



# **FRC 2135 - Presentation Invasion**

## **Student Team Handbook 2023-24**

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## 1. FIRST

FIRST (For Inspiration and Recognition of Science and Technology) is a nonprofit organization dedicated to inspire K-12 students to excel in areas of science, technology, engineering, and mathematics in preparation for STEM careers through programs such as FIRST Lego League (FLL), FIRST Technology Challenge (FTC), and FIRST Robotics Competition (FRC). FIRST was founded in 1989 by Dean Kamen (inventor of the Segway and iBOT) and has since become one of the largest international organizations reaching thousands of students from elementary school through high school. For more information about FIRST, visit [FIRST Inspires](#).

### 1.1. FRC - FIRST Robotics Competition

FRC is the original and highest level robotics program in FIRST targeted at high school age students. It is designed to incorporate an annual rigorous engineering challenge with learning valuable life skills such as leadership, collaboration, cooperation, and project management at a professional level. There are approximately four thousand teams worldwide ranging from only a few students to more than one hundred members who learn from the guidance and support of adult mentors. Over the duration of a build season starting in early January, FRC teams prototype, design, build, and program a new robot each year to compete in the annual challenge with other teams from all over the world in a sports-oriented format. For more information about FRC, visit [FIRST Robotics Competition](#).

### 1.2. Gracious Professionalism

As part of its mission to emphasize collaboration through rigorous robotics challenges, FIRST promotes Gracious Professionalism as one of its key core values in every level of competition. From the FIRST website:

*“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.”*

## 2. FRC Team 2135 - Presentation Invasion

FRC Team 2135 - Presentation Invasion is an all-girls team based at Presentation High School in San Jose, California. The team consists of high school students from grades 9-12 who attend Presentation High School with a strong interest in STEM activities and a desire to work together in a competitive team atmosphere.

### 2.1. Mission Statement

FRC Team 2135 is dedicated to creating a safe and supportive environment for its student members to learn about STEM-related careers while building robots and developing life skills. Through designing, manufacturing and programming robots, FRC Team 2135 is actively involved in shaping the female engineers of tomorrow through inspiration and innovation.

### 2.2. Team History

Started in 2006 by two sophomores with a passion for robotics, FRC Team 2135 has grown to become a team averaging about 40-50 dedicated student members and has won multiple awards. During the early years, the team worked in school classrooms and hallways until moving across the street to the Jenvey House and building a well-equipped machine shop and design workroom. Notable accomplishments and awards:

- 2023 Central Valley Regional - Team Sustainability Award, Dean's List Award Finalist (Anisha Shukla)
- 2022 Capital City Classic - Excellence in Engineering Award (Off-season event)
- 2022 FRC Championship Houston - Hopper Division
- 2022 FRC Monterey Bay Regional - Finalist
- 2022 FRC Ventura County Regional - Finalist, Industrial Design Award, CMP Wildcard
- 2021 CalGames - Winner and System Design Award
- 2021 Dean's List Award Finalist (Shweta Arun)
- 2019 FRC Central Valley Regional - Spirit Award
- 2019 FRC Central Valley Regional - Quarter-finalist
- 2018 FRC Silicon Valley Regional - Semi-finalist
- 2018 Arizona North Regional - Dean's List Award Finalist (Anjali Sinha)
- 2017 FRC Championship Houston - Galileo Division
- 2017 FRC Central Valley Regional - Winner
- 2016 MadTown ThrowDown - WOW Factor Award (Off-season event)
- 2016 Chezy Champs - Winner (Off-season event)
- 2016 FRC Central Valley Regional - Semi-finalist
- 2015 MadTown ThrowDown - Gracious Professionalism Award (Off-season event)
- 2014 MadTown ThrowDown - Spirit Award (Off-season event)
- 2014 Chezy Champs - Finalist (Off-season event)
- 2014 FRC Championship St Louis - Galileo Division

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- 2014 FRC Silicon Valley Regional - Semi-finalist
- 2014 FRC Central Valley Regional - Winner
- 2007 FRC Silicon Valley Regional - Rookie Inspiration Award

Each year, our robots have been named by the team members for how they look or function based on the game theme. Starting in 2014, the team has built two robots during Build season to allow for more testing and training as well as providing another robot used for some Off-season events. Names of our most recent robots are:

2023 - Slink / Blink 2022 - Festus / Bestus 2021 - Groggu (offseason) 2021 - Mandi (COVID - no competitions) 2020 - Mandi (COVID - no competitions) 2019 - Nebula / Bebula 2018 - Felix / Belix	2017 - Crush / Brush 2016 - Max / Baymax 2015 - Archie / Anarchie 2014 - Atlas / Batlas 2013 - Steve 2012 - Mo
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### 3. Membership

Anyone in grades 9-12 attending Presentation High School is eligible to join the team as a student member. No prior experience is required, and incoming members range from having no prior experience to having participated on previous robotics teams. The team supports both a casual and a more dedicated participation by having two levels of student membership: CLUB MEMBER and TEAM MEMBER.

#### 3.1. Calendar

The team is active competitively during two different times during the school year: Off-season during fall semester and a Build season in the spring. All membership requirements apply only during these two seasons. The team does have meetings outside of these times.

Team activity schedule:

- Off-season (Fall semester) - first day of the school year through Veteran's Day (Nov.)
- Build season (Spring semester) - first weekend of January through first week of April

#### 3.2. Minimum Requirements

During Off-season and Build season, all members are expected to attend a common meeting time each week to allow for team-wide meetings and training.

During both Off-season and Build season, all members are expected to attend Thursday meetings from 3:30-4:30pm.

Also during these two seasons, it is expected that all members attend a minimum number of robotics meeting hours each week to continue as active participants.

Attendance requirements for all students are a weekly average of 40% of the scheduled team meetings during Off-season and Build season:

- Off-season: approx. 4.5 hours per week (incl. Thursdays from 3:30-4:30pm)
- Build season: approx. 8.5 hours each week (incl. Thursdays from 3:30-4:30pm)

Failure to meet these basic team attendance expectations without communicating with the mentors for two consecutive weeks will result in the student being placed on inactive status. Inactive students are not allowed to participate in team meetings or activities until returning to active status. A student may request a return to active status by contacting the mentors to explain the reason. Please communicate illnesses and academic conflicts as soon as possible.

### 3.3. Transcript Credit Eligibility

Students may be eligible to receive transcript credit for participation on the team. This will be applied at the end of spring semester.

The requirement for receiving 2 hours of credit with a “pass” grade at the end of spring semester is to maintain the team minimum participation requirements for both Off-season and Build season.

### 3.4. Student Activity Fee

All students are required to pay an annual activity fee prior to the due date at the beginning of the school year. If a student joins the team after this date, the activity fee is due no later than two weeks after the first meeting they attend. The annual activity fee covers some of the cost of team T-shirts, suspenders (in the first year), safety glasses, and materials used in the shop each year to build the robots. Activity fees do not cover lodging or travel expenses to attend competition events.

### 3.5. CLUB MEMBER Status

All students meeting the minimum attendance requirements ([Minimum Requirements](#)) during Off-season and Build seasons start as CLUB MEMBERS. Attending more frequently may let them achieve TEAM MEMBER status.

### 3.6. TEAM MEMBER Status

TEAM MEMBERS are more heavily involved during both seasons and attend at a higher average number of weekly hours than CLUB MEMBERS and are eligible for more responsibility.

CLUB MEMBER and TEAM MEMBER are listed as uppercase terms to indicate the different membership status requirements and expectations.

Maintaining a minimum of at least 50% of the scheduled shop hours per week during a season will enable a CLUB MEMBER to become a TEAM MEMBER.

- Off-season: approx. 6 hours average per week
- Build season: approx. 12 hours average per week

The students' current status is documented in the Team Roster found on the team Google drive. Students are responsible for monitoring their status and understanding whether they are meeting the requirements of each level.



Achieving TEAM MEMBER status does not carry over for any time period beyond a single season--including for the following year. Attendance is tracked in the Team Roster, which shows the current member status. Failure to meet all TEAM MEMBER requirements will result in the student having CLUB MEMBER status until their average again reaches TEAM MEMBER status.

### 3.7. Membership Level Summary

Attendance	Fall hrs/wk (avg)	Spring hrs/wk (avg)	Member level	Transcript credit eligible	Travel Team priority	Can apply for subteam	Can apply for Leadership	Description
75 - 100%	9.0	18.4	TEAM Member	✓	✓	✓	✓	Expected of leadership members
60 - 75%	7.2	14.7	TEAM Member	✓	✓	✓		Expected of subteam members
50 - 60%	6.0	12.3	TEAM Member	✓	✓	✓		Minimum to join a subteam
40 - 50%	4.5	8.5	CLUB Member	✓				Minimum required hours for all
0 - 40%	0.0	0.0	Not on the team					Insufficient attendance

Leadership, subteam, and travel team teams are described below.

## 4. Team Structure

Leadership of the team is conducted through a council of student Technical Directors and Leads and a small group of Mentors. Leadership meetings are held weekly during both seasons where activities are planned and delegated through consensus-driven decisions. This student Leadership Team is selected from student members who have demonstrated a strong work ethic, invested in learning their technical areas of interest, and worked well with others in a team environment. Other student members work on area subteams that focus on technical, business, competition, or community presence.

### 4.1. Area Subteams

There are several area subteams, and each subteam has one or more Technical Director or Lead and mentor support to complete their tasks. Some subteams are focused on technical work and have higher attendance requirements due to the additional training required. Student members may be asked to collaborate with any of the different subteams when needed to ensure work gets completed. Team success depends entirely on a student commitment to place the needs of the team first.

During their first year on the team, new members will primarily work in the main shop on the Assembly subteam using hand tools, making robot parts, and assembling robots. Dedicated students that develop their experience during this time and are TEAM MEMBER level will have additional opportunities to grow in responsibility and technical skills by joining a subteam the following year.

Subteam	Expectations
Assembly/Manufacturing	40% - Minimum
Marketing	50%
Scouting/Strategy	50% - Requires software training
Machining/Manufacturing	60% - Requires machine tool training
Mechanical Design	60% - Requires CAD training
Control Systems and Programming	60% - Requires software training

## 4.2. Technical Directors and Leads

**Technical Leads** organize and run their individual areas of responsibility. This includes frequently attending meetings, volunteering for new tasks, and communicating openly with mentors and their teammates. All Technical Leads are expected to:

- Attend all robotics competitions and team events.
- Commit to spending more hours at the shop than most students.
- Earn their position through hard work and dedication to the advancement of the team.
- Have developed technical expertise and take time to share those skills with others.
- Be friendly, approachable and helpful to everyone on the team.
- Organize and communicate clearly within their subteam area of expertise.
- Communicate with all team leaders, mentors, teammates, and other teams in an appropriate manner whether in person or online.
- Promote “Gracious Professionalism” and “coopertition” by always being a good example.
- Represent the team in a positive manner at all team events.
- Acknowledge every success as a team effort.
- Accept both personal and team mistakes and recognize them as learning opportunities.
- Uphold and enforce the safety standards at all times in the shop and during competitions.

**Technical Directors** set and oversee the direction of an area subteam and also other Technical Leads and work with other directors to make larger team decisions. Technical Directors have more responsibility for the success of the entire team.

All Technical Directors and Leads are:

- Required to maintain TEAM MEMBER status at all times
- Expected to attend 75% of all meetings during Off-season and Build season

Technical Leads and Directors are selected by the mentors through an application and interview process at the end of the prior year. Only students who have maintained TEAM MEMBER status for one year will be eligible to apply for these positions and therefore students in grades 10-12 are eligible.

See section [Selection of Leadership Team and Event Roles](#) for selection requirements.

## 4.3. Student Leadership Team

Student-led leadership consists of a Leadership Team that includes all Technical Directors and Leads. These students are selected by mentors to be the decision-making body and lead the team throughout the year. The Leadership Team meets at least weekly during both seasons and plans out daily activities and events for the entire team.

In order to continue participating in team decision-making activities, all All Leadership Team members (Technical Directors and Leads) must:

- maintain TEAM MEMBER status at all times
- attend 75% of all meetings during Off-season and Build season

#### **4.4. Mentors**

FRC Team 2135 mentors consist of a group of non-student engineers or area experts who volunteer their time to share their knowledge and experience with the student members. The primary responsibility of a mentor is to teach, guide, and help lead the team while working alongside the students as they grow their technical expertise. Mentor experience from industry professionals greatly expands the team knowledgebase and capability.

#### **4.5. Competition Only - TRAVEL TEAM**

The TRAVEL TEAM is selected by the mentors from the current TEAM MEMBERS. Depending on the number of students that can be taken on a trip, not all eligible TEAM MEMBERS may be selected for the TRAVEL TEAM. Meeting attendance, work ethic, and teamwork during meetings are all used to select the TRAVEL TEAM roster.

If the TRAVEL TEAM has open spots available after all eligible TEAM MEMBERS have been selected, CLUB MEMBERS may be given the opportunity to attend.

The TRAVEL TEAM will be re-evaluated and re-selected for every event. Being selected for one event does not automatically qualify that student for re-selection to a later event.

The students selected to join the TRAVEL TEAM will be notified at least two weeks in advance to allow for schedule planning. Selected students must complete the permission slips and pay travel fees by the announced due date.

#### **4.6. Competition Only - Event Roles**

Competition events require additional roles beyond those needed during regular shop meetings. The following roles are chosen by the mentors and with Leadership Team input in the weeks before a competition starts:

- Event Coordinator - helps with trip planning and sends out event information to the team
- Scouting Lead - runs the student scouting group during event
- Strategy Lead - develops match strategies and coordinates with alliance members and the Drive Team during an event
- Pit Lead - supervises pit work and robot preparedness for each match

- Drive Team - drives and operates the robot during matches
- Safety Captain - reviews/updates the Safety Manual and engages with event judges
- Media Coordinator - manages media pass and documents the event with photos/video

Depending on the size and capabilities of the team, additional roles may be added to this list.

Students selected for event-specific responsibilities such as Drive Team or Pit Lead at competitions are required to be TEAM MEMBERS.

#### 4.7. Selection Criteria for Leadership Team and Event Roles

To be chosen and successful in these roles, there are common characteristics that are required in a candidate for both the Leadership Team and competitive event roles. All four of the following characteristics are considered in selecting candidates for each position.

1. **Commitment to the Team** - This focuses on the total number of hours invested and how engaged the student is during meetings. Attendance is not required at every meeting, but students who have a larger number of hours will be considered as stronger candidates and able to take on additional responsibility. However, a large number of logged hours does not solely represent student engagement. It can be demonstrated by a positive attitude in learning and completing any task the team needs for success. Overall student engagement is often much more than just attendance.

Technical Directors and Leads are expected to attend 75% of all team meeting times during the Off-season and Build season. This is approximately 9 hours per week during Off-season and 18 hours per week in Build season.

2. **Knowledge of the Robot** - While hours spent in the shop lead to increased team experience and knowledge, all key positions are expected to know our robot very well. Scouts need to be able to compare robots from other teams against our robot; the Drive Team needs to know how to deal with unexpected events on the field; and the pit lead must understand our robot thoroughly to prepare for every match.

Candidates for the Leadership Team are expected to understand and be able to explain most subsystems on the robot. Strong Leadership Team candidates also are able to identify problems with those systems and be able to repair them.

3. **Knowledge of the Game Rules** - Immediately after kickoff, the team dedicates time to ensure the whole team learns and understands the game rules. This allows everyone to participate effectively in design and strategy discussions, and it is vital to becoming a

competitive team at an event. Teams that know the rules get through inspection quickly and field a robot that is always ready to go. Knowing the rules will allow scouts to identify key behaviors of other teams during qualification matches--or even pick up a new strategy from another team that could also be used by our team. And the Drive Team needs to know the rules to avoid fouls, make the best decisions to maximize points, and even to challenge rulings with the head referee after the match if needed.

Candidates for the Leadership Team are expected to understand large areas of the game manual and be able to ensure our robot complies with the rules. Strong Leadership Team candidates will master the game rules and be able to develop competitive strategies necessary for team success.

4. **Experience, Skill, and Ability to Handle Difficult Situations** - There is only one way to gain experience--by "doing," but there can be large differences in basic skill levels for new members. Nearly all of the team positions can be taught and practiced, but for competitive events and high intensity roles, a person must also be able to handle the required pressure. Being the pit lead can be challenging when the robot needs to be in queue and its parts are laying on the floor; driving the robot looks easy until you have a couple of teammates and two other alliances yelling strategy and commands nearby for 150 seconds straight; and scouting to build the perfect "pick list" for a winning alliance is a huge decision-making process that will determine the overall success of the team. A student's ability to communicate and perform well under these situations is a highly valued characteristic and will develop an appropriate amount of earned respect and responsibility. Note that having previous experience or an assigned role on the team does not guarantee that a student will retain that role on the team in the future.

Candidates for the Leadership Team are expected to treat everyone with respect and accept responsibility for their actions at all times. Strong Leadership Team candidates will also be able to help others during difficult situations and turn them into positive learning and team-building opportunities.

Examples of questions mentors use to evaluate candidates:

- How does the student handle making an occasional wrong decision? Do they take responsibility? Do they find excuses? Do they analyze both good and bad performance to try to do even better?
- How does the student interact with teammates when under pressure? Do they maintain respect? Do they have listening skills--or only talking skills? Can the student be flexible yet state their position?
- How do teammates react to the student when under pressure? How does a student react when their teammates are under pressure?
- Can the student set aside personal opinions/desires to do what is best for team success when the consensus goes against them? Or do they keep a personal agenda?

It is not expected that every student meets all the target characteristics and has the perfect personality for each position--since no one person will have them all. These are all growth opportunities for all students. However, the goal is to ensure students are not placed in positions they are not yet ready to grow into--for their own benefit and the team--so the entire team will be challenged, have fun, and do well.

To summarize, ALL FOUR of these characteristics are considered in varying degrees. Selection is based on merit, technical expertise, personal initiative (to learn rules, etc.), and also a minimal skill level that can be built upon.

## 5. Student Expectations

All student members are expected to be helpful, friendly, responsible, and professional at all times in the shop, at team events, when traveling with the team and interacting with other students, mentors, and parents. Expectations for student members of FRC Team 2135 also include those specified in the Presentation High School Student Handbook. Additional team expectations are described within this Student Team Handbook. Students shall:

- Communicate clearly and respectfully with all student members
- Ask questions when needed
- Be gracious and respectful
- Have a positive attitude
- Take initiative to start tasks
- Actively participate in team activities
- Stay focused on completing tasks
- Operate tools and behave safely
- Maintain a positive image of the team
- Obey team rules and take direction from team leadership

Student members must remember they are representing FRC Team 2135, Presentation High School, FIRST, team sponsors, and our community. Treat everyone with the utmost respect, kindness, and gracious professionalism. Student members' behavior reflects upon the entire team, not just themselves. Not only words, but also expressions and body language can all bring unwanted negativity and cause bad impressions.

### 5.1. Collaboration and Cooperation

Students are expected to work together with all other members to further the goals of the team. This includes creating a welcoming and inclusive work environment for new members. Actions that are divisive, non-collaborative, bullying or harassing will not be tolerated under any circumstances. At events, students are expected to make every effort to sit together as a team and are discouraged from separating into smaller groups away from the team. This inclusiveness and strong team-first behavior is a requirement.

Event and team meeting activities are planned and directed by the Leadership Team, and all student members are expected to cooperate with them and all Technical Directors and Leads with the appropriate level of respect that they have earned.

When sessions are being directed by students to perform training or tool certification, participating students are expected to be attentive and assist in keeping the instruction on topic--not helping it to drift off to non-relevant topics or turn into a social conversation.



## **5.2. Physical Behavior**

All students are expected to respect the personal space of other members and act professionally. The team frequently works in close quarters with limited access to the robot, tools, chairs in the Jenvey House, room in the pits, or seats in the stands. Sharing chairs, leaning/hanging on other members, whether invited or uninvited is never acceptable around the shop or at events. PDAs are not appropriate at any time between members of our team or other teams, and respect for personal space of all members should always be maintained.

## **5.3. Academic Requirements**

All student members are required to meet academic expectations and must maintain a 2.0 collective GPA or higher in all subjects. Members who fail to meet these academic expectations may be asked to take a break from the team and return once their grades have met the requirement.

## **5.4. Online Communication and Behavior**

FRC Team 2135 communicates with mentors, leadership, and student members through team Slack messages and also Pres emails for sign-ups, team events, build updates and meeting notes. Members must read Slack messages/Pres emails daily and respond promptly. The official team Slack workspace/Pres emails are listed on the Contact Information Summary page.

Student members have the ability to edit, modify and add documents in the “Team Docs” shared Google Drive folder accessible using their school email credentials. When adding documents, follow the existing organization of folders and documents and use the guideline of prefixing the document name with the date in “YY-MM-DD” format and the title name afterward. When posting new photos or videos captured at events, add these files to the “Media” folder in the folder named for that event but maintain the original filenames.

There are official and unofficial methods of communication with other FIRST mentors and students such as Chief Delphi, FIRST Forums and direct email. If and when members utilize these services, they are expected to professionally represent the team through proper etiquette and respectful language. Any action taken online reflects on the whole team, so always be respectful and courteous to other teams and opposing opinions.

Discord—and specifically the FRC server—is not an approved method of communication and all members shall not use this forum in any capacity.

The team maintains a Technology Usage Guideline document that describes more details about computer usage, Google Drive usage, team website, Instagram account, etc. All student

members are expected to read and follow the usage guidelines at all times. See [Technology Usage Guidelines](#) below.

### **5.5. Dress Code Requirements**

Students are expected to abide by the dress codes whether in the shop, at competition or at outreach events. It is crucial in order to both ensure safety and maintain a consistent team image at all events. Failure to do so demonstrates a lack of commitment to the team and respect for other student members and may result in the loss of eligibility to participate in team activities and events.

The basic elements of the full team uniform are long pants (non-ripped jeans, khakis, or thick joggers), closed-toe shoes, a team uniform T-shirt, and team uniform yellow suspenders. Yellow suspenders are given to student members in the first year they register and pay activity fees. Two team T-shirts for the current school year are included in the annual activity fee. Students may purchase the team sweatshirt and previous seasons' T-shirts at team meetings at cost.

The team maintains a Safety Manual which details the team safety rules and these must be followed at all times. The topics below are a summary of the safety rules in the Safety Manual.

#### **5.5.1. Shop Dress Code**

During weekly shop meeting sessions, student members are not required to wear the full team uniform, but the standard level of safety attire must be worn. This consists of wearing durable long pants (non-ripped jeans, khakis, or thick joggers; not leggings), closed toed shoes, and a shirt that covers the upper torso and shoulders entirely. Hair length at or below the neck or that falls into eyes must be tied in a ponytail or bun which is above the shoulders. Safety eyewear must be worn in the machine shop at all times. Some longer hair may require being tied back more than once to stay above shoulder level. Dangling jewelry, strings, ties, or sweatshirt drawstrings are never allowed at any time for safety reasons.

In the case that a photoshoot is scheduled, all team members attending the meeting are required to wear FRC Team 2135 apparel. The team will be notified in advance of any photoshoot dates and the selected team T-shirt to wear.

From the last school day of spring Semester through the first school day of fall semester the requirement for long pants during weekly sessions is relaxed to allow capris or walking shorts due to the warmer temperatures. All other safety requirements remain the same.

#### **5.5.2. COVID Expectations**

The expectation for the this school year is that the team will be able to meet in person with an unlikely possibility that COVID restrictions may be needed. These restrictions will be re-implemented should the need arise again to limit contact or for entirely remote meetings.

All team members and mentors are expected to follow the latest school requirements for COVID-19 safety and compliance to the county health guidelines at all times.

#### **5.5.3. Competition Event Dress Code**

During competition, members are required to wear the full team uniform including the team T-shirt designated by the Leadership Team and yellow suspenders. These two elements are the foundation of the team identity and must be worn appropriately during the event. FRC Team 2135 is well known for our navy blue T-shirts and yellow suspenders. Dangling suspenders are not allowed: this is not only a safety hazard but also represents the team poorly in photos and video. Members may also wear the team sweatshirt during cooler weather, but not as a replacement or cover up for the T-shirt and suspenders. For cooler events, a long sleeve shirt layered under a visible team T-shirt and suspenders should be used to present a more professional look and display the team brand properly.

The safety requirements for pants and hair ties are identical to that required in the shop dress code with the additional need to wear safety glasses anywhere in the pit areas and near the field of play. At FIRST events, the entire team is judged on its Safety Manual and safe practices by Safety Judges and other teams.

#### **5.5.4. Outreach Dress Code**

At Outreach and publicity events, members are required to wear the full team uniform including the T-shirt designated by the Leadership Team. The requirement for suspenders during these events may be removed only if specified by email for that specific event. Members may also wear the team sweatshirt during cooler weather, but not as a replacement or cover up for the T-shirt and suspenders. For cooler events, a long sleeve shirt layered under a visible team T-shirt and suspenders should be used to present a more professional look and display the team brand properly.

Safety attire is identical to that required in the shop dress code during Outreach events and must be worn at all times when working within 20 feet of the robot or its intended operating area such as when launching game pieces.

#### **5.5.5. Travel Dress Code**

Travel attire should always represent our team and be professional. The team T-shirt/sweatshirt should be worn to demonstrate pride and team spirit. Suspenders are not required. T-shirts from other teams should not be worn during travel.

In addition to the team T-shirt/sweatshirt, jeans or good casual pants must also be worn. Sweats, yoga pants, pajama pants, etc. do not represent the team in a positive manner and should not be worn.

### 5.6. Safety Manual

FRC Team 2135 has a [Team Safety Manual](#) as required by FIRST. All student members are expected to read and understand all rules within the Safety Manual during their first few weeks on the team at the beginning of each new school year.

FIRST competition events have judged awards for team safety, and the Safety Manual is submitted as part of the process.

### 5.7. Technology Usage Guidelines

FRC Team 2135 has created a [Team Technology Usage Guideline](#) document. All team members are expected to read, understand and follow all guidelines within the document during their first few weeks on the team each new school year.

### 5.8. Senior Banners

TEAM MEMBERS who are in their senior year may be eligible to receive a photo banner that is displayed in the school hallways during the competition season.

In order to be eligible for a senior banner, the senior must maintain TEAM MEMBER status during the entire fall semester and through the decision date in January when senior banners are purchased. Failure to maintain this level may result in not receiving a senior banner.

### 5.9. Senior Awards

TEAM MEMBERS who are in their senior year may be eligible to receive one of the two Robotics program awards at the Awards Assembly in May. The two awards are:

#### 5.9.1. Excellence in Robotics

- The recipient of this award actively works in shaping the female leaders of tomorrow through inspiration and innovation. She is a dedicated member who utilizes her knowledge to improve both the team and also the community by volunteering at STEM-based institutions. By guiding her teammates, she is committed to helping them become well-versed in the various aspects of robotics.
- This award will be selected by the Robotics Program Director with input from the other mentors.

#### 5.9.2. Exceptional Robotics Member

- The recipient of this award puts in relentless effort and time into improving the robotics program. She uses her expertise to educate and train other students to develop skills in order to think more critically to solve challenges. When faced with hardships, she always puts an optimistic attitude forward and promotes a positive team culture. She is consistently respectful towards others and represents the team professionally at all events.

## FRC 2135 - Presentation Invasion

- Candidates for this award are team-nominated. Current team members of any grade level may nominate a senior who they directly work with and describe how they have impacted them. Seniors are allowed to self-nominate. The Robotics Program Director will review the responses and make a final selection with input from the other mentors.
- In the event of no nominations, the Robotics Program Director may nominate and make a final selection with input from the other mentors.

## 6. Robotics Shop Expectations

The Presentation High School Robotics Shop used by FRC Team 2135 is located directly across from Presentation High School on the corner at 1547 Jenvey Avenue. The Jenvey House Shop is a meeting workspace provided by Presentation for the equipment, materials, and workspace required by the team. The Shop has a fully equipped machine shop with a CNC mill, lathe, CNC table router, and various hand tools. In addition, parts storage, a programming/assembly room with desktop computers, and a design room containing CAD workstations are available to the students. All students are expected to maintain team safety standards and respect the Jenvey House property provided for team use.

### 6.1. Safety Basics

Safety is always the highest priority. The Jenvey House Shop is a place for learning and team building, and in order to achieve that goal, the requirement to use safe practices is heavily enforced. When these safety rules are broken, members may be asked to leave for the day if not dressed in the proper attire or if engaging in inappropriate behavior. Basic rules while working in the shop are:

- No cell phones
- No horseplay
- No running
- No yelling
- Safe and appropriate attire as listed in safety manual

### 6.2. Media Usage

One of the main rules in the shop is “no cell phones” for both safety and privacy of shop activities. FRC Team 2135 takes inappropriate cell phone behavior very seriously, and the activities in the shop are not to be shared by individual student members. Posting videos or photos of team activities on personal Snapchat, Instagram, Facebook, Twitter, or any other social media for any reason during the year is not allowed. Student members should recognize the difference between the responsibility of the Marketing subteam for documenting team activities through media versus their own individual personal social media use. Team confidentiality is an important practice for all members to maintain privacy of the general team activities. Team confidentiality includes not disclosing any information on team strategy or decisions made about building a new robot each Build season.

Cell phones should remain in personal backpacks away from all work areas. Some students may be specifically authorized to use a cell phone for marketing documentation, etc., but this does not apply to all team members.

### 6.3. Preparedness

Students are expected to arrive, sign in, and immediately be ready to participate in the planned activities of the day. Once signed in, students should not be working on homework or other non-robotics related activities. Students are expected to make good personal choices to finish homework and/or have extended social time outside of robotics meetings and the Jenvey House shop area. This includes planning for any necessary meals or snacks outside meeting times for after school meetings unless medically necessary, since these sessions are short.

### 6.4. Jenvey House Neighborhood Activities

The Jenvey House is located in a residential neighborhood across from Presentation High School. Activities in the Jenvey House affect the entire neighborhood and the team works very hard to be a good neighbor. Shop tools such as the CNC table router and CNC mill can be loud and very noticeable by the neighbors. The Jenvey House will not be scheduled for use by the team after 8PM on any weeknight or after 6pm on weekends, and weekend meetings will start no earlier than 10AM to keep noise down outside of these hours. In addition, all team members are expected to be picked up and dropped off in the school parking lot or in front of the school on Plummer Avenue and never to interact with any of the neighbors or their pets at any time. If students are able to drive themselves to robotics, they must park in the school lot to minimize parking congestion and traffic.

During normal hours the team will always make an effort to do most activities inside the Jenvey House or backyard. Activities performed in front of the house should be done with respect for any parked vehicles and minimize unnecessary noise in completing the work.

*Due to the location of the Jenvey House in a residential neighborhood, students are expected to have their parents pick up/drop off in front of the school on Plummer Avenue to reduce traffic and congestion in front of the house. This includes weekday and weekend meetings and is especially true if the team is returning to the house after 7PM. It is critical that there be no exceptions to this rule as it reflects upon the entire school.*

## 7. Team Meetings and Events

Student members may choose to attend as many meetings as they can fit in their schedules, in addition to minimum hours requirement and mandatory Thursday meetings. The more they can attend, the more they learn and get out of the program. The goal of every student should be to attend as many meetings as possible to keep up with team updates and contribute to the team. It is recommended that students should plan their schedules carefully ahead of time to complete both their personal and team goals.

### 7.1. Meeting Schedule

Off-season/Fall Semester: Veteran students and mentors build up the team's shop skills and robot know-how through a tool certification process and compete in Off-season competitions that use the robot from the prior year's challenge. The typical fall semester meeting schedule is:

- Mondays after school: 3:30 PM - 6:30 PM
- Thursdays after school (mandatory from 3:30-4:30pm): 3:30 PM - 6:30 PM
- Saturdays: 10:00 AM - 4:00 PM

Build season/Spring Semester: In early January, the new challenge is announced by FIRST, and Build season starts--followed by the six-week competition season. Meetings are five days per week during Build season and usually held on:

- Tuesdays after school: 3:30 PM - 7:00 PM
- Wednesdays after school: 3:30 PM - 7:00 PM
- Thursdays after school (mandatory from 3:30-4:30pm): 3:30 PM - 7:00 PM
- Saturdays: 10:00 AM - 6:00 PM
- Sundays: 10:00 AM - 4:00 PM

The team usually competes at two FRC Regional competitions within California during March and April. If the team qualifies, they would compete at the FRC World Championship in Houston in mid April. After Regionals, meetings adjust back to 3 or 4 days per week similar to the fall schedule depending on the work needed, with meetings ending at the end of April.

Summer: During June through early August, the team holds Saturday meetings usually 2-3 times per month to prepare for the next year. It is an opportunity for the team to wrap up the prior season and prepare for new students and the beginning of the Off-season in the fall. These meetings are optional and not included in the CLUB/TEAM MEMBER requirements. These meetings are held on:

- Selected Saturdays: 10AM - 3PM.



## 7.2. FRC Kickoff

All student members are expected to attend the FRC Kickoff in early January. This is the event where the new game challenge is presented by FIRST headquarters to all teams at the beginning of Build season. The team immediately breaks down the rules and forms strategies for the robot to compete with. Prototypes are constructed and the design process begins in earnest. Failure to participate in this early activity places those student members at a significant disadvantage and burdens other team members with the responsibility to bring them up to speed.

## 7.3. Team Recruiting and Community Events

Members of the team are expected to participate in recruiting and community events throughout the year. Some events require more students to staff than others, but all members are expected to share in this responsibility during the year. Recruiting and community events include but are not limited to:

- PHS Back to School Night August
- PHS Club Day August/September
- FRC Team 2135 Open Shop September
- PHS Shadowing Fall Semester
- PHS 7th Grade Day September
- PHS Open House October/November
- PHS Plaid to Meet You March
- Outreach events Toys for Tots, Girls Day at the Tech, etc.
- Social events with other teams

## 8. Team Competition Events

Student members may have the opportunity to travel and/or go to local FRC competition events as part of the team. Local competitions within the San Jose area are open to all members and require personal transportation by the student or their parents. Out of area competitions where the team must travel and stay overnight are available to those members who qualify and are selected to be part of the TRAVEL TEAM. Transportation for out of area events will be provided by school or parent vehicles for events within a short driving range, but a fee is required in order to pay for overnight lodging that is shared among the student members. Longer trips may require a bus or transportation that will be incorporated into student travel fees. Cost for meals is also incorporated into the student travel fees. Permission and medical forms are required to attend all team events.

### 8.1. Major Competitions

Off-season/Fall Semester: Student members participate in Off-season events where they play the game from the previous season. New student members are exposed to FRC events in preparation for the spring competition season regional events. Typically, the team attends 2-3 Off-season fall events such as:

- Chezy Champs at Bellarmine College Preparatory in San Jose, California - September/October
- CalGames at various local high schools - October
- Capital City Classic in Sacramento, California - October
- Madtown ThrowDown in Madera, California - November

Competition season/Spring Semester: Student members participate in FIRST regional competition events using the new robot built during Build Season. Regional competitions provide the opportunity for the team to qualify for FRC World Championships in April. The team attends 2 regional events and, if qualified, the FRC championship in Houston, Texas. Some regionals that the team has attended in the past include:

- Ventura County Regional (VCR) in Ventura, California - early March
- Arizona North Regional (ANR) in Flagstaff, Arizona - early March
- Central Valley Regional (CVR) in Fresno, California - early March
- Sacramento Regional (SacReg) in Davis, California - mid March
- Monterey Bay Regional (MBR) in Seaside, California - mid March
- Silicon Valley Regional (SVR) in San Jose, California - late March

## 8.2. Student Expectations

When attending competitions, all members are expected to abide by the following rules to ensure safety and maintain the team image.

### Team Rules at Event Venue:

- Stay with the group and do not wander off on your own. If you need to briefly leave the group area, be sure to inform a mentor and take another student member as a buddy. Do not leave the venue without informing and receiving approval from a mentor or unless doing so with the entire group.
- Be on your best behavior as a representative of our team and our school. Be polite and considerate to teammates, other teams, and your roommates. Use “inside” voices in restaurants, hotels, competition areas. No running, yelling, hanging on each other, or other inappropriate behavior and follow all the rules specified in this Student Team Handbook and the Safety Manual.
- Before competition, members will be assigned roles such as Drive Team, Pit Lead, Head Scout, Safety Captain, Pit Crew, and Scouts. Members must stay in their assigned roles unless told otherwise by a mentor or an appropriate member of the Leadership Team. This is essential for the team to function smoothly in competition.
- In addition, students should not engage in completing other assignments including and not limited to school work, excessive social media, or disturbing those around them at the event. However, students are encouraged to cheer *appropriately*, interact with other teams and learn about other team’s robots. When cheering, screaming tends to be annoying to other spectators and is strongly discouraged.

### Team Rules In the Hotel Rooms:

- Roommates will be assigned by mentors. Room assignments are not to be changed by the students. Be considerate of your roommates. Don’t grab the best spots for your stuff. Share the room fairly.
- It is highly recommended that roommates plan ahead for the morning get-ready bathroom schedule so everyone can be ready on time. This will help ensure that students are down for breakfast on time and ready to leave for the competition each morning.
- It is expected that students navigate the hotel and reside in their rooms with quiet voices, quiet walking, no loud TV or music; do not disturb the people in the rooms around you or anywhere else in the hotel.
- If you are hoping to get to sleep early, plan to bring an eye shade and earplugs--especially if you cannot sleep when there is light or some noise. Hotel rooms are a shared space.

## FRC 2135 - Presentation Invasion

- While there may be time for visiting other team members in their hotel rooms, always be considerate of the residents of that room. It is the right of the residents to ask visitors to leave at any time, since it is their personal (shared) space. It is never acceptable to visit any hotel room other than those occupied by our team members.
- DO NOT leave your rooms after the evening room-check. This is to ensure all students are safe and accounted for. If there is an emergency and it requires you to leave your room, notify a mentor immediately.

If students fail to abide by the rules, students may or may not receive an initial warning before more serious action is taken--depending on the severity of the infraction. Serious infractions or continued failure to follow the rules will result in an immediate call to parents to retrieve the student from the event. This may affect that student's future eligibility to travel, attend competitions, or even result in a dismissal from the team depending on the severity.

## 9. Outreach

Outreach is an essential aspect of our team in order to promote both the Presentation High School motto of “Not Words, but Deeds,” and STEM to the community. Team members are expected to attend and participate in outreach events and volunteer at FIRST events. Some of the outreach events Team 2135 participates in has included the following: Toys 4 Tots, Sunday Friends STEM Fair and volunteering at other events and competitions.

## 10. Fundraising

FRC Team 2135 is sponsored primarily by Presentation High School and supplemented with major corporate sponsors, local businesses, families, and in-kind donors. Funds required to run the team are significant and the team is expected to participate in fundraising to help offset the costs of running the team. Some of the fundraising that the team participates in includes the following: corporate seminars and events, identifying grant opportunities, restaurant profit-sharing nights, and running in-school events such as bake sales. All team members are expected to attend and participate in fundraising activities including bringing materials, supplies, food, or customers as needed.

## 11. Team Supporters and Visitors

FRC Team 2135 relies on parents, friends, and volunteers for our success. Student members are expected to encourage our supporters to assist when needed, to attend competitions and cheer, and help the team promote FIRST awareness in the community.

### 11.1. Parent Expectations

Parents have an important role in our team and are vital to our success, and the team welcomes their support and help. There are many opportunities available for parents to help the team, and they are communicated through the team parent email group. These have included helping to build game field pieces at the start of Build season. Parents can also be involved with the team by providing transportation for local events or simply dropping their child off at every meeting. Parent support in all aspects of the team is a key factor in the motivation and success of their child.

Parents are expected to provide at least one valid email address for the team parent email group to facilitate communications about the team activities.

Due to the location of the Jenvey House in a residential neighborhood, parents are requested to pick up/drop off students in the school lot or in front of the school on Plummer Avenue (never on Jenvey Avenue) in order to reduce traffic and congestion in front of the house. This includes both weekday and weekend meetings and is especially true if the team is returning to the house after 7PM. It is critical that there be no exceptions to this rule as it reflects upon the entire school.

### 11.2. Guest Expectations

All guests that attend events or competitions are expected to maintain respectful behavior at all times and shall not engage in any disrespectful behavior towards other members of the team or other FRC members. As a supporter of FRC Team 2135, they also represent the team and form part of its image. Guests are expected to understand and respect the environment they are in. This includes wearing proper safety attire such as long pants and safety glasses and having an encouraging attitude, and they will be asked to stop or leave by a Technical Director or Lead or a mentor if they fail to meet these expectations.

## 12. Contact Information Summary

### Team Technical Directors and Leads

Co-captain and Mechanical Design Lead - Anisha Shukla

Co-captain and Manufacturing Lead - Vinati Pillutla

Mechanical Design Lead - Kathy Guo

Mechanical Design Lead - Rishika Mallu

Mechanical Design Lead - Rishika Bajaj

CSP Lead - Hannah Park

CSP Lead - Reeva Randeri

CSP Lead - Grace Mills

CSP Lead - Zara Ansari

Manufacturing Lead - Saanvi Bhatpat

Marketing Lead - None

Scouting/Strategy Lead - Niti Reddy

### Team Email Groups

<u>Mentors:</u>	frc-2135-mentors@googlegroups.com (open)
<u>Leadership:</u>	frc-2135-leadership@googlegroups.com (open)
<u>Members:</u>	frc-2135-students@googlegroups.com (closed)
<u>Parents:</u>	frc-2135-parents@googlegroups.com (closed)
<u>Alumni:</u>	frc-2135-alumni@googlegroups.com (closed)

### Mentors

Jeff Mullins

[jmullins@presentationhs.org](mailto:jmullins@presentationhs.org)

[robotics@presentationhs.org](mailto:robotics@presentationhs.org)

Brian Fox

April Mullins

Jeanne Mullins

**Slack Workspace**      [frc2135.slack.com](https://frc2135.slack.com)

**Website**      [frc2135.org](https://frc2135.org)

**Instagram**      [@frc2135](https://www.instagram.com/frc2135)

### 13. Student/Parent Contract

Student leadership and mentors have the authority to modify or change any part of this handbook. If modified, students will receive an email notification of any change.

The annual robotics team Activity Fee is: \$150.00

Online payment via web link ONLY

Please fill out the provided web link form and confirm ALL of the following:

- (1) the team handbook has been read and understood,
- (2) student and parent will follow the team rules and expectations given, and
- (3) permission is granted to use student photos in team promotional materials