

# RAMAGEDDON 4855



## Team Handbook

Created November 2018; Revised October 2019



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## About Us

### FIRST

*FIRST* (For Inspiration and Recognition of Science and Technology) was founded in 1989 by Dean Kamen to inspire young people's interest and participation in science and technology. *FIRST* designs accessible, innovative programs that motivate young people to pursue education and career opportunities in science, technology, engineering, and math, while building self-confidence, knowledge, and life skills. *FIRST* participation is proven to encourage students to pursue education and careers in STEM-related fields, inspire them to become leaders and innovators, and enhance their 21st century work-life skills. Combining the excitement of sport with the rigors of science and technology, we call **FIRST Robotics Competition (FRC)** the “Ultimate Sport for the Mind. High-school student participants call it “the hardest fun you’ll ever have.” Under strict rules, limited resources, and an intense build season, teams of students are challenged to raise funds, design a team "brand," hone teamwork skills, and build and program industrial-size robots to play a difficult field game against like-minded competitors.

### Team’s Performance Over the Years

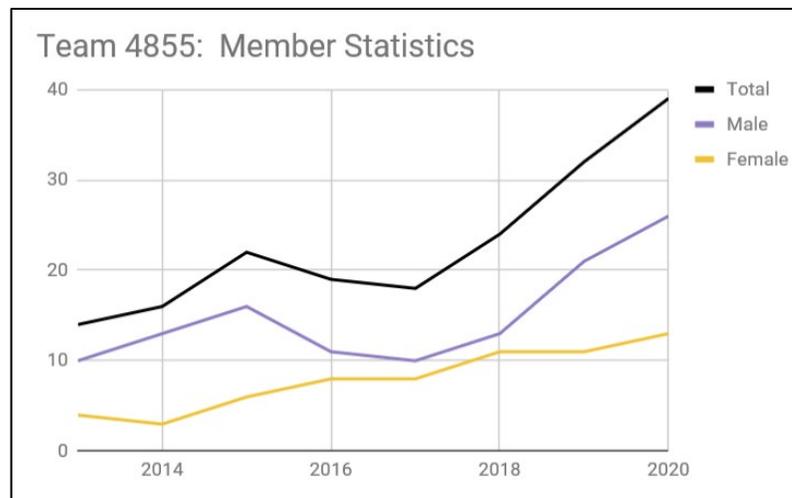
Year/Game	Event	Rank	Playoff Performance	Award(s)
2013 Ultimate Ascent	St. Joe District	13th	2nd Pick of Alliance #4; Advanced to Quarterfinals	Rookie All Star
	West MI District	15th	N/A	Highest Rookie Seed & Rookie Inspiration
2014 Aerial Assist	West MI District	26th	N/A	N/A
	St. Joe District	13th	2nd Pick of Alliance #4; Advanced to Semifinals	N/A
2015 Recycle Rush	East Kentwood District	33rd	N/A	N/A
	St. Joe District	33rd	N/A	N/A
2016 Stronghold	St. Joe District	26th	2nd Pick of Alliance #6; Advanced to Quarterfinals	N/A
	Woodhaven District	23rd	2nd Pick of Alliance #8; Advanced to Quarterfinals	N/A
2017 STEAMworks	St. Joe District	28th	N/A	N/A
	East Kentwood District	19th	2nd Pick of Alliance #3; Advanced to Semifinals	N/A
	GR Girls Competition	5th	Captain of Alliance #5; Advanced to Quarterfinals	N/A
2018 Power Up	Gull Lake District	23rd	1st Pick of Alliance #6; Advanced to Semifinals	Entrepreneurship
	East Kentwood District	21st	1st Pick of Alliance #5; Advanced to Semifinals	N/A
	MI State Championship	10th	Captain of Alliance #7; Advanced to Quarterfinals	N/A
	World Championship	7th	Captain of Alliance #7; Advanced to Quarterfinals	N/A
	Ferris State Roboday	1st	Captain of Alliance #1; Advanced to Semifinals	N/A
	GR Girls Competition	11th	Captain of Alliance #8; Advanced to Quarterfinals	N/A
2019 Destination Deep Space	Gull Lake District	3rd	Captain of Alliance #2; Advanced to Finals	Autonomous & District Event Finalist
	East Kentwood District	8th	Captain of Alliance #5; Advanced to Quarterfinals	N/A
	MI State Championship	22nd	N/A	N/A
	Ferris State Roboday	5th	Captain of Alliance #4; Advanced to Semifinals	N/A
	GR Girls Competition	13th	2nd Pick of Alliance #2; Advanced to Semifinals	N/A

## Our Name and Number

Each team is assigned a number when they register as a team. Teams that have been in existence since the inception of FRC may have two or three-digit numbers whereas rookie teams will likely have a number in the 8000's. SHHS's robotics team was formed in 2013 and as such, we were assigned team number 4855. Besides a team number, students and mentors give their team a name. Most teams are associated with a school, so they may choose a name that is the same or closely aligned to their school's mascot. That was the case with our team. We wanted a name that was strong, yet fun, and something that would make people think of the South Haven Rams. After much brainstorming, the rookie team decided on "Ramageddon" which was a combination of "Ram" and "Armageddon".

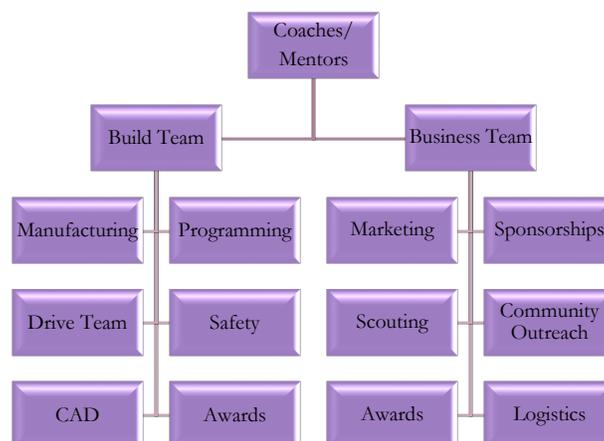
## Team Membership

Since its inception, Ramageddon has experienced steady growth in team members. Membership on Ramageddon is open to all South Haven High School students regardless of prior experience. We only ask that students be willing to work hard, follow the policies and code of conduct listed in this handbook, and have fun in everything that we do.



## Team Structure:

Each year when the seniors on the team graduate, we lose our most knowledgeable team members. To help our team maintain its momentum year-to-year, we have created leadership positions to mentor the newer students. Those leaders are assigned to various teams within the team which is shown in the organization structure below:



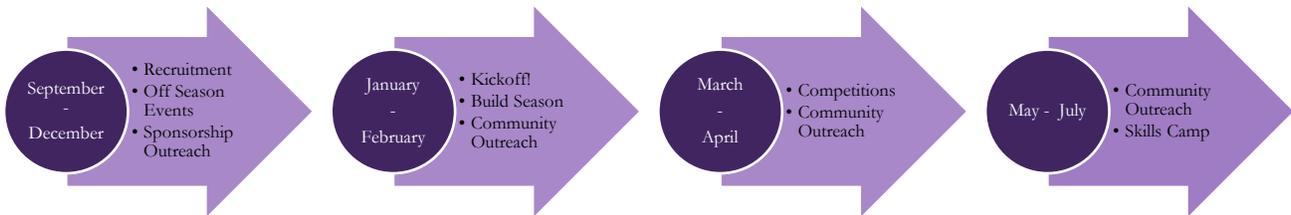
### Team's Season:

Participation on the robotics team is year-round with pre-season activities kicking off in September. Pre-season activities include a recruitment event, off-season competitions, fundraising, and preparation for the upcoming season. The team typically meets weekly or biweekly during the months of September, October, November, and December but that is subject to change depending on the projects being worked on at that time.

The official build season kicks off the first week of January. During this extremely busy time, the team meets five to seven days per week. Monday through Friday meetings start at 5:30pm and last until approximately 8:30pm. Those meetings will likely go later in the evening as we get closer to our stop-build deadline. Start and end times for Saturday/Sunday meetings will vary depending on how we are coming along with our robot. Communication on meeting times will be communicated via emails and Remind.

Following the conclusion of build season, we move into competition season which lasts through March/April. During this time, we continue to fundraise, prep for competitions, and give presentations to sponsors and community members. The weeks of competition are busy for the team as we make last minute adjustments to the robot and we load equipment/supplies in the trailer for the competition. New this year, there is no “bag-and-tag”; therefore, we will be able to work on our robot after our stop-build deadline and in between competition dates.

Post-season activities include a team wrap-up celebration, demonstrations at local schools, summer skills camp, and walking in the Fourth of July Parade.



## Code of Conduct

The SHHS Robotics Team is a school club. Students are required to maintain good academic standings and abide by the policies of the school district, *FIRST*, and the team. Students who violate the team's code of conduct, *FIRST*'s conduct rules, or the school district's policies may be restricted from participating in team meetings and/or events and may face expulsion from the team. Furthermore, students who violate the team's code of conduct or the school district's policies may be referred to the school district for disciplinary action.

### Gracious Professionalism

1. Team members should practice *FIRST*'s policy of “Gracious Professionalism” and treat others with respect. Team member's actions are a direct reflection of the entire team, *FIRST*, and South Haven Public Schools and as such, all members of Team 4855 should act professional when representing the team. This includes work days, team meetings, competitions, public presentations, and any other time that they could be associated with the team.

2. Inappropriate touching, bullying, intimidation or any other form of harassment will not be tolerated on this team. Any incident of harassment should be reported to a coach immediately.
3. Foul language, slurs or slang associated with hate towards a person or group is not allowed. Music selection will adhere to this standard as well.
4. Team members will not use alcohol or other drugs. Prescription medicine should be reported on the medical authorization form.
5. There may be times when we have students on the team who are dating. These couples will refrain from public displays of affection. Please treat membership on this team as you would treat working in a professional setting.
6. Respect other's ideas and follow the rules of brainstorming. If there are disagreements, students should address the issues with the mentors and/or coaches. No unnecessary criticism or negative comments will be allowed. Feedback should be constructive. Welcome piling-on which is when one member's idea motivates others to generate additional ideas.
7. Students should give their full attention to speakers, including but not limited to, speakers at Kickoff, Opening Ceremonies, or coaches/mentors/fellow team members/guests at team meetings. When someone else has the floor, refrain from having side conversations or using your laptop/phone.

### **Communication**

1. Communication is vital in order to keep team members up-to-date on important information. Communication is a two-way street: we can send you the message but you must actively be willing to receive it.
2. Methods of communication include, but are not limited to: Team Meetings, Twitter, Facebook, Remind, Ramageddon Website, Instagram, Emails, Robotics Shared Drive. Please note that photos of the students will be posted on social media and on our website.
3. Team members and their parents will receive frequent emails from coaches. Please read the emails as they contain important information.
4. Any team member using school district or team-owned electronic devices, technology services or who post to our social media sites shall do so in accordance with the team's code of conduct and the school district's technology acceptable use policy. While online, students are prohibited from bullying, using or viewing graphic images or language that is unlawful, obscene, pornographic, profane, or vulgar.
5. Daily huddles will occur at each meeting so that the various subteams within the team have a full understanding of what others are working on that day. It is important that you pay attention to what is being communicated at huddles.

### **Team Leadership**

1. Coaches, Mentors, Team Captains, and Team Leads should incorporate all members of the team with projects. Leaders should mentor and develop all team members, enabling development of capabilities and Gracious Professionalism.
2. Try your best to involve new team members in meaningful tasks. They are the future of our team and need to have their skills and abilities cultivated.
3. Leaders should provide feedback that is constructive with the intent for growth and development. Personal criticisms are not allowed.

### **Student Engagement**

1. Participation on the robotics team is year-round. We understand that our students are involved in a variety of activities and we will do our best to accommodate those other activities but it is important that all team members are involved throughout the year.

2. Team members who wish to be a part of the team will be **actively engaged**. Students should not only be motivated to *join* the team, but be motivated to do the work of the team, no matter how exciting or dull the project is to the student.
3. Promptness is important. If students walk into meetings late, they disrupt our team huddle. If they arrive late for carpooling to events, they may be in jeopardy of missing the event.
4. Team members must sign themselves in each day in order to have their attendance recorded. Failure to sign in will result in a no-show and could jeopardize the student's chance of going to competitions.
5. Following the team huddle at the beginning of each meeting, team members should check in with the appropriate team captain/lead or mentor to determine what projects will be worked on that day/evening. If a student finds that they do not have anything to work on, they should reach out to a team captain/lead or mentor to see if there are other projects that need to be completed. Students may be assigned to assist another team (i.e. business, scouting, build) with their projects. Failure to assist in those assignments will be a direct violation of our code of conduct. We are all one team and we must help each other when needed.
6. If we are experiencing downtime and there are no other projects that need to be worked on, team members may go home or use that time to quietly work on homework.
7. Team members not currently working on a project should avoid disrupting others who are actively engaged in projects. Keep voices low so that others are not interrupted from their work.

### **Minimum Working Requirements (MWR's)**

1. Students must be in good standings at SHHS.
2. Team members must put in at least 40 hours of work time during the build season if they wish to attend competitions.
3. All team members must attend and participate in the annual Ramageddon open house.
4. All team members must attend and participate in at least one speaking presentation, such as Kiwanis, Rotary, elementary schools, etc...
5. All team members must participate in at least one team fundraising activity.
6. All students must have their parent/guardian sign the official FRC parental consent form in order to attend the competitions. Consent forms must be completed online prior to Kickoff.
7. All students must turn in a completed medical authorization form.
8. All students and their parent/guardian must sign the team handbook acknowledge form indicating that they have read, understand, and agree to the terms set forth in the handbook.
9. All students must complete our safety training. All students and their parent/guardian must sign the safety manual acknowledgment form indicating that they have read, understood, and agree to the terms set forth in the safety manual.

### **Equipment Usage/Safety**

1. All items and materials inside the robotics room are property of the team.
2. No items are to be taken outside of the robotics room unless prior approval is given. Tools are not for personal use; they are property of the team.
3. Team members should not bring their own tools or materials or buy anything without prior approval.
4. Our team has limited finances to buy new items. When items go missing or are broken it hurts the whole team. If a member deliberately breaks an item that Team 4855 owns, they may face replacement charges and possibly expulsion from the team.
5. All items used during a work day or competition should be returned to its proper storage place.

6. The robot and all parts of the robot should not be touched outside of established work hours without prior permission from a coach.
7. All past or prior game pieces (i.e. frisbees, totes, balls, pool noodles) should not be played with or used in any manner except for the purpose the team uses them for.
8. Safety is critical. When working with power tools, team members will follow all safety precautions. All team members will avoid unsafe behaviors such as roughhousing, distracting others while they are working, and not focusing on the task at hand. **See Safety Manual for further details.**

### Competition Expectations

1. Students will RSVP for competitions using Sign Up Genius so that we can determine carpooling needs.
2. Only designated members of the team will attend and assist with pit set-up on the Thursday of competition.
3. All team members will adhere to our rules of safety at the competitions. See Safety Manual for details.
4. While in the stands, all beverages must be contained. Do not take cans of pop into the stands as they can be easily spilled. Bottles that can be closed are acceptable.
5. All team members attending the competitions must wear their team shirt. If you anticipate being cold at an event, you can wear a long-sleeve shirt under your team shirt or you can wear the official SHHS Robotics Team jacket or sweatshirt over your team shirt.
6. Team members are allowed to wear jeans, jeggings, or khakis. Keeping safety in mind, Team 4855 will not allow shorts, sweatpants, or yoga pants to be worn by our team members at official competitions.
7. Footwear will be tennis shoes or boots. No open-toed shoes, sandals, crocs, or flip-flops.
8. Team shirts should be clean and fresh for competitions. It is requested that you launder your shirt each night after competition. If you are unable to launder your shirt after the Friday competition for the Saturday competition, team members may wear a previous year t-shirt or they may purchase an additional team shirt.
9. We are guests at the host schools; therefore, we will leave it looking as nice or nicer than when we arrived. For example, we will properly dispose of our trash; we will not use glitter or other messy items in the stands; etc. The same is true of students riding with other parents. Please do not leave your trash in parent's vehicles.
10. When Team 4855 is competing on the field, all team members will be seated with the team in the stands to show our support. Exceptions will be allowed for drive team, team photographer, and designated scouts.
11. Team 4855 will display Gracious Professionalism at all times, regardless of how our robot performs at the competition. We will celebrate our victories and learn from our losses. We will not lose our cool. Remember that your behavior is a direct reflection on the team and our school.
12. We encourage team spirit by means of cheering, singing, and dancing during appropriate times but to do it in a manner that is not "over-the-top". Examples of "over-the-top" behavior includes yelling so loud that it bothers others, screeching voices, inappropriate dance moves, booing other teams, etc. If you choose to dance, please watch out for people walking past you.
13. Team members should remain quiet during certain times, such as opening ceremonies or announcements.
14. Team 4855 engages in what *FIRST* refers to as "Coopetition". This is a combination of cooperation and competition. What this means for us is that even when we are competing against another team, we must keep in mind that they could be our partner in the next match

- so we need to be able to cooperate with them. Along with practicing Gracious Professionalism, this is another reason why we do not wish our competitors bad luck.
15. Team members will travel to/from competitions with designated drivers. Team members will not distract drivers, regardless of if the driver is a parent, mentor, or bus driver.
  16. If a team member needs to leave early, they must notify one of the coaches and be signed out.
  17. Overnight Competitions: If a competition is held far enough away that the team must stay overnight in a hotel, then the team members will be held to the following expectations:
    - a. Again, we are guests; therefore, we will leave the hotel rooms in a similar condition as found. No using fire extinguishers unless there is an actual fire; no tampering with sprinklers or other items in the room; no pulling fire alarms; no running in hallways; no stealing hotel items such as towels, glasses, pillows, etc...
    - b. Students must be in their room by 11pm, unless accompanied by an adult.
    - c. Team members must be respectful of other hotel guests and use their inside voices, and avoid roughhousing, running, jumping around, slamming doors, etc... Television and music volumes must be kept at a level that will not disturb neighbors.
    - d. Team members will adhere to any and all rules/guidelines set forth by the hotel.
    - e. We will be in close proximity in the stands and while traveling; therefore, students should practice proper hygiene.
    - f. Families are asked to pay a fee (to be determined) towards hotel rooms for each long-distance competition. **All students will be allowed to attend long-distance competitions regardless of their families' ability to pay this fee.**

## Parent/Guardian Involvement

### Fanageddons

As the proud parent or guardian of a team member, you and all others who come to cheer us on are referred to as “Fanageddons” which is a combination of our team’s name with the word “fan”. Our Fanageddons are encouraged to clap, cheer, and display signs for us at the competitions. We strongly encourage our Fanageddons to purchase official Fanageddon shirts/sweatshirts or to wear purple in the stands. The reason why we encourage this is because during our first few seasons, very few parents/supporters came to our competitions. It was disappointing to look at the stands across from us and see large crowds of supporters of other teams all wearing the same color while we had just a handful of parents/supporters quietly cheering us on. As our team grew, so did our supporters so we designed fan “swag” for them to wear at competitions. Now when you attend a competition, it is easy to spot our Fanageddons because they are the “sea of purple” in the stands.

### Volunteering

Parents/Guardians are asked to sign up to provide water, snacks or meals for the team. During build season, snacks are preferred during weeknights. As we get later into build season and we are working later into the evening, we may request pizzas for the team. If we are meeting on the weekend, we could be working for many hours so a meal such as sloppy joes, pizza, or sandwiches & chips is requested. At competitions, we need water, snacks, and lunch. Team 4855 will use Sign Up Genius for food sign-ups.

Due to the costs associated with utilizing the school’s buses, we choose to carpool to competitions and events. If a parent/guardian would like to volunteer as a driver, they must fill out South Haven Public School’s volunteer background check authorization form. Once you have completed the volunteer authorization form, you may sign up for a carpooling spot by using Sign Up Genius.

As our team grows, so does our need for oversight. Parents are encouraged to visit our team meetings and to assist with chaperoning our students. Not only will this give you an opportunity to witness what your child is working on, but it will give you the chance to interact with the other members of the team.

As a “club”, we are not funded by the school; therefore, we rely on business/individual sponsorships to support the team. If you know of a business or individual that would be interested in sponsoring our team, please provide us with their contact information so that we can send them a sponsorship packet.

Other volunteer opportunities for parents include:

- **Building our practice field.** Over the past few years, we have been fortunate to have a group of parents build replicas of the game field for the team so that we can have our very own practice field at SHHS. This allows us to set up our autonomous programming correctly and gives our drive team the opportunity to practice their driving prior to the competitions.
- **Costumes:** Many teams wear costumes to competitions. If you have experience designing/making costumes or would like to purchase a costume, please see one of the coaches to learn more about the season’s theme.
- **Competition Volunteers:** FIRST requires that each team has two (2) volunteers assist at competitions. Usually this includes working the eye shield station or “crowd control”.

### **Student Pick-Up/Drop-Off**

If your child does not drive, please be ready to pick them up from team meetings by the designated ending time. If your student is not outside, feel free to text them to let them know you have arrived. You are always invited to come inside to retrieve your child and to see for yourself what we are working on each night. For the convenience of the parents, students who do not drive themselves are not required to work as late as the students who do drive. Finally, if your child does not drive and you are unable to pick them up, it is up to you and/or your child to plan on how they will get home. Our meetings end when it is dark outside; therefore, we do not want kids walking home by themselves. If your child needs a ride home from another student, they must make arrangements with the other student prior to the night of the meeting/event. Mentors and coaches will not give rides home unless the mentor/coach has a child on the team and the child is in the car with them.

## Connect with Us

We believe that communication is key in maintaining a high functioning team and as such, we have set up multiple means in which we can keep in touch with the team, parents/guardians, sponsors, and other Fanageddons.

### **Email**

We have developed a Robotics Team email group and a Parents/Guardians email group. There will be times when we send emails to one or both of the groups. Most of these messages will include detailed information on events and they may include attachments such as maps or agendas. These emails may be lengthy at times, but they will include vital information. Please do not disregard these emails.

If you would like to send the coaches an email, you may reach them at:

- Build Team Coach, Kevin Dee: [kdee@shps.org](mailto:kdee@shps.org)
- Business Team Coach, Kim Wise: [kwise@shps.org](mailto:kwise@shps.org)

### **Remind**

Remind is an app that our coaches use to send short yet vital messages to the team. All students with a cell phone will be set up for a Remind account so that they do not miss these important messages. Parents are encouraged to join our Remind group so that they are receiving the same communication as our team. Students and parents will provide phone numbers on the handbook acknowledgement form regardless of if they sign up for Remind so that they can be reached in case of emergency.

### **Social Media**

Team 4855 Ramageddon has three different social media sites that we use to promote our team. The members of our social media team post photos and updates on these sites frequently. Since our students have access to these sites, parents should avoid sending confidential messages to coaches via social media. If you have a concern, please email the coaches.

Please note that students on our team will likely have their photos displayed on these sites at some point in the season. Student's first names may be listed but only the first initial of their last name will be used for sake of privacy.

Please follow us on one or all of the following social media sites and be sure to share these with your friends and family:

- **Facebook:** South Haven High School Robotics – Team 4855
- **Twitter:** South Haven Robotics, @Ramageddon4855
- **Instagram:** South Haven Robotics, @ramageddon4855

### **Website**

The team's official website is [www.ramageddon.com](http://www.ramageddon.com). On this website, you will find team updates, a list of our current sponsors, our team's history, a team blog, team calendar, and much more. Please check back on the site often as it is frequently updated.

# Team 4855 - Ramageddon

## Team Handbook

### Acknowledgment Page

By signing this form, I acknowledge that my parents/guardians and I have read the Team Handbook and we understand and agree to the statements above. We understand that this acknowledgment form must be returned to a team coach by **December 1** in order for me to continue participating on the team. Please print legibly.

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

Student's Email Address: \_\_\_\_\_

Student's Cell Phone\*: \_\_\_\_\_

*\*All students will be added to the Remind app.*

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Parent/Guardian #1 Email: \_\_\_\_\_

Parent/Guardian #1 Cell: \_\_\_\_\_

I wish to be added to the Remind app:       Yes       No

Parent/Guardian #2 Email: \_\_\_\_\_

Parent/Guardian #2 Cell: \_\_\_\_\_

I wish to be added to the Remind app:       Yes       No