Oxford Middle School Robotics

FTC Teams 5291, 11230, 11231, 14739

Oxford Middle School
Parent and Student Handbook

2019-2020

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5291 Coach 1: Ian Haden
5291 Coach 2: Mary Rustoni

11230 Coach 1: Dan Clark
11230 Coach 2: Shannon Shafer

11231 Coach 1: Marc Musial
11231 Coach 2: Kris Haselton

14739 Coach 1: Matthew Rice
14739 Coach 2: Mark Rudnicki

This handbook is intended to give team members and team parent(s)/guardian(s) an understanding of the program. This handbook also defines the policies, conduct, and responsibilities of both team members and team parent(s)/guardian(s).

Please review all the information very carefully. Questions about this document may be directed to the respective team coaches. Please also be aware that team members and team parent(s)/guardian(s) are asked to read, accept, sign, and submit the signatures page (last page of handbook) to their respective head coaches.

Mission Statement

The mission of Oxford FTC Robotics is to inspire Oxford Middle School students to be STEAM (science, technology, engineering, arts, math) innovators, problem solvers, and leaders by engaging them in a robotics program that encourages innovation, develops STEAM skills, and promotes well-balanced capabilities including communication, self-confidence, and leadership.
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(FIRST) For Inspiration and Recognition of Science and Technology

FIRST was founded by inventor Dean Kamen to inspire young people’s interest and participation in science and technology. FIRST is a 501(c)(3) not-for-profit, public charity based in Manchester, N.H. FIRST is volunteer-driven and built on partnerships with individuals, businesses, educational institutions, and government. Some of the world’s most respected companies provide funding, mentorship time, talent, and equipment to make FIRST’s mission a reality. For more information on FIRST, please visit the website at http://www.firstinspires.org/

There are four progressing levels within FIRST. For Oxford Community Schools the levels are:

- FLL Jr. (First Lego League Junior for students in grades DK to 3)
- FLL (First Lego League for students in grades 4 to 5)
- FTC (First Tech Challenge for students in grades 6 to 8)
- FRC (First Robotics Competition for students in grades 9-12)

FIRST Tech Challenge (FTC)

Each OMS FTC team is comprised of two coaches and a maximum of 15 students. In the beginning of September, the team is issued a robotic challenge by FIRST. Based on the challenge, the team will design, fabricate, and program a robot to compete on a 12’x12’ field, competing against other robots in an alliance format. The robot must be no larger than 18”x18”x18” at the start of a match. An FTC alliance is randomly selected at competition(s) and consists of two teams. Each alliance pairs together in competition against another alliance - RED Alliance vs BLUE Alliance.

Throughout the season, the team must create and maintain an Engineering Notebook. One of the goals of FIRST and FIRST Tech Challenge is to recognize the engineering design process and the journey that a team makes. This journey encompasses the phases of the problem definition, concept design, system-level design, detailed design, test and verification, and production of the robot. Throughout the process of designing and building a Robot, teams will come across obstacles, lessons learned, and they need to draw things out on paper. This is where teams use an Engineering Notebook. These notebooks track a team from the beginning of the season and throughout the Competition season. Judges review a team’s Engineering Notebook to better understand the journey, design, and team as a whole.

In addition to the robot competition and the engineering notebook, the team will also need to prepare a ten-minute presentation for a judging panel, as well as answer Judge’s questions in the pit interview(s) if the initial presentation went well. FIRST recognizes both on-field robot performance and off-field team performance. Judges decide the awards for off-field team performance. The awards recognize technical accomplishments of teams in planning, designing, construction, operation, and control of their robots, as well as recognize the success of teams in developing strong partnerships with their community. The awards help promote a positive student interaction with Judges who are successful professionals who can recognize their achievements and encourage them to continue learning.
FIRST Tech Challenge (FTC) Competitions

Oxford FTC Teams form in May and June, and begin off season activities over the summer. They may practice their programming, fabricating, and other essential skills, along with performing various outreach activities. Season kick-off is usually the second Saturday in September. Qualifying events in Michigan are held in November and December. This means the “build season” from early September to December is VERY busy! If a team qualifies at one of their qualifying events, the team will then advance to the Michigan state competition in December. The state championship is usually held in Battle Creek, MI. If a team then qualifies at the state competition, they will then advance to the World Championship in Detroit, MI at the end of April.

Qualifying Events:

Team registrations open on Friday evenings for all teams, and then reopen early on Saturday mornings. Teams will travel to an event early on a Saturday morning and in some cases will travel on a Friday evening and stay the night. A typical qualifying event will consist of 6 stages:

1. Registration: Friday Evening or Saturday morning
2. Team Interview: Team interviews can start as early as 7:30am on Saturday morning. ALL team members must be present at the event at 7:00am to be ready for the first interview.
3. Qualification Matches: After interviews are completed, typically the robots start competing in a total of 5 matches. Winning all 5 matches generally gets the team into a finals round.
4. Pit Interview: During the matches, pit interviews will commence as well and are critical to ensuring high rankings in judged awards.
5. Finals Rounds & Selections: Typically the top 6 teams (placement based on 5 matches) go through a selections process, where they choose their alliance partners for the final rounds. Once selection process is complete, finals rounds commence and continue until a champion is determined.
6. Awards Ceremony: Once the robots finish competing, there is an awards ceremony. ALL team members must be present during the awards ceremony. This can conclude as late as 9:00pm.

One parent is required to volunteer at a qualifying event for the full day. This volunteer position can be in any role or capacity, and cannot be a coach or mentor, as they will be required to support the team during each stage of the event.

Oxford Qualifying Event:

Hosting an Oxford Qualifier provides the following advantages over attending another qualifier. Families will not need to travel to a qualifier as it will be in Oxford, so accommodations will not need to be purchased. Also, students and families in other programs (FLL Jr., FLL, and FRC), as well as the Oxford community, can attend and support teams. Based on these and other advantages, we ask that families support the local qualifier by volunteering. In the event Oxford hosts a qualifying event, the OMS robotics teams will need an adult or high school age volunteer from each family to ensure the event’s success.

In addition, all team members will be expected to volunteer.

Adult or high school age volunteer roles may include, but are not limited to:
1. Setting up venue
2. Concessions
3. Support
4. Supervision
5. Directing traffic
6. Setting up signage
7. Cleaning up the venue

**State Championship Event:**

The state competition begins on Friday morning and concludes on Saturday night in mid-December. Teams will travel to the event which is typically held in Battle Creek, MI. Historically, this has been considered a school-related absence for school attendance purposes. Team Registrations open on Thursday evenings for all teams, and then reopen early on Friday morning. A typical state event is very much the same format as a qualifying event; however, it takes place over the better part of two full days:

1. Registration: Thursday Evening or Friday morning
2. Team Interview: Team interviews can start on Friday morning. ALL team members must be present at the event by team check-in time to be ready for the first interview.
3. Qualification Matches: After interviews are completed, typically the robots start competing in a total of 5 matches. All participating teams are divided into two divisions. Robots compete through their assigned division. On Saturday, the winning alliances of each division compete against each other in a final championship round.
4. Pit Interview: During the matches, pit interviews will commence as well and are critical to ensuring high rankings in judged awards.
5. Finals Rounds & Selections: Typically the top 8 teams (placement based on 5 matches) of each division go through a selections process, where they choose their alliance partners for the final rounds. Once selection process is complete, finals rounds commence and continue until a champion is determined in each division. The winning alliances of each division then compete against each other in a final championship round.
6. Awards Ceremony: Once the robots finish competing, there is an awards ceremony. ALL team members must be present during the awards ceremony. This can conclude as late as 7:00pm.

One parent is required to volunteer at the state championship competition event. This volunteer position can be in any role or capacity, and cannot be a coach or mentor, as they will be required to support the team during each stage of the event.

**Worlds Event:**

FIRST Championship (Worlds) is held in Detroit, MI at Cobo Center and Ford Field during the last week of April. The event usually runs from early Wednesday morning until late Saturday evening. Interviews take place early Wednesday morning. Matches begin Wednesday afternoon and continue through Saturday afternoon. Awards ceremony is split for Worlds, with most judged awards announced Saturday afternoon, and the final matches and Inspire award ceremony taking place later Saturday afternoon and evening.
Coach, Administrative Liaison, & Mentor Roles

Coaches
There are two coaches per FIRST FTC team. Coaches:

- are an adult who is willing to take a leadership or co-leadership role
- enforce safety guidelines
- run team meetings
- communicate with the mentors, parents, and students
- decide how to progress with the projects and robots
- keep the students on task
- guide the students towards their end goal
- encourage students to follow the Oxford, FIRST, and Challenge rules and guidelines
- register and prepare the team for competition events

Administrative Liaison
The administrative liaison connects Oxford FTC robotics with Oxford Community Schools & Oxford Middle School.

Adult Mentors
The mentors provide adult support to the coaches. Mentors can help:

- the coaches with various tasks including but not limited to:
  - Judges Presentation/Interview
  - additional supervision
  - teaching specialized skills such as CAD
- enforce safety guidelines
- keep the students on task
- encourage students to follow the Oxford, FIRST, and Challenge rules and guidelines

Student Mentors
The student mentors (typically high school or college students) provide assistance to the students in developing: (High School students can receive volunteer credit hours supporting the middle school program)

- solutions to technical complications
- building techniques
- methods to address programming issues
Finances

To successfully support the FTC teams, there is a team cost and an equipment cost. Equipments costs are costs that all the Oxford FTC teams share, such as the competition practice fields. The equipment cost is reassessed each year and adjusted based on current needs and finances. Each team family will be required to pay an equipment cost to cover the equipment expenses. Please see the Policies section for further information.

It can cost thousands of dollars to run a single FTC team for one season. This cost covers all materials for a robot, control system, team registration fees with FIRST, and competition entry fees for 3 competition events (2 Qualification and 1 States championship). Please note these costs do NOT include travel costs or Worlds competition entry fees or any individual specific needs. These costs are covered via fundraising, sponsorships, grants, and donations. These funds are apart from the equipment fee. Please see the Policies section for team member requirement(s) information.

Communication

Oxford FTC Robotics utilizes the Basecamp app to coordinate all communications, both at a program level and at an individual team level. Individual coaches may wish to use additional forms of communication with their teams as well.

Basecamp is an online tool and app where team information and notifications take place. Coaches will send invitations to basecamp to email addresses provided on team application forms. Once invited to basecamp, please complete the registration process. Please see respective coaches with any questions regarding basecamp.

We strongly recommend using the Basecamp app or website directly rather than trying to follow via emails! Trying to follow the emails from Basecamp can be very, very confusing! Please review the Basecamp training videos available on the Basecamp website.

The Oxford Community Schools website provides additional information.

Safety

The safety of team members is one of our primary concerns. Our safety program seeks to address many different forms of threats that could face our students.

The initial step is screening the coaches and mentors that will be spending time with the children. FIRST requires that all coaches complete a background check and that all mentors register with www.FIRSTInspires.org. Oxford Community Schools takes it one step further and requires that all coaches and mentors submit a Criminal Conviction History Form. The coaches will monitor the compliance of their mentors through their FIRST Dashboard and will submit all relevant forms as necessary. FIRST requires that at a minimum of 2 registered and approved coaches or mentors must be with the students at all times.

At the beginning of each season, the coaches will review the Safety Guidelines with their teams. The coaches
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will conduct a safety meeting with the students to make sure they are aware of the proper procedures and guidelines. Topics covered may include inclement weather plans, First Aid, tool safety, etc.

Parents’ support of the coaches in the administration and enforcement of the safety guidelines is paramount to everyone’s success!

Parents will be informed of small injuries when they arrive to pick up the student from the meeting or event. Parents will be contacted immediately for severe injuries. For serious injuries, the coaches will notify the appropriate authorities and school administration.

Policies

Equipment Fee Policy

To successfully support the FTC teams there is a team cost and an equipment cost. Equipments costs are costs that all the Oxford FTC Robotics teams share, such as the competition practice fields. The equipment cost is reassessed each year and adjusted based on current needs and finances. Each team family will be required to pay an equipment cost to cover the equipment expenses.

The Equipment Fee is due by September 1. If your child is on the Reduced Lunch Program, please complete the Equipment Fee Waiver Request portion of the Oxford FTC Robotics application and submit with application for FTC board approval. A payment plan may also be set up through your team coaches.

The equipment fee is non-refundable after the season kick-off event, and is a separate entity from fundraising.

Parent Fundraising Policies

All fundraising completed for the Oxford FTC Robotics program is non-refundable.

Parent(s)/Guardian(s) of one or more Oxford FTC Robotics team members are required to fundraise in order to have a successful program and season. It can cost thousands of dollars to run a single FTC team for one season. This cost covers all materials for a robot, control system, team registration fees with FIRST, and competition entry fees for 3 competition events (2 Qualification and 1 States). Please note these costs do NOT include travel costs or Worlds competition entry fees or any individual specific needs. These costs are covered via fundraising, sponsorships, grants, and donations. These funds are apart from the equipment fee.

Fundraising Requirements:

1. Parents/Guardians will be required to fundraise a minimum amount of money per child on team as stated in the student application. Coaches will only be required to fundraise half the required amount for one child only on the team.
2. Parents/Guardians will be required to submit the check (made payable to Oxford Community Schools) per child on team. The check(s) will be due no later than September 1. The check(s) will be held until the parents/guardians fundraise the minimum amount of money per child as stated in the student application, or until February 1, whichever comes first. Once the parents/guardians fundraise the minimum amount per child, the withheld check(s) will either be returned to the parents/guardians,
be destroyed, whichever the parents/guardians prefer. If parents/guardians do not fundraise the minimum amount per child on team, their check(s) will be deposited in February. Thus Parents will have from September 1 to February 1 to meet their fundraising requirement.

3. Per the above, an Oxford FTC Robotics team family may submit their check(s) for immediate deposit as an “Opt Out” fee and will not be held responsible for fundraising during the competition season.

4. Parents/Guardians may also choose to purchase donated items for the team (robot parts, office supplies, new tools, etc.). These donated items will need a coach’s pre-approval before purchase/donation. If parents/guardians wish to have these purchases count towards the minimum amount to fundraise, they will need to submit receipts to the coaches.

5. If the minimum amount per team member fundraising target causes a team fundraising shortfall, the team shortfall will still need to be met. However, the team will decide collectively how the shortfall will be met - donation checks, more fundraising activities, more sponsorships, etc.

Parent Volunteering Policies

1. Parent(s)/Guardian(s) of one or more Oxford FTC Robotics team members are required to volunteer in order to have a successful season.

2. If a person signs up to volunteer for an activity (fundraising or non-fundraising), and the person cannot make their assigned position, it is the person’s responsibility to find a substitute and notify one of the head coaches/volunteer coordinator(s) prior to the event.

3. Each Oxford FTC Robotics family must provide at least one adult or high school age volunteer to help with set up, clean up, and/or event itself for Oxford-hosted competitions.

The following are volunteer roles that a parent/guardian may consider in order to support the team:

Practice Lunch Coordinator
This person will be responsible for coordinating team lunches and sign ups for team practices on Saturdays.

Competition Lunch Coordinator
This person will be responsible for coordinating team lunches, sign ups, and collect payment (if applicable) for competition lunches.

Competition Snacks & Drinks Coordinator
This person will be responsible for coordinating team snacks & drinks and sign ups for competitions.

Fundraiser Coordinator
This person or 2 persons will be responsible for setting up and coordinating team fundraisers chosen by team.

Oxford Competition Raffle Coordinator
This person will be responsible for coordinating and running a 50/50 and gift basket raffle at the Oxford competition as a fundraiser as well as any other raffles needed to help teams raise the required funds for the season.
Social Coordinator
This person will be responsible for setting up and coordinating social and/or fun team building activities.

Volunteer Coordinator
This person will be responsible for coordinating volunteers for fundraisers (if needed) and 1 parent volunteer per competition.

Judges Presentation Mentor
This person will be responsible for assisting the coaches in preparing the team for the judges presentation and pit interviews. This person may need to be available one day per week after school (2:30 - 3:30 p.m.), from mid-September to mid-December/End of April (depending on how far team advances).

STEAM Connections Coordinator/Sponsorships
This person will be responsible for assisting the coaches in coordinating ways for the team to connect with STEAM (science, technology, engineering, arts, math) industries. Examples are setting up tours at local STEAM companies, coordinating guest STEAM speakers for team practices, etc. This person will also help to maintain relationships with existing sponsors and STEAM companies that support Oxford Robotics.

Thank You Card Coordinator
This person will be responsible for sending thank you cards to people and/or companies as they help the team through grants/sponsorships, part(s) donations, tours, etc.

Pit Display Coordinator
This person will be responsible for assisting the team in creating, coordinating, and setting up a team pit display at each competition.

Button/Business Card/Pamphlet Mentor & Coordinator
This person will be responsible for assisting the team in creating a team business card and/or team pamphlet/flyer to be available for distribution to other teams at competition. The team makes team buttons for each competition to distribute to other team members. This person will also be responsible for coordinating and making sure the team has enough buttons, business cards, and pamphlets/flyers for each competition.

Team Photographer Mentor
This person will assist the team in taking pictures of team meetings, events, competitions, etc. and uploading them to the team’s Google drive. These photos may also be needed for team’s social media. This person will need to be at MOST team functions, or have the ability to coordinate photographers for MOST team functions.

CAD mentor
This person will be responsible for teaching & assisting team members and coaches in doing CAD for the robot.

CNC/Machining Mentor
This person will be responsible for teaching & assisting team members and coaches in using CNC (Computer
Numeric Control) to machine/produce parts for the robot. (CNC will work closely with CAD).

Programming Mentor
This person will be responsible for teaching & assisting team members and coaches in programming the robot. JAVA is used to program the robot.

Assembly Mentor
This person will be responsible for teaching & assisting team members and coaches in building the robot.

Attendance Policy
The attendance policy is designed to maximize the success and safety of the children involved and will be enforced at the coach’s discretion. If you have an issue making practices, please notify your team coaches. They can assist you in coordinating carpooling with other team parents.

We do follow the same sick rules as Oxford Community Schools. If a child misses school because they are sick, they cannot attend practice that same day. Please refer to the Oxford Community Schools Code of Conduct if you have any questions regarding these rules.

Missed Meetings:

1. Two (2) or more unexcused missed practices will result in the team member being ineligible to participate in the next scheduled competition. The team member will receive no awards or recognition.
2. In order for a mandatory practice to be excused, one of the coaches must be notified by a phone call, text, email, Basecamp, or a written reason from a parent.
3. Excessive absences, whether excused or unexcused, may result in removal from the Oxford FTC Robotics program.
4. Unexcused excessive tardiness to practices will result in team member being removed from the Oxford FTC Robotics program.

Late Arrival for Competitions:

Team members arriving 30 minutes later than the coaches’ set arrival time will result in the team member being ineligible to participate in the entire competition. The team member will receive no awards or recognition.

Qualification Match Policies
It is required that each team member purchase the team uniform, which at the very least is a team competition t-shirt with the latest sponsors printed on the back.

When the team is at a competition, the team is COMPETING. The team members are not attending the event as spectators. They are competitors. Just like any sports team, the robotics team needs each team member to remain at the competition and perform to the best of their ability during the competition. The performance of the robot is only a small portion of what is measured for the team at the competition. Judges are tasked with
observing how teams behave both on and off the field. Competition volunteers are tasked with observing teams and reporting to Judges instances of both exemplary and poor behavior and decision making.

It is expected that each team member that is assigned a role at the competition to perform that role to the best of their ability. Not performing assigned team tasks to the best of their ability can lead a team member to being removed from the team. It also can affect the team negatively. It is the responsibility of the team member to ask the coach what their task should be if it is unclear to them. Every team member should have a task at every competition. For example, one may get assigned to be a scout for the day. It will then be expected that one scouts as directed for the duration expected. If the team member finishes early, s/he should report back to the coach for further instructions.

Safety should be practiced at all times. Safety glasses are required to be worn by all (team members, coaches, mentors, parents, spectators) in designated areas (pit areas, competition fields).

Judges continue to interview a team throughout the competition if the team is being considered for an award. The judges are there to talk to the team members ONLY. Adults and non-team members (parents, mentors, coaches, coordinators, spectators, friends, siblings, etc) need to step out of the area when the judges approach. The judges are trying to see how well the team can present their team’s work and accomplishments. The team can be marked down if anyone other than team members answer the Judge’s questions.

It is the responsibility of every team member to ensure that team areas are cleaned up before leaving the event. This includes the team pit area and team lunch area.

Emergency Contact Information

Parents and guardians will ensure that coaches always have current emergency contact information (email addresses and instant reach phone numbers). This is in case of injury or other emergency, missed or late pick up, or other unforeseen events. It is also the parents’ responsibility to inform the coaches of any allergies or other special circumstances that may affect their child.
Permission to Publish

Upon registration completion of a team member to the Oxford FTC Robotics program, the parent/guardian gives permission for their child to:

1. Have his/her picture published with first name and last name in the newspaper.
2. Have his/her picture published on team/program social media accounts with name.
3. Appear in a video that may be shown on the local cable channel.
4. Be filmed by FIRST or other entities during competitions.
5. To be used in promotional material at the discretion of Oxford Community Schools, Oxford FTC Robotics, FIRST and local TV broadcasters.

Oxford FTC Robotics Code of Conduct

Students on an Oxford FTC Robotics team are expected to follow the Oxford Community Schools and Oxford FTC Robotics Team Member Codes of Conduct. Parents/Guardians of robotics team members are expected to follow the Oxford FTC Robotics Parent Code of Conduct.

FIRST Gracious Professionalism

Gracious Professionalism means teams compete like crazy against challenges but appreciate and treat each other with respect. Your enemy is the problem you’re trying to solve — not an opposing team or person. Gracious professionals lend a helping hand to an opponent when needed because they want everyone to have a chance to compete.

With Gracious Professionalism, fierce competition and mutual gain are not separate ideas. Gracious professionals learn and compete intensely, but treat one another with kindness in the process. Even when a team wins the competition, they avoid treating anyone like losers.

In the long run, Gracious Professionalism is part of pursuing a meaningful life. You can enjoy personal success while also making a contribution to society. FLL team members will learn that they can succeed while still acting with integrity.

FIRST Coopertition®

Coopertition® combines the concepts of cooperation and competition. Coopertition is founded on the philosophy that teams can (and should!) cooperate with each other even as they compete. Once you have mastered a skill, you teach it to someone else so that everyone can do better next time. It will make the competition more meaningful by pushing everyone to excel. Sometimes it even means sharing a spare part or battery charger with another team so they have a chance to compete. You still do your best to win, just not at the other team’s expense.

Coopertition® produces innovation. At FIRST, Coopertition is displaying unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams can and should
help and cooperate with each other even as they compete.

Cooperetition involves learning from teammates. It is teaching teammates. It is learning from Mentors. And it is managing and being managed. Cooperetition means competing always, but assisting and enabling others when you can.

Code of Conduct

The Oxford Community Schools (OCS) Code of Conduct will be in effect during the entire season which includes (but is not limited to) team meetings, drivers practices, judges presentation practices, build sessions, competition events, and any outreach activities. Team members are to comply with all parts of the Code of Conduct in order to be considered an eligible participant in the Oxford FTC Robotics program.

As a member of the Oxford FTC Robotics program, a team member acknowledges the receipt of, and is required to comply with the OCS Code of Conduct as well as the following rules:

1. I agree to display Gracious Professionalism in all aspects of robotics. I understand my conduct also reflects directly upon my parents, friends, Oxford Community Schools, and the Oxford FTC robotics program which I represent.
2. I agree school is very important. My school performance and attendance will remain a priority.
3. I agree to use only respectful language.
4. I agree to listen to the direction of my coaches and show respect and Gracious Professionalism toward parents, mentors, coaches, teammates, alliance & opposing teams, spectators, event volunteers, and officials at all times, regardless of team affiliation.
5. I agree to refrain from participating in any form of bullying against another person or be associated with those who are involved in bullying.
6. I agree to comply with all Oxford FTC Robotics program policies.
7. I understand violation of any of these rules can lead to dismissal of meetings, events, competitions, or from the Oxford FTC Robotics program.

Violations of the OCS Code of Conduct and/or the above rules will lead to the following steps:

1. Talk between student and coach
2. Parent contact and early dismissal
3. Meeting between coach, student, and parents
4. Parent contact and early dismissal and/or exclusion from next meeting(s) or event(s)
5. Meeting between student and OMS administrator
6. Exclusion from competitions or events
7. Removal from Oxford FTC Robotics Program
Students Signatures:

ALL APPLICANTS ARE REQUIRED TO COMPLETE THIS SECTION

Before signing to join the Oxford FTC Robotics Club, please review the following checklist and policies:

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<th>Statement</th>
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<td>I understand safety is of utmost importance.</td>
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<td>I agree to support team fundraising activities &amp; events.</td>
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<tr>
<td>I agree to support team outreach events.</td>
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<tr>
<td>I understand that I will need to contribute to the engineering notebook.</td>
<td></td>
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<tr>
<td>I understand that I will need to participate in team interviews and presentations.</td>
<td></td>
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<tr>
<td>I understand that I am required to attend the competitions as a competitor.</td>
<td></td>
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<tr>
<td>I understand that even as a member of the drive team, it is possible I may not drive the robot at competitions.</td>
<td></td>
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<tr>
<td>I have attached two recommendations.</td>
<td></td>
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<tr>
<td>I have read and understand the Oxford FTC Robotics Handbook.</td>
<td></td>
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<tr>
<td>I agree to abide by the policies and code of conduct outlined in the Oxford FTC Robotics Handbook.</td>
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<tr>
<td>I understand violations of the Code of Conduct may result in disciplinary actions up to and including removal from the Oxford FTC Robotics Program.</td>
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Students Name (print):________________________________________________________

Students Signature:___________________________________________________________

Date:______/______/__________
Parent’s Code of Conduct

This Code of Conduct will be in effect during the entire season which includes (but is not limited to) team meetings, drivers practices, judges presentation practices, build sessions, competition events, and any outreach activities. Parents of team members are to comply with all parts of the Code of Conduct in order for their child to be considered an eligible participant in the Oxford FTC Robotics program.

I, as parent/guardian of an Oxford FTC Robotics program team member, acknowledge receipt of and agree to the following rules:

1. I agree to display Gracious Professionalism in all aspects of robotics. I understand my conduct also reflects directly upon my child, friends, Oxford Community Schools, and the Oxford FTC robotics program which I represent.
2. I agree to use only respectful language.
3. I agree to show respect and Gracious Professionalism toward other parents, mentors, coaches, teammates, spectators, event volunteers, and officials at all times, regardless of team affiliation.
4. I acknowledge all team members in good standing shall attend all events designated by their coaches. Should a situation occur such as illness, required school or family events, the team member must make prior arrangements with their coaches for an excused absence.
5. I understand that I am responsible for my child at event competitions and outreach activities, including behavior, team uniform, providing food/drink, etc.
6. I understand and agree to keep up-to-date on basecamp online, where team information and notifications will take place. (Head coaches will send invitations to join basecamp to email addresses provided. Please see them with questions you may have regarding basecamp.)
7. I agree to comply with all Oxford FTC Robotics program policies.
8. I agree to try to resolve any issue in an orderly manner. Concerns involving my child, and their team or coaches, should first be addressed with the team coaches. If this does not resolve the issue, I will contact Mrs. Dacia Beazley to assist in resolving the issue.
9. I understand violations of the above rules could result in me or my child being barred from future Oxford FTC Robotics activities.
Parents Signatures:

Before signing up your child to robotics please review the following checklist:

Each team member is required to raise the minimum required fundraising amount stated in the student application through sponsorships, grants, donations or fundraising.

Each family is required to pay the equipment fee as stated in the student application (item above does not negate or reduce the equipment fee).

* NOTE: The Equipment fee can be waived if in the case of financial hardship. The equipment fee and the fundraising withheld check(s) must be paid/submitted by September 1.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I agree to adopt the safety requirements of the team and act as a leader in front of the team.</td>
<td></td>
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<tr>
<td>I agree to the coaches publishing my families contact information within Oxford Robotics.</td>
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<tr>
<td>I will be able to support the team in some manner:_________________________</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>I have understand and support the commitment my child will have for the team.</td>
<td></td>
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<tr>
<td>I understand that I will be required to assist my child in fundraising activities &amp; events to help them raise the minimum amount as stated in the student application by February 1.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I understand that the fundraising check(s) to be withheld are due by September 1. (check(s) made payable to Oxford Community Schools). Please see student application for amount.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I understand that the equipment fee is required to be paid by September 1 (check made payable to Oxford Community Schools). Please see student application for amount.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I understand that the Equipment fee is NON-REFUNDABLE after the kick-off event.</td>
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<tr>
<td>I understand that all money submitted to the school is NON-REFUNDABLE once submitted, unless stated otherwise.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I understand the photographic policies outlined in the handbook.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have read and understand the Oxford FTC Robotics Handbook.</td>
<td>Yes</td>
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Parents/Guardians Signature:_________________________________________________________________

Date:_____/_____/__________