

## Queen Creek High School Robotics Club/Team Handbook

### General Overview

The purpose of this handbook is to outline the coaches/schools expectations of the students involved within the program through the duration of the year (off season time and competition season time).

Within this guide, you will find out what it takes to become a member of not only the Club, but the Team as well. You will find important contact information, important dates and what determines your travel eligibility.

### QCHS Robotics Club

The purpose of the Queen Creek High School Robotics Club (QCRC) is to raise funds for the Club/Team expenditures and to bring awareness of FIRST and what it means to the community.

The QCRC is open to any and all students who attend Queen Creek High School (QCHS). There are no prerequisites or restrictions on who may become a member of the QCRC.

The QCRC is divided into two groups.

The first group is the general population. This group is comprised of all of the team members.

The second group is the executive board. This group is comprised of the QCRC President, Vice President, Treasurer, Secretary, Committee Director, and Coach(s). To become a member of the executive board, the following qualifications must be met:

1. Must have been a member of the QCRC for at least 1 year.
2. Must have 2 letters of recommendation from staff members at QCHS.
3. Must have completed the QCRC Officer Application Form.
4. Must be a model student (meaning, a GPA of 3.0 or higher – no F's during any grading period (\*), and no discipline referrals on file).
5. Must be able to attend every weekly meeting (exceptions may apply, e.g. medical)
6. Must be selected by a standard majority vote of the QCRC General Population.

### \*A marking period is considered to be one of the following:

**1<sup>st</sup> Progress Report, 1<sup>st</sup> Quarter, 2<sup>nd</sup> Progress Report, 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester, 3<sup>rd</sup> Progress Report, 3<sup>rd</sup> Quarter, 4<sup>th</sup> Progress Report, 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester**

If all of the eligible candidates have acquired positions and there are still executive board positions open, then the process will become open to new members who have not been a part of the QCRC for at least one year (e.g. freshman or upper classman who have just become interested in Robotics).

The executive board members position is valid from the first calendar day of school until the last calendar day of school.

### QCHS Robotics Team

The QCHS Robotics Team (QCRT) is comprised of members of the QCRC. The team differs from the QCRC in a number of ways. The QCRT is responsible for the construction of the FIRST Robot, the creation of trophies and buttons, our competition image, photography at the competitions, sit

Being a member of the QCRT means that a student is eligible (as long as they maintain certain requirements listed below) for travel to the competitions.

To become a member of the QCRT, certain qualifications must be met and maintained (noted by a \*). The following qualifications must be met:

1. Must complete a QCRT application and have it submitted no later than January 15<sup>th</sup>, 2010.
2. Must have one letter of recommendation from a core curriculum QCHS teacher with the application. **(Core curriculum refers to English, Math, Science or History).**
3. \*Must have at least an 85% involvement rate with the QCRC. **(Please refer to the QCRC Points System for more information).**
4. \*Must have a cumulative GPA of at least 2.0 by the end of the 1<sup>st</sup> semester of the 2009-2010 school year.
5. \*Must have NO D's or F's in any marking period first semester of 2009-2010 school year \*\*\***(1st Progress Report, 1st Quarter, 2nd Progress Report, 2nd Quarter/1st Semester, 3rd Progress Report, 3rd Quarter, 4th Progress Report, 4th Quarter/2nd Semester).**\*\*\*
6. \*Must have no discipline referrals on file (major infractions).

\*\*\*Note: Progress Report marking periods will be used as a probationary period in an effort to encourage and help students bring their grades up.

### QCRC vs. QCRT

The difference between the Queen Creek Robotics Club and Team are:

1. The club is open to any QCHS Student.
2. The club is responsible for raising funds for any and all club/team approved expenditures.
3. The club is responsible for raising awareness of FIRST and what Robotics is in our school and community.
4. The team is who competes and travels to the competitions.
5. The team is responsible for the completion of the robot and every other aspect of the FIRST program.
6. Team members are the only ones who can travel out of state with the school.
7. Team members are the driver, human player and operators.
8. Team members represent the school at each competition.

### QCRC Points System

To determine eligibility for travel, the coaches have instituted a points system. Part of the requirements to become a Team Member is to have at least an 85% involvement rating with the Club.

NOTE: This value may go up or down each year, depending on the available funds raised by the club for travel costs. If the club has raised and met all financial goals, then the percentage MAY go down. If the club failed to meet its financial obligations the percentage WILL go UP, making the requirement more stringent.

**Points System:** Points will be earned for every activity, function, meeting, required paper submission, etc. that a student takes part in and turns in. No credit will be given for paperwork turned in late. Paperwork that is never turned in will result in loss of points (negative values) along with further restrictions (e.g. restricted or no travel rights). Every piece of paperwork, every meeting (during advisory), every fundraiser you take part in, every event you sponsor or take part in, every team you

a standard value of 1 point. To determine your eligibility, the points you earn will be weighed against the total possible points. Those with at least 85% will be eligible for travel.

NOTE: Travel is based on the money raised by the club. Procuring 85% does not automatically guarantee you travel if the funds are not available within the club treasury.

NOTE: As the year progresses, there may be additional categories added. If this is the case, they will be mentioned via email blast and in a meeting.

### **Gracious Professionalism**

Gracious professionalism is the only acceptable behavior for all team members. As a team member, each represents Team 1013, Queen Creek High School, Queen Creek Unified School District and our sponsors. Your actions are a direct reflection on our organization. Whether one is involved in events with the local community or at other events, one's behavior is representative of our entire team and the FIRST organization. All team members will be gracious, helpful, supportive, and will demonstrate sportsmanship in victory and defeat. Respect will be given to all involved in our club and deviance from this will not be tolerated. Be happy! You are a part of something different and rewarding, so let it show!

### **Behavior Expectations**

Students who are a part of Team 1013 (either in the QCRC or QCRT or at school/in the community) are expected to be on their best behavior during any event we are a part of. Students will refrain from activities that can potentially bring harm to themselves or others, or bring a bad light to our organization. Each student will treat each other and themselves with the utmost respect.

### **Fundraising**

The annual budget for Queen Creeks Robotics program is extensive. Depending upon which competitions and how many competitions the club decides to attend and which community activities it will partake in this year will determine our yearly budget. In the past, the budget has ranged from low amounts (\$12,000) to high amounts (\$45,000). Therefore, fundraising becomes an integral part of our program. Without the necessary funds, the team cannot participate in the FIRST program and more importantly, we cannot continue with our community efforts (e.g. C.O.R.E).

All students involved in the QCRC will be required to take part in fundraising. There are three ways funds can be raised. The first method is fundraisers held on or off campus. The second method is tax credits. The third method is corporate and local sponsorship. Students in the QCRC will be required to take part in all three of these endeavors.

### **Shirts**

Team 1013 – The Phoenix has t-shirts that members of the club will be required to purchase (same as a jersey for any athletic sport). At every event we hold, members must wear the appropriate colors, (i.e. our shirts). Orders for shirts will be placed in late December/early January and students will be requested to purchase (pay for) them before February 15<sup>th</sup>, 2010. Students are urged to purchase 3 shirts, one for each day of a Regional or National Competition.

Shirts will be released to the students once payment is confirmed. Students will not be allowed to travel until shirts have been acquired.

## **Travel**

Members of the QCRC that have applied and been accepted as members of the QCRT will be able to travel to out of state competitions as long as they have maintained the necessary criteria (please refer to the \* items under the heading **QCHS Robotics Team**).

While traveling out of state, please pack accordingly. Only carryon items will be allowed (unless otherwise noted).

Also, if one is ill, DO NOT TRAVEL!

Finally, remember that members of the QCRT are representing all of Queen Creek and our sponsors on these trips. Any misbehavior will be dealt with promptly and severely.

## **Communication**

Communication is critical for an effective and successful season. To ensure that effective communication is achieved, QCRC members are required to attend as many meetings as possible, speak with other team members if they missed a meeting **and read their email on a regular basis**. A large amount of information will be given via email. **Please check your email regularly**. Not doing so may result in you missing critical and/or important information which may impact your ability to participate/travel with the team. In addition, please make sure to check in on our website regularly.

NOTE: Not checking your email is not an excuse for missing an important deadline or date, you need to take responsibility and make sure you are informed and up to date.

## **Important Dates**

Here are some important Dates to remember:

Every Tuesday – Weekly meetings in Room B104 during advisory and/or after school if needed.

Every Friday – Grade Sheets Due (starting the 3<sup>rd</sup> Friday of the new school year, date to be posted in Room B104)

September 15<sup>th</sup> – Please have your shirts purchased by this date.

January 3<sup>rd</sup>, 2009 – FIRST International Kick – Off Day – 2008 Season Starts

January 15<sup>th</sup>, 2009 – QCRT applications Due with Letters of Reference

February 17<sup>th</sup>, 2009 – Robot Ship Date

March – April 2009 – Competitions and Nationals (if qualified)

## **Important Note**

If any student fails to adhere to the guidelines posted within this document, that student may be requested to forfeit any and all travel rights or be placed at the bottom of the list for travel consideration.

Any behavior that is deemed inappropriate by the coaches or administrative staff at QCHS may result in the student being banned from travel or placed at the bottom of the list for travel consideration.

This document will be used as a framework to govern the students in a productive manner towards the goals set forth by the coaching staff in reference to FIRST and its guiding principles.