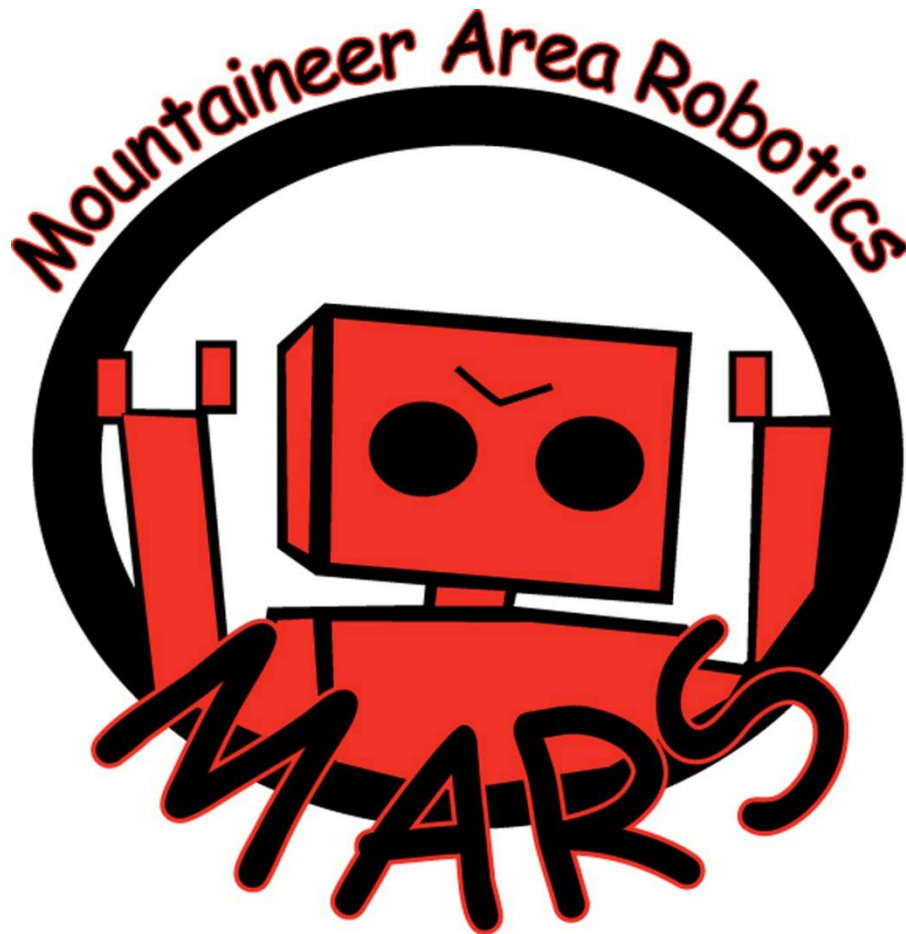


# MOUNTAINEER AREA ROBOTICS (MARS)

## FIRST ROBOTICS TEAM #2614

### HANDBOOK\*



\*Adapted from the Team 25 (Raider Robotix) Handbook

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## **WELCOME**

Congratulations on being selected to be on the MARS Robotics Team. We think you will find your experiences very rewarding and enjoyable. This guide is intended to give you an understanding of the program and your responsibilities as a team member. In the following pages you will find information relating to our team history, selection process, team rules, team guidelines, organization at events, travel and many other aspects of our team. Please review all the information very carefully. If you have any other questions that this guide has not covered, or if there are questions regarding any topic, do not hesitate to ask a coach. You are encouraged to share this manual with your parents, and keep it handy for future reference. The team website, [marsfirst.org](http://marsfirst.org), is also a great place for up to date information.

## **HISTORY**

MARS was founded in 2008 by four members of the FIRST LEGO League team, the Roboteers, and their two coaches, Earl Scime and Phillip Tucker. Although primarily high school freshman, the founding team members were joined by one senior with previous FIRST Robotics Competition experience, some outstanding sophomores and juniors, and dedicated mentors. The team's primary sponsor has been the West Virginia University Department of Physics; which supports the team through access to their facilities on the WVU campus. Since the team's founding, the sponsor base has expanded from initially a single local sandwich shop to a wide spectrum of local industries, foundations, and public entities. Historically, the team has attended the Pittsburgh Regional in March as it is the closest FRC event to Morgantown, WV.

Since 2008, the team has been extremely successful at FRC events and has graduated 100% of its seniors into college programs. The team continues to grow and evolve and looks forward to an even brighter future

## **WHAT IS FIRST?**

MARS is a part of the FIRST Robotics competition. FIRST, For Inspiration and Recognition of Science and Technology, is a program which aims to help high school students get a glimpse of the world of science and engineering, ultimately assisting them to choose a career in a technical field. This is accomplished through building a robot and competing in competition allowing students to interact with professionals in many fields. To list other goals FIRST and our team strives to accomplish:

- GAIN INTEREST IN DIFFERENT FIELDS OF SCIENCE AND ENGINEERING
- DEVELOP LEADERSHIP SKILLS
- DEVELOP OVERALL CHARACTER
- BUILD SELF-CONFIDENCE
- LEARN TO WORK IN A TEAM ENVIRONMENT
- PREPARE STUDENTS FOR REAL-WORLD SITUATIONS
- DEMONSTRATE GRACIOUS PROFESSIONALISM AT ALL TIMES

## **GRACIOUS PROFESSIONALISM**

“Dr. Woodie Flowers, FIRST National Advisor and Pappalardo Professor 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.”

## **COLLEGE & CAREER OPPORTUNITIES**

The MARS FIRST program is an excellent way to explore careers in science, engineering, business management, marketing, and media productions. During this program students will be exposed to many principles of engineering and the mentoring skills of the team coaches and mentors. We recognize the possibility that not all students will go to careers in science or engineering. It is our goal however to expose all the students to technological careers including but not limited to engineering.

There are many scholarship opportunities associated with the FIRST program. The coaches will be providing information regarding these as soon as they are made available. There is also information listed on the FIRST web site at [USFIRST.ORG](http://USFIRST.ORG). By being an eager participant in the FIRST Robotics program, you can qualify yourself for many scholarships. Through FIRST, millions of dollars in scholarships are given out through colleges and universities in US and Canada. Moreover, FIRST is a much respected organization among many top universities in the US, and they definitely increase your chances of getting in and acquiring scholarships (Of course, grades and standardized test scores (ACT and SAT) matter too). The more you do in FIRST, the more experience you have under your belt which can really help you at future jobs and other endeavors. One of the goals of FIRST is to create the leaders of tomorrow but that can only happen if you make yourself an active and keen participant in FIRST.

Scholarship opportunities for the new FIRST Robotics Competition season are typically finalized by September 30 of the previous year. Scholarship offerings posted on the FIRST website by September 30. Deadline for scholarship application submissions is typically early to mid March. Scholarship contributors select recipient and notifies FIRST of recipient's name and team number. Scholarship recipients will be recognized at the FIRST Robotics Competition Championship in mid April.

## **QUALIFICATIONS**

Qualifications to be a Team member are important to ensure the goals and objectives of the team are accomplished with quality and efficiency. What makes a good team member? The list below is composed of some of the attributes that are looked at during the selection process.

### **Application:**

Each student is required to complete an application. The timelines and directions for the application are very specific. Care should be taken to complete the application as neat and thorough as possible. The student response portion should be composed with care. It may be word processed and attached to the application, if preferred. The parent section is also very important. Take care to see that it is complete. If there is a language barrier the student may translate for the parent. Experience with robotics is NOT required to join the team.

### **Criteria for Membership on MARS Team:**

1. Members must maintain academic eligibility. Periodically through the year, grades will be checked. A student's current grades and past achievements are powerful statements about his or her learning habits. Dropping grades and failure to meet eligibility requirements may jeopardize your spot on the team. All Team members will be expected to maintain at least a C average in all courses. Any Team member that falls behind in their studies will not be allowed to travel with the team until their grades are once again at or above a C.
2. Members should attend as many of the Wednesday meetings and Team Functions as possible. Attendance and punctuality are indicators of a student's commitment to their education and future. Everyone on MARS realizes that some of the best contributors to the team will also be the people with the busiest schedules. Reasonable time conflicts will not preclude someone from joining the team. However, if conflicts with other activities are so severe that the student cannot participate in almost all team activities, it is unlikely that such student can be an effective team member.
3. Parents of members are encouraged to participate in team activities and help in team operations. Moms from MARS is a group dedicated to supporting the MARS team. This helps parents to stay involved in our team and contribute in ways that they can. Over the past few years, Moms from MARS has managed team social events, food distribution at events, and public relations with the community.
4. Members must undergo a shop safety orientation before using any tools. No member can participate in shop or pit activities without taking this orientation.
5. Demonstration of Appropriate Behavior - The MARS Team is a unique team of students and adults. We all rely on each other for the success of the group. Everyone is expected to bring the

best of their abilities to the group. The competition each year is both expensive and time consuming and it is expected that all involved will behave as motivated young adults with the greatest regard for others and integrity.

a. Consistent Demonstration of Good Judgment and Positive Behavior:

Each team member is an ambassador of our team. Team members need to be role models for other students to emulate and respect. Solid behavior choices should be demonstrated at all times, in and out of MARS activities.

b. Willingness and Ability 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 to 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.

c. Ability to Work both independently and as a Team Member:

Being able to be a team player, doing what is needed for the team is an asset to all. However, working independently with little or no direction shows dedication and willingness to learn.

d. 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 MARS team needs 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.

e. Demonstration of Honesty and Integrity:

Honesty and integrity are looked upon as important attributes of a quality person.

f. Time to Spend on Activities:

This team requires many hours of a student's free time. Careful planning and scheduling may be required to stay actively involved. In some cases, choices as to other activities may need to be made.

## **SELECTION PROCESS**

Selecting a team is a very difficult task for the coaches. We expect that each year there will be more applications than can be accommodated on the team. The process starts with the application. During the months of September and October, applications are available to all students through the team website at MARSFIRST.org. Advertisement and recruiting for the applications is done via announcements and word of mouth. All applications are due on or before the published date and time stated on the application form. Late applications will not be accepted. Students who have been on the team for one year must reapply for their second year. Students who have been on the team for two years do not need to reapply.

### **Application Review Process:**

All applications are reviewed for missing or inaccurate information. The applicant is contacted as needed to provide the data that is missing.

### **Interview Process:**

All applicants are scheduled for an interview. At this five to ten minute interview the student has a chance to meet the current coaches and answer questions regarding their skills, talents and interests.

### **Final Selection Process:**

The coaches and a committee of senior team members look at all applicants and build a team that will accomplish the goals of the team. Hard decisions may be made to reduce the quantity to a target team size.

### **Notification:**

Students selected for the team will be notified by email. All students will be encouraged to re-apply the next year.

## **FALL TEAM ACTIVITIES**

During the fall, team members are expected to train younger members or improve their skills in their area of the team. Since the FIRST Competition team requires well-trained individuals, all students are encouraged to explore different areas of the team and become adept in one or two specific areas. We will also host many fund raisers and events during this period. It is a time to step up and show the coaches what you are capable of. MARS team members typically mentor FLL teams for approximately six Saturday mornings in the fall. Setting up events like the weekly FIRST LEGO League mentoring sessions and the fall MARS FLL Scrimmage requires individuals to focus on their work and demonstrate leadership capabilities. This is also a time for students to explore different activities and determine if it is for them or not. We will pay attention to every student's attendance, volunteering at mandatory events, and overall participation. It costs a lot of money to subsidize a trip for every student and therefore it is important to us to only take those who are serious about participating in MARS. Anything else would be unfair to the rest of the team.

## **SUB-TEAM AND TEAM COMPOSITION**

The MARS Team is made of several sub teams to get the FIRST project completed. By dividing into specialized groups students are able to focus on specific aspects of the project. Sub-teams naturally develop in the fall pre-season and winter build season. However, team members may be assigned to a sub team if a particularly sub team is behind schedule and needs personnel. Since the build crew becomes the drive team and the pit crew team and it is possible that some team members might serve on multiple sub teams, the MARS team does not need to be large enough to staff each sub team with separate people.

### **Awards/Chairman's Team (Typically 4 students):**

The Chairman's Award is the greatest honor in the FIRST competition. The award is given to the team that best exemplifies the ideals of FIRST. To exemplify FIRST a team must show community involvement, demonstrate their partnership, inspire other teams, be a role model and be of service to the community of FIRST. To earn this award the team must demonstrate all aspects of their team by the creation of a Chairman's submission in the form of a written submission and/or video. There are very specific criteria for this submission as well as a specific due date. This sub team is made up of students that are interested in documenting our team's efforts in the form of a submission. This submission can take on many forms. Coordination with the other sub groups is essential for the success of the project. The resulting document is a chronicle of our team's efforts. This committee demands students with skills in writing, design, advertising and presenting. You will most likely end up creating 10,000 character essay, a portfolio, a power point presentation and various public relations material. This team reports directly to the Chairman's mentor team.

**Pit Crew** (Typically 4-6 students):

The Pit Crew is a small group of students involved in the maintenance and creation of the robots, playing field, tools, and other accessories. During the off-season, students are expected to maintain current robots and tools. Once the competition season starts, the crew is responsible for the creation of a playing field to specific direction. At competitions, their major responsibility is the maintenance of the robot and tools. This job requires one to be punctual and present when required. It also requires one to be organized with tools and batteries. You must be willing to listen and learn from adults and work with your peers.

**Build Crew** (Typically 4-10 students):

This team does the actual assembly of the machine during the build phase. The jobs vary depending on the direction of the build mentors and the abilities of the students. Normally this group dissolves into the Drive and Pit Teams once competition starts. Be aware that to be a part of this crew and to be trusted enough to work in the workshop, you must demonstrate utmost respect for others, common sense, safe working skills, a lot of interest, hard work and good communication.

**Programming Team** (Typically 5 students):

This team develops the code for the autonomous and teleoperated functions of the robot. The team learns the LabView programming language (and C++) during the off-season and works on actually programming the robot during the season. This team is also involved in the development and workings of various sensors and electronics.

**Computer Aided Design Team** (Typically 4 students):

The CAD Team uses Autodesk products or Solidworks to create the CAD drawings that are used to construct the robot. Team members will be expected to commit large amounts of time, even during school vacations. This time commitment will vary depending on the sub-team that the team member belongs to. Members will be expected to attend additional meetings and go through software training. They must have a computer at home to work on projects.

**Drive Team** (Typically 6 students):

The Drive Team consists of a driver, a co-pilot, a human player, a back coach, a backup co-pilot, and a backup driver. A competitive selection process using several robots from previous years selects the drive team. Students interested in becoming drivers should practice as much as possible to develop their skills. There is a main team and a back-up crew usually made up of rookie drivers. The drive team is required to stay with the robot a majority of the time at the competitions. They will also arrive early and stay late to practice at the competitions. This group must interact with the Scouting Team and the Pit Crew. When feasible, seniors are given priority for being on the drive team.

**Scouting Team** (Typically 6 students):

The Scouting team is formed prior to the competition. Students on this team will develop materials and methods to assess the competition giving our team as much advantage as possible. The collection of data and the analysis of the information will assist our team in all phases of the competition. At the competition, this team will make a presentations to the drive team on Thursday and Friday evenings.

**“We Are MARS” Crew** (Typically 4 students):

The “We Are” Crew is formed in preparation for the competitions and team activities. At the competitions we show support for our team and other teams through cheering and other activities. Showing spirit at the competitions is very important. At the competitions we also do special activities that allow us to bond and make friends with other teams, a very important aspect of our team.

**Communications/Public Relations Team** (Typically 2 students):

The Communications Team works to hone interviewing skills and presentations. They often speak directly to groups, judges and the media. At competitions they are stationed outside the pit area to greet other team members and present our image to the public. The team will also keep up to date on FIRST rules revisions and inform the team throughout the competition season. This team will submit press releases and articles to the local news on a monthly basis. They will take and archive photos of the events of the season.

**Website** (Typically 2 students):

This develops many sections of our website [www.marsfirst.org](http://www.marsfirst.org) . Members of this team need to have internet access at home and have or be willing to learn basic HTML. Interest and expertise in photo/graphic work is a plus and will be need to be learned over time.

**Video Team** (Typically 2 students):

There are two focuses of the video sub team. The first focus is to create a video that complements the Chairman's document. Usually this three minute video is done in a creative way to support the information presented in the chairman's document and which can be used for team publicity. They also maintain a visual record of the team's activities throughout the season. The second focus is that of analysis of competing robot and its performance. The video team will record all the activity of our robot during practices and all matches. This video will be reviewed by the Drive Team and Build Crews immediately at the conclusion of the activity at a designated location. The information gathered will allow the team to analyze the performance as well as strategies used to play the game. The students on this team should have an interest in using the video camera and editing using computer software.

These are many sub-teams in which the 30-40 members of team MARS can specialize. Students will be placed upon a team based upon their interest whenever possible.

## **MARS FIRST COMPETITION TEAM**

Students successfully completing the fall phase will be placed on the official team after completing the interview in early to mid December. The placement on the official team will run until the end of the school year unless situations arise that would put a team member's status in jeopardy. It is during this period that team leadership will evaluate the abilities of members for placement in the positions as drivers, pit crew, etc. Positions are subject to change according to the needs of the team and performance of the members.

## **BUILD/COMPETITION SEASON**

The FIRST Team requires many hours beyond the normal school day. All team members are expected to participate in after school workshops, events and other team activities. Usually, the team meets Wednesdays (unless otherwise announced) during the fall semester from 3:30pm to 8:30 pm. During the build and competition season, typically from January - April, the team meets on Saturdays from 9 AM - 8 PM and Sundays from 1-8 PM in addition to the regular Wednesday meeting. During the most intense part of the season, some students may work much longer hours. Depending on the subteam(s) the student participates in, there may also be work done at home throughout the week or specially scheduled sessions on other days. It is understandable that team members may be bound to other extra-curricular activities, such as other teams or clubs, but it is expected that the necessary amount of time be spent with MARS. Students that take active and productive roles in the team will be rewarded by receiving important responsibilities.

Although many team members are involved in other activities during the summer, the team members who are available typically continue for much of this time with the regular Wednesday schedule, learning and evaluating new techniques and materials.

## **SCHOOL WORK**

Every team member is expected to maintain all of his or her grades and class work during the entire time he or she is on the Team. As a MARS FIRST Team member, you are held to a high standard that many other clubs or teams do not require. Our high standards and expectations are one of the strengths of our team. It is understood that our students are very busy in many other school activities. These activities are encouraged and supported by our team. It is the responsibility of the student to manage and balance all their activities. Sports teams provide different challenges and different stress upon your time. It is important to communicate with your coaches to work out the timing of your activities. Often these activities can be accommodated to the satisfaction of both activities. There are some instances however, where the timing cannot be resolved. In this case you may have to choose which activity you will be putting your time and effort into. Please discuss this problem with a coach before you make a final decision.

**Grades:**

All Team members will be required to maintain at least a C average in all courses. Any team member that falls behind in their studies will not be allowed to travel with the team until their grades are once again at or above a C.

**BEHAVIOR**

A Club/Team member's behavior is under scrutiny, at all times. It is very important that you understand that you represent your entire community, your state, our sponsors, and your fellow team members.

Events:

All eyes are on you every minute you are in public. Your behavior is a direct reflection on your character and on our team. A judge or member of another team may over hear what you say to one another and how you say it. Even the expressions on your face and body language may bring unwanted negative attention and bad impressions. We are a very close family when we travel and conflicts may arise as a result. If a problem arises with another student you are requested to speak to a coach immediately.

Cooperation:

Students are requested to cooperate at all times. This is to mean that if a coach requests you to do something you will comply with the best of your ability. Ignoring the directions or requests of a coach is not in the team's best interest. If you feel a request is out of order, you are encouraged to complete the task then speak to the coaching staff at a later more appropriate time. Disrespect towards any coach or mentor will not be tolerated:

Boyfriend/Girlfriend:

In the event that a relationship develops or is ongoing, there are certain guidelines that must be adhered to at all times when engaged in team activities local and away. Couples must travel in a group at all times. Couples may not wander off alone. In other words, they should not appear as a couple but as part of the team. Common sense should prevail at all times.

The coaches reserve the right to remove member from team activities as necessary for safety and the overall good of the team. The parents will be informed of any such actions as soon as possible.

## **HEALTH AND SAFETY**

Each Team member needs to have a complete medical form on record with the coaches. You will not be allowed to travel if we do not have your medical form on file. In the event you become ill on a trip, transportation home will be at the parents' expense using first available transportation. It is important that you do not travel if you are ill. Note that when working in the shops, long pants, safety glasses, and closed shoes are required. Please note that any time, wearing inappropriate clothing (you know what this is) is strictly discouraged. While at robotics, you are a part of the team and its image.

## **COACHES AND MENTORS**

The coaches and mentors of our team are dedicated teachers working hard to make the season a success. Most of the work is done when we are not looking. Their work includes team organization, financial planning, overall team management and much more. While we are on trips, they are considered to be like parents. If you have any concerns with the activities of a coach or their behavior toward you or others please talk to a team leader.

## **FUNDRAISING**

All students are expected to participate in team fundraising activities. The funds raised are used exclusively for student expenses while we are traveling, registration fees, and robot parts. Participation in fundraising includes everything from making presentations to corporations and foundations, providing tours to sponsors and potential sponsors, managing sales of donated materials online, and direct sales of team provided items such as LED light bulbs. The fundraising committee is always open to suggestions of ways to earn money for the team. Please contact a coach with your ideas.

## **MARS SCRIMMAGE**

The MARS Scrimmage is an FLL State Tournament like competition we run for regional FLL teams. Typically there are 24 or more schools and approximately 400 persons at this event. Team members will be involved in the construction of the fields, hospitality to the FLL teams, and operation of the event. Each student will assist in the setup on Friday prior to the event. This is all day long and may involve some early evening activity. On Saturday, students will be assigned a task for the day. It is important that all students participate in this activity for the entire length of the activity. This is a very busy day for everyone involved.

## TRAVEL

Traveling as a team is very exciting and rewarding and is often the highlight of a student's memories. A great deal of planning and organization is required to coordinate all the associated activities. A strong effort is made to make the travel to be an educational / cultural experience as well as the basic competition. Safety is always the major concern. Often parents, coaches and engineers will transport students to different events. At all times, all persons must wear seatbelts and stay together in their assigned groups.

## COMPETITIONS

Typically our team attends two regional and the World Championship Event.

### Regional Events:

A regional event may be close or a distance away. Which regional events we attend is dependent upon location and timing of the events. Usually we do one local event and another where we can best showcase our team and are exposed to a variety of quality robots.

Most regional events follow a set pattern:

**Wednesday:** This is the day we typically arrive on; this is the day before the competition starts. Depending on arrival time we try to schedule in tours, sightseeing or other team events. Some evening activities may be planned depending on our location and time of arrival. 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.

**Thursday:** The drive team and some of the pit crew arrive at the event early to set up the pits, unpack the robot and start the robot inspection process. The team will have breakfast together in the hotel, if available. When the team arrives it starts the competitive assessment process, locates a place in the stands, and walks around getting to know the other teams by trading buttons with them. Usually our robot will practice several times during the afternoon. While waiting for our robot, the photo/scouting team is taking pictures of each robot, and the competitive assessment team is reviewing the performance of the other robots. Usually the day ends at 5:00pm. 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 dinner 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 10:00pm.

**Friday:** In the morning the team will have breakfast together. The entire team will arrive at the competition as soon as the venue is open, typically 8:00am. The main team will locate a place in the stands, while the photo and competitive assessment teams work on their assignments. The video team will prepare to film each match and replay it at the fifth quarter (the debriefing after the match has concluded) to review the performance and strategy. We may have as many as four or five seeding matches on Friday.

**Saturday:** Saturday morning the pits open up at 8:00am. Our team would have had breakfast earlier that morning. Upon entering 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 5:00pm. Due to the distance and the cost of transportation we usually stay Saturday evening. Dinner will be at a convenient location.

**Sunday:** Sunday morning we may be leaving early depending on transportation availability. A local event will be formatted the same way with the exception of the transportation and breakfast.

#### Competition Protocol:

There are certain practices that we have found to be very successful and have earned us many rewards and the respect of the FIRST community.

**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 will stand to show our respect for what they have accomplished.

**Litter:** 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.

#### **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 decision by a referee or judge.

Team members will not exchange negative remarks to each other, no matter what the situation.

### Championship Event:

The championship event is very similar to a regional event in many ways but on a much larger scale. There will be teams from all over the World. Wednesday we try to arrive very early in the event city. After proceeding to the hotel to drop off our luggage we typically spend the majority and remainder of the day at the event complex. Students are free to explore. As always students will travel in groups at all times. Students are expected to be back at the hotel at the predetermined time for a team meeting.

Thursday morning we have a group breakfast and all proceed to the event. The pit crew and drivers will set up the pit and prepare the robot for inspection. Button trading, scouting involving the photo and video teams and other specific events occur throughout the day. We will have two practice matches spread during the day. All team members are required to stay at the event and with the team until released by the coaches. Lunch is available from several vendors for a fee. If the practice rounds finish early enough students will be released to go to local activities. All team members will be required to be back at the hotel at the pre-determined time. Please allow enough time for transportation. There will be a team meeting at a specified location and time. Typically we have a meeting every evening to recap the events of the day.

Friday will start with opening ceremonies in the main arena. The seeding matches will follow this spectacular event. We will usually get three or four matches that are spread throughout the day. Friday is also the day when the judges will make their rounds to each team. The scouting team will meet back at the hotel to complete competitive assessment materials in preparation for the competition on Saturday. Students will be required to be back at the hotel at the pre-determined time. Please allow enough time for transportation. There will be a team meeting at a specified location and time.

Saturday: After breakfast as a group, we will proceed to the competition as soon as the pits open. At 9:00am there will be another opening ceremony. You will not want to miss this event. We will sit together as a team. The seeding rounds continue until about noon. Depending on the configuration of the competition, the finals will be held in the afternoon. Following the last matches, the award ceremony starts. This ceremony takes about 1½ hours. The team will sit together for the duration of the ceremonies. Following the last award FIRST will provide an entertainment spectacular that is always a treat to see. You will not want to miss this.

There will be a team party following the awards that will take place in event center. You will need some type of entrance pass; this varies from year to year. You will be required to be back at the hotel at the pre-determined time. Please allow enough time for transportation. There will be a team meeting at a specified location and time.

Sunday: What we do will depend on arrangements, funds and transportation. This arrangement will greatly depend on student fundraising activities. There will be an opportunity to help plan additional arrangements as soon as details are released by the FIRST organization.

## **HOTEL**

When we travel we often stay at a hotel for several nights. 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 of their choice. There are no co-ed rooms; rooms are either male or female. Each room will have a coach assigned to monitor and coordinate activities, this includes room inspections. Often there is free time in the hotel to get snacks, play in the game room or swim. If there is a pool a coach must be present to swim or use the hot tub. Appropriate attire is required. Please check with a coach if there is any question.

## **PARENT RESPONSIBILITIES**

Parents are an integral part of our team and are very important to our continued success. Parents are also a key factor in the motivation and dedication of their student. Supporting their son/daughter in all aspects of their team involvement is key to them getting the most out of the program.

Parents have several responsibilities, they are:

- To provide timely transportation for the student. Make sure that the students are at the required events on time and ready to participate. Often we will leave for a competition very early in the morning to facilitate transportation. Parents are expected to have the student at the designated location at the prescribed time. We cannot delay transportation.
- Upon return from a event parents are expected to provide transportation at the designated time. Late transportation causes an inconvenience to all involved.
- Parents are expected to provide transportation to local events and local competitions.
- Parents are expected to provide accurate medical information and to keep coaches informed of all changes.
- Parents are encouraged to participate in support of the team through a variety of means. One support method is to provide team meals during the intense build season. Others include assisting with transportation and supervision of students to distant events, assisting with preparation of press releases, helping to identify and recruit potential sponsors, and becoming a team mentor.

## **E-MAIL**

All students are expected to have an active e-mail address. This form of communication is by far the fastest and most efficient mode of communication. Please provide your address to the coaches for the database records. If you do not have Internet access at home to participate in e-mail, you will be assigned an e-mail buddy. The e-mail buddy will pass on any important messages via the phone. It is suggested that you monitor your e-mail twice a day during build season, early in the morning (before 7:00am) and late evening (after 9:00pm).



Email this form to [escime@wvu.edu](mailto:escime@wvu.edu) by November 19, 2011

### Medical Information/ Consent Form

Date \_\_\_\_\_  
Student Name \_\_\_\_\_  
Team # \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian Phone numbers:  
Home: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Work: \_\_\_\_\_  
Email: \_\_\_\_\_

Secondary contact in case of an emergency and parent/guardian cannot be reached:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone Numbers:  
Home: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Work: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Other doctors/specialists: \_\_\_\_\_

Medications which my child takes on a regular basis: \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Other Medical Conditions/information: \_\_\_\_\_

While traveling with the team, I give permission for my child to take:

Tylenol  
 Ibuprofen  
 Benedryl  
 Tums and/or Pepto Bismol  
Other: \_\_\_\_\_

In case of an emergency, if neither myself or my other emergency contact cannot be reached. I give permission for Team 2614 advisors to grant permission to medical personnel to treat my child: \_\_\_\_\_

Parent/Guardian Name- PRINTED \_\_\_\_\_  
Parent/Guardian SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

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