



NICOLET

FEAR TEAM
4786

Team Handbook

2017 - 2018

Updated: September 2017

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Section I: Organization & Purpose

Vision Statement:

We are determined to explore without bounds, advance our scientific knowledge, and create a path to success. We will polish our strengths, overcome our weaknesses, and instill confidence in one another. With gracious professionalism, we will represent ourselves, school, community, and family in all aspects of our work.

Passion. Innovations. Relationships.

Mission Statement:

Nicolet FEAR is a FIRST Robotics team that competes annually in FIRST Robotics Competitions (FRC). The main goal of this team is to educate and empower students with knowledge from teachers, community members, and professionals so that the students will have the ability to successfully maintain and sustain the team while competing in the FRC competitions.

Students involved with Nicolet FEAR will engage in a professional and educational experience well beyond that which they receive in the traditional classroom. Students that are a part of this program will have the ability to learn about professional and career skill sets while working side by side with adult mentors that will aid the students in obtaining the necessary skills that are required for their success as a professional..

The educational process is a collaboration between the students and mentors. As a student driven team, student leadership makes the ultimate choices that will lead to the success of the team. Mentor supervision provides guidance when issues and problems arise, and further education or problem solving when needed by the students.

In short, this program though supervised by teachers, community members, and professionals from industry, is a student run team where successes, and lessons learned come with the understanding that the students are ultimately responsible for the team's accomplishments.

What is FIRST

The *FIRST* Robotics Competition challenges teams of young people and their mentors to solve a common problem in a six-week timeframe using a standard "kit of parts" and a common set of rules. Teams build robots from the parts and compete in games designed by Dean Kamen, Dr. Woodie Flowers, and a committee of engineers and other professionals.

FIRST redefines winning for these students by rewarding teams for excellence in design, demonstrated team spirit, gracious professionalism and maturity, and the ability to overcome obstacles. Scoring the most points is a secondary goal. Winning means building partnerships and friendships that last well beyond a given FRC season.

For More Information on FIRST visit: **www.firstinspires.org**

Section II: Conduct

General Rules & Policies:

Nicolet FEAR is designed for students to learn how to grow into professionals, as such students and mentors are expected to conduct themselves accordingly. The use of derogatory terms, inappropriate language, or less than professional conduct will not be permitted.

Nicolet FEAR is partially funded by Nicolet High School as an Athletic/Club organization. Nicolet High School rules and policies must be adhered to in order for students and mentors to remain active members of this team. These team rules will be enforced by the Nicolet Teacher mentors and any violation found below or that breaches Nicolet School District policy will result in disciplinary action.

1. A team member must observe the competition and team safety rules, procedural & tool certifications must be completed and students must be compliant with the standards established for the labs and classrooms accessed by the team.
2. A team member must pass various certification tests prior to being authorized to use equipment and materials.
3. Team members will conduct themselves with respect towards one another and opponents.
4. Student team members will be required to follow the approved Nicolet FEAR Achievement System in order to gain access to certain privileges (i.e. travel, awards, etc.)
5. A team member shall not possess, use, sell, buy or attempt to use, sell or buy medically unauthorized drugs.
6. A team member shall not possess, use, sell, buy or attempt to use, sell or buy smoke or tobacco of any kind.
7. A team member shall not possess, use, sell, buy or attempt to use, sell or buy alcoholic beverages.
8. When traveling a team member must adhere to all subsequent rules and policies of the location or venue to which the team is traveling.

Because all situations may not be foreseen and thus outlined here each will be dealt with in a manner decided upon by the Teacher Mentors with assistance from the Nicolet administration if deemed necessary.

Nicolet FEAR Equipment:

The Nicolet School Board, the Nicolet High School Foundation, and Mentors have attempted to provide Nicolet FEAR with adequate and safe equipment.

1. A team member is responsible for the proper care and safekeeping of the equipment issued to him/her. All equipment used is team/school property and may be used with permission of team mentors.
2. It is the responsibility of each team member who is issued or used equipment to return said equipment in proper working order and to its proper storage location.
3. Lost or stolen items must be paid for by the team member. The team member will be expected to reimburse the school for lost equipment according to current actual prices.

Trip Conduct:

The following guidelines are to be followed during team events that take place away from Nicolet High School.

1. A team member will use the mode of transportation provided by the school unless special pre-arrangements are made in writing and approved by the Nicolet High School Principal and teacher mentors.
2. Buses will leave at pre-designated times. A team member who misses the bus will not be allowed to participate in that particular event (unless covered by rule 1 above).
3. All team members are expected to conduct themselves as appropriate representatives of Nicolet at all times with the utmost professionalism and decorum while abiding by the team's and school's codes of conduct.
4. Appropriate attire will be worn when traveling to events as designated by Teacher Mentors.
5. Team members participating in overnight trips are required to submit the proper paperwork to the Teacher Mentors on a designated date prior to the departure of the team.

Discipline:

A team member found to be in violation of the code of conduct will result in one of the following, as left to the discretion of Nicolet Teacher Mentors:

Level 1: A verbal warning, a review, and/or loss of points from achievement system.

Level 2: Suspended from team activities*

Level 3: Dismissed from the team**

*Any team member that receives a **level 2** will not be eligible for team awards.

Any team member that receives a **level 3 will lose all team privileges and awards.

Section III: Team Membership

Nicolet FEAR is composed of team members that are both students and adults. Like any organization Nicolet FEAR has a hierarchical structure and leadership flow. The team's structure is designed with the purpose of allowing students to take on a variety of roles and responsibilities. Below are list of each of the leadership and team positions available within the team, followed by (fig. 1.0) that shows the leadership tree for Nicolet FEAR which shows the interactions between the various departments.

Student Members:

Nicolet FEAR is composed of students currently enrolled at Nicolet High school. Student Members must fulfill the requirements that are outlined in the Nicolet FEAR Handbook, while participating and taking on a role as either a student leader or group member within a branch or project work group of the team. Student membership will be discussed in more detail on the following pages.

Adult Members:

Parent Boosters: A student organization like Nicolet FEAR requires parent participation. The parent boosters are a small group of parent volunteers that help to organize team meals, banquets, and other events with the aid of a designated Nicolet Teacher Mentor.

Mentorship: Nicolet FEAR requires the involvement of outside professionals and community members in order to provide the necessary guidance and expertise on the road to success within the FIRST program. The following are ideologies that are asked of each mentor willing to be involved with Nicolet FEAR according to the Mentor Handbook.

Mentor Role:

1. Provide a hands-on minds-on learning opportunities to Nicolet High School students in a variety of disciplines such as: Science, Technology, Engineering, Math, Safety, Communication, Programming, Project Management, Manufacturing, Design Process, Graphic Design, Public Relations, Business/Marketing, and Leadership.
2. Enhance student experience and life skills through example and practice.
3. Pass on skills and knowledge to the next generation of our community.
4. Support and enhance the community that our team serves.
5. Have fun as a member and contributor of Nicolet FEAR.

There are various levels of involvement with regards of mentorship. Please take the time to read through the provided definitions below. Additionally, if you are interested in becoming a team mentor please speak with the Director of the FEAR Program and ask for a copy of the **Mentor Handbook** which further outlines the Roles, Philosophy, and Methodology of becoming a Nicolet FEAR Mentor.

Mentorship Levels & Responsibilities:

There are three levels of mentorship for Nicolet FEAR. Mentorship responsibility is based on these categories and their subsequent definition. Mentors begin their tenure with the team as an Associate or Alumni mentor and may move to another level at the recommendation of the Team Leadership.

Team Leadership is defined as the current Nicolet FEAR Teacher Mentors and/or any founding Nicolet Teacher Mentors currently with the team.

Teacher Mentors:

Nicolet FEAR was founded as a competitive experience within the Nicolet High School Athletic/Activity Department. The Teacher Mentors will have the responsibility of leading the team through collaboration with the district leadership and providing the overall guidance and vision of the program beyond the Student Leadership. The Teacher Mentors will be led by an appointed Lead Teacher Mentor by the Nicolet Administration which will be considered the Head of Team Leadership.

Technical Mentors:

Technical Mentors are extensively involved in the planning and overall operation of the team on a regular basis. They have identified team roles or projects to help student leaders manage or facilitate and are active participants in the decision making process for team operations. Technical Mentors have extensive responsibilities for an area or areas of team activity including supervision of students and monitoring sub team activities. Technical Mentors have full responsibility for their selected role or project but are requested to defer to teacher mentors/team leadership on matters of team policy, available funds and budget decisions.

Assistant/Alumni Mentor:

An Assistant Mentor is a mentor that cannot make the time commitment to Nicolet FEAR to have regular team interactions but wish to exist in a consultant capacity as a specialist within a given area and able to provide specific expertise upon request. Assistant Mentors are asked to defer decision making to team leadership and understand that they are a part of the team in a support capacity. Prospective mentors that are interested in developing a mentor relationship with Nicolet FEAR but are concerned about their commitment level are encouraged to consider the Assistant Mentor role.

Nicolet FEAR believes that Alumni Members have reached a point in their lives where they should concentrate on their future schooling, careers, and life direction. Close relationships with teammates still on the team can interfere with the objectivity required of mentorship. At the same time, the team wishes to accommodate graduates who wish to continue supporting their team and pass along what they have learned.

For the above reasons, Alumni Members are allowed to help the team when time and circumstances allow such as during school term breaks. They are welcome to participate in team activities under the sponsorship and direction of a Lead Technical Mentor or Teacher Mentor that they team up with to assist. Alumni Members are prohibited from becoming Associate Technical Mentors for a period of 3 competition seasons after graduating from High School. (see Team Handbook for details)

Becoming a Nicolet FEAR Mentor

Nicolet FEAR is always looking for dedicated members of the Nicolet community and beyond to help the students on the team learn and achieve their individual and team goals. To become a Mentor on the team the following criteria must be met.

1. Pass the Annual Volunteer Background Check through Nicolet High School District
2. Read the Team Handbook & Mentor Handbook
3. Complete and turn in the Mentor Information Form and Handbook
4. Acknowledgement located as the back of the Team Mentor Handbook
5. Complete the FIRST Consent Form(s) and TIMS Account setting.
6. Take part in the Nicolet FEAR Facility Tour and Complete Level One Safety Training

Section IV: Student Leaders / Roles & Responsibilities

Nicolet FEAR is a student lead team. Ultimately the success of this team lies with the students member's ability to communicate, problem solve, establish goals and meet team objectives. Below are the student leadership positions for Team 4786 - Nicolet FEAR for the 2017-2018 season.

Nicolet FEAR President:

The President is the highest ranking position within the student leadership structure. Their responsibility is primarily the leading the team's members toward continuing sustainability of the program and the individual growth of Team 4786 - Nicolet FEAR team members.

Presidential Bylaws:

- The Nicolet FEAR President holds his or her office for one calendar year, which contains one competition season.
- The President is elected and chosen by the members of the team from the previous season. (see; *elections*)
- The President is ineligible to hold any directorships and/or positions directly related to competition, scouting, and pit positions.
- The President's duties include, but are not limited to:
 - The execution of Nicolet FEAR's mission.
 - The execution of the objectives and goals of FIRST (For Inspiration and Recognition of Science and Technology) and FRC (FIRST Robotics Competition).
 - *The oversight and running of all team meetings.*
 - *Development of Team Bonding and/or team recreational Activities*
 - Working with student leaders and members, and coordinating with team mentors to generate a positive well-being for each member and a sustainable future for Nicolet FEAR
 - Primary contact, along with Communications Vice President, for Team 4786 and all other FIRST teams/groups/persons.

Projects & Product Development:

The work that Team 4786 - Nicolet FEAR completes has been divided into **Projects** that all product development will reside. These projects are the domain of two branches: **Communications & Operations**. Students will be able to work during the season within these two branches in order to complete the necessary work as determined by student leaders with support of the mentors. These branches are overseen by team Student Vice Presidents in conjunction with the Nicolet FEAR Student President.

Vice Presidents:

All vice presidents are selected after completing applications and interviews with teacher mentors and the team president. Vice Presidents are primarily responsible for the creation and capture of documentation of branch benchmarks, goals, objectives, timelines, and milestones. Additionally, vice presidents are responsible for the delegation of project managers of a given project and delegation of funds to complete projects. The details of the projects will be determined as needed by the FEAR Program Director, the Mentors and the Student Leadership.

Communications Branch:

- Awards
- Branding/Imagery
- Combine
- Sponsorship
- Skill Development

Operations Branch:

- Competition
- Capability Development
- Robot
- Off Season
- Skill Development

Section V: Leadership Selection

Student Leadership:

After accruing one (1) season, a student member is eligible to become a member of the student leadership, in the form of the Team President, Vice President of Communication or Vice President of Operations. Students interested in holding a leadership position must complete the Leadership Application. The completion of the Leadership Application and an interview with Teacher Mentors and the Team President will be used to determine the leadership role a team member could be offered.

Elections:

Beginning on first Monday of May, a student may self nominate themselves for the position of the President of Nicolet FEAR by addressing and sending an email to the entire team (nicoletfear@nicoletfear.com) and declaring their desire to be President of Nicolet FEAR.

As a part of this declaration the student must include not only their intention and desire to be President of Nicolet FEAR, but they must also include a list of attributes or qualifications for holding the position of President for the upcoming season. This list should outline qualities the nominee feels make them qualified to hold the position and allow the voting body to make an informed decision on who will be the best leader for the team.

The nomination process will run from the first Monday of May till the second Monday of May at 11:59 P.M.

On the second Tuesday in May, elections will take place, starting at 12 Noon, and conclude at 11:59 P.M. through the use of an online ballot hosted through the Nicolet FEAR drive. Results will be confidential and each member of the team from the previous season will have one vote to cast. Results will be made available at 12 pm Noon, on the Second Wednesday.

*Note: The balloting process will use Transferable Voting Method with a candidate needing a **Total Majority** of the votes to be considered the elected Team President.*

After the results have been posted and confirmed, the newly elected President will be sworn into office on the Third Monday of May at 3:00 P.M.

The current president can NOT vote or provide endorsement for any candidate. In the event of a tie – the president will cast the final vote breaking the tie.

Section VI: Competition Season/Varsity Roles

Awards Presenters/VIP Liaisons - These students will prepare and deliver presentations at competitions for judges. Along with presenting to judges they will need to be meeting with VIP guests of the specific Regional/Competition that Nicolet FEAR is attending.

Competition Team - Group of students/mentors that will be participating in the game with the robot during the competition season. The Competition Team will take on the responsibility of team game strategy during competition season.

Note: Each year the game is different so it is important to understand that the roles and duties of this group will not be entirely set until the competition has been announced and the final requirements for this group have been established.

Pit Crew - Group of students/mentors that will be participating in the maintenance of the robot during the competition season. The Pit Crew will take on the responsibility of robot design & manufacture during the competition season.

Safety Captain: FIRST requires that each team have a student member that will serve as the team's Safety Captain at competition. The Safety Captain will be responsible for becoming familiar with the FIRST Robotics Competition Team Safety Manual and implementing the best practices of the manual during all team meetings while instilling a culture of safety in the team's practices.

- Responsible for safe practices of all team members in the pit during competition.
- Responsible for directing the team load in, setting up the pit, & breaking down the pit at all necessary functions.
- Is a member of the Pit Crew during the Competition Season

Scouting Team - Group of students/mentors that will be deploying team scouting systems and data collection during competition. The Scouting Team will be responsible for the communication of team strategies both internally and externally at competitions.

Varsity Team Selection:

Varsity Roles and positions will be determined using the following as criteria/guidelines:

- **Nicolet Athletic/Academic Obligations**
- **ALL Payments & Paperwork Completed**
- **Completed STIMS - FIRST Database Sign-up**
- **Completion of One or More Varsity: Communications & Operations Skill Development Categories (See Skill Development Guide FIG 1.6)**

The President and Vice Presidents of Communications & Operations are not eligible to be part of the Competition Team.

VARSIITY SELECTION WILL BE COMPLETED: MONDAY - FEBRUARY 26th by 6PM

Section VII: Eligibility

Varsity Eligibility:

Each student member must complete the following requirements to be considered to be eligible for the Varsity team:

1. Each student member must meet the Nicolet High School Academic Eligibility Requirements.

Note: In the event that Nicolet FEAR qualifies for the World Championships each student member will be subject to a grade check of their 3rd quarter grades.

2. Each team member must read the Nicolet FEAR Team Handbook with a parent/guardian and complete the form on the last page.
3. Each student member must not miss more than **10 team meetings** or activities during the season either excused or unexcused respectively.
4. Each student member must meet the Skill Development System needs and guidelines.

Because all situations may not be foreseen and thus outlined here each will be dealt with in a manner decided upon by the Teacher Mentors with assistance from the Nicolet administration, if deemed necessary.

Award/Scholarship Eligibility:

All student award nominations (i.e. Dean's List) will be determined by the Teacher & Technical Mentors – all team members in good standing are eligible.

All student Team Scholarships will be determined by the Teacher Mentors. – all team members in good standing are eligible.

Section VIII: Membership Dues/Fees

Team 4786 - Nicolet FEAR is an organization sponsored by Nicolet High School. Like any team there are associated Membership Dues. The Membership Dues for Nicolet FEAR are broken down as follows: **Activity Fee**, **Team Fee**, and **Jersey Fee**

Activity Fee:

The Activity Fee per activity is set by the school board each year. To participate in Nicolet FEAR each student member must pay this fee, which is set in accordance with the Nicolet High School Activity fee for 2017-18:

Freshmen - \$70

Sophomores, Juniors, and Seniors - \$85

Please pay by check made payable to: **Nicolet High School**

DUE DATE: October 26rd

TURN IN TO ATHLETIC OFFICE

Team Fee:

Each member is also expected to pay the Nicolet FEAR *Team Fee*. This fee provides each student:

- Two (2) Team T-shirts
- Personal Safety Glasses
- Travel to **ALL** Team Events
- **ALL** Team Meals and Snacks

The *Team Fee* for the 2017-2018 year is **\$100**

Please pay by check made payable to: **Nicolet FEAR**

DUE DATE: November 28th

TURN IN TO MS. BARNETT

Jersey Fee:

The Jersey Fee is a *onetime* team uniform purchase for each team member's personalized Competition Jersey.

The Jersey Fee for 2017-18 is **\$55.00**

Please pay by check made payable to: **Nicolet FEAR**

DUE DATE: December 14

TURN IN TO MS. BARNETT

Membership Dues Policies:

- Team membership dues or any contribution to the team will **not** be refunded if a team member is removed or dropped from the team for disciplinary or academic reasons.
- Team membership dues or any contribution will **not** be refunded to the team member if the team member voluntarily quits the team at any time during the season.
- If a team member has extenuating circumstances with regard to membership dues, please contact Mr. Adam Thiel (thiel@nicoletfear.com) to discuss each situation individually.

Section IX: Schedule

CALENDAR:

The team year will be from July 1 of a given year to June 30 of the following year. The year will be divided into four distinct time periods: Pre-season (November-December), Build Season (January-February), and Competition Season (March-April) and Off-Season (May-October).

The full team calendar of events can be viewed through the Nicolet FEAR website:

<https://nicoletfear.com/2017-competition/schedule/>

BUILD SEASON:

Build Season will start on **Saturday - January 6th at 7:30 AM** in the Cafeteria with a Team Kickoff BREAKFAST with ALL team members and parents will be able to attend the Kickoff Reveal Video in the **Nicolet Auditorium at 9:00 AM**.

Starting **January 8th** the weekly schedule shown in **fig.1.2** will be used as our scheduling tool.

Standard Weekly Schedule Fig. 1.2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Meeting Time: Shift A: 3:30 - 5:30pm Shift B: 6:00 - 9:00pm	Meeting Time: Shift A: 3:30 - 5:30pm Shift B: 6:00 - 9:00pm	<i>Project Management Meeting*</i> 3:30 - 5:00pm <i>* As Needed</i>	Meeting Time: Shift A: 3:30 - 5:30pm Shift B: 6:00 - 9:00pm	NO MEETING	Project Management Meeting: 10:00 - Noon Full Team Meeting: 1pm to 7pm Mandatory Break: <i>3:30 to 4:00 with Snack Provided</i>

Team Meetings:

Team meetings are designed to be as productive as possible for both team members and team mentors. One of the objectives of Nicolet FEAR is for students to work with professionals and community members. For this to be possible and to accommodate the various schedules of these volunteers, meetings must be scheduled later in the evening.

At the same time it is hoped that students who participate in the wide variety of extracurricular activities or who seek extra help in class are able to meet with teachers after school without missing any portion of a team meeting.

Students should be able to continue to take part in the many opportunities available to them at Nicolet High School while also being able to maintain grade levels that will allow for academic success, as well as, the ability to travel with the team.

Further, with the time between the end of the school day and the beginning of team meetings, students should be able to complete any other necessary tasks before coming to team meetings with regards to personal needs (dinner, social activities, etc.)

Team Meeting Expectations:

- HAVE FUN WHILE LEARNING!
- Students will be on time for attendance.(see, Attendance)
- Students will come prepared to give effort for the entirety of the meeting.
- Students will practice "gracious professionalism" during meetings and will problem solve and compromise when issues arise between team members.
- Student Leaders will run team meetings
- Student Leaders or appointee will record minutes of group meetings and provide feedback on the Scrum Boards. The boards will be maintained and electronic documentation as well as managerial logs will be kept.
- Students will be picked up or have the ability to depart at the scheduled end time of meetings.

Project Management Meetings:

The purpose of this meeting is to create a team strategy for collaboration and integration on the tasks and needs facing the team, while also providing feedback to others.

Mentor Meetings:

Will occur during the build season on Saturdays following the project management meetings in order to discuss team activities, concerns, and the team well being. This meeting will be used to increase mentor/team collaboration capability and provide focus on the various topics and or obstacles currently in front of the team.

TEAM 4786 - VARSITY BREAKDOWN (Fig 1.4)



Nicolet FEAR – Varsity Configuration: MAX of 34 Varsity Positions Allocated for Travel

Competition Team:

Robot Driver(s)

Human Player(s)

Coach(es)

Pit Crew:

Safety Captain

Technically Proficient
Team Members

Scouting Team:

Pit Scouts

Competition Scouts

Data Collection

Runner(s)

Outreach Team:

Award Presenter(s)

VIP Liaison(s)

Pit Presenter(s)

TEAM 4786 - SKILL DEVELOPMENT (Fig 1.6)

COMMUNICATIONS	OPERATIONS
<p><u>BASICS (ALL)</u> Ex. Elevator Speech/FIRSTY</p>	<p><u>BASICS (ALL)</u> Ex. Measurement/PARTS ROBOT</p>
<p><u>FOCUS AREA(S) (ALL):</u> Interests and intrinsic motivations provide direction of student within each side of the team. <i>STUDENTS MUST PARTICIPATE IN BOTH SIDES</i></p>	
<p><u>VARSIITY (34):</u> Students are adept in various NECESSARY skills for the success of the greater team. <i>Ideal</i> - Student has deep set of skills in a given area or task - but continues to grow and expand skills in other areas.</p>	
<p><u>CHAMPIONSHIP (24):</u> Students are elite in one or more skill sets as deemed necessary for championship caliber competition. <i>Ideal</i> - Students will be able to fluidly rotate or achieve at high levels in multiple disciplines.</p>	

TEAM 4786 - Nicolet FEAR

Nicolet FEAR Handbook Contract

I, _____ agree to follow the rules, guidelines, and procedures provided within the Team 4786 - Nicolet FEAR Handbook, as well as the Nicolet High School Athletic Department for the duration of my team membership for the 2016 - 2017 season.

The Nicolet FEAR Handbook has been discussed between myself and a parent/guardian and WE hereby acknowledge the policies and procedures of Team 4786, and agree to meet the expectations and guidelines. Not following the outlined materials in the handbook can/will result in loss of travel eligibility or dismissal from the team.

Any disciplinary action taken will be at the discretion of the Teacher Mentors and Nicolet High School Administration. Dismissal from the team will result in the forfeiture of Membership dues, as well as being subject to ALL school policies with regards to consequences beyond those listed in the handbook.

I have also met, or will meet, my obligation of paying the subsequent Activity Fee associated with this organization required by Nicolet High School Recreation Department, as a part of my Membership Dues.

Student Name (Print) ID Number

Student Signature Date

Parent/Guardian Name (Print)

Parent/Guardian Signature Date

Please return this form **BY: October 10th, 2017** to Ms. Jessie Barnett

If you have any questions about the guidelines, policies, or rules please contact:

Mr. Adam Thiel
email: thiel@nicoletfear.com
phone: 414-351-8165