

# FRC 6107

## CyberJagzz

### Team Handbook



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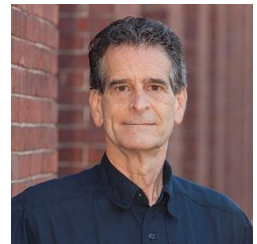


Congratulations and welcome to Team 6107! We are excited that you have joined the team as a fully-fledged CyberJagzz. This handbook is intended to give you an understanding of the program and your responsibilities as a team member and contains information about **FIRST** and our team. Team success depends on the dedication of our members, and the commitment and responsibility of each team member keeps our team running smoothly.

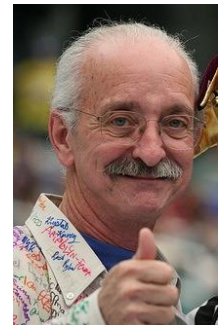
Please review all the information in this handbook very carefully. If you have any questions, do not hesitate to ask a mentor. Share this manual with your parents and keep it handy for future reference. Our team website, [cyberjagzz.org](http://cyberjagzz.org), is also a great place for up-to-date information.



For Inspiration and Recognition of Science and Technology, was founded in 1989 by Dean Kamen. Dean Kamen is the owner of DEKA Research and Development, and an inventor of many things, such as the AutoSyringe insulin pump, Segway, and the iBOT Mobility System wheelchair that can climb stairs. Dean wanted students to be as interested in STEM as they were in sports.



Woodie Flowers (1943-2019) was a professor of mechanical engineering at MIT. He had a very popular engineering class where he gave the students a box of parts, including wheels, motors, etc. and challenged them to build a robotic design to meet a specific goal.



Together Dean and Woodie brought these concepts to **FIRST** in 1992, developing the ultimate **Sport for the Mind™**. Students are challenged to raise funds, design a team “brand”, hone teamwork skills, and build and program an industrial-sized robot to play a different field game against like-minded competitors each year. Volunteer professional mentors devote their time and talents to the team. FRC is the **Hardest Fun You Will Ever Have™**.

**FIRST** has three divisions for different age groups:

- **FIRST** LEGO League (FLL) Discover (grades pre-K – 1), Explore (grades 2-4), and Challenge (grades 4-8) levels allow students to work and compete with age-appropriate LEGO robots.
- **FIRST** Tech Challenge (FTC), grades 7-12, they compete with a robot no larger than 18” x 18”.
- **FIRST** Robotics Competition (FRC), grades 9-12, they compete with a large robot weighing up to 125 lbs.

**FIRST** has two concepts that illustrate their ethos, as stated on their web site:

- **Gracious Professionalism®**: Woodie Flowers coined this term. It is 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 cooperate like crazy but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping or 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 he or she has acted with integrity and sensitivity.
- **Coopertition®**: Coopertition produces innovation. At **FIRST**, Coopertition is displaying constant unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams should help and cooperate with each other, even as they compete. Coopertition involves learning from teammates. It is teaching teammates. It is learning from Mentors. It is managing and being managed. Coopertition means competing always, but assisting and supporting others when you can.

**FIRST** has six core values for its programs to guide the organization into the future:

- Discovery: We explore new skills and ideas.
- Innovation: We use creativity and persistence to solve problems.
- Impact: We apply what we learn to improve our world.
- Inclusion: We respect each other and embrace our differences.
- Teamwork: We are stronger when we work together.
- Fun: We enjoy and celebrate what we do!

Every year **FIRST** comes out with a list of awards that teams can apply for during the Build Season, based on team and robot performance. There are also some awards that are given out at the competition.

**FIRST** is **More Than Robots™**. Participation encourages and facilitates student pursuit of careers in STEM-related field, inspires them to become leaders and innovators, and enhances their work-life skills.



## About the Team

**Name and Number:** FRC teams are assigned numbers when they first start competing. Our team started during the 2015-16 school year and was assigned team number 6107. It will never change. Our team's current nickname is CyberJagzz. Changes to the team's nickname cannot be made without complete consensus of the students and mentors. See the Branding Guidelines document for more information.

**Mission Statement:** Our mission is to inspire Jemison and other High School students in the Greater Huntsville Community to take the lead in science and technology applications, to become innovators, and engage them in building robots that solve problems presented by **FIRST**. They do this by using their science, technology, and engineering skills, which foster self-confidence, communication, and leadership.

**Team History:** In the fall of 2015 4Sight, Inc., a local nonprofit focused on bringing STEM to underrepresented student populations, approached the administration and engineering teacher of J.O. Johnson High School and the CyberJagzz were born. During that first year Team 442, Redstone Robotics, located at New Century High School, mentored CyberJagzz and got us on our feet as a Rookie team. After our Rookie season CyberJagzz were on our own. For the 2016-17 season the team moved to Mae C. Jemison High School. We have been there ever since. The team is not exclusively Jemison students – it has always functioned as a community team open to students from the Greater Huntsville Community.

During our third year the Rotary Club of Greater Huntsville provided financial support and a couple of mentors. The team continued to grow, and at the beginning of the 2019-20 season we moved into the Physics Lab in Jemison's College Academy as our home base.

After staying relatively inactive during the pandemic years, we began to grow again during the 2021-22 school year. We traveled to South Carolina for our first ever out-of-state event. During the first semester the team meets twice a week to learn the skills needed to design and build a robot. During the second semester the team meets more frequently and actually designs and builds a robot for the spring competition. The team may also choose to meet during the summer.

**Team Goals:** Each year the team sets goals for the season, and then strives to meet them. Goals can include recruitment ideals, out of state competitions, building robust robots, fund raising amounts, and anything else the team decides upon.

**Team Mottos:** "CyberJagzz Are More Than Robots, They're a Way of Life"

"Chasing Success, One Match at a Time"

"Where Talent Meets passion: CyberJagzz"



**Mascot:** Allie the Cyber Jaguar – a jaguar with robot parts. Inspired by a drawing by Allie Coburn, a former student. We have several variations of Allie on our team products.

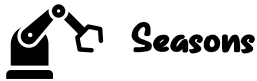


**Team Colors:** The team selected yellow and blue to represent the Jemison Jaguars. The specific blue is hex # 0077b5 and the yellow is hex #fff041. Various shades of green are also used to represent the rainforest.

**Team Branding:** The team image revolves around the Rainforest and the perils that the forest and the plants and animals within face. The Pit used at competitions has been constructed to represent the rainforest, including representative animals. The team uses **Jungle Kid** font for emphasis on our documents. For more details see our Branding Guidelines document.

**Recycling:** The team strives to recycle as much as possible in order to indirectly help the Rainforest. We recycle the following materials:

- Paper and cardboard are placed in a container and periodically taken home by a mentor or student to place in their recycling bin.
- Plastic bags and film are collected and recycled at grocery stores.
- Plastic bottles and bottle caps are rinsed if they contain a sugary substance, and then placed in a recycling container. When the container is filled it is taken home by a mentor or student to place in their recycling bin. Not all plastic containers are recyclable in the county. Please see recycling bins in the lab for what is and isn't allowed.
- Scrap PLA from the 3D printers is collected in a box. When a recycling facility is located it will be taken to be recycled.
- Aluminum drink cans are collected in a container after any sugary substance has been rinsed out. When the container is filled, it is taken to a metal recycling facility in the Huntsville or Athens area and sold. The funds are used to purchase snacks and food for team meetings.
- Aluminum and steel shop scrap is separated and collected in the same manner as aluminum cans and is sold at a recycling facility.
- If any glass containers are emptied, they are cleaned out and taken by a mentor to a local Target store for recycling.
- Wood scraps are taken home by a mentor and recycled.



Summer Season: June and July are when the team focuses on small group projects, recruitment, and outreach activities. The team typically participates in a Juneteenth activity, Back to School Parade and Festival, and other activities that may come up. The team meets approximately every two weeks, alternating between a weeknight and a Sunday afternoon. Sometimes additional meetings or events may be on Saturdays. While attendance is encouraged, there are no minimum number of meetings required.

Pre-Season: From mid-August through December the team will meet twice a week, with occasional additional Saturday meetings. Meetings are usually on Tuesday and Thursday afternoon from immediately after school to 6 or 7 PM. This time is used to design and publish chassis and mechanisms that might be needed for Build Season. Students are required to watch a safety presentation and pass a safety test. Small group projects are planned and completed so students learn the Design Process used in the Build Season. Trinkets and Trash are planned, and manufacturing started. Also, during this time outreach activities such as visits to the AUVSA Pathfinder Symposium, Pep Rallies, Magnet Fairs, the Alabama Science Festival and other activities happen. Sub-teams may elect to have additional meetings during this season.

**Students must attend at least one Pre-Season meeting per week (Aug. - Dec.). If a student's time at a meeting is spent being distracted or disrupting others it will not be recorded and therefore not count toward mandatory time. If something occurs and students cannot attend the required meetings, they should communicate that to a mentor as soon as possible and formulate a plan to catch up on missed work. Students may also document, with confirmation, work from home, such as CAD, trinkets/trash, or programming, to make up missed work.**

Build Season: This season starts the first Saturday in January at Kickoff when "the game" is released during a special event usually held at UAH. This starts the 6-to-8-week design and build of the robot. During this season the team meets:

- Monday from immediately after school until 7 PM or sometimes later. If a school holiday occurs on a Monday, the team may choose to meet during the day instead of the afternoon. Saturday hours will be implemented.
- Tuesday from immediately after school until 7 PM or sometimes later.
- *Sometimes, depending on need, Wednesday from immediately after school until 7 PM or sometimes later.*
- Thursday from immediately after school until 7 PM or sometimes later.
- *Sometimes, depending on need, Friday from immediately after school until 7 PM or sometimes later.*
- Saturday from 10 AM until 4 PM or sometimes later. MLK Day and Presidents' Day also meet on a Saturday schedule, since there is no school those days.

At least one team meeting each week will begin with a business meeting by team leadership to go over projects, upcoming events, budget and purchasing, and anything else that needs to be discussed.

**Students must attend at least ten hours of meetings each week during Build Season (Jan. - Mar.). If a student's time at a meeting is spent being distracted or disrupting others it will not count toward mandatory time. The student is responsible for logging their hours, which must agree with mentor observation. Certain sub-teams, such as programming or CAD, may count their hours spent at home working on their tasks. These hours must be confirmed with parent signatures and/or communication with mentors.**

Competition Season: This season is characterized by prepping for and attending competitions. Most years, depending on finances, the team attends the local Rocket City Regional, held in the South Hall of the Von Braun Center, and one out-of-state regional. Depending on the team's performance, the team may qualify to attend the **FIRST** National Championships held in mid-April. The team may also, depending on available money, attend an Off-Season event during the summer or fall.

Typical Regional Competition schedule is as follows:

- Thursday is pit setup (if not done during load-in the evening before), robot inspection and practice matches.
- Friday are qualification matches all day, with a brief awards ceremony at the end of the day.
- Saturday morning the remaining qualification matches are held. After lunch the playoffs are held, with award presentations between some of the matches. The closing award ceremony is held after the playoffs end.

There will be mandatory meetings both before and after each event to pack, load the trailer, unload the trailer, and unpack. The team will also debrief to analyze strengths and weaknesses after each competition.

*While the mandatory attendance during the year may seem like a lot of work, consider that the sponsors donate a large amount money for the team, with the expectation that the team will spend their funding wisely, and so that the students do not have to pay a membership fee.*

**Students who do not meet attendance requirements both semesters, or who spend the majority of their time at meetings not participating, may not be eligible to attend out-of-state or local Regionals.**

## **Transportation and Costs**

Transportation: Students are expected to find their own transportation to and from meetings. When we attend local events, the mentors can transport students in their personal vehicles. Depending on the number of students and number of seats available in mentor vehicles, we may have to rely on additional transportation from team parents. The team will notify parents of this need in advance by email.

**Parents are expected to drop off and pick up their students in a timely manner. Our volunteer mentors are sometimes inconvenienced by having to wait for up to an hour for a student to be picked up. Parents should make arrangements with other parents or the mentors ahead of time if they can't pick up their student on time. When we have a drop off time, we will not wait around for that student to be dropped off. They may miss the event if they don't arrive in time.**

If a student is having problems finding transportation to or from meetings, we encourage parents or students to reach out to the mentors or other parents in advance.

When the team attends events out of town the team will reserve a bus (either a school bus or charter bus, depending on funds available) and all students are expected to travel on the bus, not a mentor's or parent's vehicle. It is possible that the team shares a bus with another local team.

At no time are students allowed to transport themselves or other students to team events. They *may* transport themselves to school, where they will park their vehicle and then ride with the team.

Costs: There is no membership fee to join the team or to participate in events. Housing, transportation, and meals are provided for out-of-state events for team members and mentors. Parents who wish to attend out-of-state events must pay for their own housing but are welcome to share the bus and meals. Snacks are provided for after-school meetings and lunch is provided at day-long meetings.

A team uniform is provided at no cost to students. The team uniform includes two tee shirts and one pair of scrubs-style pants. Other team apparel can be purchased for a small cost (usually less than it costs to have the item made). If a student destroys a uniform component (other than by accident) they are expected to pay for a new one.

**Starting with the 2024-25 school year, a \$25 refundable deposit will be required in order for the student to receive safety glasses, jaguar sleeves, team hats, and other team items for events. When the items are returned the student will get their deposit back. If the items are lost, the cost of the item will be deducted from the deposit and the remainder returned to the student.**

Students are also expected to purchase their own "junk food" at event venues if they wish additional food other than what is provided by the team. Students must also pay for any souvenirs they want from event venues.





## Team Structure

Our team is comprised of both adults and students, but there is not a single person at the top. CyberJagzz enables students to make as many of the important decisions for the team as possible. There are limits to what decisions students have a say in and some leadership decisions need to be made by mentors on the team to ensure the team functions as expected by all involved. Since **FIRST** is a mentor-based program, the mentors on the team provide guidance and help set the team's goals and directions. Students and mentors work side by side to build robots, complete projects, and make up the team.

**Mentors:** The adults on the team are known as Mentors. Much like the students, the mentors on the team come from all over and have a diversified set of skills, backgrounds, and talents. They are teachers, parents, scientists, engineers, and, above all, gracious professionals. They volunteer their time with the team to give something back to the world and help inspire and challenge students. **FIRST** describes mentors as such:

FRC Mentors play a vital role in the success of their students. Mentors work extensively with team members during the build season, designing, building, and fabricating a functional robot for Competition. Their expertise is the catalyst for the team's and students' success. FRC Mentors are the major distinction between the FRC program and other robotic competitions as they are wholly the professional role model for the student. Mentors engage and inspire students in ways far beyond science and technology. They enable both students and adults to appreciate the value of sportsmanship, teamwork, and Gracious Professionalism®.

- *Description of FRC Mentors from firstinspires.org*

Much of the mentor work is done behind the scenes, requiring long hours to coordinate all the activities for our team. In most cases the mentors also have full-time jobs and families. They take seriously the confidence your parents have placed in them. Their decisions are always aimed at what is best for the student first and the team second. Please be aware that decisions regarding team rules and procedures are based upon experience and school district rules. You are expected to honor any request made by a mentor. If you have any concerns with the activities of a mentor or their behavior toward you or others, please talk to one of the other mentors.

The mentor relationship with students is informal and more casual than that of a teacher or parent. Over the course of time, mentors and students often become friends through the development of mutual trust and respect for one another. The mentors on the team are responsible for the safety and well-being of the students. Some of the mentors have an additional responsibility for opening and closing the lab and letting HCS security know when we arrive and leave. As part of this process, they must pass a yearly Youth Protection Plan background check through **FIRST**. All mentors are expected to act in the best interests of the students and the team.

**Students:** Students are the core of our team. We would not be a team without them. Students have access to mentors and cool equipment that can help them learn applicable professional skills. Through hands-on experience, students learn how to use tools, fight against (and work with) physics, design the

robot, prototype, work with circuits, design strategies for competition, code the robot, troubleshoot the robot, and acquire many other engineering skills.

Beyond engineering skills, students also develop the skills necessary for the professional work force, no matter which career path the students choose to follow. Students interact with industry professional adult judges during competition, learn how to work on a team, are involved in the development of a project from start to finish, search for sponsors, network with colleges and engineering companies, and accomplish many other tasks that prepare them for any career they choose.

However, students will only get as much out of the team as they are willing to put in. Like athletics, if students do not practice as often as possible, they will not be able to participate to the best of their abilities. **Students are expected to attend the required number of meetings, complete tasks they sign up for, and ask for help when needed in order to have the privilege of attending team events.**

*Eligibility:* Qualifications to be a team member are important to ensure that the goals and objectives of the team are accomplished with quality and efficiency.

- Each student is required to complete an application for each school year. There is a copy of the application at the end of this handbook.
- Each student is required to register on *FIRST*inspires.org for each school year. Students must have their parents register also, and then sign the online Consent & Release form.
- Each student is expected to attend the required meetings during Pre-Season and Build Season.
- Students who would like leadership roles on the team should expect to come to all meetings and events all year round.
- Students are expected to demonstrate good judgement, behavior, honesty, and integrity at all times at meetings and events.
- Students are expected to be willing to commit to a team project and follow through to its end, and to work both independently and as a team member.
- Each student is required to complete the Safety Presentation activities and pass the Safety Test with a minimum grade of 80%. Students must complete this annually.
- Each student is required to complete tool training with a mentor.
- **Each student is expected to keep up with team communication platforms (mainly Slack and Remind) and respond to questions, polls, and other queries. This is an important safety and communication expectation.**
- Each student must maintain academic eligibility with a minimum GPA of 2.0.
- Eighth graders age 14 or older may be eligible upon mentor and parent approval.

*Team Diversity:* The CyberJagzz value diversity in our team members. Participation in the team is available to anyone without discrimination based on race; color; age; religion; ancestry; caste; national origin; gender; gender-identity; socioeconomic status; sexual orientation; social, mental, and physical ability; physical appearance; social, mental, psychological, physical, developmental or sensory disability;

or other personal or genetic characteristics. If a member of the team feels like they are being treated unfairly then they should reach out to the mentors on the team.

Leadership Roles: The team has a Captain and Co-Captain, Safety Captain, and several sub-team leads.

The qualities mentors look for in leadership nominees include:

- Communicates well with students and mentors.
- Good meeting attendance (few unexcused absences).
- Maintains high standard of conduct and achievement in school.
- Self-starter (finds work to do without being asked).
- Works diligently (stays with a task until done).

Team Captain and Co-Captain must be team veterans and final approval of these leadership positions falls to the mentors. These two positions are elected positions. Applications for leadership positions are submitted. Mentors decide whether the applicants meet the expectations of leadership, and then the general membership will vote on the positions in the spring after Competition Season or in early fall.

The responsibilities of team Captain are to keep team unity, make sure the leadership team functions as designed, running all team meetings, being a team spokesperson, and to oversee the overall robot design process and technical aspects.

The responsibilities of the team Co-Captain are to oversee the build schedule and daily build tasks, as well as allocating team resources to ensure progress and timelines for all subsystems on the robot.

The responsibilities of the Safety Captain are to monitor PPE use and the general safety environment at meetings and at events, both local and Competitions. The Safety Captain is responsible for maintaining the Safety Manual and all the safety equipment in the lab and the pit. Must be team veteran.

Sub-teams: The CyberJagzz consists of different sub-teams that each work on specialized areas of the team or robot. Membership on a single sub-team is not exclusive and students may participate in multiple sub-teams throughout the year. Each sub-team has a mentor assigned to it and a student lead. Student leaders are responsible for teaching skills necessary for build season, communicating team progress to mentors and students, and for turning new team members into dedicated CyberJagzz.

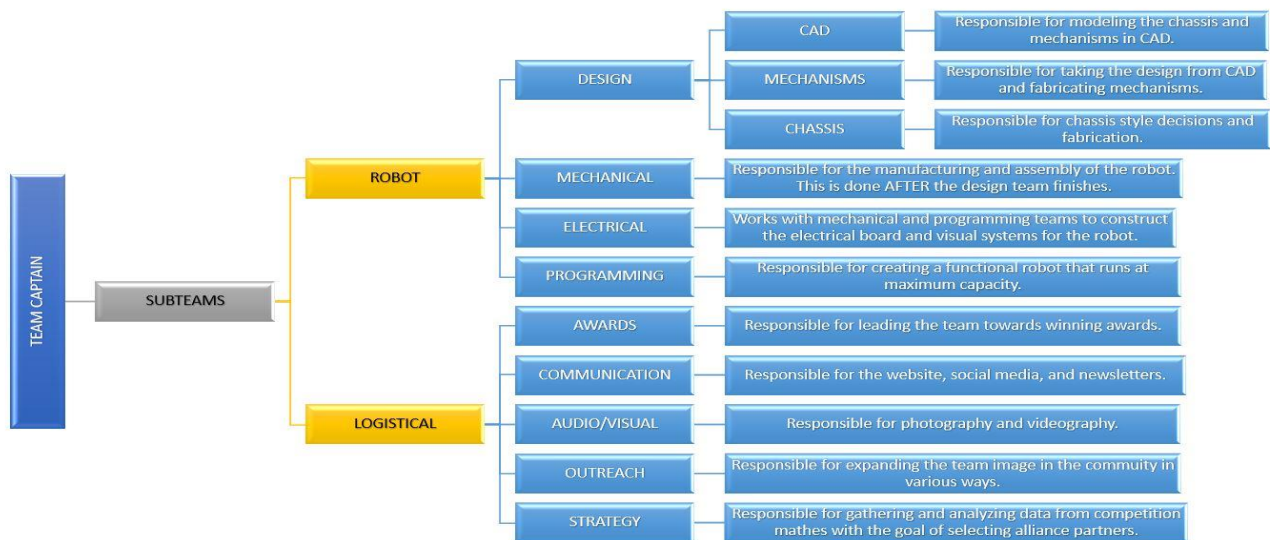
- **Lead Design/CAD:** Student must be knowledgeable in Inventor or CAD program of choice, able to work well with other sub-teams, and able to finish designs in a timely manner, as the CAD should be done before fabrication begins. The student should be able to make adjustments on the fly based on other team suggestions. Must hold veteran status.
- **Lead Mechanical:** Responsible for knowing how to use shop tools and equipment to prototype and manufacture components for competition and demo robots. Students need the knowledge of parts such as motors, sensors, gearing, pneumatics, electronics, assembly and mechanisms. Students need to know the rules to build a competition legal robot. Students are responsible for working with mentors to complete **FIRST** Choice ordering, voucher ordering and ordering other

parts. Students will also be building field elements as well as keeping the area clean, organized and inventoried. Must hold veteran status.

- **Lead Electrical:** Responsible for wiring the robot and constructing any pneumatics on the robot and working with other sub-teams to determine the type and location of electrical and pneumatic components. Must hold veteran status.
- **Lead Programming:** Student must be knowledgeable in C++ or other programming languages, able to work well with the mechanical and electrical sub-teams and be able to program during free time or at home.
- **Lead Logistical:** Student must be familiar with available awards, our communication platforms, social media and outreach, and must be able to work will with other students and delegate roles to other team members in order to accomplish our team goals.
- **Other Team Roles:** These could be in the form of sub-teams or individual students, depending on the size and needs of the team: Animators, Artists, Business Managers, Cheerleaders, Entrepreneurs, Graphic Artists, Inventory Control Specialist, Mascots, Photographers/Videographers, Social Media Managers, Woodworkers

Additional sub-teams exist during Competition Season and are selected based on observations by the Mentors.

- **Drive Team:** This consists of two drivers, one human player, a technician, and a coach. Responsible for driving the robot, securing and transporting the robot and cart, communicating with the Scouting sub-team, and making needed repairs on the robot between matches.
- **Pit Crew:** This sub-team is responsible for pit set-up and take-down at competitions. They are also responsible for keeping the pit clean and organized between matches at competition.
- **Strategy/Scouting:** Responsible for observing other teams at each competition and recording qualities of the team and robot and communicating with the Drive Team for planning match strategy.





## Communication Expectations

The team uses several platforms for official communication:

Email: important messages about travel to events are sent out from the [CyberJagzz@gmail.com](mailto:CyberJagzz@gmail.com) account to all students, parents, and mentors. These messages have agendas, hotel and venue details, and other important information about the event. It is expected that email addresses given to the team by students and parents be working accounts that are checked frequently.

Remind: This is a school communication platform that has apps for phones. It is expected that all team members will download and install this app and check it frequently. Messages can be sent out to the entire group or just specific students. This platform is used when an urgent message must be communicated, such as meeting cancellation, etc. Reminders for permission slips, etc. are also sent out this way. The group code is 2ac724c, and parents are invited to join this group also.

Slack: This is another messaging app and is used in a more casual way. Students are expected to download and install this app and check it frequently. Calendar events, polls, photos, and other information and ideas are shared on this app. Students will be sent an email invite. **Failure to download and use this app may cause you not to be eligible for field trips.**

Chief Delphi: Chief Delphi is an online forum created by Team 47 in 1997. Chief Delphi, or CD, is a very valuable resource for information on anything to do with **FIRST**. Students are encouraged to create their own username for the website and interact. However, the CD Code of Conduct and our team rules apply there.

Team Website: This website, [cyberjagzz.org](http://cyberjagzz.org), has a Google Calendar, countdowns to events, information about each season, videos and photos, and other useful information.

Google: Google apps are used, such as Forms and Sheets, for special communication needs. The team has a Google Drive account for storage and usage of Google applications.

Phones: At a competition, which normally happens in a large, multi-part venue, it is imperative that students keep their charged phone on them at all times and check them frequently. Phones are the main source of communication and may be needed in an emergency.

**Since your phone is necessary for team communications, it may not be used for games, listening to music or other media (no earbuds, headphones, Air Pods, etc.), or social media (as these activities drain batteries quickly), nor is it appropriate to hand your number out to people you meet. Use it sparingly. And bring your charger and a power pack just in case! If you are observed using your phone in an inappropriate manner, your parent will be contacted to remove you from the meeting or event.**

*Team Shirts:* Football teams wear their jerseys on game day to raise awareness. We do the same thing by wearing a team shirt or other team-branded garments on the school days before and after a robotics event in order to raise awareness of the team at school.

*Private Messages:* All messages should be on the team's communication channels, and never a private channel. The team wants to avoid creating cliques or inner circles which could be detrimental to team unity or create inappropriate communication between adults and students or between students. All communication should have at least TWO non-related mentors included. This is for student safety.

*Inappropriate Communications:* Any communication between team members that doesn't meet the Gracious Professionalism and Coopertition ethos is inappropriate, whether at meetings or not. If students are having problems with other students, robotics team members or others, on any of the communication platforms they should take a screenshot and then come to a mentor to have the issue addressed.



## Code of Conduct

The intention of these rules is to help ensure the safety and security of all students, parents, chaperones and mentors. The student's signature, along with that of his/her parent/guardian, on the signature page, indicates they both recognize and understand this responsibility and that the student agrees to adhere to the basic concepts of good citizenship, and those positive examples with which each participant should be identified. The signature page will be handed out separately with other team membership forms.

### General Conduct:

- All students must fill out a student application each year and also register on **FIRST**inspires.org and get a parent to sign their Consent & Release form online. Veteran students must register each year using the same email and password they used previously. These must be completed before students can attend *any* off campus event.
- All students will exhibit Gracious Professionalism® and Coopertition® at all times.
- Students will remain in the meeting rooms for the duration of the meetings unless permission is given to go elsewhere by a mentor, including down the hall to the restroom or leaving before the end of the meeting.
- **Students will not abuse the after-school snack privilege by consuming too many snacks or spending too much time eating snacks and not participating in meeting activities.**
- Students cannot neglect their school performance and must maintain a high standard of conduct, attendance, and achievement in school.
- Attendance minimums are required to attend out of state competitions or be on the Drive Team. Please note that these are *minimum* requirements and members get out of this what they put into it.
- All students must view a safety presentation and pass a safety test each year, regardless of how long they have been a team member.
- All students will abide by the safety rules at all times, including the use of proper PPE and wearing closed shoes while in the lab.
- If a team member is sick, it is their responsibility to let a mentor know that they will be absent from a meeting. Failure to do so will result in an unexcused absence from a meeting.
- All team members should take part in keeping the lab clean during each meeting.

### Prohibited Conduct:

No person, either singly or in concert with others, shall as a member of the CyberJagzz Robotics Team:

- Use, possess or distribute alcoholic beverages, tobacco, or other illicit substances, or engage in gambling in any way.
- Willfully engage in theft of, damage, deface, or destroy any property, including their team uniforms. Students and their parents will be held financially responsible for any damage that their student incurs.

- Use language or gestures that are profane, lewd, vulgar, or abrasive.
- Students will not exhibit negative behaviors such as name calling, teasing, spreading rumors, or any other negative behavior at meetings or events.
- Handholding, hugging, arm around, kissing, flirting, and public displays of affection (PDA) are strictly prohibited at all times, as this type of behavior is unacceptable at team meetings and events. Conduct yourself professionally.
- Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

*Student Responsibilities (competitions and travel out-of-town):*

- Students will fill out required paperwork and get parent signatures in a timely manner.
- Students must use transportation authorized by the team advisor. Students are NOT allowed to transport themselves or other students to any team activities.
- Students will stay in groups when traveling or sightseeing. STUDENTS ARE NOT ALLOWED TO TRAVEL ALONE or leave their assigned buddy.
- Students should make sure their chaperones and/or mentors know where they are, who is with them and when they will return when leaving the general area of the competitions.
- Students should wear Team Uniforms at all events and meet the HCS Dress Code. Students are representing Team Sponsors as well as Mae Jemison High School and Huntsville City Schools. All actions reflect these institutions.
- Students will stay in their assigned hotel room when traveling and be in their room with their roommates by lights out. Visiting with students from other rooms should happen outside the room in the hotel common areas. Mentors will check this.
- If there is a game room or pool/hot tub at the hotel the students may spend time in those areas before lights out. There MUST be a mentor present for pool/hot tub use and appropriate attire is required.
- Students should get enough sleep at night, despite the temptation to stay up all night talking or hanging out. Sleeping in the pits and stands isn't acceptable.
- It is the responsibility of all team members to report problems to mentors and/or chaperones.

*Mentors and Chaperone Responsibilities:*

All mentors, and chaperones are responsible for:

- Adherence by students to the Code of Conduct and Safety Rules. Any violation of the Code of Conduct shall result in the assignment of immediate consequences. The violation must be reported to the mentors.
- Setting curfews and bed checks and implementing them.
- Ensuring that each student has proper eating arrangements.
- Collection of all emergency and consent forms and knowing whom to call in the event of an emergency.
- Notification of proper authorities in case of serious injury to a student.
- Accompanying an injured student to the hospital. Emergency authorization information should accompany the team representative.



- Planning free time activities for the team.

#### Parent Responsibilities:

- Parents will transport students to and from all team activities in a timely manner unless other arrangements have been made with the team Mentors in advance.
- Meeting drop-off and pick-up will be in front of the school and of the College Academy wing of Mae Jemison.
- Parents will read and sign all paperwork sent home by the team and return it to the team Mentors by the deadline.
- Parents are strongly recommended to join the Remind and Slack groups to stay up to date on team communication. The Remind code is 2ac724c. Request a Slack invite code from the mentors.

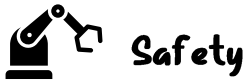
#### Privileges of Being a CyberJagzz:

Many resources are put into the team, from the time the mentors donate to the money that is donated by our sponsors. These resources provide the team's members with an opportunity to do something great by exploring frontiers which would not normally be open to high school students.

- Not paying membership fees
- Going on team trips both locally and out of state
- Appearing in team pictures and videos
- Receiving two free team uniform shirts and other uniform components
- Participating in team activities
- Learning to use cool tools and machinery
- Riding team transportation
- Accepting awards
- Receiving excused absences
- Receiving team food
- Meeting teams and students from other countries
- Receiving college recommendations
- Access to over \$80,000,000 of scholarships

#### Consequences:

- **If team members are unable to follow the rules of the team or make minimum requirements, then there are consequences. Team members might not be able to take part in the above privileges. Severe infractions may result in a team member being asked to leave the lab, leave an event, or being banned from participating in the team.**



The team cultivates a strong culture of safety, especially common-sense safety. In addition to the safety information given in the sections above, there are some additional safety considerations that the team follows.

- A detailed safety presentation and a quiz will be given to all team members each year.
- PPE will be enforced at meetings, team events, and at competitions.
- Students will not work on or be close to an enabled robot. When the robot light is blinking students should maintain vigilance.
- The team has a training progression for all power tools and machinery:
  - Mentor does, Student watches
  - Mentor does, Student helps
  - Student does, Mentor helps
  - Student does, Mentor watches
- Regardless of the experience, students will be watched at all times when using the Miter/Chop Saw.
- No team member is ever to work in the lab without a mentor on site.
- Food and drink are not allowed around any of the equipment, including computers and machining equipment.
- If a team member leaves before the end time of a meeting, they must first clean up all the areas where they were working.
- Team members may not remove any equipment or material from the lab for use at another location, including home use, without mentor approval and documentation.
- Mentors always have the final word in any situation where safety is at stake.

### What is YPP?

The purpose of the **FIRST** Youth Protection Program, or YPP, is to provide all mentors, volunteers, team members, parents and others working with the team, information, guidelines, and procedures to create safe environments for **FIRST** participants. These include:

- “Two Deep” mentoring: There must be at least two students and two adults present at all time.
- No one-on-one communication: There should be at least two mentors who aren’t related to each others for all communication.
- Doors Open: The lab doors must be left open when students are present, including the stock room and any other classroom the team may use.

### Know Your Rights!

Students who feel unsafe by any students or adults on or off the team should inform Coach Keever or other trusted adults. You will never get in trouble for reporting. You are never required to respond to online communication, especially if you feel unsafe. If something feels wrong, it is wrong.

If you are contacted by an email, message, or post that makes you feel uncomfortable, including any student or adult from the team or not, trust your instincts. You are probably right to be wary. Do not respond. Tell a parent/guardian or trusted adult what happened. **FIRST** students are encouraged to report concerns to **FIRST** Youth Protection. <https://www.firstinspires.org/resource-library/youth-protection-policy>

Common Red Flags: If you see any of these red flags, tell a trusted adult as soon as possible.

- An adult or student says that you will get in trouble if you tell someone what they are saying/doing.
- An adult or students says they will expose a secret or otherwise try to use blackmail.
- An adult telling you to keep secrets from your friends and/or family.
- Anyone threatening to harm themselves (or others) based on your actions. “If you tell someone I’ll...”
- Adults providing you with substances (e.g. alcohol, drugs)
- Adults offering to do things with you outside of robotics or giving you special gifts.
- Adults asking you to use a different form of communication (such as texting or private email)



## Parental Involvement

Lunch and Snacks: Parents will be asked to sign up to bring or help with after school snacks or lunch on a Saturday during the build season.

Build Field Elements: Most years the team requires playing field elements from the game in order to design and test the robot. If you are interested in volunteering to help build these elements for the team, please let us know. Official drawings for field elements (listing dimensions, materials, and assembly instructions) are provided by **FIRST** at kickoff each year. The team purchases the materials.

Become a Mentor: The team wouldn't exist without a robust crew of mentors, and interested parents are welcome to join us. Mentoring takes on many shapes and sizes, and the time commitment can be tailored to the task at hand. For example, helping the team with grant writing or presentation skills may be a smaller commitment than helping with the robot construction.

Support the Team at Competitions: From cheering in the stands to volunteering on the field or in the pits, the team and **FIRST** needs as much support as possible to make our competitions a success. If you're available during one of the events, please ask a mentor how you can get involved with volunteering at a regional.

Create Connections with Companies/Professionals/Supporters: Our team loves to interact with a variety of different businesses, professionals, and corporate entities to build connections with the team. Parents can be a huge help in furthering the CyberJagzz' ability to network with supporters by spreading the word about our mission or by directing team members to possible sponsorship or partnership opportunities. CyberJagzz team members learn to market themselves and the team, and parents can be immensely helpful in doing so. Team parents are a crucial part of helping the CyberJagzz expand our professional network! Aside from networking, parents have the opportunity to support the team financially by becoming an individual donor.




## Fundraising

The CyberJagzz budget each year is \$35 000 or greater, and the team depends on donations and grants to reach all its goals each year. Our main sponsor, the Rotary Club of Greater Huntsville, provides some, but not all of that funding. We have also received grants in the past from Toyota Motor Manufacturing Alabama, the Meta Huntsville Data Center, BAE, Aerojet Rocketdyne, NASA, and other companies.

All team members can help with fundraising. This might be being on the Business Team (mentors and students), writing thank you notes to donors, putting up flyers, giving presentations and participating in fundraising activities. The Business Sub-Team is responsible for finding potential sponsors and either writing grants or presenting the potential sponsor with an ask letter or Sponsorship Packet.

In addition to grants and direct asks to potential sponsors, the team may hold additional fundraising events if the need arises.

The team doesn't expect students to stress out or worry about the team's finances, paying registration, or anything else finance related. Mentors take on that responsibility.



## Awards

At events there will be judges walking around so it is important that all team members follow the safety and competition rules at all times to avoid being disqualified from any awards. When the judges stop by the pit, one team member will talk to them as our team's representative.

- Machine, Creativity, & Innovation Awards
  - Autonomous Award sponsored by Ford
  - Creativity Award sponsored by Rockwell Automation
  - Excellence in Engineering Award
  - Industrial Design Award sponsored by General Motors
  - Innovation in Control Award
  - Quality Award
  
- Team Attribute Awards
  - Engineering Inspiration Award
  - Gracious Professionalism® Award
  - Imagery Award in honor of Jack Kamen (Won at the 2024 Smoky Mountain Regional.)
  - Judges' Award
  - Rookie All-Star Award
  - Rookie Inspiration Award
  - Team Spirit Award
  - Team Sustainability Award
  
- Submitted Awards
  - **FIRST** Impact Award
  - Digital Animation Award sponsored by AutomationDirect.com
  - **FIRST** Dean's List Award
  - Safety Animation Award sponsored by UL Solutions
  - Woodie Flowers Finalist Award
  
- Robot Performance Award
  - Finalist – Celebrates the Alliance that makes it to the final match of the competition.
  - Highest Rookie Seed Award – Celebrates the highest-seeded rookie team at the conclusion of the qualifying rounds (only presented at events with more than 1 rookie at the event).
  - Winner – Celebrates the Alliance that wins the competition.
  
- Other Awards
  - Founder's Award – Recognizes the organization or individual that has contributed significantly to the growth of **FIRST**.

- Volunteer of the Year Award – Presented to an individual, business, or organization that consistently excels in their efforts, with proven results in the areas of impact, leadership, personal commitment, community, and historical contributions.
- Scholarships
  - Juniors and Seniors are strongly encouraged to apply for the over \$80 million in scholarships listed on the *FIRST* website: <https://www.FIRSTinspires.org/alumni/scholarships>



## Conclusion

Participating on a team such as The CyberJagzz is a wonderful opportunity, and it is the perfect way to grow as a person in life skills and to open doors to future opportunities. Every member of CyberJagzz is an important and welcome participant. Hopefully, the details outlined throughout this handbook have provided good explanations, instructions, and advice for a student to have a successful year. By the end of a students' time on the team, we hope they will be empowered to resolve conflicts with everyone (both those who direct you and those whom you direct), speak knowledgeably about projects at a range of complexities (both in-depth and surface level explanations), say "no" to propositions and propose alternate solutions, and grow into a confident young adult ready to take on the world.

**Contact the mentors:**

[CyberJagzz@gmail.com](mailto:CyberJagzz@gmail.com) is monitored by mentors Joan Keever and Jim French

Joan Keever – 256-631-5519