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CDR membership policies

As our organization continues to grow, the Board feels we need to have certain policies and procedures in place. Please read the following carefully and then both parents and students **must** sign the form on the back page. Return the signed page to a Board member and **retain this copy for your records.**

- Attendance policies
 - We understand life happens and students cannot attend every meeting. However, we are working hard to accomplish the team's goals and we need to be aware of absences prior to meeting times. A **parent must** text or email a coach **at least 30 minutes prior** to the start of a meeting or the child's absence will be considered UNEXCUSED. Three (3) UNEXCUSED absences will result in removal of the student from the team.
 - In addition to the above UNEXCUSED absence policy, students also need to adhere to another attendance policy. As the team prepares for competition, it is vital for all team members to be present. Students are required to attend 70% of all meetings. If a student's absences exceed 30% (either EXCUSED or UNEXCUSED), the student will be removed from the team.
 - Competition attendance--The goal of each program is to compete or participate in FIRST provided competitions and Festivals. As a team, these students will be working toward this goal all season and therefore it is extremely important for ALL team members to be present on the day(s) of an event. We will give as much warning for dates as we possibly can. If a student is unable to attend a competition or Festival, it will be the coaches' discretion whether the student may return to the organization the following season.
 - Punctuality to meetings is extremely important. Time with the team to prepare for competitions is already short and when students are late, it makes it hard for coaches to accomplish their nightly goals. Please make every effort to be on time to meetings. If your student will be late, you **MUST**

inform your child's coaches as soon as possible. If a coach is not made aware of a student's tardiness, it will result in a LATE for attendance. 3 LATEs will result in ONE UNEXCUSED Absence.

- It is the parents' responsibility to be aware of absences and to keep these policies in mind. The organization will not be responsible for making parents aware of impending dismissal.
- **Adherence to Core Values:**
 - We operate under FIRST and its Core Values of Inclusion, Innovation, Impact, Discovery, Teamwork, Fun, Gracious Professionalism and Coopertition. As such, we expect all students to adhere to these Core Values at all CDR functions. We also ask that parents, siblings and guests also practice these Core Values at CDR and FIRST events.
- **Behavior:**
 - **Students**—We expect all students to behave in a manner that is respectful of coaches and teammates at all times. CDR will not tolerate egregious behavior such as bullying, crude or explicit speech, disrespect to coaches or teammates, and other such behaviors. These types of offenses will result in dismissal.
 - **Parents**—We expect all parents to behave in a manner that is respectful of our board members, coaches and students at all times. CDR will not tolerate parents confronting board members or coaches in a disrespectful manner, including, but not limited to, yelling at them. Parents should take all complaints or criticism to the board member or coach in a private setting. Also, parents should not interact negatively or provide correction to CDR students, unless the student is their own.
 - Parents may occasionally stay at meetings either by invitation by a coach or mentor, or to observe a meeting having received prior permission by a board member and coach or mentor.
 - Our default at all times is respect.
 - Failure to comply—
 - Students—Students will be warned of behavior infractions and parents will be addressed immediately following a meeting. A follow-up email will be sent including an incident report.
 - If the student continues to display the same behaviors, it will result in dismissal.
 - The CDR Board, in conjunction with coaches, can dismiss a student without warning for egregious behavior that violates our Core Values, policies and by-laws.
 - Parents—Parents will also be warned, by letter from the Board, of any infractions to the above policies.
 - Parents who refuse to rectify behavior or continue engaging in said behavior will be dismissed from the organization and may be the cause of their child's dismissal based on a Board decision.
 - **Probation**—If the Board decides that a student or parent has violated policies, they can place that person/family on probation status. Probation allows a student to continue to be a part of their team, as long as they continue to follow our CDR policies. If a student breaks their probation

agreement, the student will be dismissed from the team and no refund of registration fees will be given.

- Coaches/Mentors
 - Any coach or mentor who stays with the team on a regular basis will be registered with FIRST. This includes a background check and child safety training.
 - Coaches will respect students and parents at all times. If a coach fails to do this, parents or students are welcome to bring the matter before the Board. The Board may place a coach on probation or dismiss them immediately.
 - Coach guidelines are in place and all coaches and mentors have signed their agreement.
- Respect for our locations
 - We meet at the locations we do at the graciousness of our hosts. We do not have a space of our own. We ask that you remind your students to be respectful of our meeting locations and to not enter areas where they are not allowed and to only use things that have been approved by the coaches.
- Registration with FIRST
 - All FLL Challenge and FTC team members will be required to register with their team on FIRST's website. We will send instructions on how to do this at a future time. We ask that you respond to this email in a timely manner. We are not permitted to bring students to events who are not registered with FIRST.
- Finances
 - All students are required to pay membership dues. These dues are nonrefundable and go to pay for their team's registration fees, competition fees and other expenses associated with running Charleston Dragon Robotics. Our fees this year will include one team t-shirt, as well as lunches for students during competition days. Any additional shirts will be the parents' responsibility. This season's fees are:
 - Dragon Bytes--**returning** students: \$150/student. **New** students \$175/student
 - FLL Challenge-- **returning** students \$225/student. **New** students \$250/student
 - FTC-- **returning** students \$300/student. **New** students \$325/student
 - Late Fees—When you receive an email/invoice with your students' fees (or other money needed to be collected throughout the year), you will have one month to pay the fee or the due date will be stated if more/less than one month. At that time, a \$10 late fee per student will be added to your account per month the balance remains unpaid. Also, your student will be restricted from attending meetings and functions, until the balance is paid in full.
 - Any student/family with an outstanding balance at the end of the year will not be allowed to register the following season until the account is paid in full.
 - Other fees, such as for team merchandise or travel fees, may be collected throughout the year. Please make every effort to pay for these in a timely manner.

- All dues and fees will be collected by our Treasurer, unless otherwise specified. Please direct all questions and concerns regarding finances to the Treasurer.
- For any payments, we accept cash, check (made payable to Charleston Dragon Robotics), or through our new payment platform Zeffy. No other forms of payment will be accepted.
- **Pick-up and Drop off Policy**
 - If anyone, other than a parent, will be picking up your child, they either need to be listed on your registration form, or a signed note must be sent with your child.
 - If your minor child will be driving himself to and from practices, a permission form must be on file with CDR.
 - Unless prior arrangements have been made, a parent must walk all students under 16 into the building and check in at the front desk.
 - No student, unless they drive themselves, will be released from the building until a parent has checked them out from the front desk.
 - No student will be dropped off earlier than 15 minutes prior to the start of a meeting. Every effort should be made to pick up students on time. Please call or text a coach or board member if you will be later than scheduled pick up time.
- **Communication**
 - Most of our communication with parents will be via email. Please be sure you have provided us with an accurate email address. Also, **all parents** should check your email regularly. Some communication is time sensitive. Please read all email carefully and respond as requested.
 - All phone, text or email communication between minor students and adult coaches or mentors **MUST** also include another adult, either a parent, another coach or mentor, or board member. Coaches and mentors **will not** communicate with students otherwise. This is for the safety and protection of both students and adults.
- **Image Release**
 - By signing this form, you give CDR and its representatives permission to take pictures of you, your child and your guests at any CDR function, or any function that CDR is participating in, and to use those images for publicity and outreach purposes.
- **Volunteers**
 - CDR is a volunteer run organization. We have no paid employees. Please be respectful of our Board members', coaches', mentors' and other volunteers' time. Unless it is an emergency, please refrain from contacting our volunteers on the weekend or after 9pm. Any emails or texts sent on the weekend or after 9 pm will be answered the following business day.
 - Please be respectful of coaches' and mentors' time with students. We understand issues may arise that need to be addressed, but a coach's or mentor's main responsibility during meeting times is to coach/mentor the students

- Because we are a volunteer organization, we are asking for all families to pitch in and help meet our goals! Our Volunteer Coordinator will be setting up various roles that need to be filled. We ask each family to consider giving time to one or more of these roles. Some roles are as follows:
 - Weekly Clean up after meetings—arriving 30 minutes prior to pick up, help clean up our location per a checklist
 - Fundraising Committee—Help one of our teams or our Fundraising Coordinator plan a fundraiser to benefit all of CDR
 - Team parent—This volunteer role will look different for each team, but can include subbing for an absent coach, staying during team meetings to help manage, being an extra pair of hands at competitions, picking up food during competition. This role requires the volunteer to be background checked and registered w/ FIRST.
 - End of Year Party Committee—Volunteer to help organize our End of Year event
 - Front Desk Attendant—Stay at the Front Desk during meeting times, check students in and out of meetings, check out computers. This role requires the volunteer to be background checked and registered w/ FIRST.
 - Coach Appreciation—Arrange small gifts or encouragement to the coaches. A budget will be given.
- Computer Guidelines
 - CDR issues at least one computer to each team to be used during meeting times. No student should use a CDR computer for personal use at any time. Computer usage will be monitored by an adult coach or mentor.
 - Students may bring a personal computer to be used during meeting times, with express permission from a coach or mentor. Personal items such as email, homework, video watching, etc, may not be used or worked on during team meeting time.
 - Students who create items for the team (Google forms, OnShape designs, computer code, or other such items) on a personal computer or personal account, must give access to the team's coach. If it is created for the team's use, it is the intellectual property of CDR and must remain with the organization and access to such cannot be denied.
 - Students and parents may at times be given access to items on the CDR or team Google Drive accounts. At such time the student is no longer a member of CDR, access to such items will be revoked.
 - Students may not take home any CDR computer or equipment unless express permission has been granted by a CDR board member. If an item has been taken home, it may only be used for CDR work. No personal usage is allowed.

Responsibility

- It is the responsibility of the parents and students to be aware of all information listed in this document. CDR and its representatives will use this document to govern CDR functions, alongside our by-laws.

Parents and Students must sign this page. Return this page only.

By signing below, we agree to abide by all policies set forth in the CDR member policies above. We also agree not to hold Charleston Dragon Robotics or its agents at fault should my child become ill or injured at a CDR function. We understand that CDR and its agents are doing everything possible to keep all of its coaches, mentors and students safe.

Students' names (printed) _____

Parent signatures: _____

Student signature(s): _____
