

Team Spyder Expectations and Policies

Team Tenets:

I Will:

1. Mentor a team to build a robot or compete for an award through competition.
 2. Participate in an active leadership role producing a measurable result or develop leadership skills through action for both boys and girls on the team.
 3. Participate in fundraising and entrepreneurship efforts.
 4. Help promote more girls joining the team to make our team 50/50 ratio girls to boys, and promote equity, diversity, and inclusion within our team, FIRST, and our communities.
 5. “Make it Loud” by your efforts to bring celebrities to be part of FIRST.
 6. Participate in at least 2 community outreach events per season.
 7. Actively be part of a sub-team and complete objectives and deliverables on or ahead of schedule.
 8. Develop programs and inventions to help all FIRST Robotics teams, spreading the *FIRST* message in ways that are effective, scalable, sustainable, and creative.
 9. Check daily emails / all communications (Instagram, Facebook, Twitter, (liking)) and respond in a timely manner.
 10. Always be mindful and respectful to coaches and mentors that have volunteered their time to help the team succeed and to guide you with knowledge and expertise. Thank them often!
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Meeting/Outreach Etiquette:

In Person Meeting Norms:

1. **Wear provided team uniform (team shirt) to all meetings.**
2. **Show up on time and come prepared:** Be prompt in arriving to the meeting and in returning from breaks. Be prepared to contribute to achieving the meeting goals. Come to the meeting with a positive attitude.
3. **Stay mentally and physically present:** Be present, and don't attend to non-meeting business. Listen attentively to others and don't interrupt or have side conversations. Treat all meeting participants with the same respect you would want from them.

4. **Contribute to meeting goals:** Participate 100% by sharing ideas, asking questions, and contributing to discussions. Share your unique perspectives and experience, and speak honestly. If you state a problem or disagree with a proposal, try to offer a solution.
5. **Let everyone participate:** Share time so that all can participate. Be patient when listening to others speak and do not interrupt them. Respect each other's' thinking and value everyone's contributions.
6. **Listen with an open mind:** Value the learning from different inputs, and listen to get smarter. Stay open to new ways of doing things, and listen for the future to emerge. You can respect another person's point of view without agreeing with them.
7. **Think before speaking:** Seek first to understand, then to be understood. Avoid using idioms, three letter acronyms, and phrases that can be misunderstood. It's OK to disagree, respectfully and openly, and without being disagreeable.
8. **Stay on point and on time:** Respect the groups' time and keep comments brief and to the point. When a topic has been discussed fully, do not bring it back up. Do not waste everyone's time by repeating what others have said.
9. **Attack the problem, not the person:** Respectfully challenge the idea, not the person. Blame or judgment will get you further from a solution, not closer. Honest and constructive discussions are necessary to get the best results.
10. **Close decisions and follow up:** Make sure decisions are supported by the group, otherwise they won't be acted on. Note pending issues and schedule follow up meetings as needed. Identify actions based on decisions made, and follow up actions assigned to you.
11. **Record outcomes and share:** Record issues discussed, decisions made, and tasks assigned. Share meeting reports with meeting participants. Share meeting outcomes with other stakeholders that should be kept in the loop.
12. **NO Politics, personal agendas, biases, prejudices, divisive language or actions:** Note that bad language such as cussing and political discussion or comments, personal agendas, biases, prejudices, divisive language or actions distracts for our work of STEM, Robotics and Outreach and is not tolerated.

Virtual Meeting Norms:

1. **Follow all in person meeting norms, plus (video on at all times):**
2. **Reminder to only wear provided team uniform (team shirt) in virtual meeting.**
3. **Mute your microphone:** To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
4. **Be mindful of background noise:** When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
5. **Position your camera properly:** When using a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
6. **Limit distractions:** You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
7. **NO backgrounds and profile images:** Backgrounds and profile pictures should not distract from the purpose of the meeting by distracting the attention of other meeting

participants. Social/Political imagery and iconography can create tension and debate that distracts from the meeting purpose and not appropriate.

8. **Avoid multi-tasking:** You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
9. **Prepare materials in advance:** If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.
10. **Reminder NO Politics, personal agendas, biases, prejudices, divisive language or actions:** Note that bad language such as cussing and political discussion or comments, personal agendas, biases, prejudices, divisive language or actions distracts for our work of STEM, Robotics and Outreach and is not tolerated.

NOTE: Students that do not follow the norms and policy will be asked and expected to leave the meeting. If the problem persists then the students can be put on probation, asked not to return or removed from the team.

Outreach/Event Norms:

1. Wear provided team uniform (team shirt) to all team sponsored outings and events.
 2. Show up on time and come prepared
Be prompt in arriving to the event and in returning from breaks. Be prepared to contribute to achieving the team goals. Come to the event with a positive attitude.
 3. Stay mentally and physically present
Be present, and don't attend to non-event business. Treat all participants with the same respect you would want from them. Participate by interacting with the public and others when appropriate.
 4. Contribute to meeting goals
Participate 100% by sharing ideas, asking questions, and contributing to presentations. Share your unique perspectives and experience, and speak honestly.
 5. Let everyone participate
Share time so that all can participate. Be patient when listening to others speak and do not interrupt them. Respect each other's' thinking and value everyone's contributions.
 6. Think before speaking
Seek first to understand, then to be understood. Avoid using idioms, three letter acronyms, and phrases that can be misunderstood. Focus on providing information and content that forwards the team's goals and objectives.
 7. Stay on point and on time
Respect the groups' time and keep comments brief and to the point. Do not waste everyone's time by repeating what others have said.
 8. Record outcomes and share
Record event outcomes and summaries on the team one sheet template. Share event outcomes with other stakeholders that should be kept in the loop.
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Attendance:

In order to maintain active participation and good standing in Robotics, all students must be in attendance as outlined:

Fall Semester (tri1): Pre-Season (AUG-NOV)

1. Attend all Wednesday Meetings from 5pm to 9pm per trimester
2. Attend all Mandatory Events
3. Attend at least two community outreach events, robot demonstrations or equivalent
4. Mentor at least one Robotics Team with supporting documentation
5. Complete all sub-team deliverables
6. CPR/ADD and FIRST Aid Certified

Winter Semester (tri2): Pre-Season + FRC BUILD SEASON (DEC-MAR)

1. Attend all Wednesday Meetings from 5pm to 9pm per trimester
2. Attend all Mandatory Saturday Meetings from 9am to 5pm
3. Attend all Mandatory Events
4. Attend at least two community outreach events, robot demonstrations or equivalent
5. Mentor at least one Robotics Team with supporting documentation
6. Complete all sub-team deliverables
7. CPR/ADD and FIRST Aid Certified

Spring Semester (tri3): FRC COMPETITION SEASON (MAR-JUN)

1. Attend all Wednesday Meetings from 5pm to 9pm per trimester
2. Attend at least one FRC Competition
3. Attend at least one FRC Competition, community outreach event, robot demonstrations or equivalent
4. Attend all Mandatory Events
5. Mentor at least one Robotics Team with supporting documentation
6. Complete all sub-team deliverables
7. CPR/ADD and FIRST Aid Certified

NOTE: During each trimester you can only miss one Wednesday. All other Wednesdays missed will need to be made up with a community outreach event. Students needs to be on time. Five tardies will be considered as one absent. Tardies are considered more than 5 min late. Students not meeting their attendance obligations will be put on probation which removes you from participating in outside events.

Schedule and Events Calendar

(Located at <http://www.teamspyder.org/calendar.html>)

We meet every Wednesday night from 5:00-9:00pm, and sub teams are expected to meet 5 hours a week outside of scheduled Wednesday night team meetings to complete deliverables on time.

Mandatory Events	Optional Events
Fall Semester (tri1): Pre-Season (AUG-NOV)	
Sep-11-2021 7:00am - 12:00pm Poway Parade	TBA Navy Gold Coast
Oct-30-2021 FLL Poway QT	
Nov-14-2021 FLL SOCAL Division Tournament	
Winter Semester (tri2): Pre-Season + FRC BUILD SEASON (DEC-MAR)	
Dec-12-2021 FLL Championships	
Dec-19-2021 FTC Poway Tournament #1	
Jan-16-2022 FTC Poway Tournament #2	
Jan 9: FRC Kick-off Build Season (Sat 7:00am-5:00pm)	TBA: STEAM Maker Fair (Del Mar Fairgrounds)
Jan 16: Saturday Build Day (9:00am-5:00pm)	TBA: SDSA High Tech Fair
Jan 23: Saturday Build Day (9:00am-5:00pm)	TBA: Multiple community outreach opportunities
Jan 30: Saturday Build Day (9:00am-5:00pm)	
Feb 6: Saturday Build Day (9:00am-5:00pm)	
Feb 13: Saturday Build Day (9:00am-5:00pm)	
Feb 20: Saturday Build Day (9:00am-5:00pm)	
Feb 21: Sunday Final Build Days (9:00am-5:00pm)	
Feb 22-23: Monday-Tuesday Final Build Days (3:00pm-9:00pm)	
Spring Semester (tri3): FRC COMPETITION SEASON (MAR-JUN)	
TBA	
TBA: Robotics Expo	TBA: SD Science Festival
Attend at least one FRC Competition, community outreach event, robot demonstrations or equivalent.	Mar TBA: FRC San Diego Regional (Thurs-Sat 7:00am-7:00pm, Sat Team Social till 10:00pm) All students are encouraged to come to the event but only actively participating students will interact with the robot.
	TBA: FRC World Championship Houston, TX (Wed-Sun: five days, three days missing school, team social Sat)
	TBA: 2 FRC Regional (Can miss up to six days, up to four days missing school)

	TBA: 3 FRC Regional (Can miss up to six days, up to four days missing school)
	TBA: 4 FRC Regional (Can miss up to six days, up to four days missing school)
	TBA: Multiple community outreach opportunities
	TBA: STEM Summer Camp

Dual Contract:

Can I play a sport or do another activity on campus while in Robotics? Yes! Many of our students are involved in a variety of activities and sports (football, band, science Olympiad, track, and so on.) Make sure that you fill out a dual contract and have your robotics coach and other program leader sign the form, turned into each coach/leader and administration for approval with the date(s) that are in conflict only and how you intend to make up the date(s) and hours missed. A dual contract means you will have to make up the time you are not there. It is to provide the flexibility with schedules for you to do both programs. If you have a conflict where you are missing almost every Wednesday night, the dual contract will not apply, and you will not be allowed to participate in robotics. You will have to choose.

[Dual Contract Form](#)

Lettering in Robotics for Spring 2021:

The following requirements are to be met in order for students to receive a letter in Robotics.

- Service – Be a member on the team for a minimum of two full years during the fall and spring seasons and meet attendance requirements.
- Academic – Maintain a grade point average of 2.5 (cumulative).
- Outreach – Support and bring awareness to inspire others into STEM**.
- Scholarship – Fill out a minimum of two scholarship applications (you do not necessarily have to apply) and submit to Mr Dohm.
- Leadership – Embody the spirit of FIRST, “Gracious Professionalism” and demonstrate leadership skills.

NOTE: Gracious Professionalism is part of the ethos of FIRST. It's a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. 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. In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can

add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity. Scholarship applications on the FIRST website can be found here:
<http://www.firstinspires.org/scholarships>

How to apply:

- Turn in one page explaining how you met 1-5 above
 - Attach two scholarship applications
 - Turn into Mr. Dohm by May 17th, 2021
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Participation:

Cleanup:

All students are required to clean up the facilities. Classrooms, patios, and shops will need to be cleaned each day we meet within the last 10 minutes of class. That will occur by Sub-Team on either a rotating basis or by use; whichever is deemed appropriate.

- **Classrooms:** Turn off computers, clean computer areas and floor of trash, vacuum floor, and push in chairs.
- **Patios:** Put all materials and tools back in cabinets, lock cabinets, brush down all cabinets and tables, and sweep floors.
- **Shops:** In the Machine Shop and/or Wood Shop, put away all tools in their proper place, lock tool cabinets, sweep around power equipment, sweep floors, and put away all materials.

Engineering Notebooks:

Each Sub-Team will keep a notebook to record daily as a scientific log or journal. The Sub-Team captain will report out at the beginning and end of each meeting to the entire team a summary of that record and what the Sub-Team accomplished.

Individual Expectations:

All students are expected to be always working. Students should be on task according to what was assigned to them by their Sub-Team VP or Lead. You should always be working on something related to your Sub-Team task, a task by an Advisor, Mentor, or entire team. If you are finished and have nothing to do, be 'proactive' and communicate with your leaders for a task that you could help the team out with. Preferably you communicate with your Sub-Team Captain before going to a mentor, advisor, or president. The expectation is for you to go out of your way t

Sub-Team and Leadership Meetings:

It is required that all Sub-Teams have their own leadership meetings outside of class time to be prepared for reporting out and evaluating the performance of their Sub-Team according to goals. This should be done as part of your five hours outside of class time. All student leadership will have an entire team leadership meeting prior to the Wednesday night meetings to be prepared in leading the team at the meeting and focus on goals. The president will prepare and lead this leadership meeting. Attendance will be taking by the President and Sub-Team Captains and provided to the Advisor.

Student Outreach and Mentoring a Team:

It is required that all students will run or participate in 2 or more outreach events per trimester. Students will create a one page brief with pictures to turn into the business sub-team once completed. All students will mentor a FIRST team (FLLJr., FLL, FTC, FRC or FGC) and record each week their mentoring efforts. Students will also obtain a letter from the team they are mentoring that states that we are mentoring them once a week during their competition season.

Probation from outside events:

All students will need to maintain a 2.0 average (aligned with school policy) to attend any campus field trip, demonstration, conference, or competition, and so forth. Grades will be determined by the 6 week grading period, and semester grades for approval. Any student not meeting the grade requirement will be on probation which means that they will be denied for the next 6 week term to attend any outside of school events until their grades have returned to a 2.0 average GPA. Any teacher for any reason can deny a student attending any outside event. It is important to keep up your grades so that you are in good standing with the teacher and class, to attend outside events.

Removal from Team:

Students that do not complete tasks, follow the team norms, team policies, PUSD and PHS policies or rules, may be asked to leave the team. If the problem persists then the student(s) can be put on probation, asked not to return or be removed from the team.

Donations:

We are asking for a donation towards the team prior to any events to cover the costs for students during the entire robotics season. This donation will be used specifically for food, drinks, uniforms, scholarships, equipment, substitutes, coach's stipends/travel, travel, lodging, and event registration. The team budget is \$142,000 annually, and the donations we are asking for, only covers a fraction of that cost. In order to ensure that everyone can have the best experience on

Team Spyder we are requesting a \$250 donation per person on the team. Please turn in your donation when you turn in your forms as part of the completed application. We also have team fundraisers for students to raise money for the overall program (Snap-Raise, discount cards, chocolate, subscriptions, LED light bulbs, etc.). FIRST encourages students to learn entrepreneurship skills participating in a fundraising entrepreneurship process. Note that this is in fact a donation and is tax deductible.

Download and print a [Donation Request Form](#).

Here is a general overview of the program Budget

Event Registration	\$30,000.00
Coaches Stipends	\$30,000.00
Substitutes	\$4,000.00
Coaches Travel	\$6,000.00
Robot/Shipping	\$10,000.00
Uniforms	\$3,000.00
Travel (To Subsidize Costs)	\$45,000.00
Scholarships	\$4,000.00
Outreach	\$10,000.00
Total	\$142,000.00

Note: Budget is depended upon fundraising student and parent efforts.

Photo/Video Release:

I hereby grant Poway Unified School District permission to use my likeness in photograph(s) and/or video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Poway Unified School District, in perpetuity, and for other use(s) by Poway Unified School District.