



**FIRST Robotics Team 2640**

**STUDENT HANDBOOK**

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### 1.0 Introduction

This manual will introduce you to Rockingham County's F.I.R.S.T. Robotics Team 2640, the Hotbotz. We hope that you will find a place with this team, and that your experience will be rewarding and enjoyable. We have put this together to make sure everybody understands the program and responsibilities as a team member. In the following pages you will find information on the team history, organization, rules and procedures along with many other topics. Review this information carefully. It is the responsibility of every team member to review and understand this information. **If you have any questions or you find that something is missing, please contact a mentor.** Please keep this manual handy and share this with your parents. This manual is stored on the team google drive and on the website, [www.hotbotz.org](http://www.hotbotz.org). Be sure to check the website for the latest version and any updates.

## 1.1 What is FIRST

The Hotbotz are part of the FIRST Robotics Competition (FRC). FIRST is an acronym meaning: For Inspiration and Recognition of Science and Technology. This program was started in 1989 by Dean Kamen and Dr. Woodie Flowers. FIRST is an international program whose goal is to inspire young people to pursue careers in Science, Technology, Engineering and Mathematics (STEM). To quote Mr. Kamen, *"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders."* Each year, FRC teams build robots to compete against one another in an exciting sports-like competition. The robot is a focus for the team efforts but is not the entire program. This is best explained by the FIRST Mission Statement as listed on the web page: "Our mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership."

All of this is guided by a concept coined by Dr. Woodie flowers as "Gracious Professionalism." Dr. Woodie Flowers, *FIRST* National Advisor and Pappalardo Professor Emeritus of Mechanical Engineering, Massachusetts Institute of Technology, coined the term "Gracious Professionalism®." Gracious Professionalism is part of the ethos of *FIRST*. It's a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended. In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity.

Please visit the FIRST website at [www.usfirst.org](http://www.usfirst.org) for more information.

## 1.2 About the Team and History

Reidsville High School (RHS) started the Reidsville FIRST Robotics team in the fall of 2008, competing for the first time in the spring of 2009. The team was organized by Ms. Linda Woody, of RHS. The team named themselves "The Hotbotz" and used a pink chili pepper as the mascot. The 2008 robot was built solely by the students. In 2009, a student asked her father if he could "help them build a robot?" Mr. Peel, or "Hil," as he is known, was the first mechanical design mentor to assist the team. Fortunately there were several other parents that mentored students in fundraising, travel and other critical areas. Denise Brady was instrumental in getting the Hotbotz connected with many local businesses throughout the team's first few years. 2011 brought Stacy Walker and Terry McHugh, two additional design mentors, to the team. 2012 was the breakout year for the team. Funds were tight so they could only attend one regional competition - the Palmetto Regional in South Carolina. The team went on to take first place and automatically qualify for the World Championship in Saint Louis. When the team returned from South Carolina, the citizens and businesses of Reidsville funded their trip to championship in Saint Louis

where they came in 34<sup>th</sup> in the world. The team began expanding and adding team members from other local high schools and home schools. Key mentor Dean Peterson joined the team in 2013. Recognizing the need to expand membership, the team changed its name from "Reidsville High School Hotbotz" to "Reidsville Robotics Hotbotz" and moved out of the school, becoming an independent 501(c)3 organization. Each year since the 2012-2013 season, the team has included membership and representation from many local schools and have also included homeschooled students. Allison Holt joined the team as an administrative coach in 2016. In 2018 Reidsville Robotics Hotbotz changed its name to "Rockingham County Robotics" and began integration into Rockingham Early College High School to become a "Student Initiated Non-Curriculum Related Student Group". This allowed flexibility but integration at the same time. In February of 2019, the team moved from its build space across from Pete's on Scales St in Reidsville to the current "Bot Cave" in the basement of the Museum and Archives of Rockingham County, in Wentworth. The Hotbotz continue to recruit students from all high schools in Rockingham County.

Our team members and our mentors enjoy spreading the word about science, technology, engineering and math (STEM). To that end, we have made civic and community presentations showcasing our robots and spreading the word about FIRST Robotics Competition (FRC). Each competition season, we generally compete in two of the four regional competitions with the goal of qualifying for State Championship and ultimately World Championship. An abbreviated list of our awards is below:

#### Awards History

2012 Palmetto Regional Champions  
2012 World Championship - 14 place Newton Division, 34<sup>th</sup> place overall  
2012 SCRIW Champions  
2013 Chesapeake Regional - Imagery Award  
2014 North Carolina Regional - Imagery Award  
2014 Greater DC Regional - Team Spirit Award  
2015 NC Regional Finalist  
2016 SCRIW Finalist, IROC Finalist  
2016 North Carolina Regional - Team Spirit Award  
2016 North Carolina Regional - Imagery Award  
2017 North Carolina Regional - Imagery Award  
2017 North Carolina State Championship - Creativity Award  
2018 North Carolina Regional – 2<sup>nd</sup> Place  
2019 North Carolina Regional – Safety Innovation Award x2  
2019 North Carolina Regional – Gracious Professionalism Award  
2019 North Carolina Regional – 1<sup>st</sup> Place (Asheville)  
2019 North Carolina Regional – Imagery Award  
2019 North Carolina State Championship – Creativity Award  
2020 North Carolina Regional – Imagery Award  
2021 Entered the At-Home Challenges and presented for the Innovation Challenge  
2022 North Carolina Regional – 6<sup>th</sup> Alliance Captain and top 10 (both competitions)

2023 NC Regional – 2<sup>nd</sup> Place  
2023 NC Regional – Quality Award  
2023 NC Regional – Industrial Design Award  
2023 NC State Competition – Industrial Design Award

**1.3 Mission Statement and Team Motto:** Our mission is to inspire excitement for science, technology, engineering, and mathematics (STEM) in mentors and students alike, instilling a value for teamwork and gracious professionalism in students as they develop life and career skills for their future.

**1.4 Diversity, Equity, and Inclusion Policy:** Our team aims to attract and retain members from diverse backgrounds, provide education and training on DE&I topics, and maintain a zero-tolerance policy for harassment and discrimination. The leadership team is dedicated to modeling inclusive behavior, and continuous improvement efforts will be made through regular reviews and feedback mechanisms. The team also emphasizes community engagement and accountability in upholding the principles of this DE&I policy.

**2.0 Safety** The safety and well-being of all FRC participants is paramount. It is imperative that all students, volunteers, and mentors make safety a priority in each activity. This section describes the culture, methods, and procedures that we will use to enforce and maintain a safe environment for all participants.

**2.1 Safety Culture (Taken from the FRC Safety Manual)** - Instilling a culture of safety is a value that every individual in the FIRST® community must embrace as we pursue FIRST's mission and vision. FIRST Robotics Competition (FRC) has adopted safety as a core value and has established the framework for safety leadership in all aspects of the program. FIRST believes that the teams that take the lead in developing safety programs and policies have a positive and lasting impact on each team member, Mentor, their communities, and their future workplaces. FIRST recognizes the teams that demonstrate safety throughout their programs and are truly committed to nurturing a safety culture. The HotBotz mirrors this emphasis by setting the safety team over all other teams.

**2.2 Safety Rules** - This section describes the basic rules governing activities in HotBotz Build Space. Every student must be familiar with these rules. They are posted in the shop. Failure to obey these rules can result in expulsion from the build space or the program.

**General Safety Practices:**

- a. **General Shop Access.** General shop access is available to all participants who need to work on materials for First Robotics. A schedule of meeting hours will be posted. Gracious Professionalism must be displayed at all times. This means treating people and facilities with respect. An adult mentor must be present.

**b. After Hours Access.** Shop access is available for unscheduled or special meetings. Entry to the shop must be coordinated with a team mentor. An adult mentor must be present.

**c. Personnel.** There must be at least three persons in the shop at any time, one of which must be an adult mentor.

**d. Equipment.** Equipment belonging to Team 2640 may be used in the build space area as long as rule c is observed.

**e. Housekeeping.** - Clean up machines and the work area when you are finished. A dirty shop is unsafe and hazardous to work in.

### **Safety Rules:**

1. Everyone must wear safety glasses in the build space work area. You must wear safety glasses in the work areas even if you're not working. Safety glasses will be made available to all participants.
2. Never Work Alone. There must be two persons in the shop at all times. There must be an adult mentor present for any team activities.
3. Do not work in the shop if you're excessively tired or using medication that causes drowsiness.
4. Obey the shop rules at all time. Be aware of the rules, they are posted.
5. If you don't know how to do something, Ask!
6. There is Zero Tolerance for Horseplay. Fooling around in the build space can be very dangerous and is grounds for immediate dismissal from the build space.
7. Check your hair, clothes and jewelry. Before you enter the shop, check the following: If you have long hair, tie it up. No loose or hanging clothing. Remove jewelry. It can get caught in equipment. No Gloves! Only use gloves for material handling.
8. Wear appropriate shoes. No open toe or open heel shoes. Wear shoes that give sure footing and protect your feet.
9. Be safe, use common sense and have fun!

### **Safety and/or Rule Violations –**

The use of the Build Space is a privilege. VIOLATIONS OF THE SAFETY AND SHOP RULES WILL NOT BE TOLERATED.

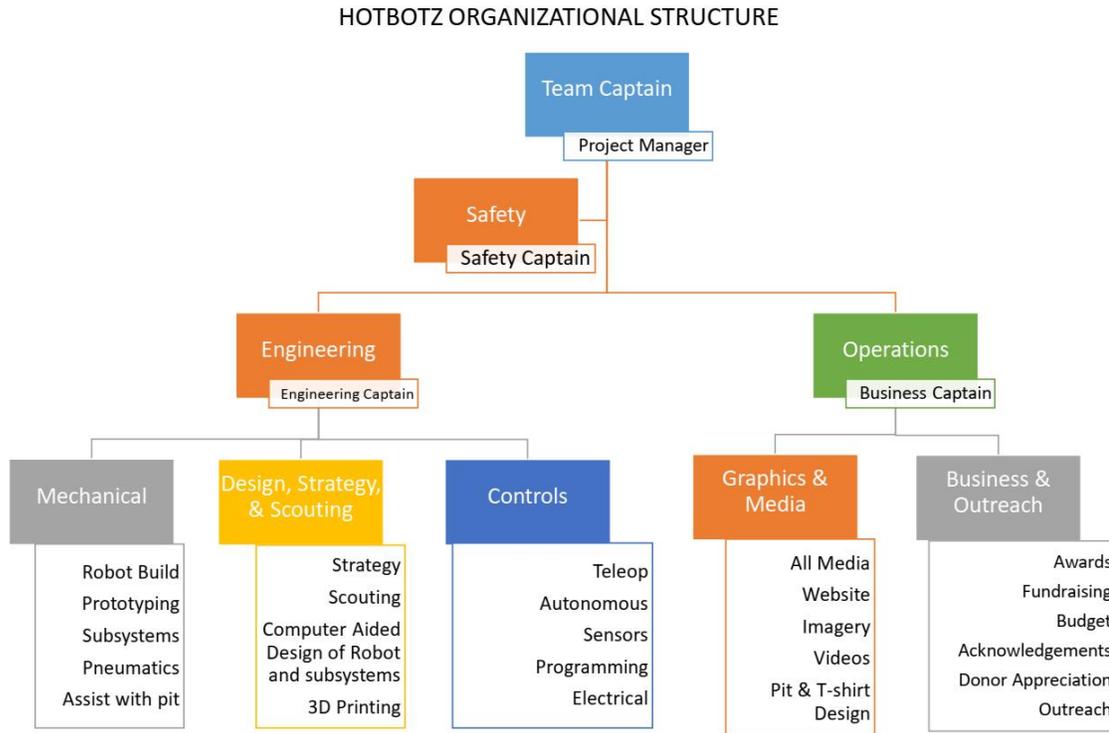
**First Violation** – Verbal warning

**Second Violation** – Student will be sent home.

**Third violation** – Student will be removed from the team.

**3.0 Team Structure** - The HotBotz is a team composed of people performing many different duties. All of the team members work together to accomplish common goals and to demonstrate the principle of gracious professionalism. In the fall, the team will work on training, outreach and projects and students are encouraged to learn as much as possible about different roles and sub teams. Starting in October, the team roster is finalized and students will be selected to work as members of different sub teams. Students will need

to indicate the areas where they wish to work. Students may be added or moved to a sub-team if that team needs additional support. HotBotz does not need to be large enough to staff every single team with different personnel. The Mentors reserve the right to make changes to team arrangement as needed. A chart of the team structure is shown below:



### 3.2 - Sub Teams, Leaders and Responsibilities

**Coaches** - The Coaches are two adult mentors charged with overseeing the team. The coaches are the liaison to FIRST and to parents of the students. Coaches are registered as Coaches on the FIRST TIMS database. This year the coaches are Pablo Vallejo and Allison Holt.

**Mentors** - Mentors are adult leaders typically involved in technical aspects of team operations. Mentors are there to assist in technical subjects or organizational subjects. Mentors carry the same authority as coaches. All mentors are approved by the team coaches and register in the FIRST TIMS system as mentors. Mentors must meet the requirements of the FIRST Youth Protection Program (YPP) and pass background checks from both FIRST and Rockingham County Schools Volunteer Certification. Mentors may be added or removed at the Coaches discretion.

Once a student has graduated high school they become ineligible to serve as a regular member of the team. In the first year after graduating from the team, the graduate may serve as a youth mentor, with permission from the Team Coaches. Hotbotz requires a minimum 1-year interim time frame before a student may return and serve as a mentor to the team

**Team Captain (1 Student)** - The Team Captain is the top student leader position. The Team Captain is in charge of all aspects of the team (outreach, fundraising, business plan, robot construction, scouting, etc). This is the toughest and most important job that any student can take. It is also one of the most rewarding and exciting positions on the team. Team Captain responsibilities include:

- Work safely. Promote and demonstrate safe practices.
- Provide leadership example to team members – Lead Student meetings.
- Coordinate and supervise Team Identity based on goals and spirit of FIRST.
- Work on Business plan with Marketing and Finance Mentors.
- Coordinate and assemble schedule with team leaders, mentors and coaches.
- Track and monitor deadlines and deliverables on schedule.
- Communicate to team members about upcoming events.
- Communicate to mentors and coaches about progress, issues and team needs.

**Sub-Team Captains (1 Student each)** - Each Sub-Team Captain reports to the Team Captain and handles day to day efforts in their area. These leaders are responsible for the schedule in their area and coordination with other sub-teams, including safety.

- Communicate with Team Captain, Coaches, and Mentors regarding status and needs.
- Assist Team Captain with any tasks necessary
- Provide Leadership to their sub-team to complete tasks on time and in appropriate order.

**Safety Captain and Safety Team (2-3 Students)** - The Safety Team works to promote safe practices and habits in all phases of the FRC season. This team is focused on not just enforcing the rules, but how to develop a culture on the team. Safety Captain Responsibilities include:

- Work safely. Promote and demonstrate safe practices.
- Work with team members to promote safe practice at shop and home.
- Spearhead and assist with the Safety Animation project.

- Coordinate with Marketing team to develop marketing materials to promote safety.
- Develop and document safety practices.
- Maintain and monitor build schedule.
- Communicate with Team Captain, Sub-Team Captains, Coaches, and Mentors about team safety needs.

**Business and Outreach Team** – This Team is involved in the business and communication aspects of the team. This includes grant writing, fundraising, budget management and updates, donor appreciation and acknowledgments, Awards such as Chairman’s and Entrepreneurship, and Outreach for the team. This Team must be familiar with all aspects of the money management for the team.

Business Team Leader responsibilities include:

- Work safely. Promote and demonstrate safe practices.
- Supervise team funds based on goals and spirit of FIRST.
- Take responsibility for coordinating fundraising efforts and meeting goals.
- Find grants and perform or help perform grant writing tasks.
- Thank all donors appropriately.
- Ensure proper recognition for donors based on giving levels.
- Work closely with Marketing and Software teams to keep sponsor list on website up to date.
- Work closely with Engineering teams and Awards/Competition teams to ensure they have the budget for their needs.
- Setup and manage offseason outreach.
- Ensure quality award submissions into all attainable awards.

**Mechanical Team** - The mechanical team is the hands-on group that leads the design, fabrication and assembly of the robot for competition. This leader works on the robot, but also must coordinate to make sure that all of the students in the mechanical group are on task, work is correct, and on schedule. Mechanical Team Leader responsibilities include:

- Work safely. Promote and demonstrate safe practices.
- Coordinate with Electrical and Software Team Leader in development and design of robot and lead prototyping.
- Develop strategies for competition and know all the rules.
- Assist team members to learn about and use tools properly.
- Lead construction of robot and be familiar with all systems on robot.
- Assign team members to subsystem development and construction.
- Coordinate and assimilate robot subsystems into complete chassis.
- Work with Drive Team to troubleshoot and test robot.
- Assemble Bill Of Materials (BOM) with design and Business team.
- Maintain and monitor build schedule.

- Coordinate with Marketing Team Leader to build and assemble pit area materials and practice field elements.
- Communicate with Team Captain, Coaches and Mentors about project status and needs.
- Know all the rules.

**Controls Team** - The Software Team is responsible to develop and maintain all the software needed to operate the robot. The Software team will also assist Marketing and other groups with IT support as needed. The Software Team Leader responsibilities include:

- Work safely. Promote and demonstrate safe practices.
- Lead programming effort for robot – Assemble top level robot control program.
- Know all the rules.
- Assign programming team members to sub system programming tasks.
- Store and maintain programs for future reference.
- Coordinate with Mechanical and Electrical teams to develop programs
- Support Website, Social media, Scouting crews and Pit crew for IT needs.
- Work closely as needed with Mechanical Team.
- Develop and Design Electronics to power the robot.
- Assign team members to develop sub systems.
- Monitor build schedule.
- Communicate with Team Captain, Coaches and Mentors about project status and needs.

**Design, Strategy, and Scouting Team**

- Develop strategies for competition and know all rules.
- Design the robot and mechanisms using CAD and any other means.
- Coordinate top level CAD model of robot with all subsystems.
- Work closely with Engineering Teams in robot design stages to promote competition success.
- Assist team members to develop improved CAD Design skills.
- Develop Scouting resources for use at competition and be prepared to participate with alliance selection.
- Store and maintain designs for future reference.
- Check BOM, with mechanical and Business team.
- Coordinate with Marketing Team Leader to design pit materials.

**Graphics and Media Team** - The Media/Scouting Team is involved in the strategy, business, and communication aspects of the team. This includes scouting, outreach, fundraising, logistics and PR efforts for the team. The Team responsibilities include:

- Work safely. Promote and demonstrate safe practices.

- Coordinate and supervise Team Identity based on goals and spirit of FIRST
- Develop marketing materials and videos for publication
- Maintain and manage Hotbotz brand
- Manage social media and print media
- Develop look and image plan for competition.
- Maintain Website, working closely with Finance team
- Maintain Sponsor list for t-shirts and Pit display, and design t-shirts yearly
- Coordinate with Finance and Mechanical team to develop pit area materials to recognize sponsors and promote brand.
- Interface with Rockingham County Schools to keep schools and the community aware of Hotbotz activities
- Communicate with Team Captain, Coaches and Mentors
- Promote team reputation based on goals and spirit of FIRST.
- Ensure timely submission of all award entries.
- Create presentations and videos as necessary for award submission.
- Manage Logistics for the team, working closely with Mentors, parents, and the Finance Team to stay on budget.

**4.1 Team Members** - The HotBotz are a team. All team members must work together to meet the goals and objectives of the team. There are certain requirements that all students must meet to be part of this team and there are standards of conduct that all students must meet to be part of this team.

**4.2 Qualifications** - To be a member in good standing, a student must meet these criteria:

- Complete all applications and documents.
- Students must have a working email address and check it regularly.
- Maintain good academic credentials. Students must hold a “C” average or better in all classes. A student leader may not have more than two classes with a “C” average. A student who does not meet this requirement will be placed on probation. Students have 30 days to improve their grade point average or they will be suspended from the team. Any student needing assistance in their class work is encouraged to contact the coaches for assistance.

**4.3 Enrollment Process** - The enrollment process occurs during the fall before the kickoff and build season. During the fall, any qualified high school student is eligible to become a member of the team.

- **Forms** - All students must complete the travel waiver and medical form. All of the data must be complete and accurate.
- **Attendance** - Attendance at all meetings during build season is recorded. Students do not have to attend every meeting but are strongly encouraged to do so. If a student must miss a meeting, they need to contact a
  - mentor or team officer and let them know. Students only receive credit for meetings they have attended.
- **Homework** - Students will be assigned some small tasks to be completed outside the meeting time. Students need to conduct some robotics activities outside the normal shop time. Your team leader needs to be notified of outcome of work and time spent on completing work outside the shop.
- **Participation** - All students will be observed and assessed during the school year. Students who are engaged and actively participating in the activities, using gracious professionalism, will receive priority for travel and advancement.
- **Prior Performance** - Veteran students will be held to a higher standard. Coaches will consider veteran student's growth and participation in prior seasons. Students who have participated in previous seasons will be expected to show leadership. The team looks to our veteran members to provide training, guidance and support to new and junior members.

**4.4 Student Participation** - Robotics is an extracurricular activity that requires many hours beyond the normal school day. FIRST requires a significant time commitment. Every team member is expected to participate in team work sessions, meetings, events and activities. If students have conflicts with other programs, they need to communicate with the coaches. Intermittent conflicts can be handled by communicating beforehand with the coaches. If other activities routinely conflict with robotics activities, the student will need to make the hard choice about which activities he or she wishes to pursue. It is the students' responsibility to coordinate and schedule activities and commitments to meet their obligations. Most of the routine activities are described below.

- **Team meetings** - Meeting schedules will vary depending on the time of year. In the fall, the team will have 3-8 regular meetings per month. During the build season the team will meet almost every day. In the spring and summer, meetings will be infrequent. Meeting schedules are posted on the team app and reminders sent by newsfeed and email. It is each member's responsibility to keep up with the meeting schedule.
- **Events/Outreach** - Students will be asked to participate in demonstrations and fundraisers. All team members are expected to participate in outreach efforts. Outreach efforts are one of the most important things that we do as a team. This helps us to spread the word about FIRST, recruit new members, assist other teams and develop new and important contacts in the community. Some outreach events include:

- Robot Demonstrations
- Presentations to schools and Civic groups

Events and Outreach opportunities will be communicated by website, remind, and email. In some cases an event may only require a small group of students. Students will need to sign up in advance for these events. It is the student's responsibility to contact the coaches to participate in specific events.

- **Fundraising** - Fundraising is a critical part of the FIRST program. All team members are expected to participate and take part in fundraising activities. Fundraising is described in more detail in section 6.0.

**Follow the Rules of the MARC** – the Museum and Archives of Rockingham County has been our home base for several years. We are extremely grateful for the opportunity to have this meeting space for such a reasonable cost. We help the directors of the museum in every way possible. They have only a few rules for us which we follow without wavering. If a team member repeatedly disobeys the rules of the MARC we could loose our build space so we count on everyone to help with this important policy. The rules are:

- a. **No food or drink anywhere in the building except the top floor conference area.** This Includes trash cans inside the building. The reason is that bugs are attracted to the trash or crumbs and the bugs eat the archival documents stored at the MARC.
- b. **No roaming or exploring the building.** All members must stay in our designated space.
- c. **Adults must be present whenever students are in the building.**

- 4.5 Conduct** - The HotBotz are a unique team of students and adults. We rely on each other for the success of the group. Everyone is expected to bring the very best of their abilities to the group. The FRC competition is very expensive and time consuming. Many people work very hard to make this competition a success both as participants and sponsors. It is expected that all involved will act as motivated participants with the highest regard for the safety and well-being of others. All participants are expected to demonstrate:

**Good judgment and behavior** - Each team member is an ambassador for our team. Each team member should be a role model for others to emulate and respect. It only takes one bad decision to make the whole team look bad. Team members are expected to make good behavior choices at times.

**Willingness to commit to a project** - Starting a project and following it through to the end is critical to team performance. Team members need to dedicate themselves and not get side tracked or discouraged. Your word is very important. Don't take responsibility you can't perform, and ask for help if you are having

problems with a project. All assignments (tasks and projects) are important. Timeliness, quality, and integrity are essential because every future task builds on the current ones.

**Ability to work independently and as a team member** - Being a team player, doing what is needed for the team, is an asset to all. However, some activities require one to work independently with little or no direction. Students need to be prepared to work in both arenas.

**Interest in Science, Technology, Robotics and related fields** - It is likely that many team members will have genuine interest and an overall educational goal related to these fields of study. However, the HotBotz need students with a broad range of interests and skills. Thus, the most important characteristic is a willingness to learn new skills and then to apply those skills in a dedicated fashion to key areas of the team.

#### HotBotz Rules for Success

To be successful, one must have a plan. The Hotbotz have three rules for planning success.

1. Have a plan. It doesn't have to be great, but know what you want to do and how.
2. Execute your plan. It's great to have a plan, but if you never use it, it is of no value.
3. Do your homework. Be prepared. Do your research and learning in advance so you can be ready to execute your strategy or act on rule four.

There is a rule four, just in case.

4. Be flexible. If you've done your homework you should be prepared ready. If things don't work like you thought, that's ok. Be prepared to adjust the plan to best suit the needs of the team.

**Couples** - If a romantic relationship within the team develops or is ongoing, there are certain guidelines that must be observed at all times when these students are engaged in team activities at home or away. Displays of affection are strictly prohibited at all times. All couples should not appear as a couple but as professional team members. Ignoring this guideline may result in dismissal from the team.

**4.5- Discipline** - HotBotz is a voluntary activity for students and it should not be necessary to discipline students. In most cases mentors will caution or warn a student if their behavior is inappropriate. However, in some cases, students will be disciplined. If a student must be taken aside or redirected for serious infractions, the student will be counseled. The event will be documented in a short description that includes the infraction and the action items. Action items will be assigned by a coach. This document will be

signed by a coach, a mentor, and the student. A copy will be kept with the team records and one will be sent to the student's parent. Any student that receives two disciplinary actions will be dismissed from the team.

**5.0 Parent Expectations** - The parents of our student members are an important part of the Hotbotz. This team could not exist without their help. There are some expectations for the parents of Hotbotz.

- Complete and submit applications, documents and dues on time.
- Transport team members to and from designated location on time.
- Assist students in fundraising activities
- Attend parent meetings.
- Provide support in all aspects of team involvement.
- Occasionally provide snacks, meals and drinks for the team.
- Parents may be called to pick up their student at an event or meeting if that student's behavior does not meet conduct guidelines - see section 4.5.

**6.0 Fundraising** - Fundraising is vital to maintain the HotBotz budget. All students are expected to help raise funds for the team. The HotBotz are supported by corporate and civic sponsors and sales or other fundraising activities (carwash, bake sale, auction, etc.) These funds are used to cover registration fees, outreach expenses, travel expense, and robot parts. Participation in fundraising includes presentations to corporate or civic organizations, making fundraising calls, assisting in fundraising programs for charities, and direct sales of products to benefit the team. Students are expected to make assigned contacts and follow through with letters of request. The leaders are always looking for new ways to raise money. Please contact a mentor or coach if you have new ideas on fundraising and are willing to spearhead it.

**7.0 Travel** - The HotBotz travel two to five times a year to attend competitions, outreach events, fundraisers, training and other activities. To be eligible to travel on team activities a student must be a member in good standing as described in section 4.2. Preference will be given to students who participated throughout the year. Safety is always a major concern. Except for short, local trips, students will ride with Coaches, Mentors, and Parents. Students must wear seatbelts and stay with their assigned groups. All drivers for long trips (outside Rockingham County) must be approved by the Coaches/Mentors and will have to fill out waiver forms. At the destination, Students need to use all of the positive behaviors described in section 4.5.

Each year we try to attend at least two regional events and we always hope for a slot at State and World Championships. Schedules at each of these events may vary based on travel distance and hotel arrangements. The Coaches and Mentors will provide schedules and information before the travel. At each of these events, there are some basic expectations for students at competition.

**Cheering** - Cheering is more than yelling at the top of your lungs. True cheering is enjoying the event and celebrating the excitement of the moment. You are not expected to be cheering 100% of the time, however, when we are cheering all

team members are expected to stand and cheer to the best of their ability. Sitting in the stands looking bored, playing video games, carrying on personal conversations while others are cheering is not good for the team image.

**Award Ceremony** - During the ceremony we will applaud the teams that are winning awards. When we applaud we may stand to show our respect for what they have accomplished.

**Litter/Housekeeping** - If you see a mess (paper or trash) you should make an effort to pick it up. That goes for the area you are sitting as well as any other location in the arena. Make sure your area is cleaned up before you leave. A member of our team will participate with the multi-team event clean-up crew to keep the venue pristine.

#### **Things we DO NOT do at an Event:**

- Our team will not engage in negative behavior toward another team or team member.
- Our team will not display displeasure over any final decision by a referee or judge.
- Team members will not exchange negative remarks to each other, no matter what the situation.

**Hotels** - When we travel, we often stay at hotels. Students will be organized into room groups of either three or four students, depending on quantity of students and room availability. Students may be allowed to select roommates. There are no co-ed rooms; rooms are either male or female. Each room will have a mentor assigned to monitor and coordinate activities. This includes room inspections. Often there is free time in the hotel to get snacks, relax or swim. Students may not congregate in the hotel rooms. Students are not permitted into a hotel room unless they are assigned to that room. Students may meet in common areas of the hotel. If there is a pool or hot tub, a coach or mentor must be present. Appropriate attire is required. Once the team is checked in to the hotel in the evening, no students are to leave the premises unless there is a medical need to do so, which is approved by a coach. Please check with a coach if there is any question.

**8.0 Competitions** - We try to attend regional competitions that are pretty close to home. Most of our typical destinations are a 2-4 hour drive. Prior to our arrival, all students will be given a schedule that outlines their responsibilities every hour of the day. All students are expected to follow this schedule as closely as possible. This should be kept with them at all times. This is a typical schedule for a regional competition.

**Day1** – A small group of students and mentors will go to the competition site and check in to the hotel. This is the Advance Team. The Advance Team typically

consists of the drive team, pit crew members and a couple of mentors. This group is there to deliver the robot, the pit and be ready to set up in the morning.

**Day 2** - The Advance Team arrives at the event early to set up the pits, unpack the robot and start the robot inspection process. The rest of the team will leave early in the morning to arrive at the competition site as early as practical. When the team arrives it starts the competitive assessment process, locates a place in the stands, and gets to know the other teams. Usually our robot will practice several times before competition. While waiting for our robot, the photo/scouting team is gathering competitive assessments of the other robots. Usually the day ends at 6:00pm. The drive team and pit crew may be required to stay and work on the robot until the pit closes. The remainder of the team will go to the hotel to check in and get dinner. Dinner will be held as a group if possible. When dinner is done the team will return to the hotel depending on time. A meeting is usually held within the hotel in a meeting room at about 9:00 pm.

**Day 3** - We will plan to arrive at the competition when the pits open. Our team would have had breakfast earlier that morning. Students normally need to pack and be ready to leave. Room inspections will be performed by mentors and coaches. Upon arriving at the venue, our team again locates a place in the stands. Opening ceremonies start at 9:00am with the final seeding matches following. Depending on the format of the competition the finals occur in the early afternoon. The format of these finals varies from year to year. At the conclusion of the competition there is an award ceremony where the remaining trophies are passed out. When this is complete the pit crew and drivers pack up the robot for shipping. This is usually around 6:00pm. The team normally pauses to take a team photo. Then students need to meet with their assigned drivers for the trip home. Dinner will be coordinated on the trip home.

**9.0 Resources** - The HotBotz use several forms of communication to keep up with students and activities. The most common means to follow the team are email, and group text. All students must have a functional E-Mail address and check it regularly. EMail and BAND texts are the PRIMARY means by which information will get passed to parents. This section also lists most of the standard FIRST websites for additional information about these programs.

### **9.1 Contact information**

Team Website - [www.hotbotz.org](http://www.hotbotz.org)

FaceBook - [www.facebook.com/hotbotz2640](http://www.facebook.com/hotbotz2640)

Twitter - @hotbotz2640

Coach Pablo Vallejo - [pablo.vallejo2640@gmail.com](mailto:pablo.vallejo2640@gmail.com) , 336-280-1023

Coach Allison Holt – [allisolt@gmail.com](mailto:allisolt@gmail.com), 336-613-6063

## 9.2 Organizational Resources

FIRST National Organization - [www.usfirst.org](http://www.usfirst.org)

NC FIRST - State Organization - [www.ncfirstrobotics.org](http://www.ncfirstrobotics.org)

Chief Delphi – (Really great blog) [www.chiefdelphi.com](http://www.chiefdelphi.com)

**10.0 Student Forms** - These are the standard forms that all students/parents will be asked to complete and submit.

1. Student Application Form (attached)
2. Student and Parent Contract (attached)
3. Medical Information/Consent Form (attached)
4. NC FIRST and National FIRST registration forms unless completed online

**FRC STUDENT / PARENT CONTRACT**  
**ROCKINGHAM COUNTY ROBOTICS - Team 2640**

In order to insure that parents and students understand the responsibility and commitment needed by each FRC member, please take the time to read over and sign this contract with your child.

STUDENT CONTRACT Please initial each item to which you can honestly agree.

\_\_\_\_ I realize that FRC is designed for me to have fun learning science, math, engineering, technology, and teamwork skills.

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

\_\_\_\_ I agree to treat myself, my teammates, all materials, my coach, other teams and their coaches, and any mentors with the utmost respect and honor.

\_\_\_\_ I realize that no FRC problem has only one solution and that a successful team is one which cooperates by considering EVERYONE'S solutions and ideas.

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

\_\_\_\_ I agree that each FRC team meeting is valuable, and I will be on time to each meeting. If a conflict arises, I will notify my coach or team leader in advance.

\_\_\_\_ I recognize that electronic devices can be a major distraction and will not allow mine to become a problem.

\_\_\_\_ I agree to cooperate on whatever solution the team chooses, even if it is not my first choice.

\_\_\_\_ I agree that all solutions will be made completely by me or a member of my team.

\_\_\_\_ 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 the goal of my team is to do our best to solve a challenging problem.

\_\_\_\_ I agree that if my behavior is not helpful during a team meeting, the coach can ask me to leave. If this happens repeatedly, I may be asked to leave the team.

\_\_\_\_ I have read and understand the HotBotz Student Manual.

Signature of member \_\_\_\_\_ Date \_\_\_\_\_

PARENT CONTRACT

\_\_\_\_\_ I understand that in FRC, the kids come first. FRC is about kids having fun and getting hands-on experience in learning teamwork, science, mathematics, engineering, and technology skills. Everything the team does starts and ends with that principle.

\_\_\_\_\_ I understand that the kids do the work. This is their opportunity to learn and grow. The kids on the team do all of the programming, research, problem solving, and building. Adults can help them find answers, but cannot give them the answers or make the decisions.

\_\_\_\_\_ I will encourage team members and team supporters to develop and practice a set of FRC Values that reflects FIRST's goal to change culture in a positive way by inspiring others through their team's actions and words.

\_\_\_\_\_ I agree, in the proper spirit of FRC, not to interfere with the team's solutions. All creations, inventions, ideas, and work must come from the team members.

\_\_\_\_\_ I agree to make every effort to have my child arrive and depart on time for every meeting. If there is a conflict, either my child or I will notify the coach or team leader as soon as possible. I understand my child has a commitment to his/her team.

\_\_\_\_\_ I realize that my child's coach will be contributing a significant amount of time and effort to provide a rewarding experience for the team. I will play an active role in supporting the team.

\_\_\_\_\_ I agree to discuss all items listed above with my child.

Signature of parent \_\_\_\_\_

Date \_\_\_\_\_



## ***Rockingham County Robotics Waiver & Parental Consent Form Emergency Medical Release and Liability Waiver***

Participant's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
School Currently Attending \_\_\_\_\_ Grade \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Zip Code \_\_\_\_\_ Participant's Home Phone # \_\_\_\_\_ Participant's Cell Phone # \_\_\_\_\_  
Participant's School E-Mail \_\_\_\_\_ Personal E-Mail \_\_\_\_\_

### **Emergency Information**

Mother's Name \_\_\_\_\_ E-Mail \_\_\_\_\_ Cell # \_\_\_\_\_  
Father's Name \_\_\_\_\_ E-Mail \_\_\_\_\_ Cell # \_\_\_\_\_

**In an emergency when parent/guardian cannot be reached, please contact the following:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home# \_\_\_\_\_ Cell#/Alternate # \_\_\_\_\_

**HEALTH CONCERNS** (Please identify any **allergies** (to include foods), health problems, **medications**, or other health concerns):

\_\_\_\_\_  
\_\_\_\_\_

Medical/Hospital Insurance Company \_\_\_\_\_ Grp# \_\_\_\_\_  
Policy Holder's Name \_\_\_\_\_ Policy # \_\_\_\_\_

**Additional Information that May Be Helpful** \_\_\_\_\_  
\_\_\_\_\_

***This authorization for Emergency Medical Treatment must be completed before participant can participate in any events. Treatment for injury will be based on information provided herein.***

#### **DISCLAIMER**

Rockingham County Robotics (formerly Reidsville Robotics) and its leaders, mentors, agents, volunteers, and representatives (collectively referred to as "Rockingham County Robotics and or Hotbotz 2640"), are not responsible for any injury, loss or damage of any kind whatsoever sustained by any person or their property while participating in events, activities or travel with Rockingham County Robotics and all related activities associated with Rockingham County Robotics, including injury, loss or damage. I agree on behalf of myself, my heirs, successors, and assigns that I assume all risks and waive any claim of liability of any nature whatsoever against, and agree to indemnify and hold harmless, Rockingham County Robotics with respect to any and all actions, claims or demands that may be made or brought against Rockingham County Robotics arising out of or in connection with travel to or attendance at the events or any other activity I may engage in while participating in the events or activities of the team.

**ASSUMPTION OF RISKS**

IN CONSIDERATION OF Rockingham County Robotics allowing me or my child to participate in events, activities, or travel with Hotbotz 2640 and all related activities associated with Rockingham County Robotics, including participation in FIRST Robotics Competitions from **September 1, 2023 through August 31st, 2024** inclusive, and all activities related to Rockingham County Robotics (collectively referred to as the “Activities”), I acknowledge that I am aware of the possible Risks, Dangers and Hazards associated with participation in the Activities including the possible risk of severe or fatal injury to myself or others.

**RELEASE OF LIABILITY and AGREEMENT**

IN CONSIDERATION OF Rockingham County Robotics allowing me or my child to participate in the Activities, I agree on behalf of myself and/or my child:

1. **TO ASSUME and ACCEPT ALL RISKS** arising out of, associated with or related to my or my child’s participation in the Activities.
2. **TO WAIVE and RELEASE Rockingham County Robotics** from any and all liability for any loss, damage, injury or expense that I or my child may suffer, or that my next of kin may suffer as a result of my or my child’s participation in the activities due to any cause whatsoever.
3. **TO INDEMNIFY and HOLD HARMLESS Rockingham County Robotics** from any and all liability for any damage to the personal property of, or personal injury to, any third party resulting from my or my child’s participation in the activities.
4. **TO INDEMNIFY and HOLD HARMLESS Rockingham County Robotics** from any and all claims, demands, actions and costs for any loss, injury, damage or expense whatsoever that might arise out of my or my child’s participation in the Activities.

**PHOTO PERMISSION AND RELEASE:**

I hereby grant permission, without reservation, to Rockingham County Robotics and to those authorized by Rockingham County Robotics, to take event related photographs of me, and to use them in original or modified form in all media now or hereafter known, with or without name or information, solely for the promotion, public education, and/or fundraising activities of Rockingham County Robotics. I understand and agree that I am entitled to receive no compensation for the above. I release Rockingham County Robotics from all claims that I now have or in the future may have, relating to the above. I further agree that Rockingham County Robotics will be the sole owner of all tangible and intangible rights in the above mentioned photographs with full power of disposition.

**YOUTH PARTICIPATION CONSENT**

Acknowledgment of Participant:

I, the undersigned Participant, understand that I am responsible to act in a safe and responsible fashion, to follow the instructions or directions of the persons in charge of the robotics group, and to obey requests to comply with safety regulations as directed by the persons in charge of the robotics group, including designated leaders and drivers of private or public transportation. I will be solely responsible for myself, will wear a seat-belt when available and will not disturb or distract the driver when using private or public transportation to travel to and from robotics activities. At all Rockingham County Robotics and FIRST events or other activities, I acknowledge that it is my responsibility to obtain and wear appropriate safety equipment. I will not endanger the safety of others or myself at any activities, outings or competition events of the Rockingham County Robotics or when using private or public transportation for travel to and from such activities.

**Acknowledgment of Parent or Guardian of Participant:**

We, the undersigned Parents or Guardians of the Participant, hereby authorize and consent to the Participant’s involvement in Rockingham County Robotics, including any use of private or public transportation deemed necessary by the persons in charge of Rockingham County Robotics for Participant travel to and from Rockingham County Robotics activities or related events, or to the NEAREST SUITABLE MEDICAL or HOSPITAL FACILITY in the event that emergency or other medical treatment not available at the site of a Rockingham County Robotics activity is deemed advisable. We hereby consent to and authorize such emergency or other medical treatment of the Participant as may be deemed advisable in the event of accident, injury, or illness during the activities of Rockingham County Robotics.

**ACKNOWLEDGEMENT and SIGNATURE**

**I UNDERSTAND THAT THIS IS A LEGAL AGREEMENT** that is binding upon myself and my heirs, executors, administrators, successors and assigns. **I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT** and **I ACKNOWLEDGE THAT** by signing this agreement voluntarily, I am agreeing to abide by its terms and I am waiving certain legal rights that my child or I may have.

**This Consent, Authorization and Acknowledgment shall be effective from and including September 1, 2023 to and including August 31, 2024.**

\_\_\_\_\_  
Signature of Parent or Guardian      Date  
*(if Participant is under 18 years of age)*

\_\_\_\_\_  
Signature of Participant      Date

\_\_\_\_\_  
Printed Name of Parent      Date

\_\_\_\_\_  
Printed Name of Participant      Date