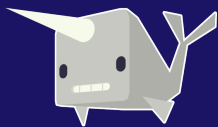


Team 3128 Handbook 2025-2026



3128 aluminum
narwhals

Table of Contents

Table of Contents	1
Welcome	4
Welcome to Team 3128!	4
Team Mission Statement	4
The Basics	5
What does the Team do?	5
Joining the Team	5
Eligibility to Apply for the Team	5
Time Commitment and Expectations	6
Attendance / Participation Expectations	6
Mandatory Attendance Days:	7
Attendance: 75% Rule	7
Excused Absences and Additional Circumstances:	7
Crisis Situations and Extenuating Circumstances:	8
Consequences of Non-Attendance	8
Participation & Behavior at Meetings:	8
Team Member Obligations	8
Reasons for Removal from the Team	9
Team Fees and Costs:	9
Build & Competition Season	10
What is Build & Competition Season?	10
Competition Events - Local and Travel	10
Travel Team	11
Travel Team Costs	11
Off-Season (Summer & Fall)	11
If it isn't Build/Competition season, it is the off-season.	11
Other Team Activities	12
Community Outreach	12
Team 3128 Travel Rules	12
Team 3128 Workshop	13
Team 3128 Workshop Rules	13
Online Tools	14
Slack	14
Google Drive	14

Team Leadership	15
Election and Appointment Process (Spring)	15
Election Process:	15
Appointment Process:	15
Elected Positions: Team Co-Presidents	16
Appointed Positions - Department Coordinators	21
Business Department Coordinator:	23
Controls Department Coordinator:	24
Marketing Department Coordinator:	25
Mechanical Department Coordinator:	26
Strategy Department Coordinator:	27
Appointed Positions - Curriculum/Training Leads	27
Curriculum/Training Lead	27
Appointed Positions - Build Season Leads	28
Scouting Systems Lead:	28
Design Lead:	28
Manufacturing Lead:	29
Software Lead:	30
Electrical/Pneumatics Lead:	30
Appointed Positions - Other	30
Safety Captain	30
Summer Camp Lead	31
Appointed Positions - Department Project Leads	31
Subsystem Design Lead	31
Appointed Positions - Competition Leads	32
Pit Master:	32
Aluminum Assistance Lead:	32
Videographer:	32
Photographer:	32
Team Spokesperson	32
Awards Presenters	32
Information for Parents	33
Frequently Asked Questions:	33
Where is the Workshop?	33
My Student has other obligations, is attendance really mandatory?	33
Attendance is really mandatory. Please see "Time Commitment".	33
Why isn't my Student responding to Text Messages?	34
Can I help, volunteer, or become a Mentor?	34
But my son/daughter doesn't want me to help?	34
Can I visit the Workshop?	35

Can Parents and Siblings attend a Competition?	35
Request from the Coaches and Mentors of the Team:	35
Appendix A: Mentors, Coaches, Adults on the Team	36
Mentors, Coaches, and Their Roles on the Team	36
Appendix B: Hierarchy Above the Team	36
Rules Under Canyon Crest Academy/The School District	37
Rules Under the Foundation	37
Is All This Different Than the Other Teams in SDUHSD?	38
Appendix C: Code of Conduct	39
FIRST Code of Conduct	39
Team 3128 Code of Conduct	39
School and District Policy	40
Safety	40
Safety: Physical, Mental, Emotional	40
Guidelines for Disciplinary Action	41
First violation:	41
Second violation:	41
Third Violation:	42
Handling Conflicts	42
In the Case of Harassment	42
SITUATION 1: Harassment within our Team	42
SITUATION 2: Harassment at a FIRST event.	43
SITUATION 3: Harassment through social media	44
If you are a Bystander to Harassment	45
Reporting Code Violations	45
Definitions	45

Welcome

Welcome to Team 3128!

We are excited to invite you onto the team as a member of the Aluminum Narwhals. This handbook contains the key policies, goals, and expectations of Team 3128, as well as other information you and your parents will need.

The successes of our team are all thanks to the dedication of our members. Your participation is essential to fulfilling our program's goals. Every member's commitment and responsibility keeps our team running smoothly. We hope that on Team 3128, you will acquire life skills that you will continue to use throughout college and in your future career.

Team Mission Statement

“ We strive to cultivate leadership and innovation through an engaging STEM education that embraces all students, regardless of background, in a vibrant and connected team culture.

The Basics

What does the Team do?

Team 3128 competes in the FIRST Robotics Competition (FRC). This is an annual competition put on by the FIRST (For Inspiration and Recognition of Science and Technology) organization (<https://www.firstinspires.org>), where high school teams across the world build robots and compete against each other.

Each year, FIRST reveals the FRC game in early January. Teams then have approximately seven weeks to design and build a robot to compete. Teams compete at one or more events during a six-week season, where they are randomly matched with and against other teams' robots. Top performing teams qualify for the World Championship.

A Typical Year Schedule:

- August 15 (ish): School starts
- "Narweek": recruiting event, students apply to join the team.
- September: Team roster released
- September - December: Training for all Departments
- Second Saturday in January - Game Reveal: **Build Season Begins**
 - **Mandatory attendance for extra workshop days on kickoff week (days TBD)**
 - **Please note that this is the first year we are entering a district-style competition system, so we are still figuring logistics out**
- Early March (Week 1): competitions begin
- Mid April 15? (Week 6): competitions end
- Late April: World Championships
- April-May: Student Leadership Elections & Changeover
- July: Robotics Summer Camp hosted & run by the team

Joining the Team

Eligibility to Apply for the Team

Membership is open to all current Canyon Crest Academy students. The team is limited to 80 students, and new members must apply to join the Team.

To become a New member of Team 3128:

- Attend our recruiting event (Narweek) for at least one day (see our Team calendar <https://www.team3128.org/members/calendar/>)
- Fill out an application (see calendar for due dates). You may apply to no more than 2 departments, and must rank them in order of preference.
- Acceptances will be sent out via email, along with a list of items that must be completed by a specified due date (Safety training, registration, etc.). If this list is not completed by the due date, your acceptance will be rescinded.
- When the above list is completed, you will be added to Slack (team messaging system) and notified that you are cleared to enter the workshop, be issued safety glasses, and begin your department training.
- If you are not accepted immediately, there will be a waitlist for any spots that open up.

Decisions regarding acceptance of new members are based on the level of interest shown, other time commitments, grade level, technical background, as well as demonstrated teamwork and communication skills. Each department has a limited number of spaces available.

Returning members of Team 3128:

All Returning Team members must re-roster to the Team at the end of the Spring term to be considered for the Team the following Fall. Decisions regarding acceptance are based on the member's prior year's level of participation, behavior, and their overall dedication to the team. The newly elected Presidents are responsible for the re-application process, which must begin no later than 2 weeks before graduation, and conclude by the day after graduation.

Returning members who wish to transfer to a different Department must indicate this on their re-application. Applicants must be in good standing with their previous department with at least minimum attendance. Input from retiring Department Coordinators, Mentors and Coaches should be taken into account, but the (new) Department Coordinator has the final say in whether or not this request will be accepted.

If a department transfer is allowed, the transferring member is required to complete all training assigned by their new department coordinator, before the school year begins in the fall. Failure to complete this training will result in the transfer being rescinded.

Acceptances and rejections from the re-application process will be sent via email by the Presidents before June 15.

Time Commitment and Expectations

Robotics is a time-intensive program, and **attendance is mandatory** at all scheduled meetings. If a student is a multi-sport athlete or enrolled in the CCA Conservatory program, we have found that students are spread too thin to meaningfully participate and meet our attendance requirements.

Attendance / Participation Expectations

Attendance and active participation is mandatory at all scheduled meetings . All meetings may include a sign-in/sign-out process.

Departments are expected to meet three times a week during pre-season, and four times a week during build season. For build season, one weekend day is added, usually Saturdays.

Meal breaks: Will be scheduled for weekend days only. During the week (generally a 3-hour meeting), plan to break for a meal either before the meeting begins, or after it ends.

Mandatory Attendance Days:

- **Kickoff weekend:** This begins Saturday January 10th. Any team member who misses kickoff will end up on “attendance probation”, and will be unable to apply for Travel Team.
- **February 4-day weekend.** No school those days, but the workshop will be open. These count as “weekend days”.
- **The Local District Event (2) (in San Diego?):** The entire team is expected to attend for the duration of the event (all 3 days). **This may include missing a day(s) of school.**

Attendance: 75% Rule

All Team members must attend 75% of the scheduled meetings during any calendar month.

Weekday meetings (Monday-Friday) are counted separately from Weekend meetings (Saturday and Sunday) for attendance.

- You must attend 75% of weekday meetings to meet attendance.
- You must attend 75% of weekend meetings to meet attendance.
- Any meeting between 2-5 hours is considered a “weekday meeting”.

- Attending for 1 hour during weekday meetings is **NOT** considered present.
- Any meeting greater than 5 hours is a “weekend meeting”.

Excused Absences and Additional Circumstances:

There are no “excused absences” - you attend, or you do not.

Prepare to plan ahead for unexpected occurrences, such as short-term illness (this is why the attendance requirement is not “100% attendance”).

Students who consistently arrive late, leave early, or disappear for a “dinner break” may be marked absent.

During build season, if a department requests that the Coaches open the workshop for additional days - that department must have a minimum of 4 students attend for the entire requested time. Other departments may also attend. This meeting is “extra” and can be used to make up a missed day during that calendar month.

There is no guarantee that the Coaches can support any/all requests.

Crisis Situations and Extenuating Circumstances:

If there are extenuating circumstances (severe or extended illness, injury, family emergencies or other crises) please contact a Coach ASAP. At Coaches’ discretion - extenuating circumstances will (generally) not be counted against a student's attendance. We’re not ogres.

Consequences of Non-Attendance

If a team member does not meet attendance for any calendar month, they will be placed on Attendance Probation for a minimum of 4 weeks. Team members on Attendance Probation are still required to attend and participate, but will not be allowed to represent the team (such as Travel Team positions, spokespeople, robot driver, etc.) at any competitions (off-season, local, travel, championship) for the duration of their Probation.

If a team member on Attendance Probation does not meet minimum attendance during their Probation, they will be immediately removed from the team.

Any student whose attendance drops to 50% or lower for any calendar month, without extenuating circumstances/crisis situation, will be immediately removed from the Team.

A Team schedule including all known dates and activities is published at the following link and on the Team website. This schedule will be updated throughout the season and any short-notice changes will be announced on Slack. <http://team3128.org/members/calendar/>

Participation & Behavior at Meetings:

While in the workshop, team members should be entirely focused on the task at hand, or actively seeking out more work. If you don't have anything Team-related to do, it is your job to find something Team-related to do. Start a project, help another Team member, clean, pull from the "Job Jar", etc. Team members are expected to participate for the duration of the meeting.

Team members spending time on their phones, doing homework, playing video games, who are otherwise distracted or distracting others, or only attend and/or participate for a small portion of the meeting, will receive an unexcused absence for that meeting.

Department Coordinators will notify via Slack to any members who are marked unexcused for lack of participation within 24 hours of the workshop day.

Team Member Obligations

- Actively participate in Team Activities
 - Complete all Department Training
 - Attend All-Team meetings
 - Attend Department-specific meetings
 - Attend one workshop event (such as workshop cleanup/organization) or outreach event per term
 - Participate in Team Fundraising - finding Sponsors, writing grants, etc.
 - Clean up their workspace before leaving the workshop/meeting space
 - Clean up the workshop/meeting space at the end of the meeting
- Meet attendance requirements
- Check Slack at least once per day during the school year
 - This may require getting a VPN to be able to connect via school wifi.
- Attend all 2 days of Kickoff weekend
- Attend the Local District Competition
- Attend the Travel Regional/World Championships if a member of the "Travel Team"
- Abide by the Code of Conduct
- Maintain a 2.5 GPA
- Veteran members:
 - Welcome new members

- Train new members
- Take on leadership responsibilities
- Grow with the team
- Look out for fellow Team members. If you are concerned about a fellow Team member (stressed, upset, mental health issues) encourage them to speak to a Mentor/Coach.
- Keep Robot and Team Information Confidential. Please respect the team's wishes to keep robot information confidential until its public release.
 - Examples of infractions include posting photos of the robot to social media, texting about robot design with members of other teams, sharing Team logins/passwords outside the Team, etc.

Reasons for Removal from the Team

The following are reasons for Removal or Dismissal from the Team, for any period of time deemed appropriate by the Coaches and Mentors of the Team:

- Safety Violations - willfully endangering themselves or others
- Code of Conduct Violations
- Attendance violations as described in this document
- Disrupting Team or Department activities
- Not performing in their Leadership role (examples: missing due dates or assignments, non-attendance)
- No longer attending Canyon Crest Academy
 - Example: graduating early in December
- Non-participation
- Temporary suspension for GPA below 2.5

Team Fees and Costs:

There is no Team Cost or Fee for joining Team 3128.

The Business Department works hard to bring in Grants and Company Sponsorships every year - this helps defray costs. Additionally, the Team runs an annual Robotics Summer Camp at CCA every year, which is a source of significant funding for the Team.

Due to the high cost of maintaining the robotics program including registration, material costs, and other associated fees, all team members are encouraged to give a suggested donation of \$500 per year.

Build & Competition Season

What is Build & Competition Season?

The yearly FRC game is announced on the first or second Saturday in January at the annual Kickoff event (aka “Kickoff Day”). During this event, teams learn what the game is and get a set of game pieces and useful parts that can be utilized on the robot. Kickoff day starts a 4-day “Kickoff weekend” where game strategy and basic prototyping designs for the robot begin.

Kickoff Day marks the start of Build Season, which lasts until all Competition Events are complete. “Heavy” effort and hours are the first 7 weeks of Build Season. The robot should be complete and operating by the first competition, but repairs and refinements will happen between competitions.

Competition Events - Local and Travel

The Team will compete at a local district competition that is held in San Diego, and at least one “Travel” qualifying competition (in California). Competitions are multi-day events where teams compete with and against each other, in hopes of advancing to the FRC California District Championships and FRC Worlds Championships.

Attendance at the local competition is mandatory for all Team members. Everyone will miss 1-2 days of school (excused absences).

Members of the Travel Team (see below) will miss 1-3 days of school (excused absences) for each Travel Regional. Should we qualify for World Championships, students may miss up to 4 days of school (excused absences) for that event.

Competitions are full multi-day events and students that attend the competitions will not have time to study or complete homework during these events. We encourage students to work with their teachers to meet their school obligations ahead of time.

Off-season events are covered in a Section below.

Travel Team

Participation on the Travel Team is through a voluntary application process. There is no requirement for any Team Member to apply to the Travel Team.

If the Team elects to attend more than 1 Travel Regional, the Team may select a “Travel Team” for each Regional, with different members for each Regional. In this event, a Travel Team for World Championship must be selected separately.

Travel Team members are expected to pay for all travel costs for attending a Travel Regional and for the Championship event. Travel Team members will receive excused absences for all missed days of school while on event travel.

Travel Team Costs

The Team Travel Coordinator (usually a parent volunteer) works hard to organize travel that is cost-effective for all attendees. Usually, this means traveling at inconvenient times.

Costs if flying to a Competition are usually in the \$750-\$1,200 per person range, but have been as high as \$1500. Costs if driving to a Competition are usually in the \$500 per person range

Off-Season (Summer & Fall)

If it isn't Build/Competition season, it is the off-season.

The **summer season** generally starts once school ends. The workshop will be open for meetings, and attendance is encouraged but not mandatory. Events that occur during the summer include:

Summer Camp: The Team will run summer Robotics Camp (one of our primary fundraisers) which generally occurs in July, and is staffed by Team members as camp counselors. It is expected that all Team members will volunteer for at least one week of Camp every summer.

Summer Projects: Projects have included assembling new tools, re-organizing the workshop, designing and building new robots, and planning for the next school year.

Fall Season begins when school is back in session. Team meetings are official, and attendance is mandatory. The Team will recruit and train new members, attend Off-season competitions (unofficial), and plan for the next Build Season.

Off-season competitions are unofficial events where Teams compete in a modified format for fun, prizes, and socialization in a lower-pressure environment. An Off-season event “travel team” will be organized to compete at this event, but may include “swapping off” roles, or multiple people rotating in and out of certain positions.

Other Team Activities

Community Outreach

Outside of the build and competition season, our team aims to reach out to people in our community in order to engage them in STEM topics. Some of the ways we do this:

- Visiting and performing demonstrations at local schools.
- Visiting and performing demonstrations at local STEM events (example: PETCO park STEM event, MakerFaire).
- Hosting a robotics summer camp each year for 1st - 8th graders.
- Participating in school pep rallies.
- Inviting other parts of our school to collaborate with us on projects.

Team 3128 Travel Rules

Travel outside San Diego County

No student may drive another student outside of San Diego county for a Team event - regardless of age. This includes scrimmages, competitions and any other Robotics Team events.

Travel Rules for Scrimmages, Practices, Outreach, etc.

1. Team Presidents are responsible for approving any Team events, and all logistics to/from said event. They may nominate someone else to fill this role, but whoever is planning the logistics must attend said event.
2. A Logistics Plan must be submitted to the Coaches, in writing, at least 72 hours before the event begins. This will include Who, When, Where & What, to and from the event, including all things to be transported and a list of cell phone #'s of everyone involved.
3. If the Logistics Plan is incomplete or not approved by the Coaches - the Team does not attend said event. Plan ahead.

4. If any parent is asked to transport anyone who isn't their child - all parents must be asked if they can fulfill this (notified via email), and must respond that they agree via email, with all Coaches CC'd, at least 72 hours before the event begins.
5. No student may drive another student outside of San Diego county for a Team event - regardless of age.
6. Once the Logistics Plan is set, it may not be changed without express permission of all adults involved. No last minute changes (within 12 hours of the designated leave time) will be permitted.
7. You will respect the time of all parents and Coaches.

Team 3128 Workshop

The Team 3128 Workshop is open to all rostered members of Team 3128 for that school year. Team tools may not be removed from the workshop without prior approval from a Coach.

The Team 3128 Workshop contains specialized tools that have been purchased using funds raised by Team 3128, and are maintained by Team 3128. Team tools (power tools and hand tools) are available to rostered members who are in good standing and have been specifically trained in their use, and under the supervision of Coaches and Mentors.

The Team 3128 Workshop may be used for specific CCA Engineering classes under the supervision of CCA Engineering teachers.

Team 3128 Workshop Rules

- The workshop can only open if a Team Coach is present on the CCA campus.
- Safety is your top priority when using the workshop.
- You will be issued a pair of safety glasses after you roster with the team and complete the online safety training. Put your name and pouch number on them - if you lose them, you will be required to replace them.
- Safety glasses are to be worn at all times while you are using hand or power tools or you are within 5 feet of someone using power tools.
- No open-toed shoes or sandals allowed. Closed heel and toe shoes at all times.
- No loose fitting clothing allowed when working with workshop tools. This includes hoodies, scarves, long necklaces, etc.

- Long hair is to be tied back securely while working with workshop tools.
- No tools are to be removed from the workshop without authorization.
- No horseplay or playing on furniture is allowed in the workshop.
- Report all injuries to the Coach/Mentor on duty immediately.
- Small door to the workshop must remain open while using the workshop. The large “garage” door may be closed when power tools and machines are not in operation, or in the case of severe inclement weather.
- Team 3128 members may use power tools if they have been trained on, and certified for use of, that tool, or if they are in the process of being trained on that tool by a Coach, Mentor, or approved Mechanical Department trainer.
- Do not distract anyone using power tools or equipment.
- You must clean up your work area immediately after work is done or before you leave (including floor). Violation could result in suspension from the team.
- Team members must return all tools to their proper location when finished. Violation could result in suspension from the team.
- You may eat in the workshop, except near power tools and workshop computers. Food trash is to be thrown away in trash bins outside of the workshop to prevent pests.

Team Coaches, Mentors and School Administration always have the final word in any safety-related situation due to the hazardous nature of robotics. Failure to comply with the above safety rules will result in disciplinary action, including removal from the workshop and possibly dismissal from the Team.

Use of the Team 3128 Workshop and its tools are a privilege, not a right. Team Coaches, Mentors and Faculty Advisors may deny access to the Workshop and its tools to any person at any time.

Online Tools

Slack

Slack is a chat application designed to be used for small teams to communicate. With it, files can be shared with the members and you can get instant notifications of any activity.

All Team 3128 members are required to check Slack at least once per day.

Team 3128 uses Slack for most team communication. Last minute changes to scheduled days, hours, and events will be posted in Slack. Being active on Slack allows you to always be informed of activities within our team.

Alumni are allowed to remain on Slack even after graduating. Members who leave without graduating will be removed from Slack.

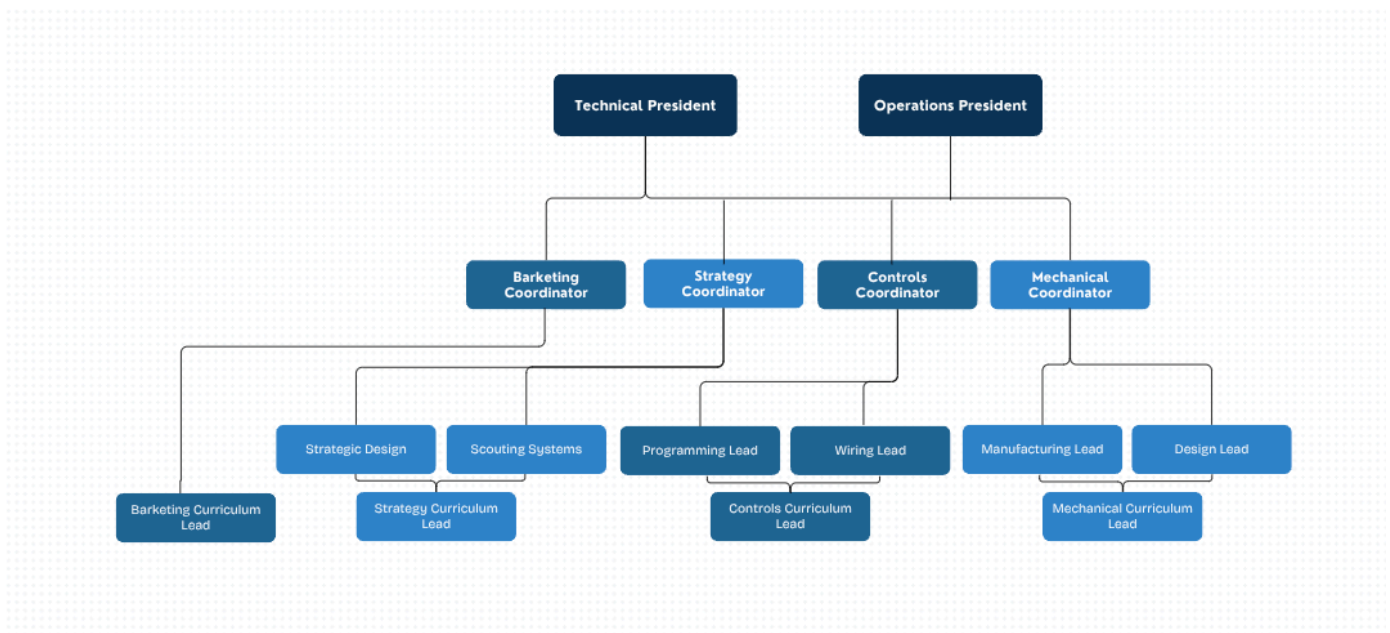
Google Drive

Where the team stores all documents, training, manuals, handbooks, etc.

Project Management Tools

Team 3128 will use Project Management software to help track projects, tasks and due dates. The requirements for its use will be updated when that year's tool is chosen, and posted on Slack. It is expected that all Team members will be required to attend it's training and follow all posted rules for check ins and updates.

Team Leadership



Our team is led by a Core Leadership group of [two elected Presidents](#), and appointed [Department Coordinators](#). They meet during the weekly leadership meeting where the leadership, mentors, and project leaders discuss the current happenings of the team. Students may hold any one Core Leadership position for a **maximum of 1 year**. This may be extended to 18 months at Coaches discretion.

Additional Leadership Appointments will be decided in the Spring (see [Curriculum Leads](#) and [Build Season Leads](#)).

Other appointed positions will be decided throughout the year (see [Appointed Positions - Other](#) through [Appointed Positions - Competition Leads](#)).

If at any point any Leader is not fulfilling their role, they may be removed from their position by the Team Coaches. The Coaches will decide how that role will be replaced - election or nomination.

Election and Appointment Process (Spring)

Election Process:

Our elected leadership ([two Co-Presidents](#)) are chosen each Spring by popular vote of all Freshman, Sophomore and Junior Team members in good standing. Anyone who has been on the team for at least one complete build season can self-nominate for the President role.

Self-nominations and elections will be held as early as convenient after the Team's last Regional competition. The current Presidents are responsible for the logistics of soliciting self-nominations for, and elections of, the New Presidents.

Self nominations must be vetted by the Coaches, Mentors and current Team Leadership. If there are significant concerns about the nominee from a majority of this group, the self-nomination may be removed from the slate of Presidential candidates.

Appointment Process:

Anyone who has been on the team for at least one complete build season can self-nominate for the positions of [Department Coordinators](#), [Curriculum Leads](#) and [Build Season Leads](#). Self-nominations will be solicited by the current Presidents as early as convenient after the Team's last Regional competition.

Self nominations must be vetted by the Coaches, Mentors and current Team Leadership. If there are significant concerns about the nominee from a majority of this group, the self-nomination may be rejected.

The newly elected Presidents begin their term the day after the election is concluded and the winners are announced. The new Presidents are responsible for the logistics of Panel Interviews to Appoint the new Department Coordinators from the pool of self-nominations.

Interview Panels will consist of the Presidents, Mentors and Coaches (at minimum), and may include previous Leadership members.

Once decided, the new Department Coordinators will join the Interview Panels for the remaining Leadership roles decided in the Spring:

- [Curriculum Leads](#) **for each Department**
 - 2 Maximum per department
 - If a Curriculum Lead is not appointed, the Department Coordinator becomes the Curriculum lead until one is chosen
- [Build Season Leads:](#)
 - Design Lead
 - Manufacturing Lead
 - Software Lead
 - Electrical Lead
 - Scouting Systems Lead

The new Appointed Leadership Term begins the day after the Appointments are announced. It is expected that the new Leadership Team will shadow and learn from the retiring Leadership Team during the last few weeks of the school year, and that all knowledge transfer will be aided and facilitated by both new and retiring Leadership.

Elected Positions: Team Co-Presidents

Team 3128 has divided the two President roles into “Technical President” and “Operations President”, which roughly correlate to “CTO - Chief Technical Officer” and “COO - Chief Operations Officer”.

It is expected that the Technical President will come from one of the Technical Departments (Mechanical, Controls) or have a strong robotics -related technical background on their own. The Operations President may come from any Department. Both Presidents require strong organizational and communication skills.

Responsibilities of the Co-Presidents:

Each President's specific domains are described below: any other responsibilities may be divided at their discretion. Once this is agreed upon by both Presidents and Coaches, the responsibilities of each President will be stored on the Team google drive, and posted in Slack and pinned, for Team reference.

The two Presidents are elected separately: one Technical and one Operations.

The Technical President will focus their attention on the robot and other technical project management.

The Operations President is responsible for all after logistics necessary to keep the team running and functioning smoothly.

At least one President will be present in the workshop or other Team meeting rooms on the CCA campus whenever it is open in order to assist the Mentor on duty and make sure all students are on task and following safety (and other) protocols.

TECHNICAL PRESIDENT

COMMUNICATION

- Leads daily scrum (Build season)
 - Updates scrum log
 - Makes sure to keep the meeting concise and on topic (Blockers and needs)
- Responsible for robot updates getting sent
- Records updates in project management application (if applicable)
- Ensure major changes are known to all technical members, whether it be through Slack updates or workshop announcements
- Creates a bridge between Strategy and the technical departments to ensure Strategy's input makes its way to the design process

WORKSHOP MANAGEMENT

- Makes sure breakages and emergencies are communicated with coaches and leadership
- Present and moving throughout the workshop
 - Aiding coordinators in keeping members on task and providing support to members
 - Periodically checking in with members to ensure they are working toward team-wide goals

ROBOT MANAGEMENT (BUILD SEASON AND PRESEASON)

- Responsible for the overarching Mechanical and Controls robot schedule which includes
 - Design deadlines
 - Manufacturing deadlines
 - Programming deadlines
 - Wiring deadlines
 - Robot Time
 - Dependencies
- Along with coaches, mentors, and coordinators, the technical president facilitates major conversions involving robot development utilizing their overarching understanding of design, manufacturing, wiring, and programming while
- Facilitates the integration between Mechanical and controls
 - Participates in discussions involving making design decisions compatible with Controls' hardware needs (i.e. wiring)
- Is responsible for the project management software, training, upkeep, etc.

OPERATIONS PRESIDENT:

Recruitment and Training Management:

- Responsible for the re-application process for veteran members (see "Joining the Team").
- Plan Narweek dates and activities with all Dept. Coordinators and Coaches - Narweek plans should be finalized 1 week before school begins in August.
- Organizes the process of new member selection and onboarding
 - Communicating Website Updates to Website committee and ensuring website reflects accurate information
 - Sending out emails to new members
 - Managing creation of Team Application and Safety Quiz+demographic forms
- Organize, support and track Team training
 - Over the summer, review fall training plans with all Dept. Coordinators and Training leads.

Event and Travel Logistics:

- Organize competition logistics: plan and execute travel to and from the event, including planning, packing, Load-In, Load-Out and unpacking. Organize drivers and transportation of the robot, people, and equipment.
 - Send updates regarding competition information well before the event
 - Plan and present presentations for Parents regarding travel

- Ensure travel planning is going smoothly with Marketing
- **Oversee Scrimmage Logistics**
 - In charge of communicating with technical leads about scrimmages, and organizing logistics for scrimmages
- **Oversee Event Planning:** may delegate event planning if there is an 'event planning committee' but Nontechnical President is expected to oversee or approve event planning efforts
 - Events may include bonding events, recruitment events, etc.
 - Ensures Banquet Planning proceeds appropriately

Outreach Management:

- **Oversee outreach planning:** Logistics and execution may be handled by business or marketing department
- Ensures that Summer Camp planning proceeds appropriately

Awards:

- Responsible for appointing and supervising the team that creates event awards materials, and that all spokespeople are well prepared and practiced for events.
- Ensures that all awards materials are submitted by the FIRST due dates.

Team Culture:

- Ensures that workshop culture is healthy and safe
- Communicates major concerns (such as mental health concerns, harassment, family concerns, etc) to coaches immediately.

BOTH PRESIDENTS:

Team Schedule

- Plan the detailed Team schedule for the coming year
 - Preliminary schedule due to Coaches by one (1) week after finals end
 - This includes a "rollup" from each Department Coordinator and should include:
 - Projected training curriculum and schedule
 - Summer and Fall season projects
 - Off-season competitions and events
 - Large purchases
 - All Team events
 - Parent meetings (early fall, Travel Team, etc.)

- Department meetings and post-mortems
 - Build season
 - Holidays, School events, AP exams, college application dates, PSAT/SAT dates
 - Spring elections
- Final schedule due to Coaches by 1 week before school begins
 - Includes final training curriculum and schedule
- Organize, support and track Team training
 - Over the summer, review training plans with all Dept. Curriculum Leads and Coordinators
- Submit all room reservation requests to Coaches as far in advance as possible, minimum 2 months before room is needed.
- Plan and execute parent meetings (beginning of year, competition information meetings, etc..)

Team Communication

- Act as representatives/faces for our Team and for FIRST
- Maintain communication between departments, keep track of overall progress of projects happening on the team.
- Monitor the "info@team3128.org" email account and respond as needed to emails.
- Maintain Team MailChimp mailing list
- Send weekly (build season) or bi-weekly/monthly (off season) announcements regarding team events and activities to the Team MailChimp mailing list.
- Lead weekly in-person all-team meetings
- Communicate with other Teams
- Communicate with the Foundation and school Principal as needed
- Takes care of team paperwork and reports.
- Run the weekly "Leadership meeting"
 - Plan for leadership meetings by generating meeting agenda and posting it publicly by Wednesday of each week; updating as needed until meeting occurs
 - Determine an appropriate meeting space for weekly leadership meetings based on expected attendance
 - Administrate and take notes on leadership meetings (both the public and private portions)
 - Ensure due dates (with names) are clearly documented and tracked.

- Ensure that submissions to “Feedback Form” are acknowledged and followed-up on or addressed and publicly discussed on weekly meeting agenda
 - If the response is not anonymous, communicate with the submitter to arrange their involvement in the discussion
- Post the leadership meeting minutes for public viewing by team members on Slack
- Work with Coaches and Mentors to effectively, and in a timely manner, communicate assistance or contributions the team would like from them
- Communicate to Team Leadership on behalf of Coaches and Mentors

Supervision

- Ensure Department Coordinators are generating a pre-season, build-season, and competition season plans for their department.
 - Schedule meetings with the appropriate Coach or Mentor to review all plans in detail, and advise revisions if needed.
- Ensure communication between departments for interdepartmental events (kickoff, Narweek, etc.).
- Ensure Department Coordinators are executing their plans
 - Hold (at least) weekly check ins with every department (could be in the form of mentor check ins, scrums, etc)
 - If due dates are not being met, begin an action plan to correct.
- Supervise proper use of Slack by team members and address misuse by members (acts a moderator)
- If Department Heads or student members are struggling to fulfill their jobs, determine what can be done to assist them in meeting these expectations
- Ensure that Department Coordinators are supervising their members while they are working and that people are on task.
- Ensure that Department Coordinators are taking and monitoring attendance
- Must track and submit President attendance to the same location as the other departments

Budget:

Sets a Team Budget with input from all Department Coordinators, Coaches, Mentors, and Team Liaisons.

- Sets Department Budgets with Business Dept. Coordinator, Coaches and Mentors
 - Preliminary budget due to Coaches and Team Liaisons by one (1) week after finals end

- Final Team Budget due to Coaches and Team Liaisons by one (1) week before school begins in the fall
- Works with Business Department to ensure financial commitments are being met

Decision-Making

- Along with Coaches, Mentors, and outgoing Team Leadership - conduct interviews to select new Team Leadership.
- Along with Coaches, Mentors, and Team Leadership, select Travel Team and other application positions.
- As needed, create new leadership positions to address issues in the team.
- With the input of Department Coordinators and Mentors, decide which Regionals the Team will attend from the list of Regionals that the Coaches can support.
- With the input of Department Coordinators and Mentors, decide which Off-Season events the Team will attend from the list that the Coaches can support.
- Generally, help solve intra-team conflicts.
- Identify "MIA" jobs- any job without a set assignee or due date, identify an "owner", and update the Team Handbook

Appointed Positions - Department Coordinators

The two Co-Presidents will seek self-nominations for the Department Coordinator (DC) positions. Anyone who has been on the team for at least one complete build season can self-nominate for these positions, which will be decided by an Interview Panel of the two Co-Presidents, Coaches/Mentors specific to those areas, and possibly outgoing Team Leadership. These positions have a term limit of one calendar year from the date of appointment.

Responsibilities of all Department Coordinators:

Project Management:

- Plan the detailed Department calendar for the coming year, due to Presidents and Coaches by four (4) weeks after their nomination:
 - Projected training (schedule only) - coordinate with Curriculum lead(s)
 - Summer and Fall season projects
 - Off-season competitions and events
 - Large purchases

- All Team events
- Department meetings and post-mortems
- Build season
- Holidays, School events, AP exams, college application dates, PSAT/SAT dates
- Spring elections
- Oversees all Department projects. May appoint project leads with help of other technical leads.
- Owns the Build Season schedule for the Department.
- Parts and materials inventory and ordering. Know what their department has in inventory, project materials needs in advance with a plan for procurement, knowledge of lead times for difficult-to-obtain items. Keep an inventory list in google docs.
- Ensures that all Dept. members know what their Department is doing at the moment.
- Ensures that there is an equitable division of labor.
- Ensures that all members are engaged and given opportunities to contribute.
- Appoints a “second in command” as needed when they will be unavailable.
- DELEGATE tasks.

Training/Curriculum:

- Work with the Department Curriculum/Training Lead(s) to ensure that all important training occurs, and schedules mesh with the department fall projects.
- Preliminary training curriculum and schedule due to Presidents by six (6) weeks after their appointment
 - After the rollup training schedule for the Team is presented to the Coaches and Mentors for review, modifications must be incorporated over the summer
- Final training curriculum and schedule due to Presidents two (2) weeks before school begins in the fall.
- If no assigned curriculum lead, is in charge of curriculum.
- Schedules Fundraising training for their department with the Business department

Budget:

- Develops the Department budget with the Business department (with input from the Department Mentor, Coaches, Presidents and Team Liaison)
- Preliminary Department budget due to Presidents by six (6) weeks after their appointment
- Final Department Budget due to Presidents two (2) weeks before school begins in the fall.
- Manages Department budget

- Places all Department purchase orders (or may delegate)
- Submits and tracks reimbursements (or may delegate)

Website:

- Submits regular (minimum once per month) website updates to Website group.

Communication and Attendance:

- Ensures that all new members are comfortable with the team.
- Mediates communication between new and experienced members.
- Ensures all department members are meeting attendance requirements.
- Submits attendance list at the end of every Team meeting per the requirements of the Presidents and this document.

Administration

- Sets department meeting schedule and location. Must request CCA rooms at least 2 months in advance from a Coach.
- Responsible for ensuring that all meeting spaces are left in a clean, organized state, with all furniture returned to original location and surfaces left clean, including whiteboards.

Business and Marketing Department Coordinator:

Responsible for all Team financial activities, including budgeting, financial tracking, and management of obtaining funds for the Team. Supports Awards writing and helps with Team presentation materials for Competition awards. Also, leads team Promotion and branding. Responsible for design of all merchandise, promotions, t-shirts and social media posts, as well as photography and videography.

In addition to “Responsibilities of all Department Coordinators”, duties are:

Budget:

- Owner of the Team Budget (rollup of all department budgets)
- Works with Team Presidents, Department Coordinators, Coaches, Mentors and Team Liaisons to decide Team spending
- Preliminary Team budget (with Team Presidents) due to Coaches and Team Liaisons by one (1) week after finals end
- Final Team Budget (with Team Presidents) due to Coaches and Team Liaisons by one (1) week before school begins in the fall

Finance:

- Tracks all Team spending through the Team Finance Journal
- Monitors the "finance@team3128.org" email to ensure no payments are being missed
- Helps Department Coordinators and new Mentors with the Reimbursement process
- Ensures McMaster-Carr is paid in a timely manner, tracks McMaster-Carr invoices to ensure none are missed.

Fundraising:

- Manages contacting/maintaining relationships with sponsors and potential sponsors.
 - Develops and maintains the "Sponsor due date" schedule to ensure no dates are missed, particularly companies that close sponsor requests in the summer (such as Solar Turbines and DoD STEM).
- Develops a plan and schedule to approach local companies seeking sponsorship for our Team.
 - Obtains Business Mentor approval of this plan by 1 week before school begins.
- Develops an "elevator pitch" that all members of the Business department can deliver on demand to potential sponsors.
- Trains all Department members in grant and proposal writing.
- Leads/manages all Departments in writing grants and proposals for team funding.

Merchandise:

- Responsible for choosing Team merchandise and planning the purchase/sale thereof.
- Responsible for overseeing annual Team T-shirt: Development of artwork, choosing the t-shirt style and vendor, and ordering in time for the first competition.
- Responsible for overseeing any specialty merchandise, should Marketing wish to have any, after Coach and Mentor approval.

Website:

- Oversees maintenance and updating of the Team website
- Direction of changes to be given by Team Presidents, Coaches, Mentors and other Department Coordinators
- May take volunteers to help from any department, as long as they have the required skillset or are able to be trained.
- Expected to keep the website up to date at all times.
- May task other people/departments as needed (bios, technical data, etc.) and assign due dates.

Media:

- Oversees the maintenance of the team's social media accounts
- Responsible for preparing articles about the team activities and accomplishments for the CCA Foundation newsletter and/or local newspapers

Artwork:

- Keepers of the "brand standard" document.

Travel:

- With the input and help of Coaches, Mentors and "Travel Parents", plans all Team travel including selection of hotel, method of travel, and meal planning.
- Responsible for the presentation of the "Team Pit", after placement of required SuperPit and necessary items for Mechanical and Controls. Anything not required by Mechanical or Controls is at the discretion of Marketing.
- Responsible for photography and videography at Team events.

Team Promotional Items:

- Responsible for the design and creation of all team promotional items, including buttons, horns, plushies and similar.
- Any other promotional items may be purchased or created at the discretion of the Marketing Team, with Mentor and Coach approval.

Project Management:

- Develops a Marketing calendar that must contain at minimum:
 - Fancy-shmancy Merchandise order dates and delivery dates
 - When and how often social media will be updated
 - Social media topics (holidays, competitions, sponsor highlights, Seniors, etc.)
 - Team t-shirt ordering dates to support our first competition - may task other departments with due dates as needed
 - Due dates and quantities of buttons, horns, plushies, banners

Controls Department Coordinator:

Responsible for all things wiring, pneumatics and programming related. Owns safety training for Controls.

In addition to "Responsibilities of all Department Coordinators", duties are:

Project Management:

- Oversees all electrical, pneumatics and programming projects. May appoint a project lead.
- Ensures that all members know what controls are doing at the moment.
- Works with the Mechanical team to ensure robot functionality.
- Supports the Programming Lead and Electrical Lead.
- Owns Controls department Travel logistics
 - Owns Controls Packing list for competitions, with agreement from Pit Master & Controls SPARTS
 - Actual packing job (do the packing for Controls)
- Owns the Build Schedule for Controls. Works with the Technical President, Design Lead, Programming Lead and Electrical Lead to set the Controls Build Schedule.

Budget:

- Oversees all Controls purchase orders, submits reimbursements for these and McMaster-Carr orders.
- Monitors the "finance@team3128.org" email account regularly, responds as needed.

Communication and Attendance:

- Coordinate robot subteams in design, build and assembly

Mechanical Department Coordinator:

Responsible for all things mechanical. Owns "safety training" (basic) and Mech safety training. Maintains all machine tools with significant help from Coaches and Mentors.

In addition to "Responsibilities of all Department Coordinators", duties are:

Budget:

- Oversees all Mechanical purchase orders, submits reimbursements for these and McMaster-Carr orders.
- Monitors the "finance@team3128.org" email account regularly, responds as needed.

Project Management:

- Oversees all non-subsystem or non-appointed projects and works with manufacturing lead and design lead to make certain they are delegated. May appoint a project lead.
- Supports the Design Lead and Manufacturing Lead.

- Owns Mechanical department Travel logistics
 - Owns Mechanical & Robot Packing list for competitions, with agreement from Pit Master & SPARTS from Manufacturing Lead
 - Organizes packing (do the packing for Mechanical)
- Supports the Design Lead and Manufacturing Lead.
- Owns the Build Schedule for Mechanical. Works with the Technical President, Design Lead and Manufacturing Lead to set the Mechanical Build Schedule.
- Works with technical President and control coordinator to maintain robot schedule

Communication and Attendance:

- Coordinate robot subteams in design, build and assembly
- Tracks attendance of department

Strategy Department Coordinator:

Responsible for determining and defining Robot build goals at the start of Kickoff.

Responsible for leading the Strategy effort at competition, regardless of their given competition role.

In addition to “Responsibilities of all Department Coordinators”, duties are:

Project Management:

- Oversees all Strategy projects. May appoint a project lead.
- Leads the study of each year's game as it relates to strategy.
- Works with the Presidents and Coaches to develop Robot functionality Goals at Kickoff
- Ensures that all members are engaged and given opportunities to contribute.
- Owns Strategy department Travel logistics
 - Actual packing job (does the packing for Strategy)

Competition:

- Responsible for appointing members to roles in competitions
- Responsible for overseeing strategic process including picklisting and match analyzing in competitions

Communication and Attendance:

- Tracks attendance of department

Appointed Positions - Curriculum/Training Leads

The following positions are required for the Team to function smoothly, and will generally be appointed at the same time as Department Coordinators. If a Curriculum lead is not chosen in the Spring, then the Department Coordinator must fulfill that role. Students may self-nominate, or may be appointed. No term limits.

Curriculum/Training Lead

Two maximum per Department, reports to their DC. Generally fall season responsibilities only. May have training in winter/spring, provided it does not interfere with build season.

- Responsible for creating, planning and scheduling training curriculum for their department.
- Training should be applicable to all levels of the department - new members to veterans.
- Work with DC/Mentors/Coaches to develop the curriculum. Some material may be too advanced for new members, and “refresher” for veterans.
 - Decide who is creating the training materials and teaching which section
 - All Veteran members are expected to teach 1 section of training
 - Mentors and Coaches may teach sections
- Curriculum for new members will begin as soon as new members are accepted to the Team. Plan any “advanced training” for veterans to occur before new members begin their training.
- Preliminary curriculum plan due to Department Coordinators by four (4) weeks after appointment.
- Must have their full curriculum prepared and approved by Coaches one week prior to the start of school.
- Ensure that all members (new and veteran) complete all training by mid-December.

Appointed Positions - Build Season Leads

The following positions are equivalent to Department Coordinators (DC's) in responsibility, but different in scope. These positions report to the Team Presidents. These positions are usually applicable to Build Season and Competition Season, but may extend beyond. No term limits.

Scouting Systems Lead:

Responsible for the leading and overseeing the development of the team's Scouting System, used to synthesize and analyze data at competitions. Works closely with the Strategy Coordinator to ensure regular collaboration and communication between subgroups.

- Responsible for creating development schedules
- Responsible for technical communication between working groups
- Responsible for leading system tests
- Ensures the system is functional BEFORE competition
- Ensures applications are properly integrated within the system
- Responsible for scouting alliance logistics
- Responsible for ensuring the Scouting system is functional at competition
- Chiefly responsible for creating the e-scouting curriculum

Design Lead:

Responsible for overall Robot design, mechanical and wiring, including subsystem integration and fit checks. Must be available during any subsystem integration onto the robot for consultation and problem solving. Must identify a "second in command" in the event the Design Lead and Manufacturing Lead are unavailable.

- Ensures the robot and all subsystems meet Game Manual standards for frame perimeter, height, weight, and all other robot build standards.
- Ensures the robot/all subsystems meet Team Goals as defined during build season.
- Ensures parts management rules and systems are followed in design
- Primary point of contact for Manufacturing Lead, Programming Lead, Electrical Lead, Mechanical DC and Controls DC.
- Responsible for top level Robot CAD, directing sub-system CAD (including integration into top-level CAD) and setting tasks for all technical leads.
- Ensure that all parts are up-to-date and ready for manufacturing before they are handed off to manufacturing
- Responsible for technical communication between subsystems
- Responsible for Robot System integration, build and testing with Manufacturing lead (Design Lead is primary, Mfg is secondary)
- Responsible for Robot System integration, build and testing with Programming and Electrical Lead (Design Lead is primary, Programming and Electrical Lead are secondary)
- Schedule and due dates are a coordinated effort with Technical President, other Technical Leads and affected DC's.

Manufacturing Lead:

Responsible for mechanical Robot fabrication and build. Responsible for machining schedule and parts management in manufacturing. Responsible for verifying mechanical sub-system CAD with Design Lead before manufacture, directing sub-system manufacture, and setting tasks and due dates. Must identify a “second in command” who is present in the workshop, in the event the Design Lead and Manufacturing Lead are unavailable.

- Responsible for mechanical manufacturing & machine tool schedule.
- Creates and maintains the schedule of manufacturing – who makes what, when & how
- No budget responsibility, but communicates as needed with Mechanical DC.
- Adds to the purchasing list as needed, actual purchasing not part of their role but may purchase as needed
- Ensures parts management rules and systems are followed in manufacturing
- Responsible for Robot system integration with Design lead (Design Lead is primary, Mfg is secondary)
- Plans for, and manufactures physical Robot SPARTS with input from the Design Lead and Mentors on which items should be included.
- Responsible for Robot SPARTS for Robot packing list, with agreement from Pit Master

Software Lead:

Responsible for Robot software and firmware creation and direction of the programming subsystem groups. Responsible for ensuring adequate verification and testing of all robot code. Must identify a “second in command” who is present in the workshop, in the event the Software Lead is unavailable.

- Responsible for all software and firmware on the Robot
- Manages all software/firmware creation, editing, storage and revisions
- Responsible for GitHub organization (branches, forks, etc) as well as code organization within all repositories
- Responsible for organizing and performing code cleanups to ensure readability, modularity, ease of testing and debugging
- Responsible for integrating robot system with other technical leads
- Sets tasking and due dates of programmers/programming subsystems
- Ensures that all software is tested and locked before competitions.
- Ensures that all competition code changes are approved by the Controls Mentor or Coach.
- Potentially manage other subsystem leads under them

Electrical Lead:

Responsible for all wiring, electrical connections on the Robot. Responsible for ensuring adequate strain relief, labeling, and bundling of all wiring. Responsible for ensuring adequate verification and testing of wiring and pneumatics under driving and shock loads. Manages all wiring & pneumatics design, revision and problem solving

- Ensures all wires and pneumatics meet Game Manual standards for size, color, type
- Ensures wiring is organized and secure
- Sets tasking and due dates for all wiring Controls members
- May set tasking for Mechanical if needed (example: "Narwhal guards")
- Responsible for integrating robot system with other technical leads

Appointed Positions - Other

The following positions are required for the Team to function smoothly, and will generally be appointed at the same time as Department Coordinators. Students may self-nominate, or may be appointed. No specific appointment time. No term limits.

Safety Captain

Controls or Mechanical position, reports to their Department DC and Coaches.

- Responsible for maintaining, labeling and assigning safety pouches, issuing and inventory of safety glasses, managing any safety concerns,
- Organizes the pouch number for veteran and returning members, along with mentors and coaches
 - Annually (before school starts) cleans out pouches and collects gear for the year
- Ensures that all members have safety glasses or other safety equipment
- Inventory, purchasing and organization of first aid kits (workshop and travel).
- During the local competition, is required to attend safety captain meetings and report to the pitmaster/logistics manager with any relevant information/changes.

Summer Camp Lead

Reports to Presidents.

- Plans summer camp dates, advertises Camp where possible, organizes summer camp volunteers, plans curriculum, keeps a database of camp information (such as curriculum).
- Organizes, catalogs, and maintains all camp materials, including purchase of replacements as needed.

- Solicits parent volunteers to “oversee” camp.
- Works with the CCA Foundation and Presidents to schedule rooms, registration, lunch & snack planning, and ensure camp follows all CCA regulations.

Appointed Positions - Department Project Leads

Any Department Coordinator may seek self-nominations for a specific Project “Lead” position within their Department. These positions will be decided by an Interview Panel of the Department Coordinator, Coaches/Mentors specific to those areas, and anyone else the Department Coordinator and Coaches/Mentors deem fit to include. No specific appointment time. No term limits.

Examples of Project Leads are (but not limited to):

Subsystem Design Lead

- Responsible for a robot subsystem. Design, Prototyping, manufacture, integration onto the robot, maintenance thereof.
- Decided once build season begins.

Event Planning

- Team events - for fun, outreach, or anything. Does not include Regional or World competition events.

Finance

- How much money does the Team have? Record-keeping, balancing statements from the CCA Foundation with our records. Setting budgets for all departments, generating any financial information needed for awards, and being the “knower of all things money” for the Team.

Outreach

- Coordinates and plans any outreach events for the Team.

Appointed Positions - Competition Leads

The following positions are appointed by the Team Presidents, Coaches and Mentors for specific Competitions. No term limits.

Pit Master:

- Responsible for managing pit activities during competition, including rotations, fixing priorities/schedule
- Decided prior to a competition event

Aluminum Assistance Lead:

- Responsible for planning and managing Aluminum Assistance at Competitions. Includes planning for, packing, and managing raw materials, tools, uniforms, scheduling and “AA Rules”.
 - Communicates with pitscout data analyst to assign off-rotation members to pitscout duty.

Videographer:

Video competition matches for review.

Photographer:

Usually a Marketing member. Photography of an event, or the team at large.

Team Spokesperson

- Decided prior to a competition event
- Speaks to Judges and Sponsors on behalf of the Team.

Awards Presenters

- Decided prior to a competition event
- Present to Judges for specific Awards at a competition event.

Information for Parents

Frequently Asked Questions:

Where is the Workshop?

Our workshop is in the Administration Building - see map below.



My Student has other obligations, is attendance really mandatory?

Attendance is really mandatory. Please see ["Time Commitment"](#).

What qualifies as an "Excused Absence"?

Please see [our Attendance rules](#).

What if my student is Sick?

Please keep them home until they are well. Please see [our Attendance rules](#).

What if there is an Emergency?

We get it - life happens. If there is a crisis or emergency, please contact a Coach as soon as possible. Also see [Crises and Extenuating Circumstances](#).

Why isn't my Student responding to Text Messages?

The workshop is in a cell "dead zone". We do have a landline in the Workshop, you can call (858) 350-0253, x4173.

Can I help, volunteer, or become a Mentor?

The Coaches and Mentors of Team 3128 welcome any person who is interested in helping the Team. We have a great need for people with all skill sets (not just engineering). You can volunteer as little or as much as you like. Some opportunities are:

- Chaperone events throughout the year
- Chaperone Travel to Regional competitions (or World Championships)
- Drive carpools to scrimmages and outreach events
- Help build the playing field pieces during Kickoff weekend
- Communications liaison - help keep in contact with Team member parents
- Feed the Team - parent coordinator of Build Season lunches
- Fundraising!
- Mentor the team - we need mentors with skills such as:
 - Business
 - Grant writing
 - Marketing
 - Graphic design and photography
 - Sewing
 - Woodworking
 - Machine shop anything (CNC router, lathe, milling machine)
 - Travel coordination
 - Software
 - Controls/electrical engineering
 - Mechanical engineering/CAD

All Coaches and Mentors (but not Volunteers) must undergo a background check through SDUHSD including fingerprints, drug screen and Youth Protection Training. Volunteers DO NOT have to go through this, but will then be "supervised" by a Coach or Mentor when they are on school grounds.

Please contact any of the following Coaches to learn more:

- Garrison Price (Head Coach) - garrison@team3128.org
- Christine Low (Coach) - chris@team3128.org

- Pat Maynard (Coach) - pat@team3128.org

But my son/daughter doesn't want me to help?

We get it. However... your son/daughter is in only one of our Five Departments. You can help out the other departments and give your student their space.

Can I visit the Workshop?

Assuming CCA allows visitors on campus - Yes, please do! Be warned, when power tools are running it gets loud (and we aren't kidding about loud).

The Workshop is generally open during the school year on specific evenings from Monday - Friday, 3:30 PM to 6:30 PM OR 5:00PM to 8:00 PM. Build season will include Saturdays and some Sundays, 10:00 AM - 6:00 PM.

Please see the online Team calendar <http://team3128.org/members/calendar/> for specifics.

Can Parents and Siblings attend a Competition?

Yes! There is nothing that can explain the excitement of a FIRST competition. Team 3128 encourages parents to attend competitions, both in and out of San Diego.

However, the Team cannot book travel arrangements for parents who are not designated Chaperones, Mentors or Coaches. On average the team travels with 32 students and 3 Coaches, plus several Mentors and Chaperones, and trying to book arrangements for those almost-40 people can be challenging enough.

Request from the Coaches and Mentors of the Team:

Do not send your student to robotics if your student is sick, or suspected to be sick. Students who come to robotics sick, will be sent home.

Please bring concerns to the Coaches/Mentors early. If you have any questions or concerns about the team or your child, please bring them to the attention of the Coaches/Mentors early on so they can be addressed and not compound into larger issues.

Respect the Team, its Coaches and Mentors. It is important that parents are respectful of the team and its goals. Collectively the team's Coaches/Mentors spend thousands of hours with the team. While you may not always agree with some of their decisions, please trust that they have the best interests of your child and the team in mind.

Appendix A: Mentors, Coaches, Adults on the Team

Mentors, Coaches, and Their Roles on the Team

Mentors are adults from all backgrounds and disciplines who work with students to share their knowledge and guide them through the season. Many Mentors contribute on a weekly basis during competition season, or support the team with subject matter expertise on an as needed basis. Teams may have additional or more specialized roles or a combination of roles as needed. In addition, Mentors help to foster the idea of Gracious Professionalism® and have the students do as much of the work as possible.

Coaches are **Mentors** who are also legally SDUHSD employees. As employees of the School District, they are allowed to:

- Hold keys and security codes to the school and workshop
- Open and supervise the Team Workshop
- Take students on field trips (ie: Team Travel to competitions)
- Act as the primary interface between Team Members and the School

All Coaches and Mentors must undergo a background check through the San Dieguito School District including fingerprints, drug screen and Youth Protection Training.

Appendix B: Hierarchy Above the Team

The Aluminum Narwhals exist as an enrichment Program under the CCA Foundation (510c3). The Robotics programs (our FRC Team and 1 FTC team) appear to be the only “Teams” or

groups that operate in this manner. Therefore, in this in-between no-man's land, the rules are evolving and tend to change without any input from us.

We have one Head Coach who is the primary intermediary with the CCA officers, the Principal (currently Mr. Brett Killeen) and the Team's primary contact, one of the Assistant Principals.

Our Coaches have the ability to:

1. Request school facilities for Team use. She/he may only request - there is no ability to see if this request has been granted. The school may jump the Team's claim on any room at any time (and has, frequently).
2. Request travel permission from the School District Board. The Board MUST approve all travel well in advance, or we may not travel.
3. Keep custody of keys to the workshop and the fenced patio. Keys are ONLY granted to adults who are SDUHSD school district employees AND have passed the Volunteers Background Check (which is extensive).
4. Set policy for the Team, and communicate any CCA or SDUHSD policies to the Team.

Our Coaches DO NOT have the ability to:

1. Request use of other teachers' classrooms.
2. Determine if the Team request for "common" area rooms has been granted.
3. Change CCA or SDUHSD policy.

Rules Under Canyon Crest Academy/The School District

1. The School District/CCA provides Team Workshop space on campus as a courtesy. The school is under no obligation to continue to provide this space should they deem it unnecessary or an inconvenience. We share the outdoor space (the patio) with the Foundation (the Foundation shed), the Church (the Church shed) and an FTC Team.
2. The Team's continued vigilance in keeping our workshop areas clean and safe are key to us keeping our space. Should the Principal or School District decide to close down the workshop or cut off our access to it, they may do so - for any reason.
3. A Coach or other School District Employee must be present on Campus for the Workshop to be open. It is unclear whether this rule is a CCA rule or a School District rule - regardless, it's a rule.
4. A minimum of 2 students must be present with any School District Employee. If only one student is present, the workshop must be closed down (UNLESS the student is the child of the School District Employee).
5. Team Travel MUST be approved by the SDUHSD school Board in advance.

6. Team Travel (flying or driving) must be done with one School District Employee in attendance with each travel group. Students over 18 may legally travel (fly) separately. There is no limit to the number of students each School District Employee may chaperone.

Rules Under the Foundation

The Foundation has previously exercised their right to set Team Policy - for example, they have stated that only current CCA students may be Team 3128 members.

The Foundation operates as the Team's "bank", and has set Fiscal Policy as follows:

1. All Robotics Team Finances run through the Foundation.
2. All donations to Team 3128 are made through the Foundation.
3. All robotics programs on campus share the same "bank account". The Foundation does not keep track of which Team is contributing/withdrawing
4. The Foundation states that **"25% of all donations will be collected and placed in the STEM General Fund"**. This is legal per IRS guidelines and has not been negotiable.
5. Every year, the Foundation collects a 'fee' for their services (payroll and overhead expenses) from the Team. The percentage varies, but has generally been about **15%-25% of the Teams income for that year** (historically)
6. The Foundation has claimed that revenue from Summer Camp proceeds is exempt from the 25% STEM and 15-25%, respectively.
7. The Foundation may and has exercised their right to allow or deny Team purchases and reimbursements.

Since all of our major purchases are through the CCA Foundation - in effect, ALL tools in our workshop are Foundation property.

Is All This Different Than the Other Teams in SDUHSD?

In short - Yes. There are 4 primary high schools in SDUHSD, and 3 of them have an FRC Team. Each FRC Team seems to operate in a different environment, with no consistency in how they are treated by their respective School Administrators.

Appendix C: Code of Conduct

Our Code of Conduct is inclusive of the Codes from FIRST (our parent organization for competition), our school, and ourselves (determined by the Team 3128 members).

FIRST Code of Conduct

This FIRST Code of Conduct lists some of the basic behaviors that mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in FIRST activities.

- Exhibit Gracious Professionalism® at all times. Gracious Professionalism is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions.
- Ensure the safety of all participants in FIRST activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all FIRST Youth Protection Program (YPP) policies.
- Report any unsafe behavior to event or local FIRST leadership.

Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities.

Team 3128 Code of Conduct

Team 3128 expects all Team 3128 members, Coaches, Mentors and Parents to follow the FIRST Code of Conduct listed above. Some additional guidelines are listed below. This list is not comprehensive but is representative of the conduct we expect Team members to follow.

- **You shall follow all Team rules as laid out in this Team Handbook**
- You are expected to behave in a courteous and cooperative manner.
- You are expected to be respectful of others and behave in a way that protects the health and safety of themselves and others.
- You must be accepting of all people of all races, genders, sexual orientations, religions, and backgrounds.
- You shall be respectful of the facilities, tools and equipment being used by the team.
- You shall not use profane, obscene, or vulgar language in any form.
- You shall not participate in stealing, intentional damage of property, or malicious use of technology including but not limited to computer hacking or unauthorized modification, alteration or change of information in any team documents or software.
- You are expected to be respectful during all team and sub-team meetings. Respectful behavior means you are not talking, working on projects, or using phones or other electronic devices unless the activities of the meeting necessitate device use.

- You are expected to read and understand all rules of competition, as well as know our team's robot and competition strategy.

When you wear the Narwhal, you represent our Team. Make us Proud!

While on campus, or off campus and representing our school or Team 3128, students and adults are expected to follow all Team 3128, FIRST, San Dieguito School District and Canyon Crest Academy policies and codes of conduct.

School and District Policy

Below are the policies set by Canyon Crest Academy and the San Dieguito Union High School District.

- Board Policy Related to Nondiscrimination and Harassment:
<http://www.sduhsd.net/documents/Policies/5000%20Students/5145.3.pdf>
- Board Policy RE: Sexual Harassment and Students:
<http://www.sduhsd.net/documents/Policies/5000%20Students/5145.7%20AR-1.pdf>

Safety

All rostered Team Members had to pass an annual safety test to obtain their entry to the Team 3128 workshop. Any Mentor or Coach can close the workshop at their discretion, and at any point in time, if they feel there is a safety issue or risk. This can include inclement weather, earthquake or fire hazards, but may also include Team member behavior or threat of behavior that might constitute an unsafe environment.

Safety: Physical, Mental, Emotional

"Rule of Three" and Behavior Rules

All communication, and any meetings, between a Team Student and a Team Adult must include **three (3) people minimum**. No Team Adult (Mentor, Coach, Volunteer) may be alone with a Team student, or communicate 1:1 with a Team student. *

*The only exception: a Team Adult may be alone with their child/legal ward.

This includes the workshop, any other room, in a vehicle, email, direct messaging on Slack or text, or anything similar.

If a Team Adult receives a 1:1 message from a Team Student, their response must include a third Team person. If a Team Student receives a 1:1 message from a Team Adult, their response must include a Team Coach.

If a Team Student requests a private meeting with a Team Adult, the meeting must occur within line-of-sight of other Team members, but physically distant enough that they cannot be overheard.

Behavior Rules Infractions and Reporting

If a Team Student feels they are or might be receiving inappropriate behavior from a Team Adult, or is unsure if something is appropriate:

- Report this to a Team Coach or Mentor **as soon as possible**, or another Adult at CCA or an Adult you trust (please, report it to someone)
- No Team Student will ever get in trouble for reporting or asking a question about behavior or rules
- All reports will be taken seriously, and followed up on, by Team Coaches

All regularly attending Team Mentors and Coaches have passed a thorough vetting process through the San Dieguito Union High School District (SDUHSD) and through FIRST. This includes background checks, fingerprinting, drug screen, etc.

Guidelines for Disciplinary Action

On CCA Campus: While on the Canyon Crest Academy (CCA) campus, all CCA rules and regulations take precedence over any Team 3128 rules.

Off CCA Campus: While Team 3128 is off campus, the Team Code of Conduct takes precedence. Violation of the Code of Conduct is the first step in any disciplinary action, consequences will be determined by a consensus of Coaches/Mentors present at the time of the violation.

Team 3128 Disciplinary Action for student Team Members for Violations of the Code of Conduct rules and responsibilities listed above:

First violation:

A Coach/Mentor will ask the student to leave the robotics room/event for the remainder of that day. All Team Coaches will be notified of the violation. All Team Mentors present for the date of violation, or who will be on duty for that day of suspension, will be notified.

Second violation:

A Coach/Mentor will ask the student to leave the robotics room/event for that day, and the following 6 days (one week total, including the day of the violation). All Team Coaches will be notified of the violation. All Team Mentors present for the date of violation, or who will be on duty for the week of suspension, will be notified. The student will not be allowed to participate in Team 3128 activities for one week. The student's parent/guardian will be notified of the second violation and of the suspension from Team 3128 activities.

Third Violation:

A Coach/Mentor will ask the student to leave the robotics room/event for that day, and the following 6 days (one week total, including the day of the violation). All Team Coaches will be notified of the violation. All Team Mentors present for the date of this violation, or who will be on duty for the week of suspension, will be notified. The student will not be allowed to participate in Team 3128 activities for one week and may be removed from the team after a review by the Team Coaches. The student's parent/guardian will be notified of the third violation and of the suspension from Team 3128 activities or removal from the team.

Some circumstances will bypass these stages at the discretion of the Team Coaches. Consequences may be determined at the discretion of Team Coaches and Mentors. Consequences may include, but are not limited to:

- Removal from the team
- Involvement with the School Administration

Handling Conflicts

If you have a conflict with another team member:

1. Attempt to communicate with the person and resolve it one-on-one. If you are unable to reach a conclusion, then:
2. Consult the Mentor/Coach on Duty.
3. If the issue is not able to be resolved, it may be taken to school Counselors/School Administration

In the Case of Harassment

We want every student on our team to feel welcome and comfortable and to be treated with respect. When we are at competitions, we want you to focus on the competition and your job at hand. The following situations are not comprehensive, but are to be used as guidelines should you feel uncomfortable and don't know where to turn. Please remember that any situation will be handled in a way to ensure that you feel safe and comfortable about the process.

SITUATION 1: Harassment within our Team

If you are having a problem with another student or a Coach/Mentor/Adult on our team that you have been unable to resolve yourself, or feel uncomfortable approaching, please:

- Contact one of our Coaches - Christine Low, Pat Maynard, Garrison Price **OR**
- Contact another Mentor on our Team you are comfortable with **OR**
- Contact your Assistant Principal at Canyon Crest Academy **OR**
- Contact any Canyon Crest Academy Counselors on staff

As per District Policy, no Coach or Mentor is allowed to be alone with a student team member in a closed room (unless that team member is a family member of the Coach/Mentor). However, we will do our best to meet with you in a setting where you can discuss your concerns (as privately as possible), and to keep the matter confidential.

The Coach or Mentor will listen to your concerns and attempt to help resolve the situation. If a Mentor is informed, they will in turn inform all of the Coaches. Once a Team 3128 Coach or Mentor is informed of the problem, they will act on it. You will be asked to document the issue in writing/email to the Coaches. The only time a Coach will not be immediately informed is if the problem is with one of the Coaches.

Please understand that requests of "I want you to know about this but not do anything" will NOT be honored.

Should you decide to inform the Canyon Crest Academy teachers or staff, it is very likely that the Team Coaches will be brought in for discussion by the Canyon Crest Academy staff.

Please understand that all Coaches and Mentors are Mandated Reporters - should we suspect abuse or neglect, we are legally required to report the incident, and members involved, to legal authorities.

SITUATION 2: Harassment at a FIRST event.

If you are having a problem with a member of another team (student or adult) while at a FIRST event PLEASE report it **as soon as possible** to one of our Team Coaches or Mentors **WHILE AT THE EVENT**.

Per FIRST:

Report Non-Medical Incidents

FIRST maintains a culture where concerns about safety, comfort, and fairness can be raised and addressed. If anyone states that they feel threatened or uncomfortable because of verbal abuse, inappropriate contact, or other negative behaviors that are not in the spirit or event rules of *FIRST*, we ask that you complete a Non-Medical Incident Report to formally document the event.

This form may be used to report witnessed violations of any rules in this section, such as the rules against seat saving or throwing objects from seating areas. The fastest and easiest way to resolve such issues is often to have a friendly conversation with the individual or individuals engaging in the behavior. It's very possible they are not aware of the rule being violated. However, if you are not comfortable doing so, or have attempted that approach and it has not worked, please report it on the Non-Medical Incident Report form.

FIRST takes all disclosures and indications of risk seriously, and will work to resolve the issue quickly, while honoring every individual's right to privacy.

Non-Medical Incident Forms are kept at the Pit Administration area and may be completed anonymously. Pit Administration staff will be available to help complete the form. Once the form is completed, it should be turned in to Pit Administration, who will take the process from there. If it is necessary to complete a Non-Medical Incident Report when away from an event, the report may be [downloaded here](https://www.firstinspires.org/resource-library/frc/event-experience), filled in electronically, and submitted via email following the instructions on the form.

Source: <https://www.firstinspires.org/resource-library/frc/event-experience>

This is what will happen next:

1. Our Team Coach/Mentor will get a full statement from you on what happened and when, and if you have witnesses or other evidence or information.
2. Our Team Coach/Mentor will inform our Team Coaches (if present) in person.
3. Our Team Coach/Mentor will gather our Team Coaches (if present) and/or other Mentors and approach the Team Coach(es) on the Team where the problem originated. They will inform the other Team's Coach(es):
 - a. The nature of the problem
 - b. The student(s) involved on their team who caused the problem
 - c. Request that the other team have their member cease and desist

- d. Request that the other team deal with their member as they feel necessary.
4. If our Team Member is are not comfortable with Step 3, or Step 3 has been completed and the problem persists:
5. Our Team Coach/Mentor will fill out a FIRST Non-Medical Incident Report (or NMIR - blank copies are kept in the 'Official Binder of Stuff' and copies will be kept with the "Team 3128 Travel Binder" by one of the Coaches at events)
6. Our Team Coaches will then contact the FIRST Judges on site AND the highest level FIRST official on site, and file our NMIR and demand action to resolve this immediately. This documents the issue, and allows consequences if the issue continues and/or our request for cease and desist is not met.
7. Our Team member will be protected from the harasser/situation by whatever means necessary.

SITUATION 3: Harassment through social media

As of the writing of this policy, the current California civil law for harassment states:

A "credible threat of violence" includes following or stalking someone or making harassing calls or **sending harassing messages (by phone, mail, or e-mail)** over a period of time (even if it is a short time)."

If you are harassed by a member of a FIRST robotics team through social media:

Please discuss with your parents and report it to the social media platform used. The FIRST organization, our Team and our School District have no jurisdiction over social media. If you wish to report it to a Coach or Mentor on our Team:

1. Our Team Coach/Mentor will get a full statement from you on what happened and when, and any evidence or information you have.
2. If you report to a Team Mentor, they will inform our Team Coaches.
3. One of our Team Coaches will fill out a FIRST Non-Medical Incident Report (or NMIR - blank copies are kept in the 'Official Binder of Stuff')
4. One of our Team Coaches will contact the Team Coach on the Team where the problem originated. They will inform that Team's Coach
 - a. The nature of the problem
 - b. The student(s) involved on their team who caused the problem
 - c. Request that the other team have their member cease and desist
 - d. Request that the other team deal with their member as they feel necessary.
5. If the Student and Coaches feel it is necessary or appropriate, one of our Team Coaches will file the NMIR with the FIRST California Regional Director's office.

If you are harassed by someone NOT on a FIRST robotics team through social media:

Please discuss with your parents, and call Law Enforcement.

If you are a Bystander to Harassment

As a member of Team 3128, you have a responsibility to contribute to a positive team culture and help make it a safe environment.

If you witness a situation that classifies as any type of harassment:

- Help get the harassee out of the situation. If the situation is serious, you may need to call for help.

Reporting Code Violations

All students, Coaches, Mentors, and parents who are aware of a violation of our Code of Conduct, or are in doubt about whether or not a behavior is appropriate, are required to immediately consult a Coach or Mentor or Canyon Crest Academy Administrator.

Definitions

Student: A currently enrolled student at Canyon Crest Academy.

Team member: A currently rostered student at Canyon Crest Academy who has been accepted onto Team 3128 and completed the Safety Training for the current school year.

Coach: An adult who is a current San Dieguito School District employee, has completed the San Dieguito School District background check, and is currently a FIRST mentor of FRC Team 3128. Team 3128 has (at the time of the writing of this policy) 3 Coach positions.

Mentor: An adult who has completed the San Dieguito School District background check, and is currently a FIRST mentor of Team 3128, FRC Robotics team. Team 3128 has (at the time of the writing of this policy) unlimited Mentor positions.

NMIR: FIRST Non-Medical Incident Report (see <https://www.firstinspires.org/sites/default/files/uploads/about/ypp/ypp-report-safety-concern-non-medical-incident.pdf>)

Harassment: The California civil harassment laws say “harassment” is:

- Unlawful violence, like assault or battery or stalking, OR

- A credible threat of violence, AND
- The violence or threats seriously scare, annoy, or harass someone and there is no valid reason for it.

“Credible threat of violence” means intentionally saying something or acting in a way that would make a reasonable person afraid for his or her safety or the safety of his or her family. A “credible threat of violence” includes following or stalking someone or making harassing calls or sending harassing messages (by phone, mail, or e-mail) over a period of time (even if it is a short time).

Read about the law in [Code of Civil Procedure section 527.6](#).

Our Code of Conduct outlines how members, mentors and parents conduct themselves within our robotics activities. During all team activities, our team aims to consistently provide:

- An environment where team members can learn, have fun, and feel safe.
- Environments where team members can develop supportive relationships, while observing appropriate boundaries.
- Diligent efforts by both students and adults to protect team members from harm.
- Freedom to try new ideas and strategies in different areas of the team.

During the team's activities, all [Canyon Crest Academy school rules](#) are in effect while on-campus or off-campus. Our team also follows the requirements listed in [FIRST's Youth Protection Program](#). Please refer to both of those documents for their complete set of guidelines.

Members engaging in team activities, both on and off campus, are representing the team either positively or negatively. Because of that, members who behave in a manner that is lower than the standards set by Team 3128 will face disciplinary action including removal from the team.