Team 5401

Team Handbook

| 2024-2025 | **Fightin' Robotic Owls** | REEFSCAPE |

Table of Contents

Mission Statement

We cultivate Students' interest in STEM and business by providing them with experienced Mentors who challenge them with real-world problems and scenarios that facilitate development, grow character, and grow an appreciation for teamwork. We believe that everyone is welcome on this team. No matter their ability or interest, they will be able to find a place on the team. We are not an after-school club. We are a well-run professional organization and competitive sport, preparing the next generation of engineers, entrepreneurs, and Leaders. We choose to be a self-funded team so we aren't a strain on the school district's financial resources. Additionally, we collect no dues from team Members because, as a Title 1 School, we do not want financial constraints limiting participation. We are committed to promoting and supporting STEM education at all levels both in our school district and in our community as a whole. We participate in community service and outreach to show our team spirit, introduce others to FIRST, and give back to the community that supports us. We will grow, mentor, and sustain a family of FIRST teams at all levels throughout Bucks County. We expect all Members to make the environment safe and welcoming at all times, and that individuals keep a constant spirit of Gracious Professionalism.

About

At Team 5401, we strive to bring new opportunities for Members to come together and learn STEM and business skills to help them achieve their future goals. Specifically, our team focuses on one robotics competition, the FIRST Robotics Competition (FRC). Over 3,500 teams from all across the world come together to compete in different challenges that require teams to design, build, and program robots to compete. Our team ensures that all Members leave with not only stronger resumes, but also with an abundance of skills to help them contribute to our constantly innovating society, from leadership, communication, team building, and project management. By being a part of this amazing family, Members will grow socially and academically, and they will be able to leave with new mentors, friends, and skills for life.

Team History

2014-2015: Team 5401 was founded

2016: Made it to the FRC World Championship in St. Louis

2017: Won the Engineering Inspiration Award at the Hatboro Horsham district event while being one of the youngest teams in FMA to win it

2017: Made it to the FRC World Championship in St. Louis

2017: Began our Guardianship Initiative with Team 6808

2019: Won the Tesla Subdivision of the FRC World Championship in Detroit

2019: Started hosting the Bensalem District Event

2019: Started our STEM Ambassador program

2022: Won the Engineering Inspiration Award at the Bensalem District Event

2024: Won the most Team Spirit Awards across FMA

2024: First World Championship Dean's List Finalist

What We Do

- From late April to December, the team is in the Off-Season; Activities include:
  - Training and preparing Members for Build-Season
  - The STEM Ambassadors program, where Members go and mentor local elementary school and middle school FIRST Lego League (FLL) and FIRST Tech Challenge (FTC)
  - Off-season competitions, using the previous year's robot and the Freshmen Team Robot made in the summer camp program
- Kickoff includes the reveal of the year's game and game rules, and occurs at the start of January, starting the Build Season
  - During our season, Members engage in an intensive process of designing, manufacturing, assembling, and programming a competitive robot that will compete in March and April.
  - Non-technical subteams focus specifically on the inner workings of the team. These include branding and graphic arts, fundraising, outreach, social media, safety, and scouting

Mentors

Mentors are experienced individuals who provide guidance, support, and inspiration to help you develop skills, confidence, and resilience. In programs like FIRST® Robotics, Mentors play a crucial role by working closely with Members to foster learning and growth, both in technical and non-technical areas. Their involvement varies depending on the needs of the team, but their primary goal is to inspire and facilitate the development of the Members. All Mentors are in a position of authority and should be respected by Members.

- Mentors are expected to foster a positive and inclusive learning environment for all Students.
- Mentors are expected to act by school district policies and the Team Handbook.
- Mentors are expected to help resolve interpersonal conflicts among Members of the team.

If a Member believes that a Mentor is not meeting expectations, they can report their concerns to a trusted Member of the Student Leadership Team or another trusted mentor. The other Mentors and Executive Leadership Team will then decide the appropriate course of action without retribution toward the Member coming forward.

Gracious Professionalism

Gracious Professionalism is a core value in FIRST that all teams practice. All Members are expected to practice Gracious Professionalism and understand its definition. Practicing Gracious Professionalism means that one respects individuals and the community, values others and their voices and produces high-quality work. If one truly embodies the spirit of FIRST, they participate fiercely in competition and mutual gain. They are hard-working and passionate, while at the same time treating everyone with respect and kindness, regardless of where they are from. Following and promoting Gracious Professionalism creates a perfect blend of knowledge, competition, and empathy for others.

Team Culture

Team 5401 is committed to providing a safe and inclusive environment for all members. We strive to make every Member feel valued and supported to contribute their best. It is important to stay civil with the people you are working with, regardless of any issues you might have with them outside of the robotics lab. We work together as one team, where every Member will be treated with the respect and dignity they deserve. **The Team does not tolerate any form of harassment, bullying, or racism which includes but is not limited to the following,**

- Usage of slurs and racist phrases
- Sexual advances
- Hostile environments
- Offensive jokes
- Name-calling/teasing
- Spreading of misinformation
- Physical threats
- Intimidation

If you are the victim of harassment, bullying, or racism, you should immediately report it to a mentor. The team will take all reports seriously and investigate them promptly. **Any team Member who engages in harassment, bullying, or racism will be subject to disciplinary action, up to and including expulsion from the team.** The team is committed to creating a safe and inclusive environment for all members, not a hostile and toxic workspace. If you have any questions or concerns, please do not hesitate to contact a mentor.

Team Dues

Team 5401 charges **zero** dues for Members to join the team. Our only required **costs** are payments to attend the District Championship and World Championship. In our most recent season (2024), the cost of that trip was $214 and included a buffet breakfast and dinner during the entire stay. If the team qualifies for the FIRST World Championships in Houston, the Member will be required to pay for that as well. Currently, there is no estimate for how much that trip would cost.

Meetings

Off-Season (April-December):

- Meetings: Every Wednesday, 3:00 PM - 8:00 PM
- Summer Camp: Every Wednesday, 3:00 PM - 8:00 PM (The time of the actual summer camp for the rising 7th, 8th, and 9th graders is TBD every year)

Build Season (January-April):

- Meetings:
    - Mondays, Wednesdays, Fridays: 4:00 PM - 9:00 PM
        - Homework Time: Dismissal-4:00 pm
    - Saturdays: 9:00 AM - 4:30 PM
    - You will be required to go to the meeting on certain days depending on your Subteam
    - Please have your ride be there by the meeting end time within 15 minutes. Repeated offense of this may result in discussion with your parent/guardians

Announcements:

- Usually every Wednesday, there will be team #*announcements* in the CAD Lab
- Off-Season: 3:00 PM
- Build Season: 4:00 PM (after homework time)

When are meetings canceled?

- Team 5401 meets when the Bensalem High School is open. If the school is closed, there is no meeting.
- There is no official list of holidays we don't schedule meetings for so be sure to check Slack to know if there is a meeting on any religious or government holiday.

Schedule Changes:

- During Build Season, the Student Leads and the Mentors can decide to have additional meetings on Tuesday, Thursday, and Sunday, and as a District Competition comes up, there tends to be a meeting every day of the week.
- Check Slack and be aware of the changes in the schedule

Joining the Team

Membership on this team is not limited to Members of Bensalem High School, as long as they are high-school members residing in Bensalem (or invited from a neighboring district) OR are in 8th grade and show exceptional interest in FIRST (see below). **Members can join the team at any point in time throughout the off-season, and the best time to join would be in September during the New Members Meeting.** They may join as long as they complete the following for each year of participation:

1. Code of Conduct
2. Consent and Release form
3. STIMS and Slack registration

8th-grade Members interested in joining the team will be considered on an exception basis, and to be considered at a minimum they must:
1. Participate in the summer camp leading up to their 8th-grade year or be/have been a Member of an FLL or FTC team that is a part of the STEM Ambassadors program.
2. Receive a recommendation letter from one of the FTC coaches after displaying higher level engagement and showing disinterest in the lower level FTC that can be altered by participating in FRC

Eligibility & Expectations

The way we ensure all of the team members are contributing equally is with two different merit checklists, one for the end of Off-Season, and one for the end of Build-Season, and failing to meet the expectations listed will result in suspension and/or expulsion from the team regardless of your status on the team. **Failing to meet one check shall result in a suspension, and an additional failure at the next check will result in permanent expulsion from the team.** There is more information on suspension and expulsion in the work expectations.

Attendance

As a part of this family, you have obligations that must be met unless you give a reasonable excuse to not fulfill said obligations. **These excuses must be made known to a Mentor or your Student Leaders in a reasonable amount of time through a DM and a mention in the Slack Attendance channel.** All of the following are acceptable excuses for missing certain obligations. They must be communicated before the meeting in the attendance channel of Slack:

- Illnesses/Medical emergencies
- Vacations
- Conflicting clubs
- Work
- Religious practices
- Funerals

Because of the nature of this activity, we need you to attend as much as possible so that our team can be successful. Because of this, there are certain limits on excused absences. Failure to comply with attendance rules will result in the Member forfeiting their ability to hold a competition role (such as Pit or Drive Team), travel with the team, or hold a leadership position.

Excused absences are as follows:

- Medical reasons/illness (infinite, though please provide a doctor's note for a week's worth of absences)
- Family death and/or important issues (infinite)
- Religious reasons (infinite)
- Conflicting clubs and activities (3 absences in the off-season, 30% of required meetings in build/competition season)
- Job conflicts (infinite, however, please try to work your availability around the team)
- Academic priority (5 absences)
- Vacation absences (infinite, requires a parent note)
- **Zero** tolerance for absences without valid excuse or notification of the team

These excuses are strictly for those who are unavailable for an entire meeting. If your attendance is not required by your subteam lead, these absences also do not count against you. Finally, excused absences *do not include* leaving early or arriving late to the meeting so long as you are present and productive for 50% of the scheduled meeting time.

Student Leadership Members are expected to be significantly committed to the team, especially during Build Season. Their attendance is crucial and, while the excused absence requirements are not different between leads and non-leads, leads with low attendance are failing to fully complete their responsibilities and can be subject to removal. Regarding taking a leave of absence, **SLT Members must consult the head Mentor and a Mentor of their respective subteam. The lead must designate a different Member of the subteam to act as a lead in their temporary absence. The mentors will then give them a designated amount of time off depending on their circumstances.**

Although the team tries to be as understanding as possible with absences, if a Member gives zero notice of consecutive unavailability for four or more weeks during the off-season or two or more weeks during build season without returning and explaining why they were incapable of showing up/giving notice of this, it will be assumed that the Student has chosen to quit the team until further notice, and the Student will not be counted as a Member of the team.

Tracking Attendance

You must have the TrackCC app downloaded on some device you bring to robotics as this is the database we use to track your attendance. When you arrive at a meeting whether it be late or on time, you are expected to sign in. When you clock out at the end or have to leave early, you are expected to sign out. Both can be done with various QR codes around the lab, or by simply pressing the sign-in without a QR code. If you fail to sign in, you did not attend that meeting. Members are granted 2 weeks to contact the Program Manager to amend any mistakes in attendance. If you do plan on missing, being late, or leaving early for a certain meeting, you must send a message in our Slack *#attendance* channel for an absence to be excused.

Mandatory Events

It is okay if a Student cannot attend every weekly meeting, but we have a few specific events that we require **ALL** Members to attend unless their parent or guardian contacts our head mentor. **Members have two weeks to provide a parent/guardian letter detailing their absence to the head Mentor when missing a mandatory event (events are also subject to change as scheduling challenges arise).** These events are:

- Kickoff weekend at the beginning of January
- Our two district competitions
- Preparation and clean-up for our self-hosted Bensalem Event (Thursday and Friday before)
- Town Hall

General Expectations

- Monitor Slack consistently and email regularly
- Communicate with mentors, leads, and teammates about absences, illnesses, needing a ride, etc.
- Know what meetings you need to attend (during Build Season)
- Manage and communicate your involvement with the team
- Maintain a high level of personal hygiene
- Complete work requirements
- There is no tolerance for bullying, harassment, or physical violence
- Remember to stay safe and listen to the Chief Safety Engineer
- Having fun is required

Offseason Work Expectations

- Must participate in the STEM Ambassador programs
  - 8 hours of attendance at the Student's respective school and mandatory attendance at their competition (8 hrs is equal to around 8 different mentoring sessions at your FLL/FTC school)
    - Members who join later in the offseason must work with the Chief Outreach Coordinator on how to meet the requirements.
  - Attendance will be taken by the lead ambassador in charge of that school/team
  - Be a great role model to Students, be the reason they look forward to STEM
  - If you cannot support the STEM Ambassador Program, you must discuss with the Chief Outreach Coordinator and at least one Mentor to be approved for an exemption.
  - If you don't complete the expected requirements for outreach, you may volunteer at other FIRST Mid-Atlantic events instead

- - - Details can be discussed with the Chief Outreach Coordinator
- Attendance:
  - New Members: 60% total attendance, starting after they join
  - Returning Members: 60% total attendance from the beginning of the off-season, **including the summer camp**
  - Old Members must be present at the Town Hall
- Summer Camp Attendance:
  - Returning Members are expected to attend meetings throughout the summer to help with our summer camp program.
  - They are encouraged to show up to assist at summer camp whenever they can both behind and on the scenes with the younger Students.
  - Again, **this counts as a part of your off-season attendance**
  - Non-Wednesday sessions throughout the summer to support summer projects are optional
- Participation in at least one fundraising/volunteering event for the team
  - If you cannot volunteer in an event, you must discuss with the Chief Outreach Coordinator and one Mentor to be approved for an exemption.
  - If the team does not offer any fundraising events during the offseason, Members are excused from this requirement.
- Subteam leads must provide accurate information that new Members have been putting in the effort for the sake of themselves and the team, contributing to the freshmen's robot or to off-season objectives.
  - These reports done by the subteam leads shall be administered monthly during the off-season via a short Google form sent out to the leads.
- For new Members: Passing their respective subteam competency test
  - Subteam Leaders are free to design an exam that assesses a Student's ability to contribute to that subteam. The test doesn't need to be an actual exam and subteam leads have full freedom to create any form of test as long as it reasonably determines competency. It must be given by the end of December to confirm that a Student can safely be a part of the team.
  - If a Member does not pass the exam, they will have the opportunity to switch subteam or request to take the test again. However, if they don't pass a competency test by January, they will fail this requirement.
  - **Failure does not necessarily mean immediate removal, but rather a decision up to the subteam leads, Chief Engineer, and/or Mentor to remove them from the team**

- ○ Returning Members are not required to retake subteam exams if proven to be skilled and competent at the discretion of their respective subteam lead
- While in the lab, Members should be entirely focused on the task at hand, or actively seeking out more work. Members repeatedly spending time on their phones, playing video games, or who are otherwise distracted may have their attendance invalidated by a Mentor with valid input from their subteam lead. Having attendance invalidated repeatedly could cause you to not meet the off-season work expectations.
- **Offseason Suspension:** Failing the Offseason requirements results in a suspension from the team at the end of the Offseason. This suspension lasts through the entire Build Season. You will be allowed to come to the meeting but will be prohibited from going to any competitions with the team and having any role that requires you to. In addition, you will no longer be eligible to have any leadership position on the team as well for that year.
- If executive Student Leadership and/or mentors feel as though they redeem themselves during the build season while in suspension, they may be eligible to attend district competitions but NOT championship competitions.
- **Expulsion:** If someone who was previously suspended fails another work expectations check, they will be kicked off the team. They will be required to return anything the team asks of them or pay a reasonable fee as an alternative. They will not be allowed to use the robotics facilities as if they are a Member of the team anymore. Expulsion also will cause your Slack account to be deactivated.

Build Season Expectations

- Attend both days of the Kickoff
    - ○ Any excuses must be provided directly by a parent/guardian to a lead Mentor within two weeks
- Active participation in their respective subteams that was recorded and reported by leads
    - ○ Examples include building a certain amount of parts for the robot per their experience and skill level to be determined by subteam leads
    - ○ Subteam leads will deliver this data weekly during the Build-Season
    - ○ Participation reports done by the subteam leads shall be administered weekly during Build-Season.
- 70% total attendance for all other days specified by mentors or subteam leads

- **Build Season Suspension:** Failing the Build Season requirements results in a suspension from the team at the start of the next Offseason. This suspension lasts until the beginning of the following offseason (it lasts for the whole next season). You will be allowed to come to the meeting but will be prohibited from going to any competitions with the team and having any role that requires you to. You will not be eligible to have any leadership position on the team as well that year.
- If executive Student Leadership and/or mentors feel as though they redeem themselves during the off/build season while in suspension, they may be eligible to attend district competition but NOT championship competitions
- **Expulsion:** If someone who was previously suspended fails another work expectations check, they will be kicked off the team. They will be required to return anything the team asks of them or pay a reasonable fee as an alternative. They will not be allowed to use the robotics facilities as if they are a Member of the team anymore. Expulsion also will cause your Slack account to be deactivated.

Competitions

Additionally on top of these expectations during standard meetings and throughout the seasons of FRC, these expectations below are most prevalent during competitions. Competition expectations include:

- **Attendance is required for both district competitions**
  - Bensalem Competition
  - The other is hosted at another school
- Required to be in stands for our matches, any scheduled scouting shifts, and awards
  - The only exceptions are if the Member is needed somewhere else, Impact Award, for example
- Know the relative times for pit shifts, scouting shifts, and when our team matches are up so you can cheer loud and proud for us
- Wear safety glasses in pits and avoid going into our pit unless it is your schedule or you were called upon to show up
- Respect all the other teams at the competition
- Don't talk during the award ceremonies
- Try to stay where the competition is taking place and not wander around the school
- Always cheering loud and proud

Travel and Competition Requirements

If we rank high enough in the two district competitions we compete in, we will have the ability to move on to District Championships and/or World Championships
- The top sixty teams, in the Mid-Atlantic District, qualify for the District Championship And the top twenty-two teams qualify for the Worlds
- Since these competitions require a hotel, there will be a limited number of spots available for team members to go
- Remember to follow all of the previously stated competition requirements
- **Members who are suspended are not allowed to travel with the team to the District or World Championships**

District Championship Travel Requirements:

You qualify to travel so long as you meet the Build Season Working requirements. This does not guarantee you travel, however, due to the limited spots and merit-based selection. Examples of actions that would give you more merit include:
- Attending Summer Camp
- Having significantly greater attendance than required for the Offseason and Build Season
- Having significantly greater FLL/FTC attendance than required
- Doing more than one fundraising event

World Championship Travel Requirements:

The FIRST Championship has taken place in various cities, with the possibility that our team would have to fly to participate. Due to the cost of this, the team may not always be capable of bringing all Members that meet the travel requirements for District Championships (though qualifying to travel to District Championships is required to travel to Worlds). Detailed below are Members who are guaranteed a position to travel, and then the merit-based system by which the remaining positions will be filled accordingly.

- Members of the drive team (Driver, Operator, Drive Coach, and Human Players), as well as the Chief Engineer and Assembly Lead, have a prefixed position that is essential to the functioning and performance of the robot at the competition.
- Members who have performed adequately as Members of the Student Leadership team, or have excelled in their work for past seasons **as well as the current season** will take priority over newer Members or returning Members who have previously failed to meet expectations or eligibility.
- Subteam Leads will detail how much each Member has done for their subteam, including notable contributions
- **Members who would not otherwise qualify through merit or leadership/responsibilities BUT could cover their costs and are not suspended may travel with the team, but their costs will not be subsidized.**

Team Safety

As with all other activities, the safety of our Members is the biggest priority of our club and organization, and we want all of our Members to go home safely with all 10 fingers and toes still attached to them. By being a Member of this team, you are promising not only to value your safety but also the safety of others by adhering to any guidelines regarding safety established by:

- The Safety Binder
- Chief Safety Engineer
- Mentors of any subteam
- Safety Committee Members
- Occupational Safety and Health Administration (OSHA)

If you are at robotics, you are in the robotics facilities and not wandering wherever you wish. **If, for whatever reason during the robotics meeting (not including homework time or the last 30 minutes of a meeting), leaving the robotics facilities is necessary, you must notify a Mentor and receive their approval for leave and give an approximate time for return.** This rule is extremely important so that our team can keep accountability in the event of a dangerous event. Please be sure to understand all the safety protocols our team has in place so you can have as much fun and learn as possible from this activity while in a safe environment and manner.

Outreach

Team 5401 hosts numerous outreach events during the year that are mandatory for Members to attend. As a Student of Team 5401, you must help volunteer as a STEM Ambassador, in our STEM Ambassador Program. Our STEM Ambassador Program is a group of Members who travel to elementary and middle schools in our district to help the FIRST Lego League and FIRST Tech Challenge teams we have started. We have a total of 12 FLL teams and 4 FTC teams which usually start in September.

The Process to Sign-Up for FLL and FTC Volunteering:
1. Get your PA Child Protection clearances and PA Police background check
2. The Outreach Coordinator will identify and select STEM Ambassador team Leaders
3. The Outreach Coordinator will produce a signup sheet, either sign up for an available spot or talk to the Outreach Coordinator to get yourself signed up
   a. While working as a STEM ambassador, the teacher at the school you will be working at will be given weekly attendance sheets they will fill out.
   b. It's expected that while you are there, you are documenting your Students' progress with pictures and writing.

Confidentiality

Helping others is a crucial part of FIRST, and as a team, we are glad to help any team that may need it through the sharing of ideas or resources. However, Members are not permitted to disclose any active season's ideas, designs, documents, photos, or videos to anyone not affiliated with Team 5401 without the explicit written approval of the leadership team. Additionally, documents you may fill out on the team containing personal information such as the FRO database, permission slips, and safety forms, are restricted to only the viewership of the executive Student Leadership and mentors and are not to be shared without the consent of the person in question. Any documents containing information about your health are only accessible to mentors on the team. Confidentiality is taken very seriously and disciplinary action will be taken such as removal from the team when a Member fails to maintain the team's trust. Along with this, any Members who quit are removed from the team mid-season and are expected to uphold confidentiality until the season ends.

Facilities

All of the spaces that our team uses during our meetings are also used by teachers and classes during the school day and each room must be left the way we found it. Disciplinary actions will be taken if a teacher and/or class materials, projects, or workspaces, are tampered with negatively by Members of our team. These various facilities include the:

- CAD Lab (J108)
  - To prevent any damage to the expensive equipment, **no unsealed food or drinks are allowed in the room**
- Manufacturing machine shop (J109)
  - Refer to the safety and shop manuals about safety procedures here
  - Always have your safety glasses on here when the machine is running
- Main Lab Area (J110-J113)
- The Pit (J113)
  - Always have your safety glasses when you work here
- The Practice Field (J113)
  - Always have your safety glasses when in this area
- The Programming Cave (J104)
  - Food and drink are allowed here but without a Mentor there, the door must be open
- The Graphic Arts Lab (J122)
  - Food and drinks are allowed, but discard any trash

Town Hall

- The town hall meeting is a **mandatory**, end-of-the-year meeting where Members choose the next year's Student Leaders, discuss the team's issues, and brainstorm solutions and initiatives to take in the upcoming year.
- The meeting will take place 2 weeks after the World Championships occur.
- The primary purpose of these meetings is to get feedback, whether positive or negative, from Members.
  - However, the benefits extend beyond mere feedback. Having a town hall allows for diverse opinions, authentic communication, mutual understanding, and transparency between Student Leadership and the team at large.

- The specific agenda of the meeting is free to be decided by the team, but the PM is responsible for recording proposals and ideas from the team to be presented to the mentors.

Student Leadership Team (SLT)

Team 5401's goal is to be as Student-driven as possible. Members are chosen by their peers to be leaders and have specific responsibilities. To keep our Student Leadership organized, we have established the executive board.
- The executive board consists of the Program Manager, Chief Marketing and Operations Officer, Chief Outreach Coordinator, Chief Engineer, and Chief Safety Engineer.
- The Executive Board, Subteam Leads, and Competition Leads make up the entirety of the Student Leadership team.
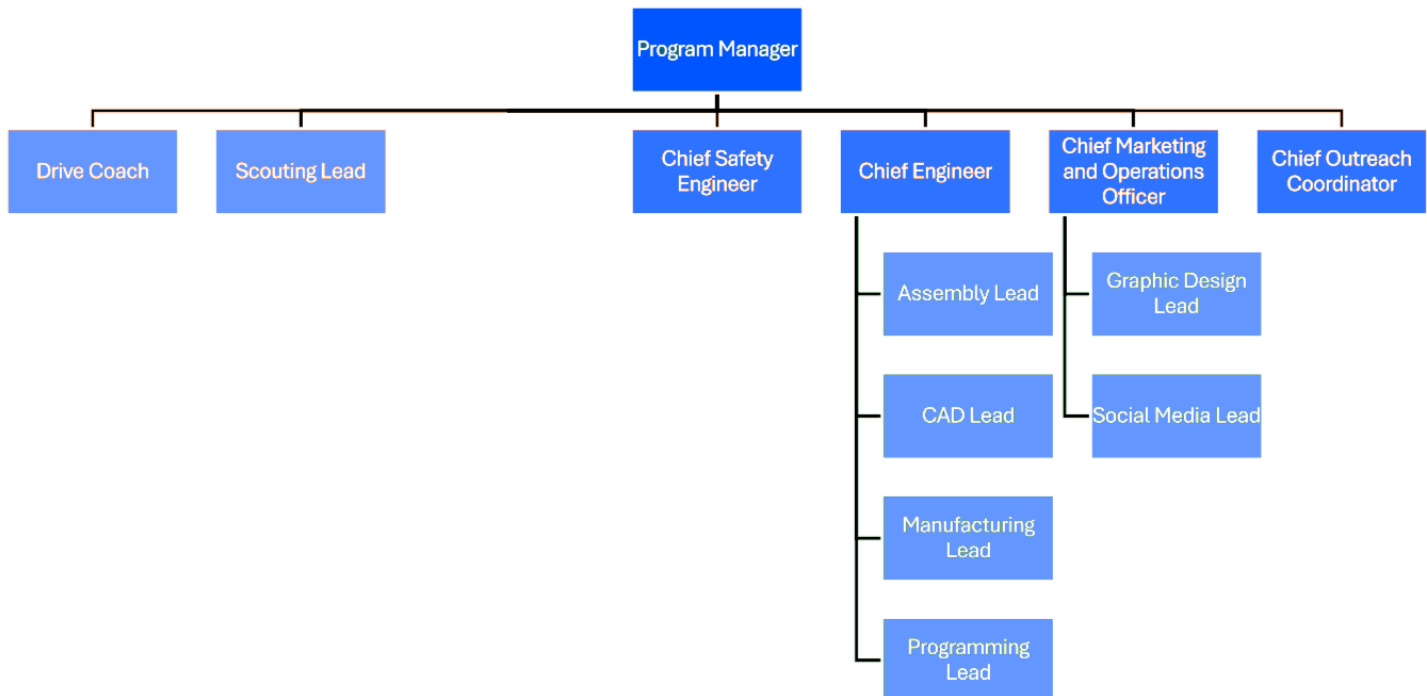
Program Manager (PM)

The Program Manager is responsible for leading the entire program and handling the logistical, and business-related affairs of the program. They have the highest authority out of every Student Leader in the program. The PM as a person needs to be friendly and welcoming, as well as being able to approach and assist in resolving team conflicts and understand the concept of the team and FIRST itself. Such responsibilities of the PM include but are not limited to:

- The daily affairs of the program, such as leading announcements
- Making sure all of the team members are doing well academically and mentally
- Making sure people are engaged, having fun, and getting work done
- Overseeing the creation or updating of certain documentation including but not limited to the Technical Summary, Business Plan, Safety Binder Woodie Flowers, Impact Award, and more
- Ensuring the success of the Outreach program along with the Chief Outreach Coordinator
- Running other behind-the-scenes activities and affairs outside of the meetings such as fundraisers and/or party planning
- Removing Members of the Student Leadership Team if the team votes for it
- Overseeing the Handbook Committee

Chief Engineer (CE)

The Chief Engineer's responsibility is to oversee and assist in the affairs of all four main technical subteams: Design, Manufacturing, Assembly, and Programming. Such responsibilities of the CE include:

- Ensuring all work and assignments are getting done in a quick and timely fashion
- Coordinating the creation of the technical summary with other technical leads
- Acting as a connection between the subteams by helping to communicate important information regarding progress and robot time
- Understanding the Pit process during competition basic aspects of all technical subteams
- Electing subteam captains in whatever way they see fit

Chief Safety Engineer (CSE)

The Chief Safety Captain has the most serious job in terms of safety for the team, as they are in charge of making sure everything that goes on in the team is safe and the rules are being enforced. Such responsibilities of the CSE include:

- Enforcing proper safety regulations in the shop, in the pit/assembly area, and other general rules
- Creating the main safety committee which provides for the appointment of the Safety deputies to the committee
- Ensuring all personnel near dangerous machinery are properly trained and understand proper first-aid
- Updating the safety binder with help from the safety committee
- Run monthly first aid supply checks (including fire extinguishers, eye wash, and battery spill supplies)
- Helping boost morale and keeping people's mental health and safety in check
- Competing for the Safety All-Star Award at competitions

Chief Marketing and Operations Officer (CMOO)

The non-technical lead is the Chief Marketing and Operations Officer (CMOO). Such responsibilities of the CMOO include:

- Leading the non-technical teams in their work toward getting sponsors and donations for the team
- Helping push different outreach initiatives such as the STEM Ambassador program
- Overseeing the team's financial status
- Producing a financial summary upon request for the sustainability award and more
- Preparing people on the team to be judge talkers and helping instruct them by teaching them relevant judge talking points before and during competitions
- Leading the Impact Award initiative each year with PM and COC

Chief Outreach Coordinator (COC)

The Chief Outreach Coordinator works in tandem with the PM to organize outreach events and volunteering opportunities for Team Members. This includes but isn't limited to:
- Our Summer Camp
- STEM Ambassador Program
- Ensuring Members receive their volunteer clearances
- Helping the CMOO in, planning events, fundraisers, etc, an assistant if you will.
- Leading the Impact Award initiative each year with the PM and CMOO

Technical Subteam Leads

Subteam Leads run and train new Members of a technical subteam. Such responsibilities of a Subteam Lead include:
- Creating proper lectures, lessons, and teaching during the Off-Season of robotics
- Ensuring their Members are adequately contributing to the progress of the robot
- Delivering reports on activity to the PM and Chief Engineer every week
- Assisting the Chief Engineer in communications between the tech teams
- Responsibility for the creation of competency tests during the Off-Season to test Students' abilities in their respective subteams (It doesn't need to be a formal exam, but something that can accurately prove competence as outlined previously.)
- Ensuring every Member of their subteam is active
- A Student refusing to work should be reported to the Chief Engineer and/or the PM

Non-Technical Subteam Leads

Non-technical subteam Leads perform a similar role to Technical Subteam Leads, except they oversee our business operations
- Teaching new Members how to use commonly used platforms
- Organizing meetings to track sustainability and creating a social media plan
- Ensuring every Member of their subteam is active
- A Student refusing to work should be reported to the CMOO and/or the PM

Competition Leads

The Scouting Lead and the Drive Coach are important leadership positions that give our team the greatest chance at winning competitions through strategy.

Scouting Lead

The Scouting Lead is one of the two main strategists on the team who will pull Members from different subteams to form the Scouting Team. This team is integral to forming match strategies and Alliance Selection picks.
- Oversees and teaches the Scouting Team
- Oversees the creation and upkeep of the scouting sySTEM (Scouting App for now) with the help of the Programming Subteam
- Schedules scouting meetings where data analysis and game theory skills are taught/scouting topics are discussed (These require Members to be pulled from their regular subteams)
- Teach New Members of the team to scout and teach new Scouting Team Members important skills
- Assigns roles and assignments to the Scouting Team
- Lead strategist and analyst at competitions
- Decides the Alliance Captain for Alliance Selection

Drive Coach

This role is another special lead position that shines most during competitions and is vital to making sure the drive team can drive well and perform well in competitions. They must:
- Select their drive team each year through drive tryouts (if needed)
- Training both a primary and secondary drive team consisting of a driver, operator, and human player
- Running drive practice
- Being alert and awake during competitions and matches to coach the team the best they can on driving
- Delegating out to other teams for alliance selection and strategies before matches even begin
- Working with the scouting lead to come up with alliance picks and strategies for each match

Becoming a Student Leader

Each of the Members who choose to run for a leadership position on the team must undergo a process to be considered a candidate for that position. The requirements to run for specific positions are as follows.

Executive Board Process
1. To indicate your interest in running for a position on the team's Executive Board, you will have to submit a <u>resume, and most recent report card, and provide answers</u> to the following questions to a Google Drive folder every year:
    a. What is a measurable team project you worked on and had a significant role in?
    b. If not you, who do you think is the best choice for **[role]** and why?
    c. Why do you think you are qualified for this position?
    d. What weaknesses do we have as a team?
    e. What objectives would you have as [role] and how would you achieve them?
    f. How would you deal with a Student who doesn't engage and/or refuses to stay on task?
    g. Do you have external commitments to other clubs, jobs, or other activities? If yes, how would you effectively manage your involvement in other activities?
    h. Provide 2 to 3 team references (fellow Students) who know your capabilities best.
2. Once you submit your resume and answers, your fellow Members will review your applications and select <u>at least two PM nominees</u> out of the Members who applied via submitting their applications. The process to choose nominees (for all positions) occurs at Town Hall and is as follows:
    a. All running candidates get an opportunity to explain why they should be chosen as nominees to the other Members in 2 minutes.
    b. Once all candidates have gotten an opportunity to speak, there will be a question and answer session where Members may ask the candidates any questions they think might help them decide who to vote for.
    c. This process will repeat for every position on the executive team that has at least two candidates

3. After all speeches and question and answer sessions have passed, the Members will be allowed to vote for whichever candidate(s) they want to be put forward as nominees for each position. Since two nominees are given to mentors, if there are more than two candidates for any position, all Members have the option to vote for two of the candidates in that position, or they may vote for one if they deem that to be the only fit option. In the case of only two candidates running, Members may only vote for one to show the mentors which nominee they favor, and if only one person is running for a position there will be no vote held for it. All votes are anonymous and are to be counted by an unbiased Member.

4. The mentors will conduct interviews with the two nominees to pick from the nominees with consideration of their resumes, answer responses, and interviews as a whole. Current Executive Board Members and already-chosen new Executive Board Members may sit in on these interviews.

Subteam/Competition Lead Process

Subteam Leads are chosen by the Executive Board Member above them. The Chief Engineer selects the Technical Subteam Leads while the CMOO selects the Non-technical Subteam Leads. Drive Coach and Scouting Lead are roles that will not often have a clear line of succession and are often led by whoever steps up to the role, with the approval of the PM. It is possible for a subteam/competition lead to also have a position on the executive board, but this is a very rare occurrence and is only assigned with proper discretion from the mentors and the leads responsible for the appointment.

Coaches & Captains

Coaches & Captains Meetings are regular meetings between the SLT and mentors. These meetings allow the team to review team processes, discuss issues, and plan. They should be held on a regular/recurring schedule, depending on what the team needs.

Removal from Office

Failure to meet such responsibilities may result in one's Student Leadership privileges being revoked from them. A vote of no confidence in any Member of the Student Leadership team can be brought to the PM by at least five Students. If five Members want to bring a vote of no confidence on the PM, they should bring it directly to a mentor. If a supermajority of two-thirds of the team votes to remove a Student from leadership, that Student will forfeit their leadership position but can remain on the team. Without a vote of no confidence, a Member of Student Leadership cannot be removed.

Filling Vacant Positions

If an Executive Board Member must step down from their position of leadership, the vacant position is to be offered to Members who are deemed fit for leadership of the respective subteam. If only one person accepts the new leadership role then they are given the role to fill the vacancy, and if multiple people wish to take up the role, interviews will take place by the policies on Executive Board selection. A subteam lead vacancy will be filled by the selection of the corresponding Executive Board Member.

The Handbook Committee

Team 5401's Handbook is a living document that is subject to change every year by the team's Handbook Committee. Mentors and Members can propose amendments to the Handbook throughout the year in the designated slack channel or person. Members of the committee can also propose amendments during committee meetings. The Handbook Committee consists of one Member of every technical subteam, one Member of the nontechnical side of the team, and two mentor-appointed Members. Every subteam member votes on which Member they believe would be the best fit for the Handbook committee to decide the nominee. The PM oversees the committee and creates its meeting schedule to go through all proposed amendments to the Handbook and discuss them before deciding how to implement them. The committee is established during Townhall and then works throughout the summer of the offseason to complete the Handbook by the beginning of the next school year. The mentors will then look over the revised Handbook and propose any critiques before voting on the new Handbook

Authority of the Handbook

The rules and policies outlined in this Handbook are binding and must be followed by all team Members. Members who break the rules can be penalized, such as suspension or expulsion from the team. The leadership team has the authority to modify this Handbook at any time. Team Members will be notified of any modifications. All Members must acknowledge the Authority of the Handbook by signing the Code of Conduct that is handed out at the beginning of the off-season.

Communications

Website: https://team5401.org

Instagram: @team5401

X: @team5401

Facebook: @team5401

Slack can be accessed through the mobile app, or on the desktop at

https://team5401.slack.com

The Team Calendar can be accessed by simply typing "calendar" in any Slack channel.