



**POWER HAWKS**  
◆ **ROBOTICS** ◆

*2022-2023*

*Team Handbook*



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## INTRODUCTION

Welcome to Power Hawks Robotics! This team handbook provides an understanding of what the Power Hawks do and what is expected of you. While this handbook is primarily written for students, it would be a good idea for parents and mentors to become familiar with the team's policies.

### **Mission**

The Power Hawks' mission is to equip the next generation with the necessary skills to improve the world through competitive robotics.

### **Vision**

The Power Hawks' vision is for Maryland to be a state of forward thinking, global citizens.

### **Values**

#### **Responsibility**

Students are responsible for their actions and should always make decisions that lead to the betterment of themselves and others.

#### **Respectfulness**

Students are respectful of those around them, and are always working to help each other and those less fortunate.

#### **Relationships**

Students work to be a part of the Power Hawks family and to benefit all of our students instead of just themselves.

#### **Teamwork**

Students work as a team, help each other out, and are ready and willing to work together to overcome any obstacle.

#### **Leadership**

Students learn to be better leaders of themselves, the team, and their community in order to make our world a better place.

#### **Integrity**

Students show integrity and display commitment and dedication to helping others.



## **Safety**

Students will always use safe practices in whatever they do to protect themselves and those around them.

## **FIRST® Values**

In addition to our team's values, the Power Hawks' students display the values of *FIRST* in everything they do:

### **Gracious Professionalism®**

Dr. Woodie Flowers, who was the *FIRST* National Advisor and Pappalardo Professor Emeritus of Mechanical Engineering at the Massachusetts Institute of Technology, coined the term "Gracious Professionalism®." Gracious Professionalism is part of the ethos of *FIRST*. It encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete, but treat one another with respect and kindness in the process. Knowledge, competition, and empathy are comfortably blended.

In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity.

### **Coopertition®**

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. Coopertition means competing always, but assisting and enabling others when you can.



## TEAM OVERVIEW

### **What do we do?**

The Power Hawks compete in the *FIRST* Robotics Competition, a worldwide competition where teams build a robot for a game that completely changes every year. We do much more than build a robot – our team operates like a business, giving our students real world experiences while becoming a close-knit family.

### **Why?**

First and foremost, it's fun! You'll make lifelong friendships and have the opportunity to get well ahead of your peers who aren't in robotics. You learn technical skills and business skills, but more importantly, you learn about teamwork, leadership, respect, and integrity, and develop into an amazing individual who will go out and change the world.

### **What are the basics?**

The Power Hawks work with industry professionals to teach and inspire our team. During the winter, FRC starts their build season as soon as FTC has started their competitions. In the spring, FRC competes with the robot for awards and presents the team to the world.

### **What do team members do?**

While the teams have coaches helping to lead it, the majority of the team is run by the student. You can help build or program a robot, or help out with prototyping new ideas. You can help with our business team, which does everything from maintaining our budgets, fundraising, and events, to designing graphics for the teams and running our social media and website.

### **What's in it for you?**

You'll get mentored by professionals in the working world, make connections with businesses that may help you in college and beyond, get opportunities at numerous colleges who are looking for students just like you, and have access to over \$15 million in scholarship money exclusively for students who participate in *FIRST* Robotics. Above all, you make lifelong friendships and have fun!





## History

The Power Hawks Robotics *FRC* Team 1111 was founded in 2003 by Mr. John Jacobson, a physics teacher at South River High School and eight students. Each year the team has grown in ability. In 2009 we started the *FTC* teams 3583 & 3796, and in 2010 we started *FTC* team 5178. Currently, the Power Hawks' main focus is to inspire our community through multiple outreach efforts while excelling in competitive robotics.

## Qualifications

All students on the Power Hawks must maintain the following standards:

### Grade Point Average

Students must have and maintain a grade point average of at least 2.5 weighted.

### Good Attendance, Punctuality, and Dependability

Establishing a record of dependability and punctuality is essential to team and efficiency. For our attendance policy, please see the Minimum Requirements section under Procedures.

### Consistent Demonstration of Maturity

Each member is an ambassador of our team. Mature behavior choices should be demonstrated at all times, in and out of school.

### Demonstration of Honesty and Integrity

A person of good character consistently demonstrates honesty and integrity at home, school, and work.

### Power Hawks Organization

The Power Hawks Organization encompasses all school activities in *FIRST* Robotics.

### FIRST Robotics Competition Team

Our *FIRST* Robotics Competition (*FRC*) Team consists of 30-50 members. The Power Hawks fields one *FRC* team—Team 1111, the Power Hawks, which competes annually in the *FIRST* Robotics Competition.

### Future STEM Endeavors

The Power Hawks Organization is continuing to look for other ways to further inspire more students. If you are interested or may be interested in starting another program under the Power Hawks Organization, please contact the Head Mentor.



## MEMBER EXPECTATIONS

### School

All team members are expected to make schoolwork and academic performance a priority over any team event or activity. This does not mean that students are permitted to repeatedly miss team events and meetings in order to do schoolwork. Students are expected to manage their time appropriately in order to be successful both in school and on the team.

Each student will maintain eligibility through a minimum 2.5 GPA. Failure to do so results in probation. They will be assigned tutoring services to help them get their grades up and will be expected to show grade improvement within one marking period or face removal from the team. Concerns with schoolwork must be discussed with the Head Mentor as soon as possible.

### Events

Events are key parts of the robotics program. Gracious professionalism and our other team values come into play and are extremely visible to everyone. Your behavior and disposition is a direct reflection on your character and on our team.

If a problem arises with another student, you are requested to speak to the Head Mentor immediately. Students are not allowed to have physical conflicts with each other. If a problem such as this arises, both students will be disciplined as per school rules.

### Volunteerism

Community service is essential to the mission of the Power Hawks. Members are expected to volunteer in STEM and robotics related outreach for a number of required hours each year as part of their membership.

### Cooperation

Students are requested to cooperate. Ignoring directions or requests of a mentor or leader is not in the team's best interest. If you feel a request is out of order, you are encouraged to respectfully talk it through with the leader or mentor making the request. You also have the option to speak with the Head Mentor or Chief Executive Officer.

### Behavior

Students are expected to behave responsibly at all times. This means that students will not partake in the following behaviors, among others:



Running in hallways, pushing and shoving, name calling (negative), making messes, fighting, swearing, stealing, and all other activities that reflect negatively on you and the team.

### **Team Image**

You as a member of the Power Hawks represent the team. Therefore, you are expected to act responsible, respectful, and engaged at all times.

Additionally, our brand is incredibly important to our image. Thus, any published material or anything that may be seen by the public must be appropriate at all times and must follow all rules set by the team's Brand Standards Document. If you have any questions, please ask the Public Relations leader, Business Director, or a business mentor for help.

Team image extends onto individual member's social media pages. All posts, not just about the Power Hawks or *FIRST*, must uphold the team values and brand. Students must keep this in mind when making any posts online, either public or private.

### **Uniform**

Our uniform is an important part of our image and brand and thus must be maintained with dignity and care.

The team uniform consists of a current team shirt and jeans. If an event is predominantly outdoors and it is hot outside, school appropriate denim shorts or skirts. No manipulation of the team shirts may be made. No exceptions.

*FIRST* or team hats are allowed. Other hats may be approved on a case by case basis by the Head Mentor.

Power Hawks outerwear is encouraged but not required. If you do not have Power Hawks or *FIRST* outerwear, then your outerwear must be respectful and not have any large logos or sayings on it. Outerwear will not be permitted at any time in the pits at competition.

Closed-toed shoes and safety glasses are required at all competitions and while building the robot. Long hair must be tied back at all times when safety glasses are required.

The care and cleaning of the uniform is the students' responsibility and it is expected to be appropriately maintained at all times.



## **Relationships**

In the event that a relationship develops or is ongoing, there are certain guidelines that must be adhered to at all times when engaged in team activities. Team events are not the time nor the place to pursue new personal relationships, or engage in existing relationships beyond friendship.

Handholding, extensive hugging, kissing, and other public displays of affection are strictly prohibited at all times. Couples may not wander off or sit alone. They should not appear as a couple but as part of the team. Common sense should prevail at all times. In addition, if a relationship ends during or in-between seasons, you are expected to be professional and able to work with the other member if asked to.

## **Communication**

Students are required to have an email address and check it daily. They should read all emails from the team carefully and completely. Great care should be given to your email address when you create it. All email correspondence should be formal. Emails should include a subject, salutation, proper grammar, and signature. Make sure to read all emails before sending and look for professionalism. For tips in writing emails, visit <http://writingcenter.unc.edu/handouts/effective-e-mail-communication/>.

Additionally, the team uses Slack extensively. All team members are expected to have accounts with the service and should check it regularly. Students are especially expected to have downloaded the Slack app on their phone and should be a member of all relevant channels, reading and posting actively to further the team.

Students must keep all communication polite and relevant. In the event that a student is misusing the team communication methods, they will be informed by the Head Mentor. If the issue persists, the standing of the involved students' accounts is at the discretion of the Head Mentor.

## **Student and Mentor Interactions**

For the Power Hawks to be successful there needs to be an excellent working relationship between the students and the mentors. The mentors are there to guide and teach the students. If a mentor feels some guidance and teaching is necessary, then the students are obligated to stop, listen, and consider the guidance. If the student disagrees with the guidance, then the mentor needs to let the student learn by experience whether positive or negative.



Students should be doing the bulk of the work. Mentors can help students with specific tasks on the robot but should not be working on the robot individually. If a student feels a mentor is doing too much, then they must respectfully talk to the mentor, bring this up with the student leadership and the Head Mentor.

## **Failure to Adhere to Expectations**

Occasionally, students fail to adhere to the expectations set by South River High School or the Power Hawks. In that case, certain disciplinary measures may be taken against offending students at the judgment of the Head Mentor, teacher advisor, and/or school administration.

### **Probationary Measures**

If students are not holding up to expectations, they may be put on probation. Probation will be assessed on a case by case basis, but will always include a written document specifying why the student is on probation, and expectations for improvement along with a timeline for improvement. This document will be signed by the Head Mentor, Chief Executive Officer, a parent or guardian, and the student. A copy will be provided to the teacher liaison. Failure to show improvement could lead to removal from the team or further probationary measures.

### **Removal from Team**

If students do not show improvement from probationary measures placed upon them, they may be removed at the discretion of the Head Mentor as detailed in the probationary document and in accordance with school policies.

In rare circumstances, students may be removed from the team without going through probationary measures. This will only be done in the following situations:

- If a student causes significant safety risks to themselves or others without making changes when prompted.
- If a student causes significant disturbances to the team and fails to make changes when prompted.
- If a student lies or cheats a significant amount of time or about a major topic.
- If a student threatens or harasses any other student, mentor, or individual in any way.
- If a student commits any major offenses as discussed in the AACPS student handbook in relation to the team.
- Any other situation that is first approved by the Head Mentor, Chief Executive Officer, and school administration.



## KEY POINTS

To ensure the continued success of the Power Hawks, each person associated with the team will fall under one or more of the key roles listed below.

### Parents/Guardians

Parents are an integral part of the Power Hawks and are extremely important to our continued success. By supporting their child in all aspects of their team involvement and life, parents ensure their child gets the most out of their education and the Power Hawks.

Parents have several responsibilities, including:

- Provide timely transportation for the student whenever possible.
- Participate in fundraising activities, team activities, and other Power Hawk-hosted events
- Attend parent meetings throughout the year.
  - Typically, one meeting for new students to the team in May, a beginning of the year meeting in September, and a Kickoff meeting in January.
- Provide accurate medical information when requested.
- Read all Power Hawks emails.
- Fill out all required paperwork in a timely manner.

Parents are strongly encouraged to discuss any concerns they may have with the Head Mentor.

### Teacher & Coaches Roles/Responsibilities

Teachers & Coaches are an important asset to our team. They are responsible for:

- Facilitating communication with the school
- Filling out and signing the school permission forms with the events manager
- Explaining school rules and implementing them
- Being chaperones for trips
- Helping with recruiting efforts and promoting any events or activities within the school
- Maintaining order and appropriate student behavior at team meetings and events.



The main teacher & coach acts as the school and county liaison, and will attend team meetings whenever possible or delegate another AACPS employee to be present when he or she cannot attend. Additionally, teacher support can be used to help facilitate subteams, as well as to help divide up supervision of competitions and other school-related duties.

## Mentors

A mentor is an adult or graduated student who has been invited and approved by the team leadership to be an active participant on the Power Hawks. He or she can provide assistance in any of the following areas:

- Tutoring for students in their area of expertise
- Leadership of a subteam
- Active during robot build season, helping with either the build or business side of the team.
- Additional limited supervision during events and activities
- Assistance in planning and team operation

A mentor must have the following qualities:

- Proven leadership skills
- Experience or desire to work with youth
- Strong moral character
- Reliable, trustworthy, and organized
- Enthusiasm for the program
- Time, availability, and commitment
- Ability to pass an AACPS background check
- Ability to pass an AAC Parks & Rec. background check for PHR

All mentors are expected to behave appropriately at all times. They are role models for the students and should exhibit a commitment to the team as well as enthusiasm for the program. Interaction with the students should always be professional and must never be on a personal/romantic relationship level at any time. Failure to adhere to this policy or any above will be grounds for your removal from the team and barring from any team events.

All mentors are expected to fill out the following at either the beginning of the year or when they first come on. A packet of forms may be given to each mentor to aid in the process.



These forms include, but are not limited to,

- Mentor website bio
- Background check (redone every 2 years)
- Child abuse video form
- TIMS registration
- TIMS Consent form

*FIRST* has put together a guide called the [FRC Mentor Guide](#). It is HIGHLY recommended for all mentors to read through this guide for advice on how to teach and inspire adolescents. You can also find it by searching “FIRST Mentoring Guide.”

## POWER HAWKS TEAM ORGANIZATION

### FRC Team Organization

The *FRC* team is organized in a business format as discussed below.

#### FRC Student Executive Leadership Team

Student Executive Leadership consists of four students in different roles as the chart in Figure 2 specifies.

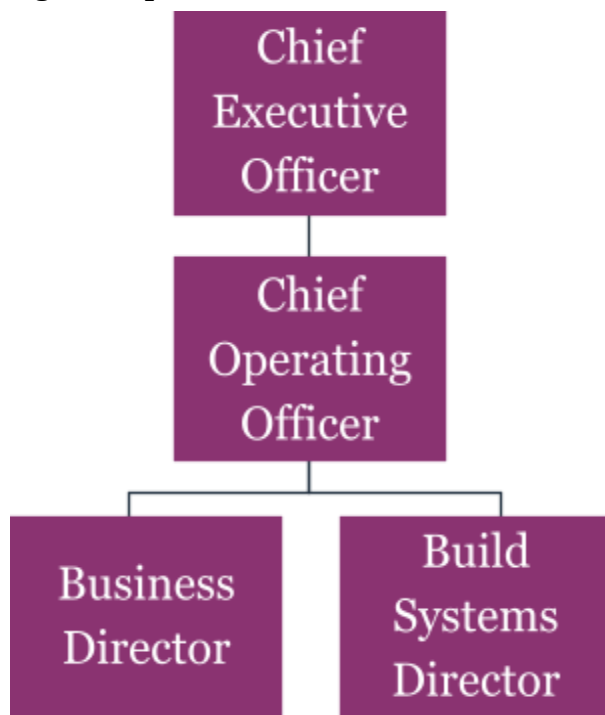


Figure 1: *FRC* Student Executive Leadership Team





Overall, the primary role of the Executive Leadership Team is to sustain the Power Hawks and keep the team in good standing. The Executive Leadership Team is expected to complete this role first and foremost, as it pertains to the continued success of the Power Hawks Robotics. The Executive Leadership team outranks all mentors and has the right to object to all mentors' rules, except for rules regarding safety.

Further, each position has its own set of responsibilities which include, but do not encompass all roles and tasks that the student may be expected to complete. These tasks are discussed below:

### **FRC Chief Executive Officer (CEO)**

The *FRC* CEO is the leader of the entire Power Hawks team. This person is responsible for maintaining a positive working environment for the total program and being a liaison to the school system. The CEO should work to ensure the team is always moving in a forward direction and that the student leaders and adult mentors are helping to ensure every student is growing to their full potential. Further responsibilities include, but are not limited to:

- Attend Power Hawks Board meetings
- Overseeing all operations of the Power Hawks
- Overseeing all internal & external relations
- Communicating with school administration, parents, sponsors, business partners, and team members
- Maintaining a safe and productive learning environment for all participants
- Helping to recruit and train new teachers, mentors, and students
- Setting and maintaining the calendar and schedule
- Ensuring all subteams are completing objectives in a timely manner
- Maintaining team handbook
- Final authority on all issues pertaining to the Power Hawks

### **FRC Chief Operating Officer (COO)**

The *FRC* COO assists the CEO with all tasks, filling in for the CEO when absent. COO will carry out any of the tasks the CEO wishes, working side by side with the students and mentors to help the team in their growth. Further responsibilities include, but are not limited to:

- Creating and maintaining all team organizational and team data
- Tracking attendance at meetings



- Creating and maintaining attendance policies
- Filling in for the CEO when necessary

### **FRC Business Director (BD)**

The Business Director oversees all aspects which involve the business side of the Power Hawks. The BD is the final authority on anything to come out of the business team.

Responsibilities include, but are not limited to:

- Develop and maintain an annual and five-year business plan
- Assist in developing a business budget
- Assist in developing approved fundraising campaigns
- Maintaining all identity and media standards
- Creating and enforcing Brand Standards for all media for public consumption
- Ensuring all social media and internet presences are maintained and appropriate
- Submit Entrepreneurship Awards

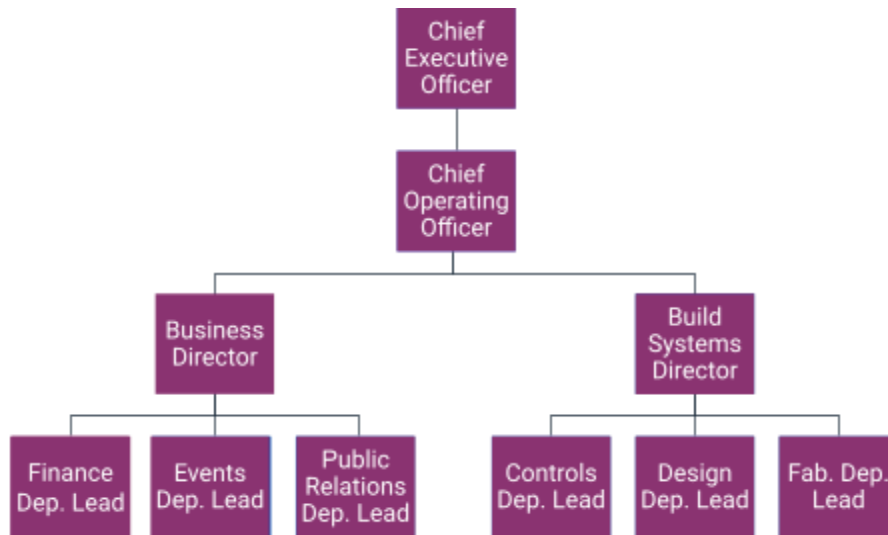
### **FRC Build Systems Director (BSD)**

The Build Systems Lead oversees all aspects which involve the build side of the Power Hawks. The BSD is the final authority on anything to come out of the build side of the team. Responsibilities include, but are not limited to:

- Facilitating the construction of the robot
- Planning build schedules
- Assist in developing a build budget
- Create and maintain robot bill of materials
- Create and maintain the team organizational media
- Enforce all game rules
- Maintain a demo robot
- Ensure students maintain and properly use all tools

### **FRC Student Leadership Team**

Below the Student Executive Leadership Team is the Power Hawks Student General Leadership Team. These are generally single person leadership positions that are responsible for overseeing the wellbeing and success of each subteam. The hierarchy of these roles is shown in Figure 2.



**Figure 2: FRC Student Leadership Team**

In general, each of these roles is fulfilled by students who have shown potential in the previous season, but they may be filled when a new student shows specific qualities during the application process. Each position is filled with one student only, with an assistant assigned at the request of the student in the position and with the agreement of the Executive Leadership Team. Each student in the Student Leadership Team is expected to aid the Executive Leadership Team's primary role of continuing the success of the Power Hawks Robotics. While this is their primary role, each position also has more specific roles as detailed. Please note, this is by no means an exhaustive list and more may be expected of each position.

### **FRC Finance Lead**

The Finance Department Lead is responsible for all financial procurement to support the Power Hawks and tracking spending for the program. Responsibilities include, but are not limited to:

- Maintaining and communicating the team budget
- Liaison with SRHS financial secretary
- Maintain contact with new and existing sponsors
- Coordinate the procurement of new sponsors
- Invite sponsors to team events
- Plan and coordinate fundraising events



### **FRC Events Lead**

The Events Department Head is responsible for planning and coordinating events that the Power Hawks participate in. Responsibilities include, but are not limited to:

- Connecting with sponsors for demonstrations
- Coordinating design and ordering of spirit wear
- Acting as a liaison to school yearbook
- Organizing team-building activities
- Coordinating all travel arrangements for field trips

### **FRC Public Relations Lead**

The Public Relations Department Lead is responsible for all media that represents the team to the public. Responsibilities include, but are not limited to:

- Creating videos for team events
- Documenting team activities through photography
- Releasing appropriate photos
- Releasing appropriate videos
- Ensuring brand standards are met
- Maintaining existing graphics
- Creating new graphics

### **FRC Controls Department Lead**

The Robot Controls Department Lead is responsible for the design and implementation of the programming and electrical components of the robot. Responsibilities include, but are not limited to:

- Designing control system
- Planning and integrating sensor systems
- Programming of robot
- Managing wiring and integration of electrical and battery systems
- Coordinating user input systems

### **FRC Design Lead**

The Robot Design Department Lead is responsible for the design and testing of the robot. Responsibilities include, but are not limited to:

- Coordinating robot design with team
- Designing and implementing robot's components and upgrade
- Managing 3D printing systems and Auto-CAD of robot
- Digitally designing and testing robot
- Rendering robot and release to public with Public Relations Department



- Maintaining Power Hawks design standards

### **FRC Fabrication Lead**

The Robot Fabrication Department Lead is responsible for the manufacturing of an implementation of robot subsystems. Responsibilities include, but are not limited to:

- Coordinating creation of drivetrain and robot mechanisms
- Coordinating building of bumpers and mock field components
- Maintaining and updating demo and robots
- Keeping all storage rooms clean and organized
- Keeping inventory of all parts and tools

### **Role of Student Leaders**

Each student in the student leadership team is tasked with running their group of students as they see fit while still maintaining the team's goals and outcomes. Student leaders are to organize their team with input from the Executive Leadership Team and mentors so that they may do the best they can for the students and the team.

### **Selection Process**

It is important to note that no position is guaranteed regardless of experience or past membership. Any current student who wishes to be in that position again the following year, they are to apply just as everyone else.

### **Executive Leadership Selection**

During the build season, the head mentor, teacher liaison, and at least one other adult mentor will select the following year's Executive Leadership team through applications and interviews.

### **FRC Leadership Position Selection**

Current members who are interested in a leadership role submit an application in the early summer before the posted deadline. Late applications will not be accepted. Once applications are handed in the Executive Leadership Team and Head Mentor review the applications. Interviews will be conducted for all general leadership positions.

### **General Membership**

Prospective and current members submit an application to the team for review and placement. This is done digitally from home if unable to attend our Application Night event in May/June, where students are able to learn about the club and join for the following year.



## PROCEDURES

### Community Service

The Power Hawks strive to help our community. Through numerous outreach efforts, the Power Hawks spread excitement for learning and help those less fortunate.

### Fundraising

All students are required to participate in team fundraising activities. The funds raised are typically used for student expenses and materials for the team. Fundraising often also helps us to get our name out in the community, and so it is required that all students are responsible, respectful, and engaged during fundraising activities, including during setup and teardown.

### Meeting Schedule

While the meeting schedule may change year to year, often it is as follows:

#### FRC Pre-Build Season

Pre-build season is from the end of the school year in June to the first Saturday of January when build season starts. Meetings are typically every Thursday. During these meetings, the newly chosen leadership will teach other members skills and concepts necessary to function on their subteam.

#### FRC Build Season

Build season lasts the time between when the new *FRC* game is announced until the first qualifier, approximately eight to ten weeks later. Due to the limited time we have to build a robot we will be meeting frequently during this time period. Meetings will be held on Mondays, Tuesdays, Fridays, and Saturdays. Our Monday, Wednesday, and Friday meetings are voluntary if your subteam leader specifies so, due to a shortage of work. You may not miss these meetings just because you don't feel like attending. Our Saturday meetings are mandatory for all members.

#### Post Build Season

It is extremely difficult to plan this part of the year before we know what competitions we are going to. Generally, it's a middle ground between pre-build season and build season in terms of when the team will be meeting. More information will be given during the build season.



## Meeting Regulations

To ensure the wellbeing of the Power Hawks certain procedures have been put in place. It is imperative that all students follow all regulations to the fullest or they risk losing privileges and roles.

Students are to respect and follow all wishes and requests that mentors make at all times. Mentors are there to help you learn, and so it is imperative that you respect them to the fullest. While the mentors try not to touch the robot or tell students what to do instead of teaching them what to do, sometimes mentors do need to be hands-on. This is fully acceptable, and it is expected for you to work with them accordingly. If you feel that the mentors are too hands on and are starting to limit your experiences, please talk to the Head Mentor and they will address the issue.

While there may be some free time occasionally, the mentors and leadership work hard to ensure that you will always have work to do. Therefore, please do all work to the fullest, and if you have down time, use that to help other teams, clean, or organize.

Students, especially leaders, are expected to start setting up materials and tools up to 30 minutes before the meeting officially begins. This way students can get right to work when mentors arrive and not have to waste time setting up when learning could be happening.

Students should never be eating during a meeting except during scheduled food breaks. If students cannot eat before they attend a meeting they are expected to go elsewhere in the school and eat so that they do not distract other team members. They are still expected to be on time at the meeting though, without food.

Above all else, **safety is our first priority!** If at any time you feel unsafe please tell your mentor and/or the Head Mentor. If you do not know how to use a tool or certain equipment please let us know before using it! Proper tool safety is imperative to running a safe facility. Additionally, safety glasses are **required** at all times in the shop area, where any tools are being used, or where the robot is being operated.

## Travel Procedures

Traveling as a team can be an extremely exciting and rewarding portion of our season. A great deal of effort, planning, and organization is required to coordinate all of the associated activities though, so please make every effort to make the trip easy for all.



You are encouraged to have fun, but be smart about it. A strong effort is made to make the travel experience educational and culturally interesting as well as fun.

All team members are eligible to travel to all events unless otherwise exempted. A student may be exempted from travel due to a prior commitment or disciplinary reasons from the mentors and/or school administration. All team members are expected to attend all events unless discussed with the Head Mentor. If finances are an issue, please talk to the Head Mentor and we will work to see what we can do. Failure to attend an event without prior discussion may result in dismissal from the team or loss of team privileges.

## **Competition Procedures**

The Power Hawks are part of the *FIRST* Chesapeake District which encompasses Maryland, Virginia, and the District of Columbia. Teams compete at two district events which are each 2.5 days then the top teams will move on to a District Championship which is a three-day competition. Finally, the top teams for the District Championship will move on to the World Championship event to compete on the world stage.

### **FRC District Event**

We will attend two district events, typically one event is an away competition where we stay over in the competition area and the other is local where we commute daily.

### **FRC District Championship Event**

If we advance in the district competitions to the District Championship event we will compete in a three-day event either at University of Maryland or Virginia Commonwealth University.

### **World Championship Event**

The Championship event is very similar to a District Championship Event but on a significantly larger scale. There will be teams from all over the world. We will only attend the Championship event if we have ranked high enough in our district.

## **Minimum Requirements for Being a Team Member**

Team members must be in good standing with the team in order to attend any events and to continue to be a member of the team. This includes meeting the necessary grade requirements, attending a minimum number of work days during build season, and meeting minimum volunteer requirements, among other expectations discussed earlier.





## Volunteer Requirements

In order to meet the community outreach obligations that the team completes every year, all students are expected to maintain a minimum amount of volunteer hours each year in the following areas:

- Power Hawks summer camp
- Soaring Engineers
- Team outreach and community events
- Central Middle tutoring
- Mentoring of FLL and FLL Jr. teams
- Anything else specifically mentioned in an email as fulfilling volunteer hours or as discussed with the Head Mentor

Each student, by the time of competition season, is expected to complete **20 hours** of approved volunteer requirements as discussed above. Failure to do so will prohibit students from attending competitions and they will not be permitted to be a team member in future years.

Students are expected to track their own hours in the system shown during mandatory summer training sessions. If hours are not submitted one week after the hours are completed then they will not count towards student hours.

## FRC Absences

FRC students must attend a minimum number of work days during build season. Students will be expected attend the following build season meetings:

- All Saturday Meetings unless excused
- A minimum of 6 hours a week during the weeknights (Monday through Friday)

An excused absence is any absence that is made known to the Head Mentor and/or Chief Executive Officer at least one hour before a meeting begins. The absence must be for a legitimate excuse such as a family affair, meeting or event for another group that a student is a part of, or another major aspect of the student's life. Excused absences do not include things such as wanting to be with a group of friends instead of being at a meeting, or excessive missed days for school work. Further, students are expected to check in when they arrive and check out when they leave. Students are expected to be on time for meetings and stay until the end. Hours will be tracked and students will receive the equivalent of one absent day for every four hours that they are late.



## General Competition Requirements

The following are rules and policies that apply to **all** students during the entirety of the competition.

Students are to be with the team in the stands for both the opening and closing ceremonies, alliance selections, and every match that the team participates in throughout the competition. Students presenting or interviewing for awards, on the drive team or field team, or are the designated alliance captain are exempt from this rule.

All guidelines concerning socialization are applicable at competition. Students are not to be playing any sort of game during competition. Do not bring games to competition!

There are many roles and jobs throughout the competition and every person's role is vital to the success of the Power Hawks. If anyone is unclear of what their position is, please talk to the Head Mentor and Chief Executive Officer, but do not just start doing a job because you feel like it or are bored with your current one.

During competition if you do not have a specific role for some time, please scout. Scouting is an essential operation for the success of the Power Hawks on the field and we need as many students as possible to help out throughout the competition. These positions will be assigned accordingly by the Chief Executive Officer and the scouting captain.

At all times students are to be in groups of three or more, unless explicitly allowed by the Head Mentor. While students go get food or walk around the immediate area, it is essential that you let your chaperone know and are back for all matches. If you are part of the pit crew, lunch times will be arranged for you so that we always have a presence in the pits. When in the stands students are expected to cheer for our team. Team spirit motivates everyone, so please be an enthusiastic and engaged member of the team.

Above all, please use common sense! If you think it may be a bad idea, it probably is!

## Hotel Procedures

When we travel, we often stay at a hotel. Students will be organized into rooms of four students. There are no co-ed rooms. Each room will have an adult assigned to monitor and coordinate activities, including random room inspections. Students are expected to follow all AACPS rules and regulations at all times.



### **Check in**

When we arrive at the hotel, students will go to a designated location to wait for room keys. Students will need to be very quiet so as to not disturb the other guests. Students are to proceed to their rooms and unpack as soon as possible. Please alert the Head Mentor if there are any room issues.

### **At the Hotel**

Often there is free time in the hotel to get snacks, play games, swim, or be with friends. Students are expected to act responsible during this time as they are always representing the Power Hawks. They are to not go outside of the hotel at any time. At no point should only one boy and one girl be in a room alone. Whenever there are two members of the opposite sex in the room at the same time the door must be completely open. Students are also expected to be in their rooms at the end of the night (often 11:11) when they are expected to go to sleep shortly afterwards.

### **Check out**

Students are expected to be packed and ready to go at our departure time. All rooms are to be clean and tidy.

## **ACKNOWLEDGEMENTS**

Thank you to *FRC* teams 45, 47, 51, 1241, 1511, 1538, and 2377 and Anne Shade, former Maryland Regional Director for ideas for the team handbook.

*Note: This handbook may change during the course of the year. All updates and changes will be made available and apparent to all individuals associated with the team and a time period as discussed by the Head Mentor will be put in place for new rules and regulations to come into effect.*

Revision 2.8. Last updated 09/11/2022

## **SIGNATURE OF UNDERSTANDING**

All students are required to have this page on file with the Power Hawks each year. Print out this page or remove this page from the handbook, fill it out, and hand it in by the specified due date.

*I, \_\_\_\_\_ (student name) have read the Power Hawks Team Handbook in its entirety for the current competition season year and agree to follow all rules, regulations, and guidelines in the book or suffer appropriate*



*consequences as discussed in the handbook or by the Head Mentor. I have also shared the handbook with my parent or guardian and they understand what is expected of both their child and them.*

*Signed,*

Student name Signed: \_\_\_\_\_

Student name printed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian name signed: \_\_\_\_\_

Parent/Guardian name printed: \_\_\_\_\_

Date: \_\_\_\_\_