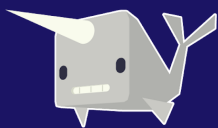


Team Handbook



3128 aluminum
narwhals

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Preface

Team Mission Statement



Our mission is to utilize teamwork to invigorate students' passions for innovation, creativity, and problem solving in science, technology, and engineering fields, and ultimately work towards creating a better tomorrow.

This is a comprehensive guide of the policies and procedures of FRC Team 3128 “The Aluminum Narwhals”. It contains all the information that you, as a team member, need to know in order to be informed about our team.

FRC Team 3128 “The Aluminum Narwhals” is an enrichment program under the umbrella of the Canyon Crest Academy (CCA) Foundation, a 501(c)3 non-profit organization. Team 3128 is neither an official CIF Sports team nor a CCA club, however it operates as a STEM Team and is open to all current students of Canyon Crest Academy.

Team 3128 is registered with the FIRST organization (<https://www.firstinspires.org>), competes at FIRST events, and abides by the rules and regulations of the San Dieguito School District, Canyon Crest Academy and the FIRST organization.

FIRST Robotics Competition (FRC)

The FIRST Robotics Competition, abbreviated FRC, is an annual competition where high school teams across the country build robots and compete against each other. It is the main competition Team 3128 involves itself in each year.

The Basics

Student-Led Team

The Aluminum Narwhals are a student-led team. This means that students, under the guidance of adult Coaches and Mentors, have complete responsibility for the team including leadership roles, develop leadership skills, fiscal responsibility, and are the primary decision makers for the Team.

What does the Team do?

FIRST Robotics Competition (FRC)

Team 3128 competes in the FIRST Robotics Competition, abbreviated FRC. This is an annual competition put on by the FIRST organization, where high school teams across the world build robots and compete against each other. It is the main competition Team 3128 involves itself in each year.

Each year, teams are given a game in early January, and then have six weeks to design and build a robot to compete in that years' game. After the six weeks (on a predetermined day), teams put the robot in a bag ('Stop Build Day') and then bring it to at least one FIRST Regional or District competition, where they are randomly matched with and against other robots. Top performing robots move to the World Championship Competition.

A typical schedule is:

- Jan 5 - Game Reveal. Build Season Begins
- Feb. 19 - Stop Build day
- March 1 - Week 1 competitions begin
- April 14 - Week 7 competitions end
- April 18 - 21: Houston World Championships

Team Participation Requirements

Joining the Team

Membership is open to all current Canyon Crest Academy students.

In order to participate in Team 3128's activities, a student must be a registered member of the Team for that school year. In order to be registered, a student must:

1. **Sign up on our [team roster](#).** This will get you added to our mailing list so you know everything that is going on. Please use an email you check regularly.

2. **Sign up on [STIMS](#), our league information manager.** This will let you attend tournaments and be involved in official robotics events off-campus. *This step requires a parental unit to finish.* You can find detailed instructions for [new members here](#) and [returning members here](#).
3. **Turn in a [Safety Waiver](#).** You and your parental unit will need to read, understand, agree to, and sign the safety waiver. Please turn in the physical waiver to a mentor at the workshop.
4. **Complete [Team 3128 Safety Training](#).** Because of the nature of what we do, safety is paramount to our team. After completion of the Safety Training, a member earns their safety glasses and a numbered pouch in the workshop. There will be a fall “drop dead” date announced -after this date, no entry will be granted into the workshop unless you complete safety training.

If a member joins mid-year, they must complete all of the above by their third meeting.

Student Team Member Obligations:

- Register with the Team
- Join a Department
- Complete Department Training (generally offered in the fall, prior to Build Season, although limited training may be available all year)
- Attend meetings
- Actively participate in Team activities
- Abide by the Code of Conduct
- Maintain a 2.5 GPA
- Welcome new members
- Fulfill Build Season hours requirements in line with the students goals
- After one season on the Team:
 - help train new members
 - take on leadership responsibilities
 - grow with the team
- Train a new member to replace you when you graduate
- Keep Robot Information Confidential. Please respect the team’s wishes to keep robot information confidential until its public release.

Attendance / Workshop Hours

Team 3128’s workshop is located in the Administration Building on the campus of Canyon Crest Academy at 5951 Village Center Loop Dr., San Diego CA 92130.

The Workshop is open during the school year from Monday - Friday, 3 PM to appx. 5:30 PM. Exceptions include holidays and days immediately preceding Mid-Term and Final exams. During Build Season, the Workshop will be open as many weekends as our Coaches and Mentors can be available to supervise, generally 9 AM to 6 PM.

The Team does not have a formal attendance policy - however, certain privileges are reserved for active members of the Team.

An "Active Team Member" is defined as a Registered Team Member who shows:

- Regular attendance at Team meetings
- Active participation in their Department of Choice
- Completes at least 80 hours workshop participation during Build Season

The Privileges earned as an Active Team Member include:

- Ability to apply for Team Leadership positions
- Ability to apply for Travel Team positions
- Ability to vote in Team elections
- Ability to attend World Championships (should the Team qualify)

Team Fees and Costs:

There is no Team Cost or Fee for joining.

Team 3128 receives ZERO funding from Canyon Crest Academy, the San Dieguito School District, or the CCA Foundation.

Due to the high cost of maintaining the robotics program including registration, material costs, and other associated fees, all Team Members are encouraged to give a suggested donation of \$700 per Year.

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

Travel Team Costs & Participation:

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

Travel Team members will miss at least 2 days of school for the San Diego Regional (local, at the Del Mar Racetrack) and at least 3 days of school for the Travel Regional. Should we qualify for World Championships, students may miss up to 4 days of school for that event.

- Travel Team Members are expected to pay their own way for all Travel.
- Travel Team Members will receive an excused absence for missed days during competitions.
- Chances of completing any homework at a Competition are near zero.

The Team Travel coordinator (usually a parent volunteer) works hard to organize travel that is cost-effective for all attendees. Usually, this means travel at inconvenient times. Competitions are exhausting, with almost no time left to do homework “on the road” - please plan accordingly.

Costs if flying to a Competition - usually in the \$750 per person range

Costs if driving to a Competition - usually in the \$500 per person range

Reasons for Removal from the Team

A roster is kept of Registered Team Members. If a team member fails to participate for a noticeable period of time, they will be moved to ‘inactive’ status. Inactive members can return at any time during that school year.

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

- Safety Violations - willfully endangering themselves or others
- Code of Conduct Violations
- Temporary suspension for GPA below 2.5
- Disrupting Team or Department activities
- No longer attending Canyon Crest Academy

Additionally, a Department Lead may remove a member from their Department should there be consistent disruption of Department activities or significant non-participation. That Team member is encouraged to find a Department more suited to their interests.

What is Build Season?

Build Season / Competition Season

The yearly FRC game is announced on the first or second Saturday of the year at the annual Kickoff event (aka "Kickoff day"). During this event, teams learn what the game is and get a set of game pieces and useful parts that can be utilized on the robot.

Kickoff Day marks the start of Build Season, which lasts for six weeks and ends on "Stop Build Day". On "Stop Build Day" or "Bag Day", teams put the robot in a bag and wait to attend their first Regional competition.

Regional Competitions are 3-day events where thirty to sixty teams compete against each other. During each competition has three sets of matches: practice matches, qualification matches, and elimination matches. Practice matches allow for teams to test their robot, Qualification matches aim to rank the robots based on ability, and Elimination matches allow teams to compete to move onto the World Championships.

There are over sixty different competitions across the world held during the seven weeks following build season, and our team usually competes in two of them.

Starting in 2020, there will be no "Stop Build Day". The Team will determine when Build Season hours will no longer be counted (aka the End of Build Season). This will probably be a week prior to the first Regional Competition the Team attends.

A typical Season is:

- Jan 5 - Game Reveal. Build Season Begins
- Feb. 19 - Stop Build day. Build Season Ends.
- March 1 - Week 1 competitions begin
- April 14 - Week 7 competitions end
- April 18 - 21: Houston World Championships

Build Season Hours Tracking

During Build Season, **Registered Team Members** will log their attendance hours when the enter and leave the workshop.

Build Season begins at FIRST Kickoff in early January, and runs through 'Stop Build Day' (through 2019), and through a predetermined date starting in 2020.

There are two ways to receive credit for the hours you've attended:

1. This first way is to scan your ID in the attendance scanner when you enter and exit the workshop. This attendance scanner can usually be found in the main hallway or near the front door.
2. You can also submit your hours retroactively by completing a time log workshop and getting it signed off by a mentor, and then turned into the main inbox. A maximum of 20 hours can be submitted this way.

Build Seasons Hours Requirements

The current Build Season hours requirements are as follows:

- **80 hours active participation during Build Season:**
 - May apply for a Travel Team position
 - May attend San Diego Regional Competition
 - if SDR is attended, may attend Houston World Championships (if we qualify)
- **20 hours active participation during Build Season:**
 - May attend San Diego Regional Competition only
 - May **NOT** attend Houston World Championships should the team qualify

Exemptions:

- Strategy may have additional hours that count towards Build Season but can be earned OUTSIDE of build season (example: traditional “waffle sunday” events during week 0 and week 1, volunteering at early week Regionals)
- SDR attendance for non-Travel Team can be on the weekends only (so as to avoid missing school)

Checking Your Hours

You can always view your attendance history by going to the *year* -attendance -data repository on our team's Github. Attendance data is posted publicly, but student ID numbers are truncated to the last four digits to ensure some privacy.

You can look at **totalhours.csv** to get the total number of hours logged by each student ID. You can look at scans.csv to get a complete list of all in/out entries logged for the current year.

Build season hours are usually calculated from the start until the end of build season, and do not incorporate any hours gained before that point. Because of this, the summary build season hours are logged in buildseason.csv.

Fixing Incorrect Hours

If you believe that there is a problem with your hours, please first look through records.csv for entries with the last four digits of your student ID, and see if there are any major issues.

Things like double scans (resulting in mere seconds of added time), or missed days might contribute to an incorrect hour count. For either of these, submitted a manual log sheet is the easiest correction.

If you believe something bigger has happened, email attendance@team3128.org for more assistance from one of our mentors.

Competitions

Traditionally, Team 3128 attends 2 Regional Competitions, and if we qualify - World Championships (held in Houston TX through 2020).

Attendance at Competitions

If a Team Member has met the minimum requirements to attend a Competition, the following rules apply:

1. Student must travel with the Team - this is a School District Rule. If any Travel Team Member wishes to travel separately from the Team, they may not be allowed to attend. If they are allowed to attend, they will not be on the Excused Absence Form.
2. Be on time. If you attend the San Diego Regional, attendance is taken at 8 AM (or as soon as reasonably possible). You will be marked tardy or absent if you are late, and reported to the school as such.
3. Dress appropriately. Generally, the Competition Team T-shirt will be the Uniform of the Day (UoD), but please check ahead of time.
 - a. Team 3128 produces team apparel (shirts, sweatshirts, etc.) that team members can purchase. The price of this apparel varies based on the cost of producing them.
 - b. The team does not make a profit on its Competition Team T-shirt.
 - c. Team apparel worn at competitions cannot be ripped, faded or modified (frayed, fringed, sleeves cut, etc) except to add the Team members name.
 - d. BRING YOUR SAFETY GLASSES. You earned them- bring them!
4. Pants/Bottoms: It is preferred that students wear dark blue jeans to competition. However, any pants worn to competition should not be ripped or faded. Shorts are acceptable as long as they're an appropriate length (see CCA Dress Code). Skirts or dresses should not be worn at competition.
5. Shoes: It is mandatory that students wear closed toed shoes at competition. Students who do not wear closed toed shoes will not be allowed in the pit and competition field. This is non-negotiable. Furthermore, students should consider their position at competitions. For example, if their position requires them to be on their feet a lot they may want to wear more comfortable shoes or even bring a second pair to switch in the middle of the day.

Community Outreach

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

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

Team Information for Parents

Frequently Asked Questions:

Where is the Workshop?

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



Why isn't my Son/Daughter responding to Text Messages?

The workshop is in a cell "dead zone".

We do have a landline in the Workshop, you can call (858) 350-0253, x4173.

Can I visit the Workshop?

Yes, please do! Be warned, Wednesday - Friday are considered "loud days" in the Workshop (and we aren't kidding about loud).

The Workshop is open during the school year from Monday - Friday, 3 PM to appx. 5:30 PM. Exceptions include holidays and days immediately preceding Mid-Term and Final exams.

What does this Cost?

Team Fees and Costs:

There is no Team Cost or Fee for joining.

Team 3128 receives ZERO funding from Canyon Crest Academy, the San Dieguito School District, or the CCA Foundation.

Due to the high cost of maintaining the robotics program including registration, material costs, and other associated fees, all Team Members are encouraged to give a **suggested donation of \$700 per Year**. If your Employer has a matching gift program (Qualcomm is a good example) the team can receive matching funds from them.

If you are employed by a company that might be willing to sponsor the Team - we welcome the introduction. The Business Department actively pitches to companies all over San Diego to obtain sponsorships every year.

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

Travel Team Costs & Participation:

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

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Costs if flying to a Competition - usually in the \$750 per person range

Costs if driving to a Competition - usually in the \$500 per person range

Can Parents and Siblings attend a Competition?

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

However, the Team cannot book travel arrangements for parents who are not designated Chaperones, Mentors or Coaches. On average the team travels with 28 students and 4 Coaches plus several Mentors and Chaperones, and trying to book arrangements for those almost-40 people can be challenging enough.

Can I help?

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

- Chaperone Outreach events throughout the year
- Chaperone Travel to Regional competitions (or World Championships)
- Communications liaison - help keep in contact with Team member parents
- Feed the Team - parent coordinator of Competition lunch supply
- Fundraising!
- Mentor the team - we need mentors with skills such as:
 - Business
 - Grant writing
 - Marketing
 - Travel coordination
 - Software
 - Controls/electrical engineering
 - Mechanical engineering/CAD
 - Machining (CNC router, lathe, milling machine, woodworking)

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

Please contact any of the following Coaches to learn more:

- Tony Mauro (Coach and Academic Advisor) - tony.mauro@sduhsd.net
- Christine Low (Coach) - chris@team3128.org
- Mary Snyder (Coach) - mary@team3128.org
- Garrison Price (Coach) - garrison@team3128.org

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

We get it. However... chances are your son/daughter is in ONE of our Five Departments. You can help out the other departments and give your student their space. Two Team Coaches have students on the Team - they work hard to NOT be involved in their student's Department.

The Number One Reason Teams Fail/go under - lack of consistent Mentor and Parent participation. Students are only here for 4 years - Mentors tend to keep the 'Tribal knowledge', and the wheels on the bus.

Request from the Coaches and Mentors of the Team:

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

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

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

History of the Aluminum Narwhals

The Aluminum Narwhals began in 2009 with 8 students and 1 programming teacher. Members of the FRC and FTC teams at CCA went to our School District Board, presented robot and program proposal. The School board liked the presentation and enacted Prop AA. Prop AA: All high schools in district would have classroom expansion for STEM classes - expanded from corner of Humanities building, and extended to Middle and Elementary Schools.



Awards

2010:

San Diego Regional - Rookie All-Star Award

2012:

World Championships - Atlanta - Competed in Newton Division

2013:

San Diego Regional - FIRST Dean's List Finalist - Soren Price

2014:

San Diego Regional - FIRST Dean's List Finalist - Kian Sheik

San Diego Regional - Creativity Award sponsored by Xerox

2015:

San Diego Regional - Entrepreneurship Award sponsored by Kleiner Perkins
Caufield and Byers

2016:

Las Vegas Regional - Engineering Inspiration Award

World Championships - St. Louis - Competed in Galileo Division

2017:

San Diego Regional - Finalist

World Championships - Houston - Competed in Carver Division

2018:

San Diego Regional - Finalist

San Diego Regional - Innovation in Controls Award sponsored by Rockwell
Automation

Idaho Regional - FIRST Dean's List Finalist - Ronak Roy

World Championships - Houston - Newton Subdivision Finalist

Code of Conduct

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

FIRST Code of Conduct

The FIRST mission is to inspire a generation of science and technology leaders who are both gracious and professional. This FIRST Code of Conduct lists some of the basic behaviors that mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in FIRST activities.

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

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

Team 3128 Code of Conduct

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

- You are expected to behave in a courteous and cooperative manner.
- You are expected to be respectful of others and behave in a way that protects the health and safety of themselves and others.
- You must be accepting of all people of all races, genders, sexual orientations, religions, and backgrounds.
- You shall be respectful of the facilities, tools and equipment and being used by the team.
- You shall not use profane, obscene, or vulgar language in written, gestured, or verbal form.

- You shall not participate in stealing, intentional damage of property, or malicious use of technology including but not limited to computer hacking or unauthorized modification, alteration or change of information in any team documents or software.
- You are expected to be respectful during all team and sub-team meetings. Respectful behavior means you are not talking, working on projects, or using phones or other electronic devices unless the activities of the meeting necessitate device use.
- You are expected to read and understand all rules of competition, as well as know our team's robot and competition strategy.

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

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

School and District Policy

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

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

Safety

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

Guidelines for Disciplinary Action

On CCA Campus: While on the Canyon Crest Academy (CCA) campus, all CCA rules and regulations take precedence over any Team 3128 rules. The following is the Team 3128 Code of Conduct which may be applied in addition to any CCA rules in a campus setting.

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

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

First violation:

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

Second violation:

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

Third Violation:

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

There are certain circumstances that will bypass these stages at the discretion the Team Coaches.

Consequences may be determined at the discretion of Team Coaches and Mentors. Consequences may include, but are not limited to:

- Removal from the team
- Involvement with the School Administration

Handling Conflicts

If you have a conflict with another team member:

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

In the Case of Harassment

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

SITUATION 1: Harassment within our Team

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

- Contact one of our Coaches - Academic Advisor Tony Mauro, Garrison Price, Christine Low, Mary Snyder **OR**
- Contact another Mentor on our Team you are comfortable with **OR**
- Contact your Assistant Principal at Canyon Crest Academy **OR**
- Contact any Canyon Crests Academy Counselors on staff

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

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

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

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

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

SITUATION 2: One of our Team is harassed by a member of another Team at a FIRST event.

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

Per FIRST:

Report Non-Medical Incidents

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

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

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

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

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

This is what will happen next:

1. Our Team Coach/Mentor will get a full statement from you on what happened and when, and if you have witnesses or other evidence or information.
2. Our Team Coach/Mentor will inform our Team Coaches (if present) in person.
3. Our Team Coach/Mentor will gather our Team Coaches (if present) and/or other Mentors and approach the Team Coach(es) on the Team where the problem originated. They will inform the other Team's Coach(es):
 - a. The nature of the problem
 - b. The student(s) involved on their team who caused the problem
 - c. Request that the other team have their member cease and desist
 - d. Request that the other team deal with their member as they feel necessary.
4. If you are not comfortable with Step 3, or Step 3 has been completed and the problem persists:

5. Our Team Coach/Mentor will fill out a FIRST Non-Medical Incident Report (or NMIR - blank copies are kept in the 'Official Binder of Stuff' and copies will be kept with the "Team 3128 Travel Binder" by one of the Coaches at events)
6. Our Team Coaches will then contact the FIRST Judges on site AND the highest level FIRST official on site, and file our NMIR. This documents the issue, and allows consequences if the issue continues and/or our request for cease and desist is not met.

SITUATION 3: One of our Team is harassed through social media by a member of another team.

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

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

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

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

If you are a Bystander to Harassment

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

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

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

Reporting Code Violations

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

Definitions

Student: A currently registered student at Canyon Crest Academy.

Team member: A currently registered student at Canyon Crest Academy who has completed the Team 3128 Safety Training for the current school year.

Coach: An adult who is a current San Dieguito School District employee, has completed the San Dieguito School District background check, and is currently a FIRST mentor of Team 3128, FRC Robotics team. Team 3128 has (at the time of the writing of this policy) 4 Coach positions.

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

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

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

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

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

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

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

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

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

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

Team 3128 Workshop

The Team 3128 Workshop is open to all registered members of Team 3128 for that school year.

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

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

Team 3128 Workshop Rules

- No one may enter the workshop without a Team Coach present on the CCA campus.
- All Team 3128 members must sign in when entering or leaving the workshop, and before using any tools.
- No open toe shoes or sandals allowed in workshop. Closed heel and toe shoes at all times.
- You will be issued a pair of safety glasses after you register with the team and complete the online safety training. Put your name on them - if you lose them, YOU must replace them.
- No tools are to be removed from workshop without authorization.
- No horseplay or playing on furniture is allowed in workshop.
- Report all injuries to the Coach/Mentor on Duty immediately.
- Small door to the workshop MUST remain open while using workshop. The large "garage" door may be closed when power tools and machines are not in operation, or in the case of severe inclement weather.
- Safety is your top priority when using the workshop. If you are not sure what you are doing, ASK.
- Team 3128 members may use power tools if they have been trained on, and certified for use of, that tool, or if they are in the process of being trained on that tool by a Team Coach, Mentor, or approved Mechanical Department trainer.
- Safety glasses to be worn at all times while you are using hand or power tools or you are within 5 feet of someone using Power Tools.
- No loose fitting clothing allowed when working with workshop tools. This includes hoodies, scarves, long necklaces, etc.
- Long hair is to be tied back securely while working with workshop tools.

- Do not distract anyone using power tools or equipment.
- You must clean up your work area immediately after work is done or before you leave (including floor). Violation could result in suspension from the team.
- Team members must return all tools to proper location when finished. Violation could result in suspension from the team.
- Report any broken tools or machines immediately to Team Coach or Mentor on duty.
- You may eat in the workshop, except near power tools and workshop computers.

**Power Tool: Anything with a power cord or battery. (except computers).
Lathe, milling machine, CNC router, bandsaw, chopsaw,
power drill, grinder, belt sander, drill press, etc. are all power tools.
(the waffle maker is NOT a power tool)**

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

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

Slack

What is Slack?

Slack is a chat room system designed to be used for small teams to communicate. NASA, Harvard, and CNN all use Slack to communicate. With it, files can be shared with the members and you can get instant notifications of any activity.

Team 3128 uses Slack for instant Team communication - to talk about the team when we are not in the workshop, communicate information between Coaches, Mentors and members, and to inform people about what is happening within the team. Being active on Slack allows you to always be informed of activities within our team.

How can I join Slack?

Anyone who is a part of Slack can invite others to join. Just ask the mentors or anyone on the team.

How can I invite someone to Slack?

If they are a part of the team, you can let them on. Here's what you should do:

- Go to Slack on a browser or the app
- Locate the "Invite People" button on the left bar of the screen and click it
- Add their email address and click "Invite"
- They will then receive an email with instructions to join

Special Permissions Designations

The following applications permissions are assigned to team members during the course of their tenure on Team 3128.

Application	Position	Description
Google Apps	All Leadership Positions	<first_name><last_initial?> @team3128.org account
	President Vice President	Group Administrator (to manage mailing lists)
Youtube	Head of Marketing	Channel Manager
Facebook		Page Editor
Instagram	Head of Submissions	Account Manager

GrabCAD	Head of Build	Administrator
GitHub	Head of Controls	Owner
Slack	All Leadership Positions	@leaders group

All permissions granted are revocable upon leaving the position. Unused team emails will be periodically purged on a yearly basis.

Team Leadership

Our team is led by a group of elected officials and appointed officers. They meet during the monthly Leadership meeting where the leadership, mentors, and project leaders discuss the current happenings of the team.

Elected Positions

Our elected leadership is chosen each May by a team vote. Anyone who has been on the team for at least one complete build season can self-nominate for an elected position, to which they will be either be voted on, or appointed to by the elected President. Positions are: President, Vice President, and Chief Financial Officer.

Self-Nominations Open: May 2nd

Self-Nominations Close: May 13th

Election Day: May 19th

The President:

- Sends weekly announcements regarding team events and activities
- Maintains communications and keep track of overall progress of projects happening on the team.
- Organizes team bonding events

Vice President:

- Assists President and takes care of team paperworks and reports

Appointed Positions

Our leadership team and mentors create appointed positions when needed. Appointed officers are in charge of specific parts of the team that leadership has deemed necessary. Some appointed officers include: Head of Business, Head of Mechanics, Head of Controls, and Head of Strategy. These positions are created and terminated at will.

Head of Mechanical:

- Responsible for all things build-related (on or off the robot)
- Oversees all construction projects
- Ensures that all members know what mechanical is doing at the moment
- Manages CAD and Design
- Mediates communication between new and experienced members
- Ensures that all new members are comfortable with the
- Works with Controls to ensure robot functionality

Head of Controls:

- Responsible for all things things wiring and programming related
- Oversees all wiring and programming projects
- Ensures that all members know what controls is doing at the moment
- Mediates communication between new and experienced members
- Ensures that all new members are comfortable with the team
- Works with Mechanical team to ensure robot functionality

Head of Business:

- Manages contacting potential sponsors
- Makes strong relationships with local teams
- Mediates communication between new and experienced members

Head of Marketing:

- Leads community outreach
- Leads team promotion and branding
- Makes strong relationships with local teams
- Mediates communication between new and experienced members

Head of Submissions:

- Prepares awards submissions
- Mediates communication between new and experienced members
- Ensures that all new members are comfortable with the team

Tool Certification

Before the FRC Build Season, team members must be trained and certified in workshop tools by attending a mentor-led tool safety workshop. While team members may test out of individual tools, those that choose to must have completed all workshop tools by FRC Build Season in order to participate in FRC Build. If a member has not completed their certification, they must do so with a mentor before they are able to participate in the build-related activities.

Google Apps

Our team uses Google Apps to control all accounts ending in @team3128.org. Usually these accounts are associated with people in leadership positions or who will be representing the team to third parties.

Email Lists

Our team operates a number of email lists:

- students@team3128.org includes all students currently registered for the team. This resets each year.
- parents@team3128.org includes all parents of students currently registered for the team. This resets each year.
- mentors@team3128.org includes all mentors of the team.
- leadership@team3128.org includes all members of the leadership team, including elected and appointed officials.

Other email lists for smaller committees may be spun off from time to time.

Administering the email lists.

Leadership members can access the email lists by going to admin.google.com/team3128.org and clicking on 'Groups'. Leaders can add or remove members from the groups using this console.

Note: Google Drive permissions are often set based on membership to either the students, mentors, or leadership group, so be careful when adding or remove people from those groups.