Outreach events are where the team demonstrates who we are to the community, and therefore require members to be on their best behavior. Members should take this opportunity to speak with the public about the team, FIRST, and their own experiences in robotics. Interactions like these are what help spread the message of STEAM throughout the community. Members are strongly encouraged to attend outreach and fundraising events. At events where spirit is appropriate, all spirit expectations apply (see spirit expectations Article 3 section 5).

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## 5. At Competitions

### Scouting Expectations

Scouting is mandatory for everyone in the stands, unless you have an assigned job at the competition (i.e. permanent Pit Crew, Drive Team, chairman's presenters, Superscouts, and pit scouts). Team members are expected to learn how to scout in a training session before competitions begin; if someone cannot attend any training session, they should inform the strategy leader in advance so that time can be set aside for individual training. Scouting data should be accurate. If someone truly cannot scout accurately, accommodations will be made. Scouts and Superscouts get seating priority in order to be able to see the field. This means that they may need to sit separately from the team if seating availability is limited. Superscouts are leaders of scouting in the stands, and those scouting must listen to any directions and requests given by them. Any other problems or issues regarding scouting at the competitions will be resolved at the discretion of the strategy lead and the Advisors.

### Spirit Expectations

Spirit plays a large role in team image and whether or not the team may win an award, making it mandatory for all those attending competitions. The team shirt must be worn as the outer layer when inside the arena or school (the required shirt for a given day of competition will be announced beforehand). One must be wearing at least one of the following spirit items: hairspray, face paint, a tutu or costume, or other spirit attire at all times, unless it has been previously discussed with the Team Development Captain and Advisors. Members must be lively and active in the stands, participating in dances, cheers, etc. This includes not using electronic devices, unless for an approved reason, or being distracted by homework/books. Members who are in the stands must remember that they are at the competition to support and cheer on the team, and should therefore make it a priority to remain in the stands.

### Pit Crew Expectations

Members assigned to a job in the pits must be aware of their surroundings at all times, being sure to follow all safety guidelines. Members of both the Build and TD pit rotation must be knowledgeable about the team, the robot, etc., and must be able to talk to judges. Members will be assessed on their ability to speak with judges by the SLC and Advisors. Members must be aware that in the pit they represent the team, and should be on their best behavior at all times. Members must uphold their position as role models and representatives of the team.

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## **Article 4: Team Structure**

### **1. Subteams**

The team consists of Build and Team Development, and both play different roles in the team. Additionally both parts have specific subteams within them. For Build this is Mechanical, Electrical, Programming, and Strategy, and for Team Development this is Team Achievements, Business, Branding, and Community Outreach.

### **2. SLC (Student Leadership Council)**

The Student Leadership Council (SLC) is a leadership group composed of the Build Team and Team Development, as well as the Captains. It has the responsibility of assisting Advisors with the creation and maintenance of rules or regulations required by the team.

### **3. Pit Crew and Drive Team**

Members of the Pit Crew will be decided based on skills and actions shown throughout the season. All members selected for these roles are done so at the discretion of the Advisors and Build SLC in order to create the best possible group of students in the pit and on the Drive Team. Members of the Drive Team will be decided based on skills and actions that they show throughout the season. Members who would like to be a part of the Drive Team will have to sign up to take a written test based on the game rules, as well as go through physical tests (such as driving exercises or team building exercises) in order to determine who is most fit for the Drive Team. The resulting Drive Team will consist of four to five main members (this number depends on the game rules for the given year) and two to five backup members. Backups will be called in the case that main members can not fill their role. All members of Pit Crew and Drive Team must attend all competitions (unless permission is granted by an Advisor) and must also attend at least 80 percent of their subteam's meetings.

There will also be two members of TD in the pit on a rotation to talk to judges and run any designated outreach (such as plinko and handing out buttons). These members will be chosen at the discretion of the Advisors and the SLC. (This requires a judge's test as well)

### **4. Chairman's**

The Chairman's team will consist of six members, three presenting members and three backup members who will be chosen to present for the team. This is done so that the team can be eligible to win the Chairman's award: the most prestigious award a team can win at a competition. There is no permanent member of the group that is chosen to present for Chairman's. Students who wish to be a Chairman's presenter must attend all mandatory public speaking meetings, unless excused by an Advisor, as well as attend 80 percent of regular Team Development meetings. They also must be able to attend every competition, unless excused by an Advisor for good

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reason. Members will ultimately be chosen at the discretion of the Advisors, the Team Development Captain, and Team Achievements leader. This will be after the student's audition, which consists of a mock run through of the presentation as well as a short question and answer session. This audition is designed to test the ability for the student to present as well as their knowledge on the topics at hand. If at any time, a chosen member of the Chairman's crew is seen not fit for duty, they may be removed at the discretion of the Chairman's team and related leaders.

### **5. Superscouts**

Superscouts will be chosen by the end of build season with a test created by the Strategy leader. This test will be based on notetaking skills for matches. Superscouts must meet travel requirements and not plan on missing competitions (unless expressly excused by Advisors and the Strategy lead). Superscouts are expected to take individual notes during competitions and participate in strategy meetings using their notes. There will be four to eight Superscouts. If any SLC or Members at Large wish to be Superscouts, they need to talk to their respective Captain about their responsibilities during competitions. Superscouts also have the power to ensure that other team members are properly stand scouting. If necessary, Superscouts (and scouts) may sit separately depending on field visibility and seating availability. Superscouts will be decided two weeks before our first competition.

### **6. Team Communication**

#### **Within the Team**

All official communication within the team takes place through the Discord app. Members are required to download the Discord app both on their phones and computers and are encouraged to participate in discussions on this platform (more information can be found here <https://discordapp.com/>). The join code for the Team 303 discord is <https://discord.gg/7h78hbr>. All members are required to have the announcements chat unmuted. In addition, text blasts are sent out by the Advisors through RemindMe for both parents and students (joining codes will be provided at the beginning of the year).

#### **Outside of the Team**

All email communication between team members, parents, businesses, etc. must be approved by an Advisor prior to being sent out. Additionally the Advisors and Captains must be copied on the email before it is sent out.

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## **7. Maintaining the Team's Image**

### **Team newsletter**

Articles on competitions and events should be written within two days of the event's completion and should be sent to the Public Relations leader and the Advisors when completed. Tasks must be completed by the date given by the Public Relations leader. For each article that has to be written, a writer and an editor will be chosen based on a rotation that is made by the Public Relations leader and the Team Development leader. Students will be reminded in advance if they have to write an article for an event well before the event takes place and those who are tasked with writing an article should take notes on important parts of the event. Completed articles must be sent to the Public Relations leader and the Advisors for editing. Articles must be approved by the Public Relations leader and the Advisors before being sent out.

### **Social Media**

Social media plays a big part in how our team is perceived. Because of this, there are some simple guidelines that need to be followed when representing the team online. All social media accounts are managed by the team's Branding leader. The Branding lead will decide who runs what social media accounts. All posts must go through three pairs of eyes, including one SLC member or Advisor. When posting, the author must end the caption or post with their assigned emoji, so that it is known who created the post. Our team uses a system in which each member with access to the social media accounts is assigned an emoji, which are used as signatures. If a post is considered inappropriate by an Advisor or Captain it can be taken down immediately. In addition, if any behavior online is considered inappropriate, a member can be barred from posting from team accounts.

## **Article 5: Travel**

### **1. Travel Points**

The travel point system is used to determine which members will be travelling to events such as regionals and the Championships if we qualify. Travel points will be awarded to members based on their attendance to all meetings throughout the year. Students will receive points for attending the entire duration of the meeting (leeway will be given if permission is granted by an Advisor); however, the SLC and Advisors reserve the right to take away points for a certain meeting if it is deemed that they were not contributing. The final travel list is subject to change at the discretion of the Advisors and the SLC.

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## 2. Travel Requirements

The following details are regarding the travel policy to overnight events for FRC Team 303. Team 303 will use a points accumulation system that gives varying weightages to different categories. This data is accumulated from various records and surveys sent out to the team. The first 21 spots are reserved for the SLC, Pit Crew/Drive Team, and Chairman's presenters of which ten are the SLC and then five are the extra five members of the Pit Crew excluding the five Build SLC, and then for the remaining spots the top 9 students from the roster list will be selected to travel (The number of students who travel based on travel points will fluctuate depending on certain circumstances). This is an ongoing accumulation from September until the end January (or whenever it is desired by the Team Advisor), when a snapshot of the numbers is taken and travellers are determined. At this point, all ties are broken by the seniority of the student, using the logic that older students will have less opportunities to travel than the younger student. Afterwards, **considering that all students have teacher approval and no less than a B- in any class**, the last tiebreaker is GPA.

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| Membership on Team   | 2 points per year completed on the team                         |
| Attendance of FRC Build Season                             | 1 point per session   |
| Attendance of TD Meeting                                   | 1 point per session   |
| Attendance of Mandatory Meeting                            | 3 points per session  |
| Attendance of Duel on Delaware                             | 2 points per attendance   |
| Attendance of Brunswick Eruption                           | 2 points per attendance   |
| Attendance of Outreach Events<br>STEAM FAIR - Bonus Points | 1 point per attendance<br>2 extra points for all day attendance |
| Task Completion - Assigned by Advisors                     | 1-2 points  |
| Tiebreaker   | Seniority   |
|  | GPA and Class Performance                                       |

## 3. Details of Traveling

Several travel methods may be pursued by the Team Advisor, as seen fit and necessary. However, the situation may arise that several methods are chosen (bus, train, plane or different schedules of said travel methods), and the team must choose which students use the various methods of travel. If time sensitive, preference is given to those members integral for the

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preparation of the robot before the competition (Build SLC, Pit Crew, and Drive Team), then is given to next order of power (Chairman's Team if applicable, Superscouts, Team Development SLC, possible successors of SLC members).

If monetarily sensitive, it is implied that if this time sensitive option comes with higher cost (ie plane vs bus), that only competition integral team members (Build SLC and Chairman's Team) travel by the more expensive method, and thus the expensive and inconvenient option is minimized for both price and need for chaperones.

## **Article 6: Consequences**

Regardless of age, all students will observe all the rules. This is a school-sponsored team; all BRHS School Rules apply at all times. Disregard for these rules will result in disciplinary consequences while at the activity and further consequences when we return back to school. School rules apply to all meetings and activities that the robotics team is participating in no matter their location.

### **1. Behavior/Conduct**

Each student is responsible for his/her own behavior. Students are expected to behave in a manner that represents BRHS, our community and your family. Students must keep noise level appropriate at all times, especially in hotels, airports and public places. Students will be respectful and considerate towards others.

### **2. Language and Gestures**

Students are expected to act like ladies and gentlemen at all times. Profane, obscene or offensive remarks and noises or gestures will NOT be tolerated. Any student who violates this rule will be reprimanded and sent home at their parent's expense.

### **3. Discipline**

Students are subject to the following consequences:

- Asked to leave a meeting
- Loss of travel points
- Asked not to return to STS or other meetings until a date discussed per incident
- Asked to not attend a competition representing BR Robotics
- Loss of possible leadership position, not meeting varsity requirements, not being a chairman's presenter or part of the Pit Crew
- Advisor will refer member to grade level administrator: administration can make judgement on removal of member from the team

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#### **4. Zero Tolerance Actions Leading to Removal from the Team**

The following will not be tolerated:

- Consumption of alcoholic beverages
- Illegal use of non-prescription/prescription drugs. Prior notification of all medications must be done before any Robotics Events/Meetings.
- Smoking
- Weapons – see school policy

If a student commits any of the above infractions during a robotics function, they will be sent home at their parent's expense.

This charter was created and approved by the 2017-18 Student Leadership Council

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I, \_\_\_\_\_ (student name), have read the rules and regulations laid out in this charter, and hereby agree to be bound by them.

Student Signature

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Date \_\_\_\_\_

Parent/Guardian Signature

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Date \_\_\_\_\_

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