



**Team #467**

**2007 – 2008**  
**Duct Tape Bandits**  
**Handbook**

<http://www.team467.org>



**Shrewsbury High School**

## The Duct Tape Bandit Philosophy

Team 467 uses one phrase to describe the character of its members: “We Not Me.” Each team member should strive to apply this philosophy to his/her every action as a Duct Tape Bandit. The winners of FIRST competitions are teams *not* individuals. Being a team means not fighting over who’s right or wrong, but discussion, compromise, and action.

## Steering Committee

Team 467’s steering committee is composed of dedicated individuals from all areas of the team. The group’s purpose is to manage the teams finances, organize travel, set team policies, discuss and handle team member issues and other general team management.

The committee is comprised of 13 people representing four distinct groups: students, SHS Staff & Faculty, Parents, and general community/Engineering. The final 13<sup>th</sup> person can be allocated to any group on a year by year basis. Meetings are generally open to any team member who wishes to participate in the discussion however only committee members have voting power. Some meetings or topics which involve an individual team member or some other topic where confidentiality is important may require a closed door session.

- Composition
  - Shrewsbury Public Schools: John Tsombakos, Raj Patel, Scott Bartholomew
  - Community & Engineering: Adam Jacobson, Jim Jensen, Erich Diffenbach
  - Parents: Nancy Donoghue (Food Coordinator) , Rich Cooper, Donna Alphonse
  - Shrewsbury High Students: Nora Donoghue(11), Paula Feldmar (10), Erin Connor (10)
  - 13<sup>th</sup> Member: Principal
  
- Meeting Schedule
  - Generally the committee meets every other Tuesday night from the beginning of the school year to April. See the team calendar for a list of actual dates.

## Team Organization

1. During the construction and competition season the team is organized into a series of teams with each team being lead by one or two student leaders. The group of student leaders and engineering mentors is ultimately responsible for choosing the final robot design. Below is a list of possible teams which may exist during the season.
  - Leadership Team
  - Mechanical Team(s)
    - Examples might include: Drive, Arm, and Chassis.
  - Electrical Team
  - Software Team
  - Chairman’s Award Team
  - Web Site Team
  - Spirit Team
  - Graphic Design Team
  - Strategy Team
  - Parent Volunteers – Food preparation, Fund Raising, Communication among parents, Field Construction, Driver practice and training.
2. Students, mentors, parents may be on more than one team.
3. For different phases of the project, team composition will change.

## Team Calendar

While we strive to have a regular build schedule many issues can change this schedule. Please see Team Calendar link on the Team 467 website for an up-to-date work schedule and calendar of upcoming events. <http://www.team467.org>

### ***In Season Working Session Times***

- General Work Sessions: Monday, Wednesday, Friday
  - 2-2:30pm Get Started
  - ~6:30pm Meal
  - 8:30 – 9:00 Cleanup + Wrap up (no cleanup on Friday)
- Targeted Work Sessions: Tuesday & Thursday
  - 6:00pm Get Started
  - 8:30pm – 9:00pm Cleanup + Wrap up
- Saturday
  - 12:30pm Get Started
  - 6:30pm Meal
  - 8:30pm – 9:00pm Wrap up
- Sunday
  - 12:30pm Get Started
  - 5:30 – 6:00pm Cleanup + Wrap up

Team Meetings (**Mandatory** – however, 2 unexcused absences are allowed, others must be excused by John Tsombakos prior to meeting):

7:30pm Wednesday

1pm Saturday

## Expectations

- Respect!
  - Team members are expected to show respect to everyone. Students, please remember that most of the adults on the team are volunteers and are not receiving any pay to come and be part of the team. Please respect this commitment!!
  - Our team is very lucky to have a good selection of tools with which to build our robot. Please treat these tools and the facilities (rooms, tables, computers) with respect. Our team can not afford to lose access to the space due to poor judgment on the part of an individual. Tools cost money! We cannot afford to replace tools, please take good care of them!!
  - Everyone should display gracious professionalism toward all others
- Read and understand all the rules of the competition. Understand our team's robot and competition strategy.
- Ask for help! If you don't know what is going on or are unsure how to accomplish a task in assigned to you ask an adult for help.
- All team members must sign in when beginning to work and out when finished or before leaving. When signed in team members are expected to work on FIRST related activities. Failure to sign in/out may result in under-recorded hours and may limit your ability to travel to competitions.

Students are encouraged to work on homework before starting in on FIRST activities or during down times. This time however does not count as work hours so please sign in after doing homework or out/in if taking a homework break.

- Upon arrival students are expected to help get the rooms setup. No work may begin until at least one engineer has arrived.
- At the end of the day, students are expected to help clean up. If a student needs to leave early he/she should clean up their own area and then ask an adult what else they should cleanup before leaving.

Students: You need to plan accordingly. If you need to leave at 7pm then you should be cleaning up by 6:45pm. Everyone forgets or gets carried away in what they are doing, in these cases others can get the cleanup done. Remember “We Not Me” Just don’t make a habit of leaving without cleaning up.

Parents: Some days our cleanup takes longer then others. Please don’t expect that students will be ready to leave exactly at the end of each work session. Feel free to come in and check out what is going on rather then wait in your car.

- Students may not leave the Tech Ed area without the permission of an adult. This includes going to lockers, bathrooms, or anywhere else.
- Please leave and enter through the rear door between the wood and auto shops.
- Have fun!

### ***Expectations at Competitions***

- Team members traveling with the team to competitions are expected to participate at all times with a positive manor while on the trip.
- Team members are expected to cheer for not only our team but all others as well. In addition, gather data, spend time in the pits, and do whatever is necessary to help the team be successful.
- Team members are expected to wear their team jersey, un-modified, at all times outside of the hotel rooms, when traveling with the team.
- Note: The team is not responsible for lost or stolen items while traveling.

### **Qualification for Attending Competitions**

- Keep up grades and attendance at school
- Work a minimum of 75 **quality** hours during the working season of January and February to attend the Hartford competition and a minimum of 110 **quality** hours to attend both Philadelphia and Hartford competitions.
- Work a minimum of 12 **quality** hours each week. We will not be looking at average hours when arriving at a determination.
- Attend a minimum of 10 team meetings. If you cannot attend a team meeting you need to speak with John T. **prior** to the meeting!
- Help in 20 shop clean-ups or otherwise equivalent work (must be agreed upon by mentors) and 3 dinner clean-ups.
- Your family must provide at least one team meal during the season. Feel free to work with other families and partner in putting on meals. Speak with Nancy D, if you have any questions, issues, or need dinner ideas.
- Sell 10 pies, obtain a donation to the calendar raffle, sell calendar raffle cards.
- Exhibit appropriate behavior at all times. This includes behavior within the classroom and school as well as at competitions or events.
- Complete and return all paperwork and make all payments in a timely manor.
- Participate with a positive attitude.

Please note that the word **quality** above is in bold. Simply showing up, signing in, hanging out, and leaving do not constitute “**quality**” hours and may be dropped from your total hour count.

***If at any time, for any reason you believe you can NOT meet these requirements please speak with John T. Do NOT wait until the end of the build season to address an issue!!***

## **Team Member Conduct**

All members of team 467 are expected to exhibit exemplary behavior and act as role models for their peers and other team members. Team members will be in the public eye both on and off the playing field. Knowing this, you must conduct yourself accordingly. The actions of a team member are a direct reflection of themselves, their team, their school or company, and family. As a team member you are expected to wear team jerseys and colors with respect and pride in what it represents. “Good Sportsmanship” consists of respect for others and cooperation with teachers, coaches, teammates, and officials.

Depending on the severity and seriousness of the behavior the team members may be dropped from the team, put on probation, or given a verbal warning. In all cases the situation is expected to be rectified in a timely manner to the satisfaction of the school and coaches.

## ***Post Graduates Returning/Joining Team 467***

Postgraduates are highly valued members of Team 467 and are welcome to contribute. Post graduates need to recognize that they are no longer high school students but are adults as far as team is concerned and need to act accordingly. Adult mentors will support them through the transition from team member to team mentor.

1. Each postgraduate will explain what skills they will bring to the team, and what they expect their role as a mentor will include by filling out the post graduate survey.
2. Postgraduates are expected to follow and role model all safety rules and behavior standards.
3. Each postgraduate will be assigned an adult mentor, who will meet with them to discuss what their role will be, and how their expertise will be best utilized by the team (for example, be assigned to assist a certain working group of students). Since postgraduates may not be able to attend all work sessions, the adult mentor will communicate with them to let them know what progress has been made and what the tasks for that work session will be.
4. Postgraduates should feel free to approach an adult mentor and ask them to handle any behavior or safety issues that they feel uncomfortable handling themselves.
5. Acceptance for travel will depend on the postgraduate fulfilling the role of mentor when they attend work sessions, and is not as dependent on hours they are able to attend. Postgraduates may be asked to contribute a portion of their travel expenses if they wish to travel with the team to regional competitions. The steering committee will final determination on the ability of a post graduate’s ability to travel and the cost of that travel.
6. If proper safety or behavior standards are not maintained, the adult mentor will discuss this with the postgraduate immediately to correct the situation, and then if needed, refer the issue to the Steering Committee for further action.

## ***Adult Team Members***

1. All adult team members will be CORI checked.

# 2008 Shrewsbury Public Schools Duct Tape Bandit F.I.R.S.T. Robotics Team Contract

Full Name: \_\_\_\_\_

Participation in the F.I.R.S.T. Robotics Team will require a large commitment on your part. To be a part of the team you must:

- Keep up grades and attendance at school
- Work a minimum of 75 **quality** hours during the working season of January and February to attend the Hartford competition and a minimum of 110 **quality** hours to attend both Philadelphia and Hartford competitions.
- Work a minimum of 12 **quality** hours each week. We will not be looking at average hours when arriving at a determination.
- Attend a minimum of 10 team meetings. If you cannot attend a team meeting you need to speak with John T. **prior** to the meeting!
- Help in 20 shop clean-ups or otherwise equivalent work (must be agreed upon by mentors) and 3 dinner clean-ups.
- Your family must provide at least one team meal during the season.
- Exhibit appropriate behavior at all times. This includes behavior within the classroom and school as well as at competitions or events
- Complete and return all paperwork in a timely manor.
- Participate with a positive attitude

*If you or your family is unable to meet any of these requirements please speak with John T or Raj Patel.*

An invitation to attend the Hartford, CT and the Philadelphia, PA Competitions **MUST BE EARNED** by participating as outlined above. Final decisions on ability to travel are made by the steering committee and school administration.

I have read the Shrewsbury Public Schools Duct Tape Bandit Robotics Team Handbook. I understand that if I wish to attend any of the competitions, I will be required to earn that privilege by participation in the activities mentioned above.

I have reviewed this handbook with my child and understand the commitment that will be required. I agree to have my child participate on the Shrewsbury Public Schools Duct Tape Bandit Robotics Team.

**Member Signature** \_\_\_\_\_.

**Date** \_\_\_\_\_

By signing this contract parents are agreeing to retrieve their child should the need arise.

**Parent Guardian Signature**\_\_\_\_\_.

**Date** \_\_\_\_\_