

**2022 – 2023**  
**Team 7442**  
**Jaguar Robotics Handbook**

*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.*

*-Compliments to Team 75 RoboRaiders*

## **Definitions:**

- Member in Good Standing:
  - Meet attendance criteria
  - No insubordination allowed
  - Meet fundraising activities and goals
  - Support all Chairman's activities
- Team Leadership
  - Captain
  - Co - Captain
  - Sub Team Leaders
- Program Leadership
  - Faculty Advisor
  - Mentor
  - Parent Group
  - Captain
  - Co- Captain's

## **1. Membership**

- 1.1.** All students at Port St Lucie High School are eligible for membership in Team 7442 Jaguar Robotics. Coupled with each member, any parent, family member, Alumni student, Alumni mentor or friend who is willing to help out is more than welcome to offer a helping hand.
- 1.2.** All members must agree to the terms listed in the handbook and have signed the handbook to become a member of the team.
- 1.3.** All incoming members are required to fill out an application and complete an interview process with the faculty advisers and student leadership. At this interview, students will be given an opportunity to ask questions about the team and it will allow for the faculty advisers and student leadership to get to know the individual. At this time, the student's information will be verified and then added to the team roster and assigned to a sub-team.
- 1.4.** It is the policy of Jaguar's Robotics that all members of this program must maintain at least a C average in all classes. Any member found to have below a C average will be required to raise their average to a C or will face expulsion from the program.
- 1.5.** Port St Lucie policy stipulates: "A student failing any-one course will be given probationary eligibility. During the probationary period, a student's grades in all courses will be monitored every four weeks. If any class average falls below 65 during this probationary period, the student will be removed from the team and declared ineligible for the remainder of the semester."
- 1.6.** All Members must act in a professional manner. They must respect the views of others. They will show Gracious Professionalism internally to the Team, externally to other Teams and the community. They will not be derogatory, post items, which may be deemed lewd, threatening, intimidating, biased, make others feel uncomfortable or place false claims.

- 1.7.** A member in good standing is one that consistently exhibits gracious professionalism and is responsible in various aspects of team participation. Such a member receives no demerits, is on time regularly and participates in numerous fundraisers and community demonstrations. Act in a manner that supports the team's collaborative efforts at all times. Explained in definitions; Members will respect leadership, faculty advisors, mentors, and each other. Respect is following guidelines, the handbook and direct requests from leadership.
  - 1.7.1.** Disagreements are allowed and must be voiced through a chain of command. Leadership will have the final say.
  - 1.7.2.** If any members require a meeting with leadership. A meeting will be scheduled as soon as possible. The requested meeting will take place in person or virtually.
  - 1.7.3.** Failing to meet the guidelines will initiate a process of disciplinary action.
  - 1.7.4.** These rules apply to all members including leadership.
- 1.8.** Outstanding behavior will be rewarded on a case by case basis at the discretion of core leadership and mentorship.
- 1.9.** Minimum meeting attendance of 90% will be required for build season.
  - 1.9.1.** Work will be treated as an excused absence unless you hold a senior level of leadership or on the drive team. If you are a leader every attempt must be made to attend the preset meetings and emergency meetings. This must be verified by a faculty advisor.
  - 1.9.2.** Family emergencies will be treated as an excused absence verification will be required by a faculty advisor.
  - 1.9.3.** All other excused absences will be requested by an email or letter sent to the leadership team.
- 1.10.** A member in good standing may be eligible to participate on the Drive Team.
  - 1.10.1.** Selection of the Drive Team will be determined by the previous drivers based on their observation of driving candidates during off-season events. Once a driver you remain a driver until you graduate unless removal occurs due to violation of XXX. Finalization of the selection will be approved by the mentors, Captain and Co-Captain. If drivers are required to be removed, then follow rule XXX for selection of new drivers.
  - 1.10.2.** Previous driver(s) will hold the majority for the selection of the following year's drivers.
  - 1.10.3.** If previous driver(s) are incapable of making the decision for the selection of the new drivers before the school year ends then, new driver(s) try-outs will be required to assist in the selection in determining driver candidates for following years drivers. The driver(s) try-outs must be held before the first off-season event of the following school year. Test criteria will be established by Student Leadership, Strategy and Mentors. The try outs will be evaluated by strategy and approved by the Student Leadership.
  - 1.10.4.** It is a driver's responsibility to learn the rules and understand the game, failure to do so, can result in removal from the drive team

upon the Student Leadership and/or mentor's discretion.

**1.10.5.** The decision of the coach is to be decided fully by drivers based on; the best performance of an individual person for the job. This will be a joint decision of the Drivers, if there is a tie vote, then the captain will be involved for conflict resolution. It is recommended that this position be filled by an adult, but not limited to an adult.

**1.10.6.** After the game is released, strategy is to hold human player tryouts to any team member that is eligible (Student in Good Standing). Tryouts are to be held on the second Saturday after the game release. Make – ups are held on that upcoming Tuesday and no further days will be provided. Strategy is to provide a list of the three best candidates for the position and the final decision is made by the drivers and coach. Strategy will not release any information to the team without the authority from the Student Leadership. If failing to do may result in the expulsion from the team or other disciplinary action

**1.10.7.** All members of the drive team can be removed at any time if they fail to work as a team or no longer are fulfilling their responsibilities on the drive team. This decision will be made by strategy leader and strategy head mentor, Captain, and Co- Captain, and head team mentor.

**1.10.8.** The members of sub-teams will room together if gender permits. They will observe a curfew prior to competition days no later than 11 p.m.

## 2. Fundraising

- 2.1. It is required for each member to participate in various fundraising activities throughout the year. These fundraising activities provide the necessary funds that enable Team 7442 to go on its various competition trips as well as funding for other endeavors. A portion of the proceeds from individual fundraising events will go to that same person who raised the funds to help offset the cost of their trip. Team fundraising events are explained.
- 2.2. Team fundraising events are events that a committee has been formed to run them. Students are required to participate in these events, but the proceeds will go directly to the team budget.
- 2.3. Individual fundraising events are local events where the student is required to participate to help offset the cost of their trip. The money they earn will be held in the team account and can be used to help off-set their individual cost of the trip
- 2.4. The money earned by an individual will be retained in a team account and can only be accessed to help offset trips. Sharing of accounts is allowed between families or others identified by the account holder. This can also be used to off-set the cost of a parent who attends with the student.
- 2.5. For each individual fundraiser the total money earned minus the percent given that goes to the team account will be divided by the number of man hours spent at the event. This number will then be multiplied by the number of hours the individual student spent at the event.

### See Example:

If a dog washing event has 5 students attending for 6 hours and 2 students attend for 8 hours. The event raised \$2500.

The total hours worked are ( $6 \times 5 = 30$  and  $2 \times 8 = 16$  for a total of 46 hours) for a total of \$48.91 per hour. The six students working the 5 hour shift made 244.57 each and the two students working the eight hour shift made \$391.30 each. This would be placed into the students account and \$250 into the Team Account because of 10% Team allotment

**2.6.** Examples of how funding is broken down as follows.

<b><u>Event</u></b>	<b><u>Team or individual event</u></b>	<b><u>% To team</u></b>	<b><u>% To individual</u></b>
FLL competition	Team	100%	0%
Pasta Dinner	Team	100%	0%
Golf outing	Team	100%	0%
Rummage Sales	Team	100%	0%
Car wash	Individual	10%	90%
Gift card	Individual	10%	90%
Moral Day Glow stick sale	Individual	10%	90%
Shake a can	Individual	10%	90%
Light Bulb sale	Individual	10%	90%
Sponsor search	Team	100%	0%

- 2.6.1.** Any event that is not outlined will be a team event until the following season when the student leadership can vote to make it an individual event.
- 2.6.2.** Money will be rolled forward into the students account for the following year; If the students does not participate, then the money will be forfeited to the team
- 2.6.3.** Money will be rolled back into the team account after a student leaves the team. If a sibling participates the following year this money can be rolled into the new account.
- 2.6.4.** Fundraising will be tracked by the faculty advisor and reviewed by the program leadership at Program leadership meetings as required

### **3. General Team Organization**

- 3.1.** Chairman's and Engineering Inspiration - All the team members are required to lend their full support to all Chairman's and Fundraising endeavors in order to ensure the continual success of the Port St. Lucie High School Robotics program.
  - 3.1.1.** Chairman's presenters will be recommended by the captain: approved by faculty and Mentors.
- 3.2.** The Design team will preferably consist of veteran team members (*members with at least one year of experience on electrical, programming or mechanical*). A team member that does not meet these criteria can request transfer into design. The co- captain then must approve the request.
- 3.3.** Students permitted in pits. Any team member may visit the pits but shall not stay for a long period of time unless they meet the criteria listed below. Furthermore the Captain and Co- Captain have full discretion over pit admittance.
- 3.4.** The members of the pit team will be selected by the Co- captain. Which they will be approved by the captain and the mentors. Every member selected for the pit team must have a full understanding of both the robot and Chairman's goals or risk removal from the pit.
- 3.5.** Awards speakers are recommended by the Co- Captain they, will select the

awards speakers. Then they will be approved by the captain, co- captain and mentors. Students are selected based on their knowledge of the awards. Students must demonstrate knowledge of awards as well as basic technical knowledge. Training can be requested by any student to meet technical knowledge requirements.

- 3.6.** Any person in the pits which is not acting in a safe or professional manner may be asked to leave the pits at any time by the Safety Captain, Pit Chief, mentors, captain, and co- captain.
- 3.7.** The Co- Captain will recommend a Pit Chief to the Captain and Mentors for approval. This position will be selected from the Technical Groups, including Design, Mechanical, Electrical and Controls.

## **4. Leadership**

- 4.1.** Team 7442 is led by Student Leadership. The Student Leadership is defined as the combination of the Team Captain and Co- Captain, as well as the Sub-Team Managerial Council. The Sub-Team Managerial Committee is composed of all active Sub-team leaders as well as associates without a sub-team. Such an Associate is defined as one elected by his or her peers to a position of responsibility. Such positions include Public Relations, Team Spirit, and others.
- 4.2.** If at any time, the Captain and Co- Captains determine a new position must be created, it is the sole responsibility of the Captain and Co- Captains to create and enact such powers. If such a position is created after elections have taken place, a leader will be appointed to the committee until elections. No other Committee or Group may enact a policy which enables new positions to be created.
- 4.3.** Elections will be held after all F.I.R.S.T. sanctioned competitions for any given season have been completed. Elections will be led only by students. No group may influence the Elections.
  - 4.3.1.** All students, including senior members, are included in the voting process.
- 4.4.** It is the responsibility of the Captain and Co- Captains to ensure that all Sub-Team Managers and Associates are fulfilling their responsibilities as leaders and members of the Team. The Captain and Co- Captain will periodically check the progress of each Sub-Team Manager and Associate(s) and if it is found that the leader is consistently not fulfilling such goals, it is at the discretion of the Management Council to remove the leader.
  - 4.4.1.** Removal of a Leader - In order for a Sub-Team Manager or Captain to be removed, a majority vote by the student leadership for the removal of the officer will be required. A written report with a recommendation must be submitted to the Faculty Advisor for formal action. [Report shall include recommended action (i.e., removal from the team, Removal from the leadership position or suspension), Reason for action, the record of vote from the student leadership]
- 4.5.** It is the responsibility of the Sub-team Manager to maintain order and professionalism in their workspace and Team Members. However, all

actions shall be overseen by the Captain and Co- Captains as well as the Parent Group, Mentors and Faculty Advisor.

- 4.5.1.** Sub-team managers shall be held individually responsible for the attendance, participation, and productivity of their sub-team members.
- 4.6.** Team Advisors are not limited to PSL faculty. If deemed necessary, a parent may be approved as the advisor. However, an advisor must first gain approval by the PSL Board of Education to become an official advisor.

## **5. Officers**

- 5.1. Captain**- The role of the captain is to lead the team through the entire season. This role includes leading meetings, being a representative at public appearances, managing the team day-to-day, and making decisions with the advice of the co- captain and if necessary, the Sub-team Managerial Committee. It is also the responsibility of the captain to call meetings for specific members or the entire team when necessary. He or she must also encourage intra-team communication at all times.
- 5.2. Co- Captains**- The role of the co- Captains is to aid the captain in all areas. There may be a need for two Co- Captains that specify in specific sections of the team: Technical and Non-Technical teams. The co- Captain(s) are responsible for ensuring the success of the goals of his or her half of the team while working together with the Sub-Team Managers. He or she must also encourage intra-team communication at all times.
- 5.3. Sub-Team Managers** - The Sub-team leaders' role is to support all associated groups and provide mentorship to Junior Members. The Sub-Team managers must complete all assigned tasks associated with the Sub-Team they lead. They must also provide support to the common roles for the Team (i.e., Fundraising, Chairman's and Public Relations). In addition, it is the responsibility of Sub-team Leaders to communicate with each member of his or her sub-team regarding upcoming events and meetings.

## **6. Meetings and Attendance**

- 6.1.** Meetings are to be held at the discretion of the student leadership and mentors. At any official meeting in which any member may attend, an advisor must be present. If no advisor is present, the meeting will be shut down. This is solely the policy of PSL High School.
- 6.2.** The student leadership can schedule meetings and extend invitations only to select members at any time. One adult mentor, parent group leader, and/or faculty advisor must be present at the meeting if the meeting takes place in a public building. Participation points will not be rewarded from these meetings, but it can be considered in trip selection.
- 6.3.** A sub-team manager may call a meeting at any time inviting their whole sub-team or select members of their sub team at any time. One adult mentor, parent group leader, and/or faculty advisor must be present at the meeting if the meeting takes place in a public building. Participation points will not be rewarded from these meetings, but it can be considered in trip selection.



- 6.4.** A weighted point system will be implemented to record attendance for each team member. For scheduled Monday and Thursday meetings, a member will receive two points for attending. For scheduled Saturday meetings, a member will receive three points. For mandatory events, a member will receive six points. However, if a member commits, but then does not attend such an event and does not inform team leadership, they will be subject to a subtraction of 2 points. If a member cannot attend but does inform the leadership, no points will be deducted.
- 6.5.** Proper notification of an absence shall be in writing to a member of team leadership which should also be made available to an Advisor's attention. Notice should indicate the reason for the absence.
- 6.6.** A mandatory fundraising total will be utilized during the season. Points will be awarded based on the magnitude of participation and proven effort.
- 6.7.** At the discretion of team advisors and leadership, additional points (i.e., extra credit) will be awarded for certain activities, events or exceptional circumstances.
- 6.8.** Participation points will be awarded in addition to attendance points for students exhibiting a solid work ethic, enthusiasm to participate and desire to learn.
- 6.9.** Point totals are a means but not the only means for determining competition participants and trip participants, Leadership will make such decisions.

## **7. Trips and Trip Conduct**

- 7.1.** The selection process for invitation to away competition events is based upon three criteria:
  - 7.1.1.** Sub-teams: Students are categorized based on their contribution to the team and based upon the team's needs, competition restrictions, and funds available, students will be selected to fill the available spots from each sub-team.
  - 7.1.2.** Attendance: A Students point total based on attendance in meetings and mandatory events.
  - 7.1.3.** Fundraising: Funds a student acquired from attending fundraisers. Which will be used for travel, rooming, and food.

Using the above criteria, the program leadership will come to a decision on the selection for trips. Their decision is final, and any issue should be brought to the attention of the faculty advisors and mentors.

- 7.2.** Any student in good standing is eligible for trips. But unfortunately, the team may not take every member in good standing. Admittance for trips is at the discretion of the mentors, faculty advisor, Captain, and Co- Captains. A decision will be made based on contributions to the team.
- 7.3.** Every Student selected for trips will be assigned a job. It is crucial for every job to be completed to the student's best ability for team success. Any student that does not fulfill their responsibilities will not be permitted to attend the next event.
- 7.4.** Every student is required to cheer!
- 7.5.** Students need to be accompanied by an advisor, chaperone, or mentor representative at all times. You must let your chaperone know where you are at all times. You may not travel in groups of less than 2 people at any time (buddy system).
- 7.6.** Breaking Curfew, Horseplay, Inappropriate Language and/or being in someone else's hotel room with the door closed will not be tolerated. The door must be propped open by the dead bolt. Faculty advisors and chaperones will have access to each room
- 7.7.** Consequences:
  - 7.7.1.** First Offense – you are the advisor's shadow for the entire day. When the team goes back to the hotel for the evening, you will be spending the remainder of the evening in your hotel room and without any visitors.
  - 7.7.2.** Second Offense - two chaperones will take you to the airport, call your parents and put you on the next plane home at your parents' expense. This also will include any cost they have to pay for damage. School discipline procedures will apply, including but not limited to expulsion from the team
  - 7.7.3.** Automatic Second Offense- if you are in possession of cigarettes, alcohol, a weapon of any kind, or drugs regardless of your age, the police will be notified. School discipline procedures will apply!

- 7.8. Students are expected to maintain a level of Gracious Professionalism that exemplifies the views of Team 7442.
- 7.9. Students are forbidden from speaking ill of other teams regardless of the circumstances in order to protect the high level of respect that has been placed on Team 7442.
- 7.10. Students are required to give a standing ovation to every Award Winning Team regardless of the team and or circumstances.

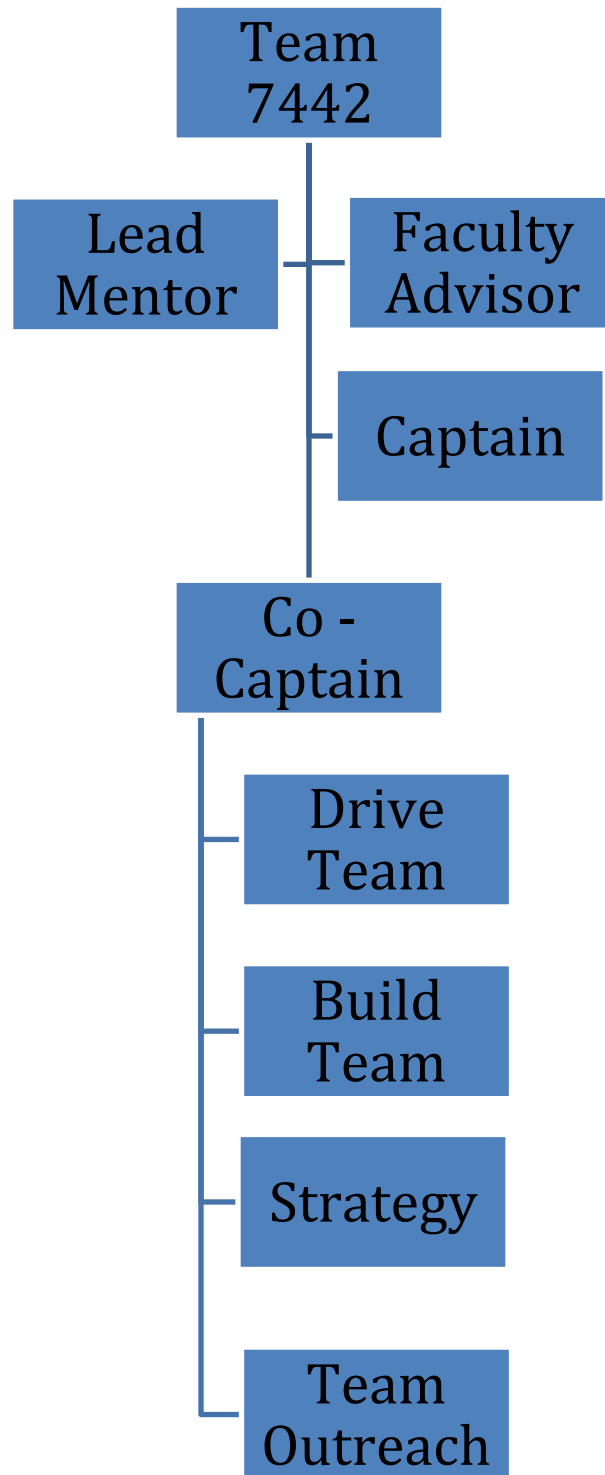
## **8. Handbook**

- 8.1. The handbook must be approved by a 100% vote of the students present.
  - 8.1.1. Addendums to the handbook can only be made during the off-season and must be approved by the 67% majority of the students before the start of build season.
  - 8.1.2. Any issue that is not outlined or a discrepancy appears in the student handbook it is the sole responsibility of the student leadership. They will come to an agreement on the issue and render a decision. This decision then will have to be approved by one adult member of the program leadership. The decision will be added as a memo to the handbook.
  - 8.1.3. Every item outlined in the handbook or addendums are final until a new version of the handbooks addendums pass, and the new version will then take effect.
    - 8.1.3.1. Addendums will be added at the end of the handbook and carry out as a final decision.

## **9. Team Hierarchy**

- 9.1. Hierarchy will be as organized as in the chart in the supporting documents.

**10.** Supporting Documents



**11.      Acceptance signatures**

By Signing Below, I, \_\_\_\_\_ agree to abide by all the rules and guidelines set forth by the Team 7442's Handbook.

X \_\_\_\_\_