



Team Handbook
2023-2024



Team 1091
Hartford Union High School
Oriole Assault Robotics Team





HUHS Robotics Team Handbook



WELCOME

Welcome to Team 1091! It is an incredible honor to be a part of this amazing robotics team. Team 1091 is in its twentieth year, so you joined at a very exciting time! The mentors and previous team members have strived to build a strong and solid foundation for this team. To that end, we are distinguishing ourselves as a hard working, knowledgeable team that strives for excellence in all aspects of FIRST (For Inspiration and Recognition of Science and Technology). We want to be a team that focuses on Gracious Professionalism, teamwork, and dedication to the ideals of FIRST.

This handbook has been created to provide guidance and to answer questions about the team, its purpose, and your responsibilities as a member or parent. Please read this information carefully to decide if you or your son/daughter will be able to follow the team rules, commit to the hours, and commit to the responsibility required for participating in team functions and events. This handbook is for team members and parents. Please do not hesitate to contact any team advisors if you have questions.

Team Advisors Contact Information

Bill Pfund
HUHS Robotics Team Advisor
HUHS Physics Teacher
bill.pfund@huhs.org
Phone: 262-670-3200
ext: 4561

Kyle Perrin
HUHS Robotics Team Advisor
kyle.perrin@huhs.org

Helpful Links

FIRST Website: <http://www.firstinspires.org/>

FIRST Calender: <http://www.firstinspires.org/robotics/frc/calendar-month>

HUHS Robotics Team Website: <http://www.team1091.com/>

HUHS Robotics Team Calendar:
<https://calendar.google.com/calendar/embed?src=frcteam1091%40gmail.com&ctz=America/Chicago>



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Preamble

FIRST Vision

“To create a world where science and technology are celebrated...where young people dream of becoming science and technology heroes.”

Dean Kamen, Founder

Team Mission

To provide Team 1091 members the opportunity to explore mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Focus

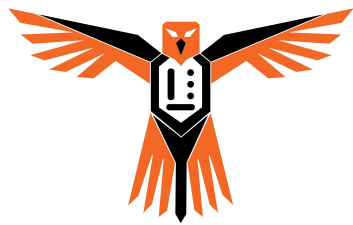
Team Objectives

1. Provide training
2. Raise funds for participation at two regionals
3. Team and spirit building
4. Foster individual responsibility

There are a number of basic principles that the team should follow to help it attain those goals.

They include:

1. Brainstorm – Brainstorm – Brainstorm (All ideas have value)
2. Come to a team consensus
3. Support the team consensus
4. Remain Adaptable (If you hit a wall – go around it – not through it)
5. Evaluate progress and adjust accordingly
6. Continuously Improve
7. Participate in team fundraising events or support of organizations that fund the team



Schedule and Events

Robotics is a full-time, year round operation. The summer is a time of numerous outreach events and activities which help promote STEM (Science, Technology, Engineering, and Math) in the community. Fall Development Season starts at the beginning of school through December. During this phase the members work on FIRST projects, associated activities, and skill building. It is crucial that the team spends this time fundraising and seeking donations. Build season starts at kickoff the first week of January and runs till mid February. Competitions take place during March and early April. The team wraps up the year with reflection and a final banquet meeting.

Time obligation:

Year-Round (as opportunities come up)	Development Season (Aug-Dec)	Build Season (Jan 7-Feb 21)	Competition Season (Feb 22-April 29)	End of Season (April-May)
Help with fundraising, awareness, or mentoring FLL	Attend at least five Team Meetings Turn in all required paperwork	Participate in 60% of the scheduled hours	Participate in 50% of the scheduled hours	Reflection and team banquet.

****Students who have concerns about these commitment are to talk to both Advisors BEFORE Kickoff****

Development/Competition Season Team Meetings:

Every Thursday (5:30 PM - 7:00 PM), At HUHS, Room 182

Build Season Team Meetings: (Jan 7- Feb 21)

Monday-Thursday (5:30 PM - 8:00 PM), Saturday (8:00 am to 2:00 PM) At HUHS, Room 182

Kick Off: First of January, on a Saturday (10:00 AM - 4:00 PM) At HUHS, Drama Lec

Event Website: <http://www.firstinspires.org/robotics/frc/kickoff>

Sussex Mini Regional: Late February, on a Sunday (10:00 AM - 4:00 PM)

Location: Sussex High School W220 N6151 Town Line Road Sussex, WI 53089

Event Website: <http://team537.org/community/mini-regional/>

Wisconsin Regional: End of March, Thursdays to Saturday (Day Trip)

Location: UWM Panther Arena, 400 West Kilbourn Ave, Milwaukee

Event Website: <http://www.wisconsinregional.com/>



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Seven Rivers Regional: Early April, Wednesday to Saturday (Overnight Trip)

Location: La Crosse Center 300 Harborview Plaza La Crosse, WI 54601 USA

Event Website: <http://www.wisconsinfrc.com/>

Organization

Students are the heart of Team 1091. They design, build and go into competition with the robot. Students will consist of HUHS students that have an interest in helping the team to successfully compete at one or more competitions. They are divided into various functional teams with specific responsibilities. Based on ability and desire, students will be asked to serve on one or more teams. Selection of team leaders will be on a volunteer/consensus basis. Students need not have any specific expertise – all are welcome – all have unique skills.

Members of Team 1091 include:

- Hartford Union High School students
- At least 2 paid Hartford Union High School Team Advisors
- At least one HUHS Advisor must be present at meetings held at the school
- Parents of Hartford Union High School Students
- Volunteer Mentors: May include but not limited to (Engineers, IT Specialists, CAD Designers, Tool and Die makers, and business professional)

Elected Student Leadership Roles:

- Build Lead
- Business Lead
- Electrical
- Programming Lead
- Safety & Project Management Lead



EXPECTATION AND RESPONSIBILITIES

ALL STUDENTS:

Cooperation: If a mentor or student in leadership requests you to do something, you will comply to the best of your ability. If you feel a request is beyond the scope of your capability, you are encouraged to attempt the task then speak to a mentor or advisor immediately.

Safety: If you see others who are not being safe, encourage them to stop working and in a positive manner, show them how to do it correctly. If you are not certain, ask the nearest mentor.

Effort: Perform to the best of your abilities at all times.

Respect: Have respect for yourself, all fellow students, and mentors.

Learn: Have a willingness to learn new things.

Mentor: It is the responsibility of all students to teach and mentor younger or new students to foster continuation of FIRST principles and enable younger students to take on responsibilities as upperclassmen graduate.

Gracious Professionalism: As outlined by FIRST (see below).

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.

Dr. Woodie Flowers, FIRST National Advisor

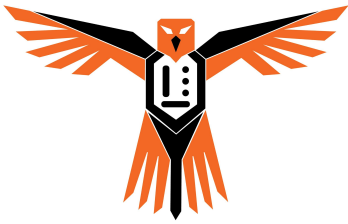


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Student Leadership:

1. Know all membership by name
2. Know who is on your subteam
3. Teach and Educate other members (with help from Mentors)
4. Treat all Team members with respect
5. Communicate expectation to membership
 - a. Any disciplinary items will be handled by Coaches
6. Meetings
 - a. Send out Reminders
 - i. Any reminders must be done 24 hrs before meeting
 - ii. Any changes to formal schedule should be sent out 2 weeks prior (unless circumstances don't allow)
 - b. Run Meetings
 - c. Create/maintain team schedule
 - d. Be at meetings at starting time
 - e. Record minutes (with task and responsibilities)
7. Subteam Responsibilities
 - a. Have understanding of all projects in process for their subteam and who is currently working on what
 - b. Delegate tasks with expectation and deadlines
 - c. Be main communication between other subteams
 - d. Communication needs and expectation to other subteams
8. Financials/Acquisition of Materials
 - a. Work with Coaches/mentors to create budget for subteam
 - b. Be communicative person for subteam on materials required
 - c. Active participant in all fundraising activities
 - d. Help Organize and be record keeper of financials for team



TRAVEL EXPECTATIONS

Homework:

When we travel, you are required to get all class work, assignments, and readings gathered before we leave. We encourage students to complete work prior to leaving for a competition. Nevertheless, when this is not an option, we encourage all students to take their schoolwork with them to complete during down times at the event. Please allow teachers several days to get these assignments ready for you. Obtaining and completing these assignments is your responsibility. Upon your return to school all the assignments are due and must be turned in to the teacher.

Guidelines:

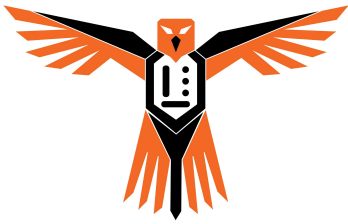
Traveling, as a team, is very exciting and rewarding and often the highlight of a student's memories. A great deal of planning and organization is required to coordinate all the associated activities. A strong effort is made to make the travel be an educational/cultural experience as well as the basic competition. Safety is always the major concern. All team members are expected to travel to all events unless otherwise exempted. A student may be exempted from travel due to a prior commitment approved by the Advisors in advance or disciplinary reasons from school administration.

When the team travels, students are to remain with the team for the duration of the event. Should a student leave the main body of the team at any time, they must clear this with a supervising adult first and travel in a group. **A SUPERVISING ADULT SHOULD KNOW WHERE ALL STUDENTS ARE AT ALL TIMES.** Because we have signed the students out of school and are responsible for their safety, we encourage parents who can travel to join in team activities rather than separate their student from the group. In the event that a parent would like their student to participate in a non-team activity during the scheduled competition time the activity must be cleared by the Advisor prior to the student leaving the group. A student may not be released from the competition venue to any party without prior authorization from their parents.

Follow all other expectation outlines in the HUHS Student Handbook not listed in Team Handbook.

Overnight Stay

When we travel we often stay at a hotel. Students will be organized into room groups depending on quantity of students and room availability. Only assigned students are allowed in their assigned room. Students that would like to mingle with others from different room groups must do so in a community area or assigned location(s). We will have room checks periodically by the mentors. Students will have assigned quiet/light out time each night. At all times it is expected students will not disturb other guests and to follow any additional rules laid out by the location we are staying at.



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La Crosse Wed-Saturday - FIRST Robotics Regional Competition - **EXAMPLE**

Parents:

This is an itinerary for our Robotics trip to the La Crosse regional competition. We will be leaving on Wednesday 4/4/18 shortly after school and coming back to HUHS on Saturday 4/7 sometime in the evening. A precise time for our arrival back home can be texted or phoned to you by your student as we get close to the high school.

Students are expected to be on their best behavior as they are representing Hartford Union High School. They are reminded that they are required to follow the Athletic Code and team rules as we travel and stay overnight. If your son or daughter decides to break the code, they will have to go home early and it will be *your responsibility* to pick them up. Students should be asleep/lights out by midnight unless mentors deem an earlier time is necessary.

Please sign and return the bottom of this letter giving your son or daughter permission to participate in this trip. If you have any questions, please contact me at

bill.pfund@huhs.org

Leaving: Wednesday after school (4/4/2018)

Competition: Thursday-Saturday (4/5 to 4/7/18)

Hotel:

Location:

La Crosse Center

300 Harborview Plaza

La Crosse, WI 54601 USA

Days Inn

101 Sky Harbour Dr.

La Crosse, WI 54603

(608) 783-1000

Arrive back home: Saturday

What your student should bring: (Hotel has pool, fridge, microwave, continental breakfast)

- Clothes, toiletries, swimsuit, towel, money for lunches, snacks.
- Dinner will be paid for by the team at various restaurants
- **Safety Glasses!!!!!!**



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I have read this letter and understand the details of the Robotics trip to La Crosse. I give my son or daughter permission to participate in this trip and release the advisors, mentors, and Hartford Union High School from all liability and claims of any kind arising out of participation in this event.



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Student Commitment

I _____ have read the HUHS Robotics Handbook, and reviewed it with my parents, and understand I am accountable to adhering to all rules and requirements outlined. I am obligated to follow all HUHS Co-Curricular handbook guidelines as well.

Student
Signature _____ Date _____

I also understand the rules as listed in the Robotics Handbook and also agree to allow my student to participate in offsite events such as the La Crosse regional. I also release the advisors, mentors, and Hartford Union High School from all liability and claims of any kind arising out of participation in offsite events.

Parent
Signature _____ Date _____

Please return this signed and dated form to an advisor at the next Robotics meeting.

Participation Requirements:

- Signed Handbook Page
- Completed Co-Curricular paperwork
- Completed Youth Registration



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Youth Registration Information: