FRC Team #4810

Version 4.0

Updated 09/16/2019

Team Handbook





**FRC 4810**

Table of Contents

[Purpose](#page4) [2](#page4)

[About FIRST?](#page4) [2](#page4)

[What is FIRST?](#page4) [2](#page4)

[What is FRC](#page4)? [2](#page4)

[Team History](#page5) [3](#page5)

[Requirements/expectations](#page5) [3](#page5)

[Team Attendance](#page7) [5](#page7)

[Team Uniforms](#page7) [5](#page7)

[Competitions/tournaments](#page7) [6](#page7)

[Team Funding](#page8) [6](#page8)

[Communication / Resources](#page9) [7](#page9)

[Specialized](#page10) Sub-Teams [8](#page10)

Description of Team Organization [9](#page10)

Code of Conduct [10](#page10)

Code of Conduct Signature Page [14](#page10)

Grievance Policy [15](#page10)

Grievance Policy Signature Page [17](#page10)

|  |
| --- |
| **Purpose** |

This is the team handbook for The IAM’s FRC Team #4810, I.AM.Robot. This manual serves as an information source and communication tool for the FRC Team, their supporters, families, and for other FIRST Robotics Teams. This is a living document and a work in progress. The date of the last revision will be placed in the header.

|  |
| --- |
| **About *FIRST*** |

The mission of FIRST "is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership." (www.usfirst.org) Participating in robotics offers a variety of opportunities for personal and educational growth.

|  |
| --- |
| **What is *FIRST*?** |

FIRST (For Inspiration and Recognition of Science and Technology) was founded by inventor Dean Kamen to inspire young people’s interest and participation in science and technology. FIRST is a non-profit, public charity based in Manchester, N.H., which 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 into a reality. As a volunteer with a FIRST team, you are in good company.

|  |
| --- |
| **What is FRC?** |

• FRC stands for First Robotics Competition

• Excitement of sport with science and technology

• Varsity sport for the mind

• A new challenge (game) is announced every year

• Six weeks to design and build a robot

• Teams compete in Regional Events

|  |
| --- |
| **Team History** |

1. **Our team History**

Our team was originally formed in December 2012, for the 2013 “Ultimate Ascent” season. In this inaugural year, students from the International Academy of Macomb formed I.AM. Robot. Our founding coaches were Dr. Janice Zryd and Dennis Jarzombek. Our first year we had approximately 10 students on the team. We went on to Grand Blanc District event and won the Rookie All Star & Highest Rookie Seed awards, at the Troy District event where we won the Rookie All Star award and where our team took 2nd place. Our robot did not compete at the State of Michigan competition, but we were able to compete for the State All Star Rookie award, and won! Through winning this award we qualified for the World Championship in St. Louis, MO.

In the following seasons, we made it to the elimination rounds at nearly all our events and won several awards including the Entrepreneurship Award in 2014 and 2017, the Gracious Professionalism Award in 2015 and the Creativity Award in 2016. In 2017, our robot qualified to compete at the state tournament for the 1st time. In 2018 we won the Creativity Award at the Troy District event and competed at the World Championships held it Detroit. In 2019 we won the Entrepreneurship Award sponsored by Kleiner Perkins Caufield & Byers at Center Line and the Gracious Professionalism Award at Troy.

|  |
| --- |
| **Requirements/Expectations** |

**2. Team Membership Requirements**

**2.1 Academics**

Each student must maintain an acceptable grade point average that is determined by his/her parent/guardian in order for that member to participate in the team meetings or tournaments. Members will work with the parent/guardian and verify with them on a weekly basis. If the member fails to meet the required expectation, the member will be required to work on getting their grades up before returning to the team meetings or tournaments. Team coaches/mentors will work with the member and parent/guardian to assist based on parent direction. Team members must have a C or better in every class to miss school for team events.

**2.2 Fundraising/Participation fees -Dues**

Competitive Robotics is a very expensive sport. Fundraising is a requirement of all team members. These funds are needed to purchase the robot kit, parts and materials, competition registrations, and travel expenses. In addition, members will have participation fees (dues) to cover expenses. For the 2019-2020 season, the participation fee is $250 per student.

**2.3 Meetings**

***General Meetings*** – The team will decide the times/days of the meetings for these timeframes

Outreach Season (April – Dec): Generally, 1-2 meetings a week

Build Season (Jan-April): Usually we meet from 5:00 - 9:00 during the week and on Saturdays from 9-2 (or later). Homework should be done before coming to build.

***Rookie Members*** – We will conduct Rookie classes by our team leaders or a designated adult mentor/coach. These meetings will be held to acquaint new team members with many varied aspects of the team like:

• Introduction to FIRST

• Kick Off & Brainstorming

• Designing & Fabrication

• Programming & Controls

• Strategy and Scouting

• Safety and Shop tools

• Business

***Workshop/Classes*** – These meetings are to be run by a team mentor/coach and will be a training session on specific topics. These will be defined as the season and team decides.

***Project Meetings*** – These meetings are to discuss specific projects for team members to participate in and will be run by team leaders.

Business Sponsorship meetings – These meetings are when we visit local businesses and present our program and request sponsorship.

**2.4 Member Involvement**

I Am Robot members have many ways to be involved with the team. In the fall, we participate in off-season competitions, fundraising and meetings. It is important that each member participate in at least 75% (ideally 90%) of all meetings (10% or less as unexcused) and 50% of fundraising and business sponsorship activities. Some students in specialty roles may be structured on a custom schedule for specialized tasks (photos/videos, grant writing, business students).

**2.5 Adult Mentor/Parent Involvement**

This is an amazing program and so much to do that we could not do this without the help of each member’s parents/guardians help. As team leaders/mentors we understand that many of us are busy, so there are many ways to help:

* Mentor help – if you have any experience with robotics, administration, finance, public relations, tournament preparation, marketing…anything!

• Donate snacks/drinks

• Donate team meals during the build season

• Help out at build sessions

• Financial support

**2.6 Agree to the code of Conduct contract and Member eligibility contract each season.**

Must be completed annually and be on file with the team.

|  |
| --- |
| **Team Attendance** |

**3. Attendance**

**3.1 Weekly Commitment**

We understand that robotics is a major time commitment and the student will have tasks and responsibilities that for the team that will need to be accomplished. This may require weeks where a significant amount of time is devoted to the team. The average student will invest 9-12 hours a week and the team leaders will spend even more.

**3.2** **Offseason Hours**

In the offseason, students are expected to help in Community Outreach activities, fundraisers, and team community service. Everyone must attend at least two of these activities.

**3.3 Team Commitment**

We have found over the years that some students will join the team purely to “pad” their resumes for college applications and scholarships. They don’t have an interest in robotics, don’t participate, and don’t work hard. 4810 does not like being used in this manner and take it as an insult to the hard work that the core students put in. The leadership and Mentors, in their sole discretion, reserve the right to ask any student to increase their participation or leave the team.

|  |
| --- |
| **Team Uniforms** |

**4. Team Uniforms**

**4.1 Shirts per Member**

The team uniform is a team branded t-shirt. Each member will be given 2 shirts after payment of dues, but additional shirts may be purchased. Additional team items may also be available for purchase.

**4.2 Team Attire**

Each team member will be required to wear their team shirt at all business visits, tournaments, FRC team events and team photos. Team members will be asked to wear khakis with their shirts at competitions to maintain professional integrity.

**4.3 Dress Code**

The school dress code applies whenever wearing the team shirt. However, it is integral to dress as professional as possible when wearing the shirt, especially when talking with corporate sponsors.

|  |
| --- |
| **Competitions/Tournaments** |

**5. Tournaments**

**5.1** **Number of tournaments**

The number of tournaments that we attend each year is dependent on sponsorships, interest level, and availability.

**5.2 What tournaments to attend**

The decision of which tournaments to attend will be decided by our team mentors/coaches but team member consideration will be taken into account. Dates will be available in November or December, which is when FIRST opens registration.

**5.3 Unable to attend**

We understand that some events are going to conflict with member’s school, sports and personal activities and we will do the best we can to pick tournaments that can fit most team members’ schedules. You must inform a mentor if you are unable to attend a tournament as soon as possible.

**5.4 Tournament schedule**

***District events***

**Thursday:**

Only select members of the team will need to attend on Thursdays (drive team, safety captain, key build members and mentors, etc.). Members can enter the pits at 5 PM, so they should plan to be at the event before 5 and pits are typically open until 9 PM.

**Friday:**

Pits open at 8 AM. Team members will plan a location to meet in the parking lot to enter the event together and find seating. Pit crew members will go to the pits to begin work. The event runs until approximately 6 PM and pits are open 1 hour after the last match.

**Saturday:**

Pits open at 8 AM. We will meet in parking lot. Matches end around 5 PM with awards and clean-up after. All students must attend the entire day as it is important to cheer on the winning teams. Regardless of our team’s performance, it is very important to maintain a positive attitude and good sportsmanship.

A team dinner will be held after clean-up on the last day of the tournament at a nearby location. This could begin as late as 9 PM.

|  |
| --- |
| **Team Funding** |

**6. Team Funding**

Our team is funded through donations. Funds are dispersed through Chippewa Valley Schools. CVS is a public-school district governed by the State of Michigan. As such, it is a political subdivision of the State of Michigan that qualifies to receive charitable contributions under Sections 170(c)(1) of the Internal Revenue Code, which means that financial donations from any local business are tax-free.

**6.1 Grants**

As a team, we will apply and write grants for support. We will apply for as many grants as possible in the pre-season.

**6.2 Local business sponsorship**

As a team, we will present to local businesses for financial and product donations. We will try to do most of these visits in the pre-season.

**6.3 Fundraising**

We will also try to raise money doing general fundraising throughout the season. Some examples are bottle drives and bowling outing.

|  |
| --- |
| **Communication/Resources** |

**7. Communication**

As a team we will do the best we can to communicate and have these processes in place:

**7.1 Slack**

All team members and mentors are expected to join Slack as it is our primary means of communication. Make sure that notifications are turned on so that you are aware when new messages are posted. Training will be provided to new students on the use of Slack.

**7.2 Google Groups**

Each member should join the FRC 4810 google group. Periodic updates are sent using Google Groups when they need to target a large audience which may include parents and the school.

**7.2 Phone**

It is important that all students provide a phone number as a means to contact you in an emergency. We also have a remind 101 set up for emergency info (this will also be on the google group).

|  |
| --- |
| **Specialized Sub-Teams** |

**8. Specialized Roles on the team**

**8.1 Drive Team:**

 In order to qualify for the drive team, members must attend 90% of all practices, be committed to all tournaments the team will attend, and be willing to participate in any/all practice sessions throughout the season.

**8.2 Chairman’s Team:**

In order to qualify for the Chairman’s team, members must be committed to create several required documents, participate in all/most tournaments, and participate in interviews at each tournament. The Chairman’s team is chosen by the Business Team Captain and Lead Mentor.

**8.3 Team Leadership Positions:**

To qualify for these positions a team member must show team commitment, attend 90% of practices and display exemplary communication with coaches/mentors. Each sub-team has a captain that is selected by the mentors each season.

|  |
| --- |
| **Description of Team Organization** |

**9. Team organization**

As a team of 50 - 60 members we found grouping each member in their interested teams is important. We can’t have everyone be a leader so we have the following process in place for determining the leadership positions.

**9.1 Sub-Teams**

The team is divided into several sub-teams, each lead by a captain and one or more mentors

* Design – team uses CAD to design the robot
* Build – team uses the CAD designs to build the robot shell and mechanical parts
* Programming – team programs the robot to perform the tasks required for the game
* Electrical – team wires the electrical components and adds any pneumatic components needed
* Strategy – team is responsible for the overall strategy that the team will use for the game
* Scouting – team gathers data on other teams during competitions for alliance selections
* Business – team is responsible for raising the funds to run the team, marketing, social media, pit scouting, finances and all administrative duties needed by the team.

|  |
| --- |
| **Member Application** |

**10. Required Member Application**

Each new member will complete a member application through a Google Form. Forms will be provided to students at team meetings.

|  |
| --- |
| **Code of Conduct/Contract** |

**11. Code of Conduct Requirements**

Each member will agree and sign the code of conduct contract at the beginning of each new season.

|  |
| --- |
| **Liability Waiver** |

**12. Liability Waiver Requirements**

Each member will agree and sign the Liability waiver at the beginning of each new season.

FRC Team 4810 – I.AM.ROBOT

International Academy of Macomb

**Team Code of Conduct**

Participation on the International Academy of Macomb Robotics Team is a privilege which should elicit great pride in both the student and his/her family. Standards of behavior are necessarily high and a willingness to live up to them is a condition for participation.

The following set of rules and regulations have been adopted to cover the conduct of students and adults. The intention of the rules is to help ensure the safety and security of all students, parents, chaperones, mentors, and advisors. The student’s signature, along with that of his/her parent/guardian, indicates that they both recognize and understand this responsibility and that the student agrees to adhere to the basic concepts of good citizenship, and set a good example for others to follow.

**General Conduct:**

* Students and mentors are expected to always respect each other as well as parents, teachers, school officials and sponsors. If, after a warning, the individual in question continues to be disrespectful to one of the aforementioned, they will be asked to leave the team.
* Students and mentors should always conduct themselves in a professional manner. This applies to all team gatherings, meetings and any team affiliated social media. This also includes but is not limited to dressing appropriately for an event or meeting, using appropriate language, etc.
* School should be the top priority for all students
* Students are responsible for completing and handing in the required permission slips to travel to competitions during the school week
* Students are responsible for making up all work missed while at competitions
* Students and mentors are expected to have integrity.
	+ This means being honest to each other and not trying to cover up mistakes or errors in judgement. Team 4810 understands that people make mistakes and that’s okay. However, own up to those mistakes. Being forthcoming and honest is always best.
	+ If students or mentors have issues with individuals associated with the team, please address those as soon as possible. The longer it goes unaddressed the greater the chance that the issue with grow and begin to impact more team members.
		- Complaining or discussing the problem with other team members is to be discouraged. If the student or mentor is not comfortable speaking to the individual, they have a problem with, speak to another mentor or the lead mentor and they will assist. If necessary, the issue can be addressed using the recently approved grievance policy procedures that follow below after the Code of Conduct verbiage.
	+ Stealing from each other or the team is not tolerated and will result in immediate expulsion from the team.
	+ Intentionally physically harming another student or mentor not tolerated and will result in immediate expulsion from the team.
* Students and mentors are expected to maintain a team-first attitude.
	+ First and foremost, I.AM.ROBOT is a team and any successes or failures are the result of a team effort. Students and mentors are expected to put what’s best for the team ahead of their own ambitions. Students and mentors should always be asking themselves “What Can I Do To Help The Team Succeed?”

**Meeting Conduct:**

* All students and mentors will exhibit gracious professionalism at all times
* Students are expected to not use their phones at team meetings or functions unless it is necessary for the work they are doing for their subteam or otherwise directed by student leaders or mentors.
* Mentors should also refrain from using their phones at all team meetings unless it is necessary for team related work they are doing.
* Students and mentors should respect each other and follow the “one voice” rule. Only one voice should be heard at a time. Everyone will be given the opportunity to be heard, just not all at the same time. Refrain from interrupting others as they are speaking. Everyone will get their turn.
* Yelling, antagonizing or otherwise trying to start a heated verbal disagreement with other team members during meetings is not acceptable. Differences of opinion are expected, just keep the discussions civil and professional. We are all on the same team and should not be trying to undermine each other. See team-first attitude above.
* All team members are expected to be on time for all meetings
* Meeting minutes will be posted to the teams Google Drive account and shared for future reference.

**Attendance:**

* Students must attend 75% of all mandatory meetings to remain on the team. If you are going to miss a meeting, you must notify the subteam lead 24 hours in advance.
* Exceptions can be made if the student has pressing school needs (e.g. test to study for, grades are slipping), medical or family emergencies. Students must notify the subteam lead 24 hours in advance if possible.
* All students are expected to attend all regular season competitions unless academically ineligible (applies only to days school is in session). Exceptions can be made for medical or family emergencies.
* Students and mentors are expected to attend non-competition season training, build sessions and off-season competitions whenever possible.
* Each student and mentor are expected to participate in at least two outreach events during the calendar year.
* Fundraising is a team event so all students and mentors are expected to participate whenever possible.
* If a student is absent from school (not for competition or team event) they should not come to an after school robotics meeting.

**Student’s Academic Obligations**

These academic requirements are similar to those of any school related team at any high school. Parents are responsible for monitoring their student’s grades as we have no way to check grades for ourselves. Team membership is not an excuse for slipping grades. For problems with grades, contact any team mentor. We want all our students to be as successful as possible.

* Each student must maintain a cumulative grade point average of 3.0 or above.
* Team members must have a C or better in every class to miss school for team events. Any exceptions must be approved by the student’s teacher ***and*** parent/guardian.
* Should a member’s grades slip, the student will have two weeks before they are placed on probation from the team until grades are improved.

**Prohibited Conduct:**

* No student either singly or in concert with others will as a member of I.AM.ROBOT:
	+ Use, possess or distribute alcoholic beverages.
	+ Use or possess, tobacco, drugs or other substances without authorized medical supervision
	+ No weapons are permitted on school property
	+ Willfully engaging in the theft of, damaging, defacing, or destroying property such as hotel rooms, transporting vehicles, shop facilities, equipment, etc. Students and their parents will be held financially responsible for any damage that their student incurs.
	+ Use of language or gestures that are profane, lewd, vulgar, or abrasive.
	+ Bullying others (see bullying policy)
	+ Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so
* No mentor either singly or in concert with others will as a member of I.AM.ROBOT:
	+ Distribute alcoholic beverages to underage individuals
	+ Use or possess drugs or other substances without authorized medical supervision
	+ Willfully engaging in the theft of, damaging, defacing, or destroying property such as hotel rooms, transporting vehicles, shop facilities, equipment, etc. Students and their parents will be held financially responsible for any damage that their student incurs.
	+ Use of language or gestures that are profane, lewd, vulgar, or abrasive.
	+ Bullying others (see bullying policy)
	+ Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so

**Bullying Policy**

* To create a professional working environment conducive to new ideas and change, our team has a strict no bullying or harassment policy.
* Definition: "Bullying" is a form of harassment and shall be defined as a repeated pattern of behavior that is intended or that a reasonable person would know is likely to harm one or more students or mentors directly or indirectly. Bullying can take many forms including written, verbal, or non-verbal communication, physical acts, or electronic communication

**PDA Policy**

* All mentors and members of 4810 are expected to maintain professional behavior, both in public and at team meetings. Professionalism can be upheld by establishing and adhering to a standard of decency, shown through a student’s attitude, attire, and communication abilities. Additionally, all relationships on the team must remain professional, especially with any potential for public displays of affection (PDAs).
* PDAs are acts of romantic physical intimacy visible to others, not to be confused with platonic acts of friendship. Robotics meetings and events are places for students to work and be focused, and PDAs can be distracting not only to those involved but also to those who witness it. If engaging in a PDA, students create an unprofessional image and an impaired working environment for the team, whether during a team meeting, competition, or other event. Therefore, all forms of PDA are considered inappropriate and are prohibited at any team event. If you are in a relationship, do not let it interfere with robotics.
* Unacceptable PDA includes but is not limited to:
	+ Intimate touching
	+ Hand holding
	+ Caressing/stroking/fondling
	+ Kissing/Cuddling
	+ Sitting in another person’s lap
	+ Rubbing or massaging
	+ Hugging in a romantic manner
* It is ***highly recommended*** that students on the team do not date each other.
	+ The team has found that over the years the students who are dating become a distraction not only for themselves, but other students on the team. In addition, dating within the team creates many awkward situations both during the relationship and when it ends.
	+ Students who chose to date should notify team mentors early on. It’s better to be open and upfront about thing than to try to sneak around and hide it.
	+ Students who choose to date are expected to ‘leave the relationship at the door’. Students who choose to date may not be put in positions where they will have to work closely together (ex: drive team and/or pit crew). This is to protect the best interests of the team and prevent awkward/uncomfortable situations for other students on the team.
* We expect mentors to apply these guidelines to themselves with the maturity of an adult mentor. Additionally, student and mentor relationships must always remain strictly platonic and professional. See FIRST’s Youth Protection Policy for more detail.
* Failure of a student to adhere to this code will result in initial warnings from the Captain and Lead Mentor. Additional violations could result in the student being asked to leave the team.

**Consequences**

* Violators of the Code of Conduct will be assigned consequences which include but are not limited to:
	+ Warning and reprimand
	+ Disqualification for participation in competitions
	+ Loss of eligibility to participate in FIRST Robotics in the future (expulsion from the team)
	+ Parents of students may be asked to transport their student home from meetings or competitions at the expense and liability of the parent
	+ Student’s Principal and parents will be notified of any disciplinary action taken

Parents, students and mentors who wish to participate in FIRST Robotics must read and accept the Code of Conduct to ensure both a successful and enjoyable experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have read and will abide by the Code of Conduct:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student/Mentor Name—Print) (Student/Mentor Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian Name—Print) (Parent/Guardian Signature) (Date)

**Student/Mentor Conflict Resolution Policy**

This policy applies to any and all conflicts that cannot be resolved by the individuals involved in said conflict. This applies to all students and mentors on the FRC team I.AM.ROBOT. It governs unresolved conflicts between students, students and mentors or conflicts between mentors.

* Student/student conflicts
	+ Unresolved conflicts between students should immediately be referred to a mentor for resolution. Each student (or students) will have an opportunity to give their side of the disagreement.
	+ If the student is not satisfied with the decision made by the mentor, they have the option to appeal that decision to mentor leadership board (see below for description). Each student will again present their arguments as well as the mentor that made the first decision. The final decision will be made by majority vote of the mentor leadership board (minus the mentor whose decision was appealed). This decision is binding and not subject to further appeal.
* Student/Mentor (excluding Lead Mentor) conflicts
	+ Unresolved conflicts between a student and a mentor should immediately be referred to the lead mentor for resolution. Each party will have an opportunity to give their side of the disagreement.
	+ If either party are not satisfied with the decision made by the lead mentor, they have the option to appeal that decision to mentor leadership board (see below for description). Each party will again present their arguments as well as the lead mentor. The final decision will be made by 2/3 vote of the mentor leadership board (minus the lead mentor whose decision was appealed). This decision is binding and not subject to further appeal.
* Student/Lead Mentor conflicts
	+ Unresolved conflicts between a student and the lead mentor should immediately be referred to the mentor leadership board for resolution. Each party will have an opportunity to give their side of the disagreement. The final decision will be made by a majority vote of the mentor leadership board (minus the Lead mentor). This decision is binding and not subject to further appeal.
* Mentor/Mentor (excluding Lead Mentor) conflicts
	+ Unresolved conflicts between two mentors should immediately be referred to the lead mentor for resolution. Each party will have an opportunity to give their side of the disagreement.
	+ If either party are not satisfied with the decision made by the lead mentor, they have the option to appeal that decision to mentor leadership board (see below for description). Each party will again present their arguments as well as the lead mentor. The final decision will be made by 2/3 vote of the mentor leadership board (minus the lead mentor whose decision was appealed). This decision is binding and not subject to further appeal.
* Mentor/Lead Mentor conflicts
	+ Unresolved conflicts between a mentor and the lead mentor should immediately be referred to the mentor leadership board for resolution. Each party will have an opportunity to give their side of the disagreement. The final decision will be made by a majority vote of the mentor leadership board. This decision is binding and not subject to further appeal.

**Mentor Leadership Board**

* All fulltime mentors including the lead mentor are part of the mentor leadership board.
* A fulltime mentor is defined as any mentor that has dedicated a significant amount of their time and effort to the program
	+ If there are questions about whether an individual is considered fulltime, the remaining mentors with discuss and vote. The decision will require a majority vote.

**Additional Decisions Requiring Mentor Leadership Board Approval**

* Any expulsions (students or mentors) from the team requires approval by a 2/3 vote of the mentor leadership board
* Any capital expenditure over $250 requires approval by a 2/3 vote of the mentor leadership board
* Any major changes to the organizational structure of the team require approval by a majority vote of the mentor leadership board
* Changes to the Conflict Resolution or Code of Conduct policy requires approval by a 2/3 vote of the mentor leadership board

**Lead Mentor Election Process and Scope of Authority**

* Lead mentors are elected annually after the FRC World Championships.
	+ Lead mentors serve a one-year term which starts on May 1st each year.
	+ If there are no opposing candidates, the lead mentor’s term automatically renews for a year.
	+ If the lead mentor wishes to resign from that position, new candidates for lead mentor will need to be recruited and voted on.
	+ Candidates for Lead Mentor can be self-nominated or be nominated by others. Candidate must accept nomination if not self-nominated.
	+ Election is held by secret ballot (written or electronic). Fulltime non-candidates are responsible for counting and validating the results.
	+ The Elected Lead Mentor is responsible for all operational decisions unless otherwise stated in this or other team related, approved policy documentation.

**Sub-Team Lead Mentor Selection Process and Scope of Authority**

* Sub-team lead mentors are nominated by the lead mentor and require approval by a 2/3 vote of the mentor leadership board
	+ In order to provide enough time to evaluate potential candidates, nominations and voting will take place at the end of August each year.
	+ Since this requires a 2/3 vote, the vote will be binding. If the nominee does not receive a 2/3 majority vote another candidate will be proposed.
	+ The process will continue until all sub-team leads are approved.
	+ Each sub-team lead will serve a one-year term that starts September 1st.
* Each sub-team mentor has final decision-making responsibilities regarding their operational group subject to oversight (and agreement by) the lead mentor.
	+ Sub-team leads can appeal any lead mentor overrides with the mentor leadership board. A 2/3 vote will be required to override the lead mentor decision.

Students and mentors who wish to participate in FIRST Robotics must read and accept the Code of Conduct to ensure both a successful and enjoyable experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have read and will abide by the Code of Conduct:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student/Mentor Name—Print) (Student/Mentor Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian Name—Print) (Parent/Guardian Signature) (Date)