



*Team Handbook 2024-2025*

Preliminary

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## **Dear Students and Parents:**

Welcome to Cascade High School's Robotics Program – Otter Chaos 4512!

This letter will provide some introductory and contact information and is yours to keep the student information packet (last 3 pages) needs to be filled out, signed and returned

Here is some background about us for those who are new to the team: The FTC BEAR Bots were founded in September 2012 by Tondra Holeman and Neil Palachuk of Boeing and Linda Anderson of Cascade In January 2013 we kicked off our FRC build season, an intense experience of designing, programming and building a large robot in six weeks We won the Rookie Inspiration Award that year In our second year we decided to add a second FTC team to give younger and new team members more opportunities for team participation and leadership during the FTC season

At the end of the 2016-2017 season we decided to commit to only participating in FRC and have dropped FTC

Robotics participation can also involve a large number of field trips throughout the year District policy requires us to collect current medical information for each and every field trip While we recognize that this can be very inconvenient, it is also necessary We appreciate your understanding.

We also ask for personal contact information because timely communication in robotics is very important, We communicate with the team through e-mail, Facebook and Parent Square, a free District approved text message and chat service for timely information and responses that we use to send Parent Squareers to students and parents Robotics contact information for you to keep is included on the back of this letter

Sincerely,  
The Cascade Otter Chaos Team 4512

## About *FIRST*®

The *FIRST*® organization (**F**or **I**nspiration and **R**ecognition of **S**cience and **T**echnology) was founded in 1989 by inventor and entrepreneur, Dean Kamen. Since its inception, *FIRST* has risen to become the leading nonprofit STEM-engagement program for youth worldwide, not only inspiring young people's interest in STEM-related careers, but also instilling them with essential workplace skills. With its four youth programs spanning PreK to grade 12, *FIRST* has a global reach, inspiring over 645,000 young people on more than 77,000 teams in the 2019-2020 season. While robots are a big part of its programs, *FIRST* is much more than that. *FIRST* encourages a philosophy known as "Gracious Professionalism®", promoting hard work, respect, and the value of others. A second philosophy of *FIRST*, "Coopertition®", encourages not only respect and kindness towards opponents, but also cooperation and assistance in the face of fierce competition. Through these values, students who participate in *FIRST* learn skills and values essential to any workplace. For more information, visit <https://www.firstinspires.org/>

## About FRC

FRC, or *FIRST* Robotics Competition, is *FIRST*'s original robotics program. 4,000 teams comprising about 100,000 students participated in the 2019-2020 game season. With a new game each year, FRC challenges team members to plan, design, and construct a robot that will compete on the game field in alliance with other teams. Designed to provide a rigorous engineering challenge to high school students as well as teach leadership, collaboration, project management, and other real-world skills, the FRC program is "much more than robots."

## College and Career Opportunities

*FIRST* programs help young people learn to work together, manage project time and budgets, cooperate, and bring out the best in one another. Many job-seeking or college-bound team members have found that having *FIRST* participation on their applications can be a real boost.

Team 4512 students may have access to internships with such companies as Microsoft, CRÉO Industrial Arts, and others. Watch Slack for opportunities regarding college and careers. Each year, the *FIRST* Scholarship Program makes continuing education more accessible by offering millions of dollars in college scholarships from nearly 200 providers and institutions. Learn more at

<https://www.firstinspires.org/scholarships>

Team 4512 team members may have access to Everett Community College course credit. If credit is available from any post-secondary institutions, team coaches will communicate that to team members. In the workforce, many *FIRST* alumni discover a network of other alumni and mentors that can lead to exciting opportunities. Stay connected with other *FIRST* alumni at <https://www.firstinspires.org/alumni>

# Our Mission

**We hope to inspire the community by getting more involved with FIRST Robotics**

Team 4512's mission is to inspire young people to become leaders in the fields of science, technology, engineering, and mathematics. Through exciting mentor-based programs that build skills, students learn not only how enjoyable the STEM fields are, but just how much they are capable of. We strive to build a healthy and productive team dynamic that inspires innovation and prioritizes safety. Students develop life skills, including problem-solving, self-confidence, and communication that will stay with them beyond high school and into their future careers.

We strive to:

- Impart young people with the knowledge and skills to become leaders in science, technology, engineering, and mathematics.
- Create a safe environment in which students can learn, experiment, and grow.
- Have a positive impact on the community around us through outreach, volunteering at events, and other community involvement opportunities.

## Otter Chaos 4512 Contact Information

### Student Directors

Business	Kyra	316367@appseverettsd.org
Manufacturing	Audri	329308@apps.everettsd.org
Design	Kris	154439@apps.everettsd.org
Programming	Elijah Lanman	247172@apps.everettsd.org

### Coaches

Stephen Knoefler Head Coach	<a href="mailto:SKnoefler@everettsd.org">SKnoefler@everettsd.org</a> 425-835-1665	Neil Palachuk Asst. Coach	<a href="mailto:NPalachuk@everettsd.org">NPalachuk@everettsd.org</a> 425-231-6456
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### Mentors.

Nolan Brown	nolanb2873@gmail.com	Lissette Wilhelm	Lissette.wilhelm@gmail.com
Brian King	Brian.w.king@boeing.com	Brian Nielsen	masterblogger@gmail.com
Zach Forster	forster.zachary@gmail.com	Gabe Dart	gdart@everettsd.org

**Robotics Shed phone number - 425-385-6134**

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**Our schedule during the pre-season (September through the Christmas break) is:**

<b>After school student homework sessions</b>	<b>3:00 pm to 3:30 pm</b>
<b>Robotics Meeting/workshop</b>	
<b>Tuesdays and Thursday</b>	<b>3:30 pm to 6:00 pm</b>
<b>Mandatory meetings Tuesday</b>	<b>3:30 pm to 4:00 pm</b>
<b>Work session</b>	<b>3:30 pm to 6:00 pm</b>

**Our schedule during FRC build season (January through President's Day weekend) is:**

<b>After school student homework sessions</b>	<b>3:00 pm to 3:30 pm</b>
<b>Robotics Meeting/workshop</b>	
<b>Monday through Thursday</b>	<b>3:30 pm to 6:00 pm</b>
<b>Mandatory meeting Monday</b>	<b>3:30 pm to 4:00 pm</b>
<b>Work session</b>	<b>3:30 pm to 6:00 pm</b>
<b>Saturday</b>	<b>9:30 am to 5:30 pm</b>

## Otter Chaos Code of Conduct and Behavior Norms

**Cascade Bruin Robotics team member are expected to hold themselves and our team mates to a higher standard of conduct**

Our Rights	Our Responsibilities	Behaviors That Will Not Be Tolerated
Convey ideas without interruption	Be respectful	Deliberate unsafe acts
Freedom of speech	Listen to others ideas	Theft of any kind
To have fun	Share mentors	Violation of others privacy
Be respected	Help in engineering and non-engineering tasks	Deliberate violation of policy
Be safe	Respectability to attend meetings	Deliberate destruction of property
Get equal time with mentors	Communicate	Jeopardizing the safety of others
Get help when needed	Participate	Deliberately ignoring direction from adult
Nicknames – with permission	Fulfill obligations or agendas	Disrespect of others
Participation	Be safe	Computer hacking of any kind
Equal opportunity to work on multiple teams	Give help when asked	Repeated Disrespect of teachers/mentors
Let others work	computer games during Robotics	
Let others talk	Do something of value every day	
<b><i>These acts of inappropriate behaviors could lead to a team member's immediate ejection from robotics</i></b>		

**Cascade Bruin Robotics team member you are expected to follow these norms**

<b>Listen First</b>	Seek to understand – Diagnose, listen with your ears, eyes and heart – Don't assume you know – Don't presume you have all the answers or all the questions
<b>Talk Straight</b>	Tell the truth – Use simple language – Demonstrate integrity – Don't manipulate people or fact – Don't leave false impressions
<b>Demonstrate Respect</b>	Genuinely care for others – Respect the dignity of every person – Don't fake caring – Don't attempt to be "efficient" with people – Show appreciation
<b>Right Wrongs</b>	Make things right when you're wrong – Apologize quickly – Make restitution where possible – Demonstrate personal humility – Don't cover things up – Don't let pride get in the way of doing the right thing
<b>Extend Trust</b>	Demonstrate a propensity to trust – Don't withhold trust because there is risk involved
<b>Practice Accountability</b>	Hold yourself accountable – Hold other accountable – Take responsibility for results - Take responsibility for faults – Don't avoid or shirk responsibility - Don't blame others or point fingers when things go wrong
<b>Confront Reality</b>	Take issues head on, even the "undiscussables" – Acknowledge the unsaid – Lead out courageously in conversations – Don't bury your head in the sand
<b>Create Transparency</b>	Tell the truth in a way people can verify – Be authentic – Err on the side of disclosure – No hidden agendas
<b>Keep Commitments</b>	Say what you're going to do, then do what you say you're going to do – Make keeping commitments the symbol of your honor – Don't attempt to "weasel" your way out of a commitment you've broken

# TEAM COMMUNICATION

We use both Email and Parent Square as our primary means of communication because not everyone responds to email in a timely manner. Parent Square is a free District approved text message and chat service for timely information and responses that we use to send Parent Squareers to students and parents!

Here is how to request to be added to announcements All students will be sent an invitation by the Coach.

Students will return all field trip forms by the date stated on the form

FRC Team 4512 uses PARENT SQUARE as its primary form of communication All members will ensure that their current email address and preferred contact phone number are included on the communication list maintained by the team coach

- Team 4512's web address is:
  - <https://www.everettsd.org/page/6583> - team calendar can be found on the website
- The team's public Facebook page is:
  - <https://www.facebook.com/pages/category/Robotics-Company/FRC-Team-4512-Otter-Chaos-422304041176239/>
- The team's public Instagram is <https://www.instagram.com/otterchaos4512/>
- Information about the current season competition, robot, event, and safety rules can be found on the FIRST website at: <https://www.firstinspires.org/resource-library/frc/competition-manual-ga-system>
- Team 4512 encourages its members to check the Chief Delphi website frequently for useful information, at ChiefDelphi.com

## Parent/Guardian Involvement

- Parents/guardians will:
  - Attend parent meetings
  - Attend mandatory pre-travel meetings
  - Submit a volunteer application to the school district
  - Provide at least one (1) group meal during build season and/or at an official team event
  - Provide current contact information for students and guardians
  - Check your email regularly to stay informed about team activities

## Member Expenses

ASB Card required for team membership

Travel fees to competitions are possible for attendance at the PNW Championships and/or World Championships Travel fees are generally non-refundable

## Team Uniforms

All team members must wear a team shirt while representing Team 4512 at events An exception will be made for events where we are required to wear specific volunteer shirts

## Team Member Attendance

It is important that students show a consistent commitment to the team and are required to log in on our attendance tracking system. If space and funds are limited for overnight trips the attendance will be used to decide who is eligible to attend.

Competitions take place on weekends and depending on our progress, we may need to add additional workdays on Fridays or Saturdays.

## **Family Communication**

To ensure families receive timely communication about events, we require that the team has the name, cell phone number, and email address of at least one parent/guardian for each student. Important team announcements will be sent directly to families from Mr. Knoefler or Mr. Palachuk via email. In rare cases, a parent/guardian may receive a phone call from a coach about a particular situation.

Additionally, our team typically holds family information meetings shortly after the beginning of the school year and before certain competitions. To ensure every family receives the important information at these meetings, we require each family to send a representative, ideally a Parent/guardian, grandparent, etc., to these meetings. We intend to hold these family information meetings in-person unless circumstances require that we shift to an online format via Zoom. An e-newsletter periodically published by one of our coaches provides more routine communication. The newsletter contains important information about upcoming event schedules and costs, fundraisers, and family participation opportunities. Parents/guardians will be automatically added to the email list to receive these newsletters.

## **Family Support & Volunteering**

FIRST and Team 4512 depend on volunteers. Our mentors and coaches donate thousands of hours annually, making it possible for Cascade High School to maintain an FRC robotics team.

To support the team in other ways, we need the help of families. Family participation opportunities vary; there is something that almost every family can do. We ask that every team family sign up for at least one of the following events throughout the year.

Family support opportunities for the season may include but are not limited to:

- Volunteering or donating food, beverages, or serving items for kickoff breakfast
- Volunteering time or donating materials build practice game elements
- Volunteering for a shift at an event or fundraiser
- Donating supplies, food, beverages, or other items to support an event or fundraiser
- Providing team lunch on a build season weekend (may pair up with other families)
- Helping to serve lunch to the team at a district competition

Many local employers such as Boeing, Microsoft, T-Mobile, Google, and others will increase the impact of your volunteer time with a cash grant to the team or the Boosters. If you are Volunteering your time, please check with your employer to see if they offer an hour-match or similar program.

## **Lead Parents**

We currently have a couple parents who are interested in taking on the roles of lead parent. In this role the parent volunteers will facilitate communication with other team parents, help coordinate snacks for meeting days and meals for build season (when build sessions go into the evening), assist with transportation to competitions, be a liaison to Bruin Community Parents and a fundraiser coordinator.

If you can take on one or more of these tasks, please e-mail Stephen Knoefler or Neil Palachuk

## **Parent Square**

TBD

Sign up as Student or Parent

Mentors will sign up as Teachers

# FIRST Robotics Varsity Letter Requirements

Team 4512: Otter Chaos is proud to offer team members the opportunity to earn Cascade High School varsity letters. Letters are awarded at the end of the competition season for those students who excel at exemplifying the ideals of our team.

To earn a varsity letter, students must complete all six category A requirements and at least one category B requirement. Varsity letter submissions are typically due in late April, the exact date to be announced each year. *Late or incomplete submissions cannot be considered.*

## Category A (all):

- A1** Student has supported their sub-team in a significant way
- A2** Student has volunteered at one or more additional *FIRST* events (FLL, FTC, or FRC) beyond those required for competition event attendance
- A3** Student has attended at least two events showcasing the team to JHS or another school or other local community organization
- A4** Student has participated in at least three team-sponsored fundraisers (documentation required)
- A5** Student has maintained a combined GPA of 2.5 or better for the current school year
- A6** Student has attended at least four FRC competitions in support of our team (not an event volunteer)

## Category B (at least one):

- B1** Student has created two event recap videos *or* written recap reports *or* submitted an article to a newspaper or other print or online publication.
- B2** Student has invested time in creating, sharing, or facilitating member recruitment (documentation required)
- B3** Student has participated in ten hours of approved volunteering activities outside of the category A requirements, either with *FIRST* or in the greater community (documentation required)

## MEMBER INVOLVEMENT EXPECTATIONS

- Applications to the team will be accepted between Sept. 1<sup>st</sup> and October 31<sup>st</sup>
- Exceptions to the handbook may be considered with the preapproval of the coaches.
- All Team members on Team 4512 should be actively involved with the team.
- All Team members are expected to arrive on time for team meetings and events and remain for the duration of the meeting or event.
- All Team members should attend 75% of the mandatory team meetings in order to stay on the team.
- All Team members are required to be active members of the team, logging at least 10 hours per month from September to December and 30 hours per month between January and April, not including competitions and outreach events.
- All Team members must complete basic safety training, *FIRST* training, general robot training, general shop training, and electrical training.
- All Team members on engineering sub-teams should attend at least 50% of the build hours.
- All Team members are required/encouraged to participate in three (2) outreach events per year and all fundraising activities.
- All Team members will volunteer for at least one (1) *FIRST* event per year.
- All Team members are encouraged to participate in at least one (1) summer outreach activity per year.
- All Team members are required to check their Parent Square, text, email, and phone messages daily, when emails ask for a reply, students will respond within 24 hours.
- Communication on behalf of the team must be approved by a coach or mentor.
- Any commitments made on behalf of the team will be made by a coach or mentor, or pre-approved by a coach or advisor.

## MEMBER BEHAVIOR EXPECTATIONS

- Team 4512 will build and maintain a culture of respect and cooperation among all members, mentors, parents, and coaches at all times.
- All Student members will follow the direction of their coach, mentor, or other team adults without being augmentative or disrespectful.
- All Team members will demonstrate appropriate meeting behavior, including, but not limited to, listening while others are talking, not engaging in outside activities, and actively participating in discussions.
- All Team members are required to consistently follow all team and school district rules
- All Team members are expected to maintain a cumulative GPA of 2.0
- All Team members **must refrain from swearing.**
- All Team members will always demonstrate gracious Professionalism.
- Team meetings begin at 3:30, and the time between school ending at 2:15 and 3:30 should be used to complete homework if necessary.
- Grades are important and completing schoolwork should be prioritized before participating in teamwork sessions and activities.
- All Team members will actively participate in assigned team activities during team work times.
- All Team members are expected to follow the team safety rules, school district rules, and all *FIRST* safety guidelines, as well as the directions of the team Safety Captains, advisors, coaches, and mentors. If you have questions, ask the advisor, coach, or mentor.
- All Team members will show initiative by asking a sub-team leader, mentor, or coach for something to do if they find themselves with nothing to do.
- All Team members are encouraged to show initiative by sharing with directors, mentors and coaches' ways to improve the team.

## EXPECTATIONS AT COMPETITIONS

- All Team members must wear their team shirts when participating in any team activity or event (this doesn't apply at team meetings) *Feel free to add other approved spirit gear as long as your team shirt remains visible.*
- All Team members may not use electronic devices for personal entertainment while in the stands at the competition venue.
- All Team members will be present in uniform for the opening, closing, and award ceremonies, except those directed by a coach or mentor.
- All Team members will actively participate in scouting, cheering, and event volunteering.
- All Team members will actively pursue opportunities to help anyone who needs help.
- All members will eagerly help any FIRST volunteer
- All team members, mentors, friends, and family will acknowledge and understand that they are a reflection of the team, and will demonstrate Gracious Professionalism, encouraging and supporting all teams.
- All Team members will be respectful audience members at any competition or outreach venue, and 95% of the time will be spent on FIRST related activities.
- Our team logo must always be clearly visible on the T-shirts at all times.
- The team's travel selection process is based on the following criteria: attendance at 75% of the hours of general meetings (exceptions pre-approved by the coaches on a case-by-case basis), attendance at build team meetings, and contribution to sub-team(s) reported by mentors and coaches.
- All Team members will consistently follow team travel rules.
- All Team members will honor the team curfew set by their coach, mentor or chaperone.
- All team, school, and school district rules apply when traveling to a competition.
- All Team members will be safe, use common sense.
- If you have questions, ask an advisor, coach, or mentor
- Follow all Team Safety Rules, school district rules, and all FIRST safety guidelines, as well as the directions of the team Safety Captains, coaches, and mentors If you have questions, ask the coach, or mentor.
- Students are required to attend at least 1 competition per year.
- All Team members must attend at least 1 week 1-6 district event to be eligible to attend the PNW District Championship or World Championship.
- Members will advise the coach as soon as possible if they will not be available to attend a competition.
- Any Acts that reflect negatively on the team, including, but not limited to, criminal activity, harassment, intimidation, and bullying occurring during school or non-school activities performed either on- or off-campus, will result in permanent removal from the team.
- If a student is removed from the team, students will not be considered for readmission until September 1st of the following season.

By signing this contract, we understand that we must follow the rules directed in this handbook If we have any questions regarding our requirements as team members, we will refer to this document or contact the team coaches.

**Student**

**Parent/Guardian**

First Name	Last Name	First Name	Last Name
Date	Signature	Date	Signature

**Please sign and return this page to either Coach if you wish to participate**