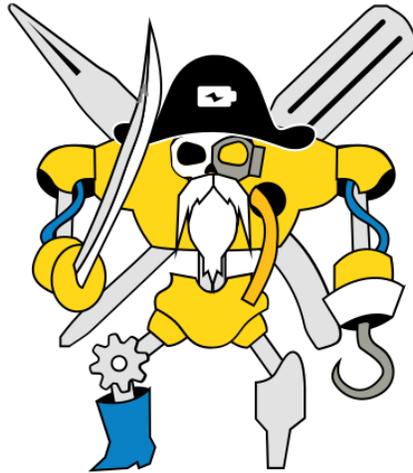


G-house pirates



354

**FRC #354: G-House Pirates
Student Team Handbook**

2019 - 2020 Season



About This Handbook

This handbook is intended to contain information needed for all G-House Pirates team members to understand the administrative and logistical procedures, as well as member expectations for FRC #354: G-House Pirates. It is updated annually by the core leadership team to represent current standards.

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1 About FIRST

FIRST, which stands for For Inspiration and Recognition of Science and Technology, is a non-profit organization dedicated to inspiring young people discover the joys of Science, Technology, Engineering and Math (STEM). Through programs such as the FIRST Robotics Competition and FIRST LEGO League, students are empowered and emboldened to excel in STEM areas. FIRST was founded in 1989 by Dean Kamen (inventor of the Segway Personal Transporter and insulin pump) and has since become a large international organization reaching thousands of students from elementary school through high school. For more information, visit <https://www.firstinspires.org/>.

1.1 About FRC

FRC, which is short for the FIRST Robotics Competition, is FIRST's oldest robotics program. It is designed to provide a rigorous engineering challenge to high school students, as well as teach leadership, collaboration and project management skills. Over 3000 teams, comprising anywhere from under 10 to over a hundred students, work with guidance and support from adult mentors to complete a new challenge every year. Each year, every FRC team will build a brand new robot during "build season" to compete in a game that is released in early January.

1.2 Gracious Professionalism

Gracious Professionalism is a cornerstone of FIRST's mission to encourage student leadership and collaboration through yearly robotics challenges. The FIRST website defines the ideal of Gracious Professionalism as follows:

"With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended."

1.3 Coopertition ®

FIRST extends their philosophy through their value of Coopertition ®, which:

"... 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 involves learning from



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

- (FIRST website, <https://www.firstinspires.org/about/vision-and-mission>)

2 About The Team

FRC #354: G-House Pirates is an FRC team. Team members are 9th - 12th graders, primarily from George Westinghouse Career and Technical Education High School in Downtown Brooklyn. Our program is centered around three core tenets: a hands-on, project-based learning environment, a big presence in the competitive robotics scene, and a focus on community outreach.

2.1 Mission, Vision, and Values

FRC #354: G-House Pirates strives to provide opportunities to students to realize their self-confidence, leadership, technical abilities and critical thinking skills, while fostering a culture of STEM celebration in our community.

We are a student-led, mentor-based environment that celebrates innovation and teaches interpersonal and technical skills.

2.2 Team History

FRC #354 was founded in 2000 at George Westinghouse CTE High School. Since then, we've been a constant participant in FIRST Robotics Competition events in and around the New York City and Hudson Valley areas. Starting with our rookie year in 2000, where we won the Rookie All-Star award, the team has constantly strived to push the limits of both the robots we build, and our members.

We are a highly decorated team, and have made it to the finals of multiple regional events, including one that we won in 2007. We've also been recognized with awards such as the Entrepreneurship Award (2003, 2008), the Quality Award (2004, 2015), Imagery Award (2006, 2009, 2010), Creativity Award (2018) and Innovation in Control (2018). A full list of awards can be found on the team website (<https://www.ghouse354.com>).



2.3 What We Do

2.3.1 Education and Learning

One of the primary goals of the G-House Pirates is to provide a unique and effective educational platform for all our students. FRC provides an interesting and unique environment, where students can work alongside industry professionals and experienced peers to gain skills in both technical and non-technical fields.

While the core of the program revolves around building a competition grade robot, the team strives to ensure that all members are equipped with strong interpersonal skills, that will enable them to not only be consummate professionals, but also allow them to effectively communicate their ideas.

The competition season from January to May provides students the opportunity to learn how to plan and execute technical strategies in a time-crunched situation. Mentors provide guidance to assist students in learning how to deal with the pressures of the robotics build and competition season, but also allow the students enough room to grow into their chosen roles.

In the offseason, which stretches between our last in-season competition and the beginning of the next build season, the team will meet to debrief about the past year and prepare for the upcoming year. This is the time where we train new members and hone our technical skills. During the fall, we continue training new members, and work on various off-season projects including building and testing new mechanisms that we have never built before, or participating in off-season events.

2.3.2 Empowerment And Outreach

As part of our outreach efforts, the team participates in events both in our local community, and the wider FRC community, in an effort to spread STEM and engage youth.

Within our local community, we put on **Robot Demonstrations** during freshman orientation, as well as the CTE Fair that is usually held at George Westinghouse CTE High School. From time to time, we also put on demonstrations during lunch breaks as part of our recruitment efforts.

Expanding to the New York City community, we participate in STEM outreach events like the **City of Science Festival**, where we perform robot demonstrations and inform the community about FIRST and STEM.



For the FRC community, our team volunteers at off-season events (e.g. NYC FIRST Corporate challenge) and in-season events for other FIRST programs. We also work with our sponsor, Bloomberg LP, to participate in their community service projects.

2.3.3 Competition And Excellence

Our team strives for excellence in all aspects of our program, including success on the competition field. We work towards fielding a highly competitive robot, in addition to potentially winning other technical and non-technical awards.

3 Team Organization

3.1 Mentors and Administration

Our team of mentors consist of 6-7 undergraduates, engineers, designers and educators. The mentor corps provide leadership and advice to the various subteams, and are here to teach, guide and lead alongside the students. The team also has an excellent working relationship with the school administration, which gives us support from the school, as well as an elevated level of autonomy.

3.2 Student Leadership

The Student Leadership team consists of all subteam leads and the two captains. Student leadership meets on an adhoc basis with the coaches (Mr Sukhoo and ZQ) to address any issues or improvements for the team, and to do high level planning of activities.

All student leadership positions must be student members who will be in 10th - 12th grade and have been a team member in the previous year. If no such person is suitable for the position, it will be dealt with on a case-by-case basis.

The coaches reserve the right to remove any student from a leadership position for any reason.

3.2.1 Captains

Together with the coaches Kevin Sukhoo and ZQ, the captain and co-captain form the team's core leadership.

Responsibilities:

- Ensure that the team is a safe and welcoming environment for all our members.

- 
- Keep the team cohesive and on-track. This means that the core leadership team has the authority to make final decisions for the team, as well as set and enforce deadlines. Both the captain and co-captain are expected to lead meetings, work with subteam leads, know what every part of the team is doing and ensure that everyone takes responsibility for their tasks.
 - Communicate with the team, mentors, school administration and parents.
 - Work with the coaches and PR mentors to review and approve written materials written on behalf of the team, especially for awards.
 - Engage all team members, and ensure that robotics is a safe and welcoming environment for all students.

3.2.2 Subteam Leads

Subteam leads are expected to have experience with their subteams and ensure that new members of the team are exposed to the workings of their subteam. Subteam leads are also responsible for ensuring that students on their subteams are trained accordingly. Subteam leads coordinate with the captain, co-captain and other subteam leads to plan their schedules and tasks.

3.3 Subteams

There are 5 main subteams within the G-House Pirates: Engineering, Facilities, Business & Media, Strategy and Safety. Engineering is subdivided into Programming and Hardware. The hardware group is divided into Fabrication, Electrical and CAD teams. Due to the relatively small size of our team, students often are parts of multiple subteams.

Engineering deals with all aspects of the robot, including **Programming** and **Hardware**. These groups are detailed below.

Programming is responsible for writing the code that enables the robot to accomplish its goals. Programming of the robot is done in the Java programming language, and is used to get data from all the robot sensors, and make the robot react accordingly. This team is also responsible for developing the autonomous routines that the robot uses to operate on its own.

Hardware is broken down further into three smaller groups. The **Design** team is responsible for designing the mechanisms on the robot using CAD (or other design tools), as well as provide engineering drawings for the fabrication team to use. **Fabrication** is responsible for making physical parts using the shop tools (hand tools, power tools, CNC cutters), based off engineering drawings. **Electrical** wires the robot and creates any pneumatic systems necessary. Electrical also takes mechanical systems that were designed and fabricated, and make them controllable. All the hardware teams contribute to the assembly of the robot. The 3 subgroups of Hardware also tend to blend together, with each member playing multiple roles.



Facilities is responsible for the maintenance and upkeep of the robotics lab and competition pit. Members of this subteam also build the practice field and maintain an up-to-date inventory list of materials and tools.

Business & Media is responsible for fundraising efforts by contacting sponsors, applying for grants and researching leads. Members of this subteam also manage the team media, photographing and taking video of all team events and competitions and updating our social media accounts and website.

Strategy is responsible for developing competition strategies during the build and competition season. Members of this subteam are expected to fully understand the game rules, follow appropriate FRC discussions, contribute to strategy meetings and deeply analyze strategies that other teams are employing. During competition, members of this subteam also perform scouting duties, and the head strategist plans out matches and provides the drive team with input on upcoming matches.

Safety is responsible for ensuring that every member of the team behaves in a safe and predictable manner. The safety subteam is also responsible for conducting an annual safety workshop, and the safety lead will take on the role of safety captain at competitions.

3.4 Leadership Selection Process

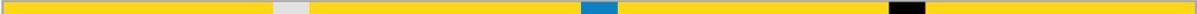
All leadership selection will happen at the end of the school year. Student members of the team will be asked to apply for leadership positions, or nominate others who they believe are deserving of a position. The candidates, assembled from these nominations, will be interviewed by core leadership, following which the positions will be filled.

4 Student Expectations

In order to remain a member of FRC #354: G-House Pirates, all students are expected to follow the listed student expectations.

Initial standards that must be met:

- Forms/Administrative Paperwork
 - Submit all forms in a timely manner. This includes forms listed on the registration form, field trip forms and others.
 - Register online with STIMS (on the FIRST website), including the FIRST media consent form.
- Grades

- 
- Students are expected to balance their team responsibilities with their school work. Remember that members are students first and robotics team members second. Schoolwork should be considered a first priority. Students must not carry below a “C” average through all marking periods. If your grades are suffering due to robotics, the coaches will have a discussion about whether or not you can remain a team member.
 - School Attendance
 - If you are absent from school, do NOT show up to robotics. We do not want you to skip school and yet come to robotics. Since we are a school based team, behavior like so reflects negatively on our team.

4.1 Attendance Policy

4.1.1 Attendance Standards

Attendance is taken at every official, mandatory meeting by your respective subteam lead, or mentor. The team has several mandatory “all-hands” meetings, and it is expected that every member of the team attends. Apart from “all-hands” meetings, each subteam will have their own mandated schedule.

If a student knows ahead of time that they will miss a meeting, the coaches or subteam leads should be informed at least 24 hours before the meeting via Slack or email. Students who miss meetings are responsible for finding out what happened at the meeting and to make up work accordingly. Failure to inform the team of an absence (without an adequate excuse) will count negatively against the team member for the purposes of qualifying for event travel. Excessive un-notified absences will result in being cut from the team.

In addition to attendance of normal meetings, members should also heed the following guidelines:

- Attend all competitions that you are invited to for the entire duration that you are invited for. For example, it is NOT acceptable to skip school on Friday to go to the NYC Regional, and then “get sick” on Saturday to hang out with friends.
- Everyone is expected to help out in outreach events (you don’t have to make all of them, but at least some)
- Notify team leadership about late arrivals and absences, via Slack or email, preferably at least 24 hours in advance.



4.2 Codes Of Conduct

In addition to following the rules of all relevant governing bodies, including but not limited to those of the G-House Pirates, NYC Department of Education, New York State and the United States, students must follow these behavioral expectations.

4.2.1 Everywhere

Whenever you have the team logo on yourself, you are representing the team, our school, our community, our sponsors and yourself wherever we travel. Treat others with respect and kindness, as your behavior impacts everyone that you represent. What you say to another team member, and equally important, *how* you say it, may be overheard by a judge, potential sponsor or member of another team. Even the expressions on your face and body language may bring unwanted negative attention or bad impressions. Any guests that you invite or bring must understand this, and behave accordingly. Remember that all your actions as a team member are directly reflected on our team image.

4.2.2 During Meetings

Students are expected to respect others at all times. Remember to treat others how you want to be treated, in order to sustain our professional and respectful working environment.

To create a professional working environment conducive to new ideas and change, our team has a strict no bullying or harassment policy. This includes physical, online, or verbal bullying. Any student who feels that they are being harassed should immediately approach a mentor or coach.

Students are expected to take initiative during team meetings. If they have nothing to do, they should be seeking out tasks from their peers, leaders or mentors.

Unacceptable behavior during meetings (especially when there is work to be done) includes but is not limited to: playing games, using social media, or other distracting and unproductive tasks.

4.2.3 Online

Just like at competition or in public, you are representing our team when you interact online. Students must remember to be humble, professional and considerate. While the team leadership does not prohibit posting on FRC related subreddits, on the discord channel or on Chief Delphi, we expect that students will exercise good judgement before posting. Multiple instances of inappropriate online behavior is grounds for ejection from the team.



4.2.4 At Competition

- Respect the other teams. Remember Gracious Professionalism, and always be respectful.
- Stay with the group. If you need to go somewhere, let a student lead or mentor know, and find a reasonable time to do so. If you're needed and you can't be found, it will reflect poorly on you.
- Stay on task and fulfill your role on the competition team.

4.3 Team Dress Code

For the most part, the team follows the school dress code, including, but not limited to:

- Students must wear clothing that covers one's undergarments and private parts.
- Students must NOT wear clothing that depicts violence, obscenities, pornography, nudity or sexual acts in any manner.
- Students must NOT wear clothing that displays hate speech targeting groups based on their race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected group.

Additionally:

- Long hair must be tied back. Jewelry is not acceptable if it can get tangles in robot mechanisms or machinery.
- Closed-toe shoes must be worn at ALL times.

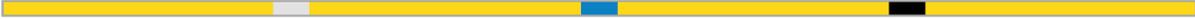
4.3.1 Team Gear

If you are wearing a team shirt or any piece of team gear, you are representing the team, even if it's just to school.

Do NOT behave inappropriately while wearing a team shirt. Even if you're just wearing it to school, you are representing our team.

4.3.2 At Competition

At competition, it is important for the team to maintain a unified image. As such, team members who are attending a competition as part of the team must wear a current t-shirt/hoodie, as well as any other team-approved apparel. While in the pits or stands, team members should not cover up the team or sponsor logos.



4.4 Consequences

Initial violations of any of the above student expectations will result in a discussion with core leadership. Repeat violations may result in the student being dismissed from the team.

5 Shop and Workspace Rules

1. If you wish to borrow a piece of team equipment, ask Mr Sukhoo or ZQ, and the subteam leader that uses/owns that equipment.
2. Follow ALL safety guidelines and protocols. **The use of team tools is a privilege**, not a right, and safety is of utmost importance. Do not use a machine or tool unless you have been trained on, and signed off to operate that equipment.
3. Return all tools and equipment to their given places.
4. At the end of each meeting, the last 30 minutes will be dedicated to cleaning up the workspace. Every member in attendance will help in the clean up process.
5. If a tool is broken or otherwise not in an operable state, inform a mentor **immediately**.

6 Travelling To Competition

An “Away” event is defined as an event where the team needs to coordinate travel and/or lodging arrangements. For “away” events, a traveling team will be selected. Traveling team members will be selected from the team roster according to the travel team criteria (Section 6.1). All travel team members are chosen by who will best represent our team at competition and fulfill the responsibilities of the respective competition roles.

Travel team lists will be announced at least two weeks prior to the event to allow time to turn in forms and organize logistics. Additionally, before each event, the travel team will be re-evaluated and re-selected. The reselection process will take into account behavior at previous events, as well as recent behavior during and outside team meetings.

IMPORTANT: Before the selection of the travel team, all team members must inform the core leadership of conflicts with competition events no later than February 28. Failure to do so will result in the revocation of team travel privileges for the remainder of the competition season. Exemptions will be made for emergency situations.

6.1 Travel Team Criteria

- **Academic**
 - Maintain a “C” or better in all classes

- **Attendance**
 - Follow the team's Attendance Policy
- **Behavior**
 - Show initiative and be actively engaged in moving our team forward
 - Take personal responsibility to stay focused and productive
 - Act respectfully and safely during team meetings and when representing our team at events
- **Performance**
 - Take initiative in learning material required of their subteam's tasks
 - Show unique aptitude at completing subteam projects and tasks
 - Be best at filling the described competition roles

6.2 Travel Team Roles

The traveling team has several predefined roles. Depending on the situation, multiple roles may be held by a single person. There is currently no maximum size of the travel team, but historically it has consisted of up to 10 students.

The qualities outlined below will be used when assessing members to fill competition roles. The team aims to send students who best qualify for each role to events. In addition to filling role responsibilities and qualities, travel team members must also exhibit commitment, focus, good communication and good performance.

Drive Team: Driver/Operator/Human Player (3 students)

- Responsibilities
 - Committed to their role at competition, and commit to and attend drive team practice
- Qualities
 - Willing and enthusiastic to work closely with and follow instructions of drive coach, to put in extra effort to be competitive and to work closely with other Drive Team members to form a unified team
 - Ability to solve problems on field before matches
 - Ability to relay problems with the robot to the pit crew after a match

Pit Crew (2+ students)

- Responsibilities
 - Work as a team to diagnose and fix problems with the robot and be prepared to help teams who come to our pit
- Qualities

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- In-depth knowledge of robot functions
 - Willingness to go above and beyond to ensure robot competitiveness

Strategist

- Responsibilities
 - Prepare match strategy for every match by communicating with other teams regarding robot abilities and relaying strategy to drive team and drive coach
- Qualities
 - Exceptional communication skills
 - Ability to quickly coordinate with other teams and make decisions/compromises based on both alliance abilities

Lead Scout

- Responsibilities
 - Manage logistics for scouts
- Qualities
 - Exceptional managerial skills, attentiveness and familiarity with the scouting system and competition rules

Scouts (4+, ideally more)

- Responsibilities
 - Collect and upload accurate and consistent scouting data during qualification matches
 - Be available to scout matches when needed and talk to other teams (pit scouting) when not
 - Commit to and attend scout training as requested
- Qualities
 - Ability to stay focused, attentive and positive for long periods of time
 - Enthusiastically follows instructions given by various team leaders
 - Asks questions for clarification

Media

- Responsibilities
 - Take photos/videos of team and robot during competition, on and off the field
 - Update team social media (Twitter, Facebook, Instagram) before, during and after competition
- Qualities
 - Exceptional communication skills



6.3 Travel Team Selection Process

Currently, due to the small size of the team in general, almost all members of the team will travel to events. However, the coaches retain the authority to drop members from the travel team for violations of the code of conduct.

6.4 Travel Team Code of Conduct

- To travel around outside the hotel or competition area, students are required to travel in groups of three or more, and have the explicit permission of a mentor and one of the captains. The mentor and captains need to know who is going, where they are going, when they plan to get back and a point of contact among the group.
- All team members are expected to conform to the team code of conduct even while away from home base

7 Parent Volunteering

Parents who wish to get more involved may mentor or help in the ways listed below. For more information on mentoring, contact ZQ or Kevin Sukhoo.

7.1 Donations

Like other clubs and teams on campus, the G-House Pirates provides a great value to students, giving numerous opportunities in many areas. For much of our costs, we seek community sponsorships and grants. However, while these sponsorships cover the bulk of our operating costs, we still depend on friends and family of the team to help make up any funding requirement shortfalls. The parent donation process will be introduced and discussed at a Parent Information Night sometime during the Fall.

7.2 Volunteers

We highly encourage parents to participate as parent volunteers. They will help our team run more smoothly. Parent volunteers can help to organize trips and fundraising, and keep the lines of communication open.

7.2.1 Chaperones

On away trips, we will need chaperones (especially as the team gets bigger). Chaperones will be adults, usually parents, who are affiliated with the team. Chaperones coordinate with core



leadership to organize the trip, manage the logistics of hotels and good, and oversee all of the students.

7.2.2 Transportation

On away trips (and even local competitions), transportation is very important. Parents who are not event chaperones can help out with transporting the travel team and supplies to events in the tri-state area. Parents are also encouraged to join the team and watch the events, which are very exciting. For events that are further away, parents can help organize flights and other logistics.

7.2.3 Event Volunteering

What better way to be up close and personal with robots than by volunteering at an event. Helping out at events both helps the event run smoother, but also increases our team's visibility in the FRC community.

7.3 Mentors

The G-House Pirates is always open to additional mentor support, and mentoring requires no prior experience. Mentors are a key component of our team's sustainability and success. We invite any students interested in mentoring to contact ZQ to find out how to get involved. We need mentors across all areas of our team, including technical areas like engineering and software development, as well as non-technical areas like leadership development, business and finance.

8 Meetings

Meetings occur in room 254 at George Westinghouse Career and Technical High School every Thursday from 3:30 - 7:00pm. These times are subject to change during Regents week or to adjust for school holidays. More meetings occur during certain periods of the year.

Meetings will usually start with core leadership announcements, led either by a captain, or Mr Sukhoo/ZQ. This section provides team-wide announcements and share leadership discussion topics. This will be followed by any other announcements that other members want to make, The agenda for the announcements section is usually due the day before meetings. Team members who would like to make a team announcement can approach core leadership with the announcement topic to have it added to the agenda.

If appropriate, subteam leads will announce their subteam specific meeting agenda.



8.1 Meeting Schedule

Offseason: May - Mid December

The offseason goes from the first meeting after the FIRST Detroit Championship up to the last meeting before winter break. During this time, the focus is on recruiting and training new members, and raising money for the year. During the school year, the team meets regularly from 3:30 to 7pm on Tuesdays. However, additional meetings may be scheduled in order to prepare for off-season competitions, to train students or to prepare for exhibition/outreach events. Potential extra meeting times include Wednesdays and Thursdays from 3:30 to 7pm, or weekends. During the summer vacation period, there are usually no regularly scheduled meetings. However, mentors and subteam leads may schedule trainings and open shop hours to help prepare students for the next season. These are, of course, subject to school approval. Meetings may also be held at the Bloomberg office in midtown Manhattan during the summer, subject to scheduling.

Additionally, fundraising and outreach efforts will take place. We have robot demonstrations at outreach events throughout the year, and members are expected to help out when they can.

Build Season: Early January - Mid February

The build season is where the bulk of the work on the robot is done. In early January at Kickoff, we will receive the new game and kickoff kit, and begin to design, build and program the robot. In years past, we have had a 6.5 week build, culminating in a “bag-day”, where all work on the competition robot had to stop. For the 2020 season onwards, there is no longer a “bag-day”, but the team will still be operating on a 6.5 - 7 week build schedule.

During this time, we need strong commitment from all members. The team meets every day after school from 3:30 to 8pm, and on the weekends from 10am to 7pm. While we do not expect every student to make every meeting, efforts should be made to attend as regularly as possible. Also, certain team roles will not require being at meetings daily.

Additionally, we will have one MANDATORY all-hands meeting each week during build season, which will allow the team to be updated on progress. This all-hands meeting should be attended by all members, and will usually be run on Tuesdays (to reflect the regular off-season meeting times).



Competition Season: Mid February - Late April

During competition season, we will be preparing the team for competition, and attending competitions. Additional optional meetings may be held to continue work on the robot(s), but the schedule and expected time commitment will be very similar to that of build season.

Students are expected to attend all competitions they are invited to, and to follow the behavior guidelines at those competitions. As soon as competition dates are announced, it is each student's responsibility to check for scheduling conflicts and bring them to the attention of core leadership as soon as possible.

8.2 Calendar of Major Events

This section outlines major events in our annual calendar.

MidKnight Mayhem

Weekend in Late July

Offseason competition in New Jersey put on by the MidKnight Inventors. The travel team will either stay overnight near the venue, or leave Brooklyn early in the morning on competition day.

Kickoff

January 4, 2020 (Saturday)

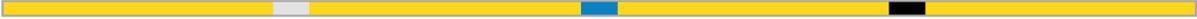
Game reveal event. This is required for all members and will be held at Long Island University in Brooklyn. After the reveal, all members will come back to the shop and brainstorm ideas for strategy and design.

New York City Regional

April 3-5, 2020

This is our "home" event. It is held at the New Balance Armory in Washington Heights. Because we do not have to deal with associated travel costs, all team members may attend, given that they meet all requirements and submit all field trip forms.

The Event usually runs from Friday to Sunday, but the "load-in" team helps to move the robot and pit supplies to the venue on Thursday evening. The first day of competition (Friday) is a practice day and the immediate drive team and pit crew will be excused from school to attend the competition and work on the robot.



Hudson Valley Regional (or other travel regional)

March 20-22, 2020

In addition to the NYC Regional, we usually attend the Hudson Valley Regional. This has a similar schedule as the NYC Regional and additional information will be shared as we receive it.

Championships

April 29 - May 2, 2020

The team will attend the Detroit Championships if we qualify at one of our Regional events. To be eligible to attend under team funds, team members must again be selected as part of the travelling team and submit all field trip forms. More details will be shared as we receive it.

9 Media Sharing Policy

The G-House Pirates uses photos, videos and Google Drive documents in a number of ways, including, but not limited to:

- Team organization and planning
- Training new members
- Documentation
- Keeping team members and mentors informed
- Award submissions
- Sharing within the team
- Sharing with FIRST and local communities
- Educating parents, family and sponsors

9.1 Media Confidentiality

Much of this media contains information that the team wishes to keep confidential. We want to keep some aspects of the robot design and strategy confidential during the competition season, and thus, we limit the posting of photo/video material until appropriate times. Confidential material is limited to sharing only with G-House Pirates team members and mentors. This excludes previous team members.

10 Intellectual Property Policy

To facilitate knowledge transfer within the team, and that said knowledge is effectively passed down, we ask that team members understand that all documentation created for team activities and shared with any team members is considered part of the growing team knowledge base. When information is shared through Google Drive, GitHub, OnShape, email, or other sharing



service, it becomes part of the team knowledge base and will be considered team Intellectual Property.

11 Media Consent Contract

For our team to advertise itself to our community, whether it be FIRST, school or New York City community, we ask that all team members understand that they consent to the participation in interviews, the use of quotes, and the taking of photographs and/or videos of team members by the G-House Pirates and FIRST.

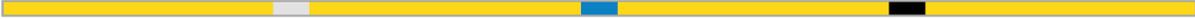
Team members must also agree to grant to the G-House Pirates, the right to edit, use and reuse said products for nonprofit purposes, including use in print, on the internet and all other forms of media. Additionally, team members must agree to release the G-House Pirates and FIRST and their agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

12 Contact and Final Notes

Here is the contact information for the 2019-2020 Core Leadership.

ZQ Yeo (Co-Coach)
Kevin Sukhoo (Co-Coach)
Md Sheik (Captain)
Charlie Calixto (Co-Captain)

All team members are expected to follow and understand all rules and policies in this handbook. The leadership team reserves the right to set consequences for major violations and consider confidential information in decisions. Core leadership may also change the handbook during the season. If this happens, the team will be notified of the modifications promptly. Finally, the core leadership team encourages all students to raise concerns about the team directly with them in person, or through email/slack. The students and team environment are our top priority, and we strive to do all we can to support this. We hope all of our members can have a part in that process. Let's have a great season ahead!



FRC #354: G-House Pirates Student Contract

Please print this page, sign and submit to core leadership

By signing below, I, the student, agree with the following:

- I have read and understood the 2019-20 G-House Pirates Student Team Handbook, especially the student expectations (Section 4) and workspace rules (Section 5).
- I understand that to be considered a team member of FRC #354: G-House Pirates, I must follow and fulfill the criteria outlined in Section 4.
- I commit to attend at least 75% of all required meetings (all-hands or subteam) and outreach activities.
- I have read and understood the expectations of alerting team leadership of absences before competitions and the consequences for not complying (Section 4.1).
- I understand that not everyone will be able to travel to away events, and will agree to abide by the travel team criteria (Section 6.1).
- I have read and understood the Media Policy (Section 9), the Intellectual Property Policy (Section 10) and Media Consent Contract (Section 11).
- I will behave in a responsible, mature and graciously professional manner while on or representing the team.
- I understand that I can bring problems to the attention of team leadership at any time.

Student (Print Name)

Signature

Date

By signing below, I, a parent/guardian, agree with the following:

- I have read and understood the 2019-20 G-House Pirates Student Team Handbook, including the parent involvement information (Section 7). I understand the opportunities that I can help the team with, as outlined in that section.
- I have read and understood the expectations for students to alert team leadership of absences during a competition, and the consequences of not complying (Section 4.1).
- I understand that for my child/ward to be considered a team member of the G-House Pirates, they must follow and fulfill the criteria outlined in Section 4.
- I understand that my child has committed to attending 75% of all required meetings and outreach events.
- I understand that not every student will be able to travel to away events and will agree to abide by the traveling team criteria (Section 6.1).
- I have read and understood the Media Policy (Section 9), the Intellectual Property Policy (Section 10) and Media Consent Contract (Section 11).
- I understand that my child/ward is expected to be respectful, mature and responsible for themselves. If they have a question of concern about the team, I can let them interact with team leadership for themselves.

Parent (Print Name)

Signature

Date