

# Up Next FRC Team 3528

## Code of Conduct

FIRST Robotics Team 3528, Up Next, supports educational pursuits by promoting the values of honesty, trust, respect, and responsibility. This handbook supports a climate of integrity and a positive environment for all members.

Team Up Next is supported by the Up Next Leadership Foundation, a non-profit 501(c)3 public charity.

### **Board Members**

Maycel Stark	816.320.2210 (h) / 816.589.4699 (m)	<a href="mailto:mstark@kcp.com">mstark@kcp.com</a>
Jeff Ousley	816.628.6186 (h) / 816.550.5531 (m)	<a href="mailto:jousley@gmail.com">jousley@gmail.com</a>
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### **Foundation Mission Statement**

*Up Next Leadership Foundation (UNLF) affirms the mission of FIRST Robotics, as stated below:*

*FIRST's mission is to inspire young people to be science and technology leaders by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.*

*Specifically, the mission of the UNLF is to provide opportunities for homeschool students to participate in exciting and competitive programs designed to inspire students in the areas of science, technology, engineering, and math (STEM). As an example, the UNLF provides support in the form of educational resources and funding to Up Next FIRST Robotics team 3528. New FIRST Robotics teams will be created and developed as appropriate to meet the growing needs of the homeschool community.*

### **Team Mission Statement**

*Our mission is first and foremost to glorify our Lord and Savior, Jesus Christ, in everything we do. We also aim to provide leadership, life, and technical skill development opportunities for the homeschool community in the fun and highly competitive environment of FIRST Robotics.*

## Terms

- **Head Coach:** The adult who is the main point of contact for Team Up Next, and has overall responsibility for team actions, decisions, and oversight of all mentors and student members.
- **Up Next Leadership Foundation:** Non-profit 501(c)(3) organization that provides direct financial, technical, and administrative support in the areas of science, technology, engineering, and math (STEM) primarily for Kansas City area homeschooled students. This is primarily executed through homeschool student's participation in STEM related competitive teams, such as FIRST FRC and FLL. Up Next Leadership Foundation has a three-person board of directors who make decisions related to foundation activities.
- **Student Member:** Any student who is participating on the Up Next FRC Robotics Team, and has been accepted as a member of the team within TIMS (Team Information Management System).
- **Mentor:** An adult volunteer, not necessarily a parent, which is formally invited by the Head Coach to provide technical and/or administrative assistance for the team student members. Mentors will go through a vetting process to ensure that the mentor will be a good fit for the team, and holds values consistent with Up Next Leadership Foundation Core Values.
- **Student Mentor:** A mentor (see above) who is college age and a former student of the team.
- **BTC:** Metropolitan Community College – Business and Technology Campus - The main meeting facility for Up Next Homeschool Robotics.
- **Parent/Guardian:** Any adult who is taking legal responsibility for a Team Up Next student or students.

## Parent/Guardian Responsibilities

Being a parent of an Up Next member(s) brings a lot of joy, and requires hard work and time commitment. There is a lot of demand placed upon the members, but also their parents. For students to succeed, their parent/guardian must be willing to assist them by meeting their needs within the group.

- 1) For the protection of the member(s) and the facility, there should always be at least two parents/mentors present whenever the team is meeting or when/if student members are utilizing the BTC facilities for robotics purposes. If you are dropping off, please be prompt in picking up your student member.
- 2) **Parent/guardian must check e-mail daily and RESPOND in a timely manner.** Should you change your e-mail address, it is your responsibility to notify the Head Coach of this change. Up Next is not responsible for information not received because of a change in e-mail address, full mailbox, down server or failure to read in a timely manner. Be sure to include important Up Next e-mail addresses in your contacts as Up Next will not be held responsible for information that is sent to a bulk/spam folder.
- 3) Bring your student member(s) to scheduled meetings, events and competitions on time and in appropriate attire (see "Dress Code") and ready to assume their personal responsibilities.
- 4) Parents are encouraged to take an active role either by applying to serve as a mentor, supervising the study room, or helping on committees such as fundraising, and the parent booster club.
- 5) Follow all safety rules and regulations. It is important that we, as parents, mentors, and coaches model the behavior we expect from our student members.
- 6) There is to be no harassment of any kind including, but not limited to, verbal, physical, social, emotional, sexual or cyber. Harassment will be dealt with swiftly and decisively with coaching, verbal/written reprimand, and possible dismissal from the team for both the parent and student member.
- 7) If your child is unable to attend a scheduled meeting, event or competition, inform the Head Coach of the pending absence as far in advance as possible so any adjustments can be made for that meeting or event.
- 8) Parent/guardian is to make sure all fees are paid on time. Should this be a burden, please directly contact the Head Coach to discuss options available.
- 9) Although children under age thirteen and non-member students are discouraged from attending FRC Up Next meetings, we realize there are times a need may arise. If this occurs, those children/students who are in attendance must be with a parent or legal guardian at all times in the designated area. The parent or legal guardian is responsible for the behavior and safety of these non-student members.
- 10) The use of tobacco or being under the influence of alcohol, illegal or non-prescribed prescription drugs is prohibited at Up Next meetings, practices, and events.

- 11) Firearms and large knives are strictly prohibited. All MCC and BTC rules regarding prohibited items must be followed.
- 12) All rules and regulations of any venue we attend must be followed.
- 13) While at any Up Next sponsored events and competitions, you are to lead by example with a positive Christian attitude, help when needed, and show your spirit for Up Next.

### **Student Member Responsibilities**

Being a member of Up Next comes with certain responsibilities. Just by wearing your team shirt you are immediately identifiable with Up Next Robotics. This is to be taken seriously as you are not only representing yourself but also your team, your family and the Lord.

- 1) Student Member must check email daily and **RESPOND** in a timely manner.
- 2) Student Member may NOT be at the BTC without a coach or mentor present unless it is for class or other non-team related activities.
- 3) Student Member will NOT use tools without coach/mentor supervision, and the student member is responsible for seeking out this assistance. Student Members working in the BTC Machine Shop and/or Fab Lab must have had the appropriate shop safety instruction, and must have a coach, mentor, or BTC staff member present.
- 4) Model respect and Christian behavior at all times by encouraging and supporting fellow students in a gracious and respectful manner.
- 5) Be respectful of personal property, facilities, and venues. Show gratitude toward those who have given time, money and supplies so that you can enjoy being involved with Up Next Robotics.
- 6) Show respect to parents, advisers, mentors, sponsors, judges and any other adult by addressing them as "Sir," "Ma'am," "Mr." or "Mrs." and their last name, unless the adult has asked you to use their first name.
- 7) Respond appropriately to direction from others in authority.
- 8) Follow all safety rules and regulations.
- 9) There is to be no harassment of any kind including, but not limited to, verbal, physical, social, emotional, sexual or cyber. Harassment will be dealt with swiftly and decisively with coaching, verbal/written reprimand, and possible dismissal from the team for both the parent and student member.
- 10) Student Members are responsible for finding opportunities to be involved in a constructive manner.
- 11) Be a role model. Help other student members become involved by inviting them to participate on a sub-team or committee in a meaningful manner.
- 12) Members are expected to display self-control.
- 13) Horseplay will not be tolerated at any time.
- 14) Displays of romantic affection need to be outside of BTC, Up Next sponsored events and competitions.
- 15) Cell phone usage should be for emergency contact use only during team meetings. **This includes texting & games.** Excessive abuse will result in phones being confiscated during the meetings.
- 16) The use of MCC computers for personal use during our meetings or practice time, except during approved breaks, is prohibited.
- 17) No electronic games, MP3s or other distracting media should be brought to BTC, Up Next sponsored events and competitions unless approved by a mentor or required for a team project.
- 18) No leaving designated areas without permission from a mentor or the Head Coach.
- 19) Clean up after yourself.
- 20) The use of foul language will not be tolerated.
- 21) The use of tobacco, alcohol, illegal or non-prescribed prescription drugs is prohibited at BTC, and Up Next sponsored events or competitions.
- 22) Firearms and large knives are strictly prohibited. All MCC and BTC rules regarding prohibited items must be followed.
- 23) All rules and regulations of any venue we attend must be followed.
- 24) Student Members must adhere to the dress code set forth. This is done for the safety of everyone involved in the program (see "Dress Code").
- 25) Unacceptable behavior or blatant disregard for the Code of Conduct & Policies may result in a member(s) being asked to leave the facility, event or competition.

- 26) Repeated offenses will be reviewed by the coach and mentors and may result in dismissal from the team.  
No refund of any fees will be given.

### **Coach and Mentor Responsibilities**

Mentors will typically be assigned specific areas of responsibility and will report to the head coach(s). Other mentors/parents, may offer assistance if done so in a respectful manner, however, be aware that mentors are placed in positions of their expertise and "help" can quickly turn into interference. The use of discretion when offering help is highly encouraged.

It is expected that mentors will not always agree with the decisions of the head coach(s), or with the decisions of other mentors in their respective areas of responsibility. This is OK, and the coaching staff encourages honest and open discussion of issues in an appropriate forum. Many times, minor issues can be simply resolved through a gracious and professional private discussion with the other mentor, coach, or student member (if this student member is within this mentor's specifically assigned area of responsibility) – **see section below "Conflict Resolution"**.

If a mentor has a disagreement with a decision, direction, a personnel issue, or other issue that they feel needs to be resolved at a higher level, the mentor is to discuss this privately with the coach(s). The coach(s) will work with the mentor(s) until the issues are resolved as appropriate. The mentor may not agree with the final resolution, but the coach's decision will be final, and mentors are fully expected to support the outcome. **It is never appropriate to "gossip", or discuss these issues with other mentors, non-mentor parents, or student members. This is neither gracious nor professional and will not be tolerated.**

### **Two-deep leadership**

Two registered adult mentors or one registered adult mentor and a parent of a participant, one of whom must be 21 years of age or older, are required at all meetings, activities, trips, and outings. The coaching staff is responsible for ensuring that sufficient leadership is provided for all activities.

### **No one-on-one contact.**

One-on-one contact between adults and students is not permitted. In situations that require personal conferences, such as one-on-one mentoring or personally advising students, the meeting is to be conducted in view of other adults and students.

General expectations of mentors and coaches:

- 1) Be a model for student members by abiding by this Code of Conduct
- 2) Understand and demonstrate gracious professionalism
- 3) Display respect and support for the head coach(s) and his/her/their decisions
- 4) Provide guidance for the student members in their efforts to solve problems without doing the work for the students.
- 5) Help to keep the student members productively engaged during practices.
- 6) Coaches and mentors must adhere to the dress code set forth. This is done for the safety of everyone involved in the program (see "Dress Code").
- 7) Unacceptable behavior or blatant disregard for the Code of Conduct & Policies may result in a mentor or coach being asked to leave the facility, event or competition.
- 8) Repeated offenses will be reviewed by the coach(s) and may result in dismissal from the team.

## **Dress Code**

- 1) Wear a clean team shirt to all team events, demonstrations and competitions.
- 2) No altering of team shirt!
- 3) Modest dress and properly fitting clothing is expected always. Clothes and accessories that are excessively baggy or that drag on the floor are a safety hazard and should not be worn at the facility.
- 4) Fronts of shirts must modestly cover chest or bust.
- 5) All shirts and tops must fall below the waistline of the pants, shorts, skorts or skirts (no bare belly or back).
- 6) Shorts, skirts or skorts should be sufficiently long enough to ensure the bottom is sufficiently covered even when bending over. At no time should undergarments be seen, including boxers.
- 7) Closed toe shoes must be worn always in the machine shop and at all events where tools or robots are present.
- 8) No loose jewelry will be worn in any area that has tools, robots or other equipment.

## **Conflict Resolution**

When any group of people gathers around a goal, there may be some disagreements and awkward moments. Many of these can be properly resolved by overlooking an offense and forgiving the person who offended. Because of this, we ask that you reflect about the issue to decide if it is important enough to address. If, after reflection, you have the peace to dismiss the issue, then it is passed and forgotten. The goal is positive progress, forgiveness, and friendship. If, however, you feel the offense must be addressed, the following guidelines have been established:

- 1) The offended should first seek to resolve conflict between only the individuals involved. This means to admit what parts of the conflict are caused by each party, apologize and seek forgiveness. Real forgiveness is when you promise those involved to think charitably about them, to not bring up the matter again to be hurtful, to not gossip about them, and to resume the friendship enthusiastically. This should be done in a timely manner, preferably within 24 hours.
- 2) Should the offended party feel threatened or unable to personally address the issue, they may seek a mentor or the Head Coach to mediate between the individuals. Parents of student members involved may be asked to help with the mediation.
- 3) If an issue with student members or mentors needs further help in being resolved, it will be brought before the UNLF Board of Directors.

At no time should these conflicts or the mediation thereof be discussed with other individuals who are not directly involved in the conflict or the mediation. The coach(s) or mentors, at the coach(s) direction, will provide any counseling required to student members. Student members should not take it upon themselves to provide counseling to other student members.

## **Fees**

There are many expenses involved in participating in robotics. Up Next has established a basic set of fees but does not want to exclude any family from participating. Should the fees be a family burden, talk to the Head Coach about options to assist you in meeting your obligation. Fundraising opportunities will be available to help you meet this obligation.

***Please refer to the current fee schedule at the end of this document.***

## **Parent/Mentor Opportunities**

Every family is encouraged to have one adult that actively participates in Up Next there are ample opportunities for mentors and/or parents to participate, for example:

- Prospective Member Coordinator
- Sponsorship Coordinator
- Advise a Sub-Team
- Activity Coordinator
- Serve on a fundraiser committee

- Search for and write grants
- Organize Travel
- Meal coordination
- Be a Driver for Competitions
- Presentation & Demonstration Coordinator
- Purchase Materials
- And more....

### **Communication**

Being a technical group, our main means of communication is through e-mail. Parents/guardians AND **student members must check e-mail daily, respond in a timely manner** and maintain an active e-mail address. Should you change your e-mail address, it is your responsibility to notify the Head Coach of this change. Up Next is not responsible for information not received because of a change in e-mail address, full mailbox, down server or failure to read in a timely manner. Be sure to include important Up Next e-mail addresses in your contacts as Up Next will not be held responsible for information that is sent to a bulk/spam folder.

We also work hard to maintain a Slack channel (upnext3528.slack.com), the team calendar, and the Up Next website. The team calendar is critical. Parents/guardians AND **student members are responsible for regularly checking the team calendar.**

Phone numbers are very important in the event of an emergency. Should your home or cell phone number change after registration, it is up to the individual to notify the Head Coach.

### **Member Attendance Policies**

A team takes the efforts of many members, mentors and advisers to accomplish great things throughout the year. All team members are expected at all team meetings during build and tournament seasons unless otherwise discussed with the head coach. If an emergency arises or you are sick, please contact **Jeff Ousley (816.550.5531) or Maycel Stark (816.589.4699)** as soon as possible. **You must notify the head coach 24 hours in advance and in writing if you require an excused absence.** If you fail to make notification in a timely manner, your absence will be considered unexcused, which may result in disciplinary action and/or removal from the team.

### **Commitment**

Up Next is a year around program with many tangible and intangible benefits. Up Next has chosen to be a full FRC program team, which includes not only the design and construction of a robot to compete in matches, but also includes an expectation that the team will submit for the Chairman's Award, Dean's List Award, Website Award, AutoCAD Award, and others as applicable. Additionally, Up Next will strive for excellence in all areas of competition. As such, this program requires a deep level of commitment from student members.

Build Season is typically from the first week in January through the third week in February, at which time the Tournament Season starts. From the end of the tournament season until the start of the next season is called the Off-Season.

- **Build Season** – practices will be held each evening (except for Fridays) and all day on Saturdays. Since we are a Christian team, Sundays will be regularly considered as "off" days to permit time for faith-based activities and to allow for family time. All students are expected to participate at ALL practices unless the coach has excused them otherwise. Full team participation during this period is critical to the success of the team and excellence in areas of participation as stated above. It is understood that extenuating circumstances may prevent some student members from being able to participate in every practice, such as illness and family emergencies. Outside of illness and emergencies, students will be given two (2) excused absences if this is worked out in advance with the head coach, and their absence will not jeopardize a critical aspect of the build season. If a member misses a meeting, he/she needs to respect all decisions made in their absence.

- **Tournament Season** – This is typically where preparation for the Chairman’s Award is finalized, spare parts are fabricated and gathered, and the team is getting ready for upcoming tournaments, including completion of promotional materials, practice driving, and strategizing. The head coach will set the schedule for Tournament Season, and may include some additional flexibility above that set for the Build Season. This will be at the head coaches’ discretion. If a student’s position on the team requires their attendance at these practices, they are expected to show up and participate. A student member’s participation in other extracurricular activities such as jobs and sports should be carefully taken into consideration when volunteering to fill key roles on Team Up Next, such as a leadership position, lead driver, Chairman’s Award captain. As an example, would a head basketball coach let his players skip practices to attend a concert or to mow lawns?
- **Off-Season** – The off-season schedule will be much more flexible than either Build or Tournament Season. However, many of the benefits of FIRST Robotics will be realized during the Off-Season. This is the time where students can participate in a variety of outreach events and fundraising activities, and help offset their annual membership fee. These activities are not only important to the team financially, but also play an important role in building a high school student’s college application resume. (Most colleges look at what a student has done outside the classroom for the benefit of their community, and many times this becomes the deciding factor when approving a college application or scholarship.)

If a member is not feeling well (cold/flu), please use your best judgment on whether to attend. Even if a student is not able to make a scheduled meeting, he/she is encouraged to work on anything they can at home.

It is strongly encouraged that the entire family supports the team during competitions. This includes siblings, parents, grandparents and friends. You do NOT need to be a member to attend competitions, demonstrations and other events where you are there in a supporting capacity. Whenever you are representing the Up Next team whether it be wearing a team t-shirt or visiting the pit during competition, all family members are expected to model Christian behavior and gracious professionalism always.

### **Weather Policy**

During the winter months, it is up to each family to determine if the conditions allow for safe travel. If MCC-BTC cancels classes due to weather, the team will not meet unless an alternate facility is available, Up Next will notify the members via e-mail and/or text that the facility will not be opened. We regret some may not receive the message prior to their arrival, but Up Next will do its best. **Please do not contact MCC regarding cancellations.**

### **Snacks/Drinks**

During weekday sessions, each team member is responsible for providing their own meals, snacks and drinks. A microwave will be available. Please take home any leftovers and containers daily.

On Saturday work sessions during the build season, team lunches will be coordinated through the parents. Emails will be sent regarding details. Please do your share to help.

All food and drink will be consumed in the designated areas.

### **Non-Discrimination**

Up Next does not discriminate based on race, color, religion, national origin, sex, age, or handicapped status. Understand that this is a Christian organization, based on Christian beliefs. All glory is given to God. Our moral values also reflect Christian theology, and we strive to minister to the needs of each student (and family) in a Christian manner.

## **Student Membership**

As stated in our mission statement, Up Next exists for the benefit of the homeschooling community, and it is our goal to remain a primarily homeschool team. Non-homeschool students are periodically allowed to join the team at the discretion of the coaching staff. The team must always consist of at least 80% homeschool students.

Non-homeschool students should have a personal recommendation from an existing team member or mentor and will be interviewed along with a parent by the coaching staff. Additionally, if a non-homeschool student becomes a member of Up Next and remains in good standing they will be allowed to remain a student member until they decide to leave the team or they graduate from high school.

Students should ideally reach the age of 14 by January 1st of the season for which they want to join the team and preferably be in at least the 9th grade. Younger students may join at the discretion of the coaches and after determining with the parents if the team is a good fit for their student. Facility and mentor constraints will dictate the number of total team members in each year.

For a student to become a member of Team Up Next they will be allowed to participate with the team for a two (2) week probationary period. At the end of this probationary period the team will vote to either recommend acceptance of the student as a full team member, or to not allow the student to become a member. This recommendation will be made to the Head Coach for final decision. If the decision is to allow the student to become a full student member, then the Head Coach will send an email invitation to the student via TIMS (FIRST Team Information Management System). The student can then accept the invitation to become a full student member of Team Up Next.

At the end of each season once TIMS/STIMS opens for the next season, the head coach and mentors will evaluate all team members and will extend invitations to remain on the team for the following season. *All policies outlined in the Code of Conduct must be followed.* Failure to adhere to these policies may result in disciplinary action and/or dismissal from the team.

## **Mentor Membership**

Being a mentor for a FIRST Robotics team is very rewarding for the mentors and the team members, and adults are highly encouraged to join Team Up Next as a mentor. The coaches and team members greatly appreciate the sacrifice of time our mentors give to the team. There is also a significant amount of responsibility associated with being a mentor.

The process for an adult to become a mentor for Team Up Next is as follows:

- 1) The prospective mentor completes a Mentor Application Form and submits to the Head Coach.
- 2) The Head Coach will then interview and obtain a background check on the prospective mentor.
- 3) The prospective mentor completes the required training.
- 4) Upon satisfactory completion of the above items 1 through 3, the prospective mentor will be allowed to participate in team activities and practices under the oversight of the head Coach for a two-week probationary period.
- 5) At the end of the probationary period the Head Coach will then decide whether to accept the prospective mentor to become a full mentor for the team. The Head Coach, at his/her discretion, can solicit input from other mentors and student members for their recommendation. If found acceptable, the Head Coach will send an email invitation to be a mentor via TIMS.
- 6) The prospective mentor can then accept the invitation to become a full mentor for Team Up Next.



**Up Next FRC Team 3528  
Medical Release - Confidential**

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Family Physician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other Emergency Contact and Phone Number: \_\_\_\_\_

Allergies (Prescription, food, environmental, etc.):  
\_\_\_\_\_

Medications taken on a regular basis:  
\_\_\_\_\_  
\_\_\_\_\_

Medical conditions that advisors need to be aware of:  
\_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Group Number: \_\_\_\_\_

I, \_\_\_\_\_, give permission to Team Up Next Coaches and/or approved Mentors to seek medical treatment for \_\_\_\_\_ in the case of an emergency; this includes the release of all medical information until the time a parent/guardian or emergency contact arrives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Up Next FRC Team 3528  
Release and Waiver of Liability**

In consideration of participating in the Up Next Robotics program, I represent that I understand the nature of this Activity and that I and/or my child are in proper condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the Activity and will immediately report my concerns to the adults in charge. I fully understand that this Activity involves risks of serious bodily injury, including permanent disability and death, which may be caused by my or my child's own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releases" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, cost, and damages I or my child incur as a result of my or my child's participation in the Activity. Up Next FRC Team 3528, does not carry or maintain, and expressly disclaims responsibility for providing, any health, medical, or disability insurance coverage for the participant. EACH PARTICIPANT IS EXPECTED AND ENCOURAGED TO ARRIVE WITH MEDICAL OR HEALTH INSURANCE AND COVERAGE IN EFFECT. I understand that I and/or my child will not be permitted to participate in any activities unless I sign this Waiver and Release agreement.

I hereby release and discharge Up Next FRC Team 3528, Up Next Leadership Foundation, Inc., its respective administrators, officers, board members, volunteers, advisors, other participants, and sponsors from all liability, claims, demands, losses, or damages.

I understand and sign this release and waiver freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law.

This release contains the entire agreement between the parties to this release and the terms of this release are contractual and not merely a recital.

Child's Name: \_\_\_\_\_ Birth date of Child: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth date of Child: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth date of Child: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth date of Child: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Up Next Team 3528 Tool Safety Contract

Student Members will be completely responsible for the construction of a robot. This building process will require the use of both manual and power tools. ALL tools have inherent dangers and can cause injury to the user as well as persons in the immediate area.

### **I Recognize that:**

- Safety is ultimately the responsibility of the person using the tool.
- It is possible for accidents to occur even when everyone involved is following safety guidelines. The likelihood of accidents and injuries increases if I do not follow all safety guidelines.

### **I Agree to:**

- Never use a power tool without direct coach, mentor, or BTC approved staff supervision.
- Act in a responsible manner at all times in the building and construction areas.
- Follow all instructions given by coaches, mentors, or BTC approved staff.
- Immediately report any unsafe condition or activity to a coach and/or mentor.
- Know where a first aid kit is located and what should be done in an emergency.
- Wear eye protection at all times when working with hand or power tools or working anywhere near someone who is using hand or power tools.
- Tie back long hair, remove dangling jewelry, secure loose clothing, and wear shoes with closed toes in the construction areas.
- Clean all work areas and put tools away before leaving that area.

I, \_\_\_\_\_, recognize that the robotics construction area is a safe place in which to work and learn if I conduct myself in a responsible manner. I have read through this form with my parent/guardian and agree with all the statements on this form. I agree to assume responsibility for my own safety and work diligently to make the work area a safe place for others. I agree to abide by the safety rules and any additional instructions, written or verbal, provided by a coach, mentor, or BTC approved staff.

Student Member Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian Permission**

I have read through all the statements on this form with my child. I believe that my child understands his/her responsibility with regard to safety in the construction area. I believe that my child is able to act responsibly in the construction area. I authorize my child to undergo safety training for the power tools. After my child has received the safety training, I authorize my child to use the tools and be in the immediate area while other students are using the tools specified.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Up Next FRC Team #3528  
Code of Conduct Acceptance Affidavit**

Student Name: \_\_\_\_\_

Student email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Parents primary email address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number(s): Home: \_\_\_\_\_ Student cell: \_\_\_\_\_

Parent (Mom) cell: \_\_\_\_\_ Parent (Dad) cell: \_\_\_\_\_

**By signing this Code of Conduct, we affirm the following:**

- We have read the Code of Conduct in its entirety, understand the privileges and responsibilities being a member entails, and agree to abide by the rules and requirements therein.
- We understand that the consequences of not complying with the Code of Conduct may result in the removal from the team, and that this will be solely at the discretion of the Head Coach.
- We agree with the philosophies FIRST upholds including Gracious Professionalism and Coopertition.
- We understand that this is a robotics TEAM and we will work together as a team.
- We agree that for this team to be successful, it will require the full participation of both the students and parents.

**Ways parents can get involved: (check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> apply to be a mentor  | <input type="checkbox"/> prospective member coord.    | <input type="checkbox"/> sponsor appreciation |
| <input type="checkbox"/> fundraising committee | <input type="checkbox"/> organize travel arrangements | <input type="checkbox"/> Saturday meal coord. |
| <input type="checkbox"/> donate pop/snacks     | <input type="checkbox"/> grant applications           | <input type="checkbox"/> community outreach   |
| <input type="checkbox"/> media liaison         | <input type="checkbox"/> MCC scheduling liaison       |   |

Student's name (printed legibly): \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's names (printed): \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## Up Next FRC Team #3528 Financial Commitment 2016 – 2017 Season

Participating in a FIRST Robotics Competition is an expensive undertaking. Up Next Team 3528 relies heavily upon the support of our community through sponsorships and donations. Because at the beginning of any year, that level of support is unknown, we ask that the students and their families show their commitment to the team through their own financial support. Here is an example of costs associated with a given season:

1 <sup>st</sup> Regional event (includes kit of parts):	\$5,000
2 <sup>nd</sup> Regional event:	\$4,000
Championship:	\$5,000
Additional parts for the robot:	\$4,000
Cost to build a 2 <sup>nd</sup> "practice" robot:	\$5,000
T-shirts:	\$1,000
Promotional items/Pit:	\$1,000
Off-season expenses:	\$2,000
Travel:	\$3,000

### Fees

1. Student member season fee: \$300. Most, if not all, of this amount can easily be achieved through personal fundraising as outlined below. This requirement should be met prior to **February 1, 2017**, and must be met for the student to participate with the team in the tournaments. This applies to all student members regardless of when they join the team.

2. Season runs from May 1 through April 30. This corresponds to the season starting after the FRC Championship Tournament in St. Louis.

3. Students have the opportunity to work off this fee through participation in fundraising and outreach events such as, but not limited to:

- a) Team fundraising events: Setting up tables at jcpenny, booth at Liberty fall festival, door-to-door solicitation, etc. Monies collected will be credited to the personal fundraising fees of students who participate on a prorated basis.
- b) Individual fundraising: Selling light bulbs, obtaining individual donations from friends and family, etc.

4. Team fundraising, such as presentations to potential sponsors, corporate letter campaigns, etc., is expected to have full team participation to the extent practical and does not contribute toward the individual student member's annual fee. Larger donations may warrant recognition on our robot, website, and/or shirts. Donations obtained from family and friends would typically not be at the level of being recognized with a sticker on the robot or on the website. Note that UNLF is a 501(c)(3) corporation and any donations received are considered tax deductible if they meet the following criteria:

- a) Funds donated to the 501c3 are tax deductible if the person donating them does not designate that they must be used for a specific purpose.
- b) The board must be free to decide what to do with donated funds.
- c) Donated funds are for the general benefit of the entire team.

A donation receipt can be provided for any donation that meets the above criteria.

Although we feel that these fees are reasonable when compared to any other extra-curricular activity, Up Next does not want the participation in FRC Robotics to put a financial strain on family finances. A monthly payment plan is acceptable with all fees being paid prior to the first tournament of the season. If personal circumstances make this difficult, please speak to the head coach in private as soon as possible.

Please sign below indicating your acceptance of the 2016-2017 financial commitment:

Student name: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_