

Jackson High School Robotics  
FRC Team 2910: Jack in the Bot

# Team Handbook

## 2022-2023



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# Welcome to Team 2910!

Team 2910: Jack in the Bot is a *FIRST*® robotics competition team at Henry M. Jackson High School in Mill Creek, Washington. Since our founding in 2008, Team 2910 has been known for our bright colors, jester hats, spirit, and boundless enthusiasm. Over the years, we have experienced consistent growth, capped by a breakout onto the competitive scene in 2018. Our team of energetic, dedicated students, and industry-experienced mentors are excited to continue our growth in the upcoming seasons.

You can learn more about our competition history at <http://frcteam2910.org/competition-history/>.

Whether we are on the field or in the stands, Team 2910 knows and shows that *FIRST* Robotics is contagiously fun, and we love to spread that fun wherever we go. We welcome you to FRC Team 2910: Jack in the Bot and to *FIRST* Robotics—we are looking forward to sharing the fun with you!

## 2022-2023 Student Officers

William Harris (Engineering Officer); Darlina Phan (Team Administrator); Nathan Smith (Fabrication Officer); Sudhir Chebiyyam (Logistics Officer); Alison Kim (Media and Marketing Officer); Vidushi Gautam (Public Relations Officer)



# Robotics and COVID-19

Team 2910 will adhere to the most stringent policy required by Everett Public Schools, *FIRST*, *FIRST* Washington, or any event site hosts. We ask that team members and families please be understanding about any changes we need to make as circumstances require.

If at any time a student or family is concerned about personal safety or the wellbeing of your household as relates to robotics team participation, we encourage you to contact Mr. Pihl to discuss your concerns.

Coach Kyle Pihl: [kpihl@everettsd.org](mailto:kpihl@everettsd.org)

Assistant Coach Kiley Branson: [KBranson@everettsd.org](mailto:KBranson@everettsd.org)





# 1. About *FIRST*®

The *FIRST*® organization (**F**or **I**nspiration and **R**ecognition of **S**cience and **T**echnology) was founded in 1989 by inventor and entrepreneur, Dean Kamen. Since its inception, *FIRST* has risen to become the leading nonprofit STEM-engagement program for youth worldwide, not only inspiring young people's interest in STEM-related careers, but also instilling them with essential workplace skills. With its four youth programs spanning PreK to grade 12, *FIRST* has a global reach, inspiring over 645,000 young people on more than 77,000 teams in the 2019-2020 season.

While robots are a big part of its programs, *FIRST* is much more than that. *FIRST* encourages a philosophy known as "Gracious Professionalism®", promoting hard work, respect, and the value of others. A second philosophy of *FIRST*, "Coopertition®", encourages not only respect and kindness towards opponents, but also cooperation and assistance in the face of fierce competition. Through these values, students who participate in *FIRST* learn skills and values essential to any workplace. For more information, visit <https://www.firstinspires.org/>

## About FRC

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

## College and Career Opportunities

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

Team 2910 students may have access to internships with such companies as Microsoft, CRËO Industrial Arts, and others. Watch Slack for opportunities regarding college and careers.

Each year, the *FIRST* Scholarship Program makes continuing education more accessible by offering **millions of dollars in college scholarships** from nearly 200 providers and institutions. Learn more at <https://www.firstinspires.org/scholarships>.

Team 2910 team members may have access to Everett Community College course credit. If credit is available from any post-secondary institutions, team coaches will communicate that to team members.

In the workforce, many *FIRST* alumni discover a network of other alumni and mentors that can lead to exciting opportunities. Stay connected with other *FIRST* alumni at <https://www.firstinspires.org/alumni>.

## 2. Our Mission & Goals

Team 2910's mission is to inspire young people to become leaders in the fields of science, technology, engineering, and mathematics. Through exciting mentor-based programs that build skills, students learn not only how enjoyable the STEM fields are, but just how much they are capable of. We strive to build a healthy and productive team dynamic that inspires innovation and prioritizes safety. Students develop life skills, including problem-solving, self-confidence, and communication, that will stay with them beyond high school and into their future careers.

We strive to:

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

### A Word About Team Founder, Maggie Thorleifson

Team 2910 has grown to its current state in large part due to the relentless energy of our coach emeritus, Margaret Thorleifson, affectionately referred to as Mrs. T.

Mrs. T was a founding coach of Team 2910: Jack in the Bot. For over a decade, she dedicated thousands of hours to our team and the FRC community. Exceptionally generous in her gifts of time and resources, she frequently remained on campus on weeknights to oversee meetings, working well over 70 hours in a week. If there was an event, she was there with a bag full of snacks, ready to lend a hand.



In the early days of Team 2910, students and mentors built our robots in the hallways. Materials were hard to come by. Robot performance was, at times, shaky, but the team won rookie and spirit awards, and set the bar higher each season, striving to improve. Mrs. T saw that passion for learning and growth in others and matched it with her own passion for teaching and mentoring throughout those years.

Now we find ourselves with a dedicated workspace and robust, district-wide support not just for FRC, but for the FTC and FLL programs as well. The implementation of these STEM programs district wide is in large part due to the advocacy of Mrs. T regarding the importance of *FIRST* and the power of *FIRST* mentors.

The "power" of Mrs. T is still with us, even after her retirement in 2021. Her profound respect for others is integral to the soul of this team. She would frequently lose her voice cheering for Team 2910 *and all other teams*, acknowledging effort by leading cheers of "We are proud of you...". Even now she follows our matches, cheering from home, and occasionally in person. With her intentional leadership, Team 2910 has become a well-regarded, graciously professional team within the FRC community. It is a reputation we endeavor to maintain.

As a member of Team 2910 at any level, from supporting adults to new students, we ask that you honor Mrs. T's legacy by being a positive supporter of the team in all you do.

# 3. Team Organization

## Team Coaches

Team 2910 coaches are Everett Public Schools staff members who oversee our meetings, manage logistics, and ensure that the team as a whole and individually is meeting the requirements of EPS, Jackson High School, FIRST and FIRST Washington. For the 2022-23 season the team's head coach is Kyle Pihl, supported by assistant coaches Kiley Branson and Patrick Woolfenden.

## Mentors

Team 2910 has a well-rounded group of mentors who are professionals in the fields of mechanical, electrical, and aerospace engineering, manufacturing and fabrication, computer-aided design (CAD), computer programming, and visual communication. With our team coaches, our mentors teach, guide, and lead alongside the students. Our coaches and core mentors, along with student officers, compose the Jack in the Bot leadership team. To learn more about mentoring, see section 15.

## Student Officers

Our student officer roles are:

- Team Administrator
- Engineering Officer
- Fabrication Officer
- Logistics Officer
- Public Relations Officer
- Media/Marketing Officer

Students interested in officer positions apply in the spring and go through a presentation and interview process with coaches and mentors. Student officers meet weekly with coaches and mentors to plan team meetings and events, address issues or improvements, and discuss other relevant topics. These roles are not mutually exclusive from sub-team leadership positions. For current leadership roster, go to <http://frcteam2910.org/leadership/>.

## Sub-teams

There are six sub-teams within our team:

- Fabrication/Mechanical
- Robot Design (CAD)
- Programming 1 (intro)
- Programming 2 (advanced)
- Scouting and Strategy
- Media and Marketing

Students are assigned to participate in sub-teams based primarily upon interest. A student may participate on more than one sub-team depending on the exclusivity and intensity of a sub-team.

### Sub-team leads

Mentors may have oversight of multiple sub-teams, so delegation to and by sub-team leads ensures a more efficient workload distribution. Sub-team leads are returning students appointed by core mentors based on dedication, knowledge, and experience. Depending upon size, sub-teams may be further divided, and may have more than one lead. Sub-team leads coordinate the activities of and more personally mentor their sub-team members.

## 4. Team Communication

### Student Communication

Our team's primary form of communication is the productivity app, Slack. All members are asked to check Slack daily for important announcements and updates throughout the **entire** calendar year. We strongly recommend downloading the Slack app on your mobile device if possible. Slack may generally be accessed on school devices via the website.

When using Slack, please keep communication professional and relevant. Do not swear, spam or exhibit social bias in messages. Pay attention to the topic-specific channels and post within the correct channel. Posts may be redirected to another channel if a thread wanders off-topic. To avoid "clutter", do not upload irrelevant files and images to Slack.

Students on Team 2910 must provide their own cell phone number and email for the team contact list for additional communication as needed. This information will be kept strictly within the team.

Team information, including our sponsors, resources, and team calendar can be found at <http://frcteam2910.org/>. Feel free to share any questions or concerns you may have by talking to a mentor or student officer or emailing [frc2910leadership@gmail.com](mailto:frc2910leadership@gmail.com).

NOTE: Membership on the team's Slack workspace is limited to current students and alumni in good standing and district-approved adults, such as coaches and mentors.

### Family Communication

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

Additionally, our team typically holds family information meetings shortly after the beginning of the school year and before certain competitions. To ensure every family receives the important information at these meetings, we require each family to send a representative, ideally a parent/guardian, grandparent, etc., to these meetings. We intend to hold these family information meetings in-person unless circumstances require that we shift to an online format via Zoom.

An e-newsletter periodically published by the JHS Robotics Boosters provides more routine communication. The newsletter contains important information about upcoming event schedules and costs, fundraisers, and family participation opportunities. Parents/guardians will be automatically added to the Boosters' email subscription list to receive these newsletters. Others can sign up via the "subscribe" form at <http://frcteam2910.org/boosters/>.

Find us on 

We also maintain a Facebook parent group. We recommend you join the group to get the latest information:  
[facebook.com/groups/Team2910Parents/](https://facebook.com/groups/Team2910Parents/)

## 5. Family Obligations

### Dues and Fees

While the majority of Team 2910's annual budget comes from sponsors and grants, the team relies on families to pay for certain student expenses. Students must make required payments by the posted date for each item. *Late payments cannot be accepted.*

#### Jackson ASB Fee: \$45

Jackson High School ASB policy requires that all members of an affiliated team or club have a valid ASB membership. The ASB membership fee is payable to the Jackson ASB office or through EPS Payments Online at <https://wa-everett.intouchreceipting.com>. Students must show either their ASB-stamped ID card or an official receipt as proof of payment.

#### Annual Team Uniform Fee

- Two t-shirts plus polo shirt: **\$87** (all new members and any returning members who need a new polo)
- Two t-shirts only: **\$40** (team members who do not need a new polo)

Each year our team members have three shirts to wear, two seasonal t-shirts and a polo shirt. The polo shirt remains the same year to year, so returning students only need to purchase a new one if an old one no longer fits or is not in good condition.

*New students must purchase all three shirts.*

Make checks payable to JHS Robotics and turn them in to the school's ASB office by the posted date, or pay through the EPS Payments Online at <https://wa-everett.intouchreceipting.com>

#### Annual Boosters Dues: \$175

These dues allow the Boosters to support the activities outlined in section 17. Please visit the Boosters online payment program, Cheddar Up, at <https://boosterdues2023.cheddarup.com> to make your payment by the posted date. We accept credit/debit cards. For your convenience, transaction fees are waived by the Boosters for dues payments.

### Travel Expenses

The largest expense that team families typically incur is for travel to various events during the competition season. As a result of collaboration between Team 2910 Coaches, JHS principals and EPS district administrators, we are pleased to collectively reduce trip costs for the 2023 competition season.

Travel for season events starts in early March and runs through April. Except for certain competition team roles (Section 11) attendance is not required at any of these events.

These projections are based on current best estimates of future costs. We can confidently project the below expenses for students who are eligible to travel with the team (Section 9) and recommend budgeting accordingly:

- Local District Competitions (1-2 per year): \$0
- Overnight District Competition (0-1 per year): \$0
- PNW District Championship in Cheney WA: \$0
- World Championship in Houston, TX: ~\$1500

**NOTE: The estimates above are approximate, and do not include costs for meals not covered by Booster's annual dues. They are based on historical and projected costs. Actual costs may be different.**

***In the event the team does need to collect additional funds to cover trip expenses, the amount may be requested as two separate payments one to the school district via the ASB office and one to the Boosters. Coach Kyle Pihl will always communicate costs & payment procedures following district policy.***

## Financial Assistance

Team 2910 recognizes that travel expenses may represent a hardship for some families. There are several ways to receive financial assistance.

**Washington state law requires waiving of some fees for students and families depending on household income.** This is not directly tied to your Free & Reduced Lunch Eligibility. Please contact Mr. Pihl and/or the main office to determine if your expenses are covered under state law.

**If your family has other extenuating circumstances,** you may apply for travel scholarships through the JHS Robotics Boosters. Please contact the Boosters president at [president@jhsroboticsboosters.org](mailto:president@jhsroboticsboosters.org).

Boosters scholarships are generally reserved for those who require assistance but do not qualify based on household income per state law as noted above.

- Travel scholarship funds are limited and are granted on a first come, first served basis.
- Travel scholarships are typically granted for a maximum of 50% of direct expenses of hotel and/or transportation costs per student, per event. Other associated costs, such as meals, may be granted on a case-by-case basis.

To be eligible for a Boosters scholarship, a student must:

- be in good standing with regards to all team membership and event eligibility requirements (section 9).
- have met the minimum requirement for at least one Booster sponsored fundraiser.

The Boosters will also consider whether a student has received scholarship assistance through the school or other organization prior to approaching the Boosters. In the interest of helping the greatest number of students, those that have not received any assistance may be prioritized over those who have received partial assistance elsewhere.

**If neither of the above programs meet your need for financial assistance or if the assistance above is not adequate to your situation,** please contact Mr. Pihl directly for further support.



## 6. Family Support & Volunteering

*FIRST* and Team 2910 depend on volunteers. Our mentors and coaches donate thousands of hours annually, making it possible for Jackson High School to maintain an FRC robotics team.

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

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

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

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



## 7. Team Member Applications

Over the past several years, Team 2910 has discovered that limiting our team size is necessary to ensure that students have an optimal experience. For that reason, we have an application process for both returning and new students.

Team size is only one consideration—the team also aims to select members with a variety of skills and across grades to facilitate continuity as seniors graduate and new members join.

### Returning Applicants

A returning applicant is a student who finished the immediately prior season *in good standing*. Interested students must complete a returning team member application form by the posted deadline. Those who have satisfactorily completed the application will also participate in an interview with team coaches and mentors. Students will be notified of their offer status shortly after all interviews are completed.

Missing posted deadlines for applications and/or interviews can result in forfeiture of a position on the team.

Returning applicants who are not accepted for the current season will no longer have access to the team's Slack workspace and any other relevant online resources such as Google accounts, GitHub, GrabCAD, etc.

NOTE: Students who have been accepted into an officer position for a season do not need to complete the returning team member application process for that season. If a team member applied to be an officer but was not offered a position, they must still complete the returning applicant process.

### New Applicants

Note: We can only accept applications from students enrolled at JHS.

Aspiring team members must complete a new team member application form by the posted deadline. Those who satisfactorily complete the application will also participate in an interview with team coaches and mentors. A team coach will contact applicants to accept or decline their application after all new applicant interviews are completed.

If a student was on the team the previous season but did not finish the year *in good standing* or has a gap in participation from season to season, they are considered a new applicant.

Missing the posted application deadline could remove the applicant from consideration for the team for the current academic year.

### Accepting a Position Offer

For both returning and new team members: Both a parent/guardian and the student must review the Team 2910 Handbook and sign the Team 2910 Student Contract to accept the position. If a student fails to return a completed Student Contract by the posted date they will forfeit the position. *Incomplete or unsigned contracts will not be accepted. Team 2910 reserves the right to confirm with the parent/guardian named on the contract.*



## 8. Student Meeting Attendance

### Attendance policy

Team 2910 strives to begin the build season with a group of committed team members who are ready to contribute. For that reason, attendance and qualitative student participation are tracked at every meeting.

All team members are expected to attend a high percentage of all general meetings and their assigned sub-team meetings during the fall off-season and build season. Students will be divided into sub-teams based on interest, availability, and skill set.

Students must log themselves into the attendance system to be counted. Participation is tracked by sub-team leads.

### Excused and Unexcused Absences

Absences will be **excused** in the case of:

- Illness
- Pre-arranged family travel or obligations communicated to coaching staff with at least 48 hours notice
- Holidays for sincerely held religious beliefs
- Absences due to performances required for a grade (e.g. band, choir, orchestra)
- At the coach's discretion for absences not explicitly covered above

Absences are **unexcused** in the case of:

- Working on homework or other projects in lieu of attending assigned meetings
- Family travel or obligations without timely communication to coaching staff
- Other situations not explicitly covered above at coach's discretion

**Fall Off-Season:** Typical student commitment for the fall season is 1-3 evenings per week for about 2-6 hours total. Student leadership will attend additional meetings. From October through the winter break, we expect our student members to attend *80% of the scheduled general team meetings plus 80% of their assigned sub-team meetings*. Consecutive unexcused absences will be reviewed at coach's discretion, and disengagement could be a reason to be removed from the team.

Note: Off-season and build season attendance are tracked separately, not as a total. Meeting the off-season attendance requirement does not carry into the build season.

**Build Season:** After Kickoff in early January, our schedule becomes much more demanding, and we require student engagement to reflect the change of pace. For about seven weeks, the team works on Monday through Thursday evenings plus full Saturdays for a total of about 20 hours/week. *We require all students to attend 80% of assigned days of the build season, minus any officially canceled meetings.*

A typical student will be attending 2-3 meetings per week, or about 6-9 hours. Student leaders (officers, sub-team leads) will be on campus more.

Attendance and participation are cumulative throughout the whole build season.

Team members are expected to be focused and reasonably productive at meetings. Students exhibiting unproductive or distracting behavior will be marked as unproductive. If unwanted behavior continues and/or poses a safety risk, student(s) will be asked to leave the meeting and will then be marked absent. Habitual lack of productivity can result in removal from the team.

If a meeting is canceled no one is counted as absent or unproductive.

### Fall off-season meetings

The goal of our fall meetings (September through December) is to build a committed team with the skills necessary to make reasonable contributions at the beginning of the build season.

**General Team Meetings:** During the fall, general team meetings are scheduled every Monday at 6 PM, in the JHS library and/or classrooms and the shop as needed. Attendance and participation are tracked.

**Sub-team Meetings:** In addition to the general meetings, students are required to attend meetings on an area of focus, such as fabrication/mechanical, robot design (CAD), programming, scouting/strategy, or media/marketing. Attendance and participation are tracked. Schedule will be announced.

### Kickoff & build season meetings

**2023 Kickoff Day is January 7th. *Attending Kickoff in person is mandatory!*** Emergency situations or illness will be considered—contact Mr. Pihl as soon as possible. We will watch the game reveal, read the game manual, and take a related test, then begin a discussion of game strategy and robot design.

**Build season meetings** (January through end of February): Build season meetings are Monday-Thursday, 6-9 PM, and Saturday, 9 AM-4 PM, split into AM and PM sessions. Depending on team size and other factors, students may be asked to attend only specific meetings.

Attendance and participation will be tracked. If meetings are canceled, students will be notified via Slack.



### Competition season meetings

Once competitions begin in March through April, team meetings become more sporadic. The team typically has a general meeting on Monday evening following a weekend event to recap the competition and plan repairs and improvements to be made for the next event.

Meetings to work on the robot or other projects will be announced. These meetings are often scheduled at the last minute and limited in attendance, so it is important that students check Slack daily for details.

## Spring & summer off-season

From late April through August, regular team leadership meetings continue after competition season through the end of the school year. In the spring, we organize the annual team celebration dinner, select new student officers, start the team member application process, and plan events and projects for the summer and into the fall. Over the summer break, student officers may be asked to attend leadership meetings, and there may be opportunities for all students to participate in outreach events, community events, or optional training sessions or team meetings. Students should continue to check Slack routinely for announcements regarding off-season activities.



## 9. Team Eligibility for 2022-2023

NOTE: Deadlines for all requirements will be published and available on the team calendar and/or Slack and announced at meetings when possible. Please refer to these announcements frequently as late or incomplete forms and payments cannot be accepted and may result in ineligibility or dismissal from the team.

Students who are removed from the team for any reason or who voluntarily withdraw will be removed from Slack and any other relevant online resources such as Google accounts, GitHub, GrabCAD, etc.

### Team Membership Requirements

Students must meet **all** these criteria to be “in good standing” on the membership roster, therefore allowed to participate in any team meetings and/or events, including competitions. *Failure to meet these requirements may result in suspension or removal from the team at coaches’ discretion.*

To be considered in good standing a team student must have:

- ☐ Signed and had a parent/guardian sign the 2022-2023 Student Contract at the end of this Handbook and returned it to Mr. Pihl by the posted deadline.
- ☐ Met all requirements outlined in the Student Contract
- ☐ Met the attendance requirements
- ☐ Provided proof of payment for Jackson High School’s ASB membership.
- ☐ Registered with *FIRST* through STIMS online. *Paper forms cannot be provided.*
- ☐ Had a parent complete the *FIRST* parent/guardian online Consent and Release Form through STIMS. *Paper forms cannot be provided.*
- ☐ Had an adult family member attend (preferred) and/or have personally attended the team’s fall information night.
- ☐ Paid annual team fee by the posted deadline
- ☐ Paid booster dues by the posted deadline
- ☐ Passed required team certifications—including, but not limited to, the machine shop safety quiz and game rules test—by the posted deadline
- ☐ Participated in at least two fundraisers
- ☐ Depending on the event, participation is defined as event promotion, volunteering, donating supplies, or meeting a minimum sales requirement. Proof will be required.
- ☐ Supported the team in hosting the PNW Block Party FRC off-season event.
- ☐ Volunteered at one PNW district FLL event. Proof of participation is required. Submit proof per instructions.
- ☐ Supported the team-hosted FTC event (at JHS)
- ☐ Attended the FRC season kickoff event in January.

## Travel Roster & Event Eligibility

This year, Team 2910 has more students on the team than it can transport & chaperone to events. As a result, not all students may be able to travel even if they could meet the below eligibility requirements.

Prior to each event, Team 2910 Coaches will determine a list of students who will form the travel roster to a given event.

Because FRC events are generally open to the public unless an event host says otherwise, if a student is not on the official travel roster but is otherwise “in good standing” they may join Team 2910 at the event, wear the team uniform and sit with the team in the stands. However, they must make their own travel arrangements and cover their own expenses. Additionally, a parent/guardian must chaperone them to and from the event.

Students must meet **all** these criteria to attend any official season competition with team chaperones and arrangements. *Failure to meet these requirements will result in event ineligibility for one or more season competitions and possibly removal from the team at coaches’ discretion.*

To be considered eligible to attend competition events, a team student must have:

- ☐ **Met all of the “in good standing” requirements above**
- ☐ **Must be on the Travel Roster for the event**
- ☐ Had an adult family member attend (preferred) and/or personally attended any competition season information night meetings.
- ☐ Submitted complete field trip forms per instructions.
- ☐ Paid for travel expenses to ASB and/or Boosters by the posted dates.
- ☐ Earned a C or better grade in each class (not cumulative)—confirmed before every competition.
  - A coach will review grades before each event by the posted deadlines, typically two weeks prior. If any grade is below a C, the student may work with the subject teacher to create a contract to improve the grade. This contract must be submitted prior to travel approval, along with the grade report to be approved by Mr. Pihl. Failure to submit a valid contract may result in ineligibility at the coaches’ discretion.
  - Running Start students must email Mr. Pihl a list of their classes for each grading period and transcript to date showing official grades by the posted deadline.
- ☐ Travel to the World Championships (Houston)—We prioritize students with an assigned competition role and then returning students. Note that new students are eligible to apply for competition roles (section 11).

Students in their first year on an FRC team will likely not be eligible to go to the World Championship. In the event there is additional space available due to low attendance by experienced team members, new team members may be considered.

# 10. Rules and Expectations

Since our founding in 2008 and in the spirit of *FIRST* Robotics, Team 2910: Jack in the Bot has always strived to represent the very best of ourselves, our team, our school, our district, and our community. To that end, Team 2910 holds our team members to a **higher** academic, social, and personal standard than that outlined in the Everett Public Schools Handbook and the Jackson High School Student Handbook. Our Team 2910 Code of Conduct provides some additional expectations of behavior for our students, but is also a baseline requirement. Students should strive to exceed these expectations in all situations. Failure to live up to Team 2910's expectations for conduct can have real consequences for individuals and the team.

*At their discretion, team coaches reserve the right to take disciplinary action up to and including barring a student from meetings or the machine shop, designating a student ineligible for events, dismissing a student from an event and/or removing a student from the team for any behavior running contrary to EPS, JHS and/or Team 2910 expectations. If a student is dismissed from an event in progress, any resulting costs are solely the family's obligation.*

**If you are ever unsure about what to do, ASK a team adult!**

- Everett Public Schools Student Handbook: [www.everettsd.org/Page/4822](http://www.everettsd.org/Page/4822)
- Jackson High School Student Handbook: [www.everettsd.org/domain/3804](http://www.everettsd.org/domain/3804)

## Team 2910 Code of Conduct

In addition to school and district expectations, FRC Team 2910: Jack in the Bot team members shall adhere to the following team code of conduct.

- Your primary focus at any event is to support our team. Be in the stands before our drive team queues to cheer for our team.
- Scouts must be in the stands two matches before your shift begins. Cheer for our team before you begin scouting.
- Be on time for everything, including bed check, morning wake-up calls, and transportation departures.
- While traveling or at events, clothing must follow the school dress code. Wear the designated team shirt/uniform at events. Your team shirt must be visible. Hoodies, sweaters, or jackets that cover the shirt/uniform are not allowed within the venue or in the stands.
- Represent the best of Team 2910, acting with courtesy and Gracious Professionalism everywhere: at the venue and hotel, on social media, in online communities such as Chief Delphi, Twitch, and Discord, and elsewhere. **Behavior that coaches or mentors feel reflects badly on our team, our mentors, our school, or on FIRST will not be tolerated and may be subject to disciplinary action at the coaches' discretion.**
- To maintain a professional atmosphere, no Public Displays of Affection.
- Outside of the hotel or event venue, move in groups of two or more students always with an adult chaperone. Inform Mr. Pihl of group members, destination, return time, and cell number for at least one group member.
- Check in with Mr. Pihl or your assigned chaperone as required.



- Once attendance has been taken, do not leave the group unless you receive explicit permission from Mr. Pihl or your assigned chaperone.
- Demonstrate Gracious Professionalism by responding helpfully to *FIRST* officials, coaches, etc. Contact Mr. Pihl if you are unsure what to do.
- Have fun and show your team spirit by having a positive attitude; wear our hats in the stands, cheer, and dance!

### Overnight trips:

NOTE: Team 2910 endeavors to make all our team members feel reasonably safe and comfortable while traveling. If you have any concerns regarding travel, please contact Mr. Pihl.

Traveling with the team is always a privilege, and that is even more true when we attend events that require an overnight stay.

- Team 2910 expects that students will follow all EPS and JHS rules for overnight travel as pertains to hotel rooms, room arrangements, conduct in hotels and event spaces, and while traveling. We will update students and families on the most current rules during the mandatory family meeting held prior to traveling.
- Students must be in their assigned rooms by bed check and may not leave the room until wake-up call, except in case of emergency.
- Students must respect quiet times and lights out times designated by the hotel, by chaperones, and/or by hotel roommates.
- Students who do not comply with EPS/JHS/Team 2910 rules for overnight travel may be asked to leave the event. If a student is dismissed from an event, any resulting costs for the student's supervised return home are solely the family's obligation. *This includes both in-state and out-of-state travel.*

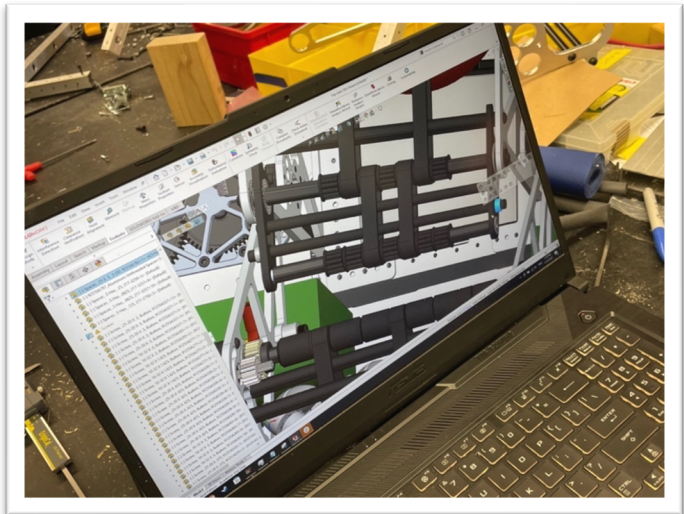
## Machine Shop Rules

The equipment and tools in our machine shop can pose a considerable safety risk if not used properly. Focused and professional behavior is always expected in the machine shop. These rules also apply to competition pits and game fields. As with all team expectations, failure to comply may lead to disciplinary action up to and including dismissal from the team at the coaches' discretion.

### **If you are ever unsure about what to do, ASK a team adult!**

- Wear safety glasses and closed-toe shoes at all times.
- Keep personal belongings in the shop to a minimum, place outerwear neatly out of the way in the designated area.
- Tie back long hair and tuck in or fasten loose clothing, including hoodie drawstrings. Remove or zip your jacket to keep from getting caught. Push your sleeves up above your wrists.
- Remove dangling jewelry or accessories, including scarves, earrings, necklaces, bracelets, or similar items.
- There is no eating in the shop. Reusable water bottles may be allowed in the shop at coaches' discretion. Remove your water bottle each day when you leave the shop.
- No running or horseplay.

- Only use tools which you have been specifically trained to use and with a mentor's permission and supervision. Ask for training on unfamiliar tools or those which you have not used recently.
- Do not talk to or distract a team member while they are using tools or equipment. Wait until the team member is done with the task before talking to them. Stay behind the marked safety line on the floor for large machinery while in use.
- Be productive; the shop is not a place to hang out. Take the initiative to ask for more work or to learn a new skill.
- Clean up after you have completed a task or when you have nothing else to do.
- Before being dismissed from a meeting or after returning from a competition, team members will help to return meeting spaces and/or the shop to an orderly and organized state, ready to begin work again for the next session. We ask that families understand your student may not be released to leave until this job is completed.
- Immediately report to a mentor **ANY** injuries (bleeding, bruising, sprains, breaks, objects in an eye, electrical shock, etc.). If a coach is not present at that moment, notify them as soon as it is safe to do so.
- Our shop is an amazing and valuable resource; it is also a vulnerable resource. Numerous *FIRST* teams have recently experienced theft of shop equipment. Please refrain from discussing our shop, its location, or its capabilities with anyone outside our immediate robotics community.





# 11. Competition Team Roles

Representing Team 2910: Jack in the Bot at a competition is a privilege earned by our team members. General event eligibility requirements have been outlined in section 9.

There are a variety of competition team roles available to dedicated students. To qualify for any of the following competition team roles, the student may need to meet some additional requirements beyond general competition eligibility.

Students that do not have an assigned competition team role will support the team as scouts, mascots, and other roles, and enthusiastically cheer in the stands.

***IMPORTANT: We expect our drive team and competition leads to be at every competition. Applicants must inform team leadership of any conflicts before positions are announced.***

**Similarly, unless restricted by event rules, competition team members are expected to be present for the *entire* event. Serious emergencies will be considered if they arise.**

Our coaches and mentors aim to select students who best qualify for each role. Competition team members must exhibit commitment, focus, solid communication, and good performance.

## Drive team: Driver

The Driver is a returning team member selected by drive coach, Patrick Woolfenden, through an application and try-out process before the school year begins. The Driver is expected to participate in fall off-season events to build skills. They must meet all team membership and competition eligibility requirements, and commit to attending extra practices and every competition event, including load-in and load-out. They must also attend after hours scouting and strategy meetings.

## Drive team: Operator, Human Player and Technician AND

## Competition leads: Pit Captain, Safety Captain, Co-Lead Scouts/Strategists, Event Media Lead

Students apply for these positions toward the end of build season. Applications are reviewed by coaches and mentors. Applicants must meet all team membership and competition eligibility requirements, and must attend every competition event, including load-in and load-out, unless otherwise noted. Some may also be asked to attend after hours scouting and strategy meetings.

## Assigned competition roles: Competition Coordinator, Pit Crew, Scouting Videographer, Assistant Lead Scout

Candidates for these roles will be identified and assigned by relevant sub-team leads and/or the leadership team. These roles may be assigned for the season or individual event. Candidates must meet all team membership and competition eligibility requirements, and must attend the entire competition, including load-out. Some may also be asked to attend after hours scouting and strategy meetings.

## 12. General Calendar of Events

The team has carefully considered an optimum range of students attending events to allow everyone to have a meaningful and fun experience. There is an expectation that students will meet travel eligibility requirements and accompany the team to help us function at our best. However, unless a student holds a competition team role, travel with the team is optional.

This section outlines major FRC-related events throughout the year. Specific dates can be found on our official team calendar, <http://frcteam2910.org/calendar/>. Approximate event costs and information on financial assistance are outlined in section 5.

### District Competition Events

Two or three weekends in March and early April; exact dates and locations to be announced in late fall.

Each year, the team competes at a minimum of two district events and may compete at a third. Some district events require overnight travel and students may miss school depending on the itinerary.

District events are scheduled over three days; either Friday afternoon through Sunday evening or Thursday afternoon through Saturday evening. If an event is relatively local, we will travel to and from the venue each day.

### PNW District Championship

*Typically in early April, location varies within Washington and Oregon*

PNW District Champs is the season playoff event where top teams face off for the district champion's banner. The team earns points at district events to qualify for this competition. In past years, participation has been limited to the top 64 teams in the PNW District (Washington, Oregon, Alaska). If we qualify, students will miss 2-4 days of school, depending on travel.

### FRC World Championship

*Typically in mid-April, in Houston, TX*

The team earns points throughout the season to qualify for this amazing event in mid-April. Team qualification is officially announced at the end of the PNW District Championship. Team 2910 has traveled to Houston six times in our history and it is an honor and privilege to join 400 of the world's best FRC teams to celebrate, play for the title, and compete for other adjudicated awards. If we qualify, students will miss 4-5 days of school, depending on travel.

## Off-Season Competitions

Off-season events through summer and fall are a chance to offer practice opportunities for our drive team and team building experiences for members.

In past seasons, these events have included:

- Indiana Robotics Invitational (IRI) -- Elite invitational event hosted by teams 234, 45 and 1024 in Indianapolis, Indiana. Participation is limited.

- Chezy Champs -- Elite invitational event in San Jose, CA hosted by Team 254: Cheesy Poofs. Participation is limited.
- Girls' Generation -- This event hosted by Team 2046: Bear Metal at Tahoma High School in Maple Valley emphasizes opportunities for underrepresented genders in STEM on the drive team and in other key positions.
- Bordie event -- Initiated in 2021, this off-season event is hosted by Team 2412: Robototes in Bellevue.
- On October 28-30, 2022 Team 2910 will host our second off-season competition, PNW Block Party at JHS. Team members and families will be asked to support this community building event through volunteering or donations.

## Other Team Events

Team 2910 members are asked to participate in a variety of non-competitive events throughout the calendar year. These events offer additional opportunities to support Team 2910, our school, other *FIRST* teams and events, and community organizations. Participation can fulfill varsity letter requirements.

As the situation allows, dates will be posted on the team calendar and announced via Slack. Events may include:

- Team fundraisers
- *FIRST* FLL or FTC meetings or events
- School awareness or spirit activities
- Everett Public Schools STEM/Tech events
- Community outreach
- Machine shop clean up days



# 13. Media Policies

## Proprietary Information

During the build season, team members and families may have the opportunity to view our robot in various stages of planning, design, development, and production. Until our official robot reveal at the end of build season, this information is considered proprietary to the team. No one involved with FRC Team 2910: Jack in the Bot shall post, share, or otherwise distribute drawings, renderings, plans, information, photographs, files, documents, videos, or other sensitive materials, whether physical or electronic, of a proprietary nature without express permission from the lead mentor and/or media mentor.

## Consent

For our team to promote itself, whether it be to *FIRST*, the school, or the wider community, all team members and families, students and adults alike, consent to the use of their interviews, quotes, and likenesses in photographs, audio, or video recordings by FRC Team 2910: Jack in the Bot and *FIRST*.

Team members and families also agree to grant to FRC Team 2910: Jack in the Bot the right to edit, use, and reuse said products for non-profit purposes including in print, digitally, on the internet, in social media, and in other forms of media deemed necessary.

Additionally, team members and families agree to release FRC Team 2910: Jack in the Bot and *FIRST* and their agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

# 14. Varsity Letter Requirements

Team 2910: Jack in the Bot is proud to offer team members the opportunity to earn Henry M. Jackson High School varsity letters. Letters are awarded at the end of the competition season to students who truly exemplify the ideals of our team.

To earn a varsity letter, students must complete all of the following requirements. Varsity letter submissions are typically due in late April, the exact date to be announced each year. *Late or incomplete submissions cannot be considered.*

## Varsity Letter Requirements:

1. Student supported their sub-team in a significant way.
2. Student volunteered at one or more additional *FIRST* events (FLL, FTC, or FRC) beyond those required to be “in good standing” with the team (section 9).
3. Student attended at least two events showcasing the team to JHS or another school or other local community organization.
4. Student participated in at least three fundraisers (appropriate documentation required).
5. Student achieved a cumulative GPA of 3.0 or better for the current school year.
6. Student attended at least all but one in-season FRC competition in support of our team (not as an event volunteer) unless the absence is excused by Team 2910 coaches.
7. Student participated in ten hours of approved volunteering activities, either with *FIRST* or in the greater community (documentation required). If volunteering at a *FIRST* event, that event cannot be used for Varsity Letter Requirement 2, Varsity Letter Requirement 6, or those required to be “in good standing” (section 9).

# 15. Mentoring with Team 2910

## Mentors are the backbone of *FIRST*

Team 2910, like all *FIRST* teams, knows that the experience and knowledge of mentors is foundational to our mission. We owe our continuing growth and success as a team to the immeasurable time and talent of our mentors. We literally cannot do this without their invaluable contributions.

A mentor can be anyone who wishes to teach others what you know in technical or non-technical fields. Mentors help our students learn directly by experience. You can learn more generally about the mentor experience at <https://www.firstinspires.org/ways-to-help/volunteer/mentors-and-coaches>.

### To mentor with Team 2910

1. Begin by contacting Mr. Pihl regarding your interest.
2. Register as a volunteer on the *FIRST* website at <https://www.firstinspires.org/ways-to-help/volunteer/how-to-register>. This registration must be renewed annually.
3. Access the Everett Public Schools Applitrack system at <https://www.applitrack.com/everettsd/onlineapp/> to complete the online volunteer application. Select the "Volunteer Position" link from the left menu, then select and complete either the School Day application or the Extended Support application (overnight trips). Volunteer applications must be renewed periodically per district policy.
4. Complete the EPS overnight chaperone training, an in-person class you must attend annually if you plan to travel with the team. Mr. Pihl can help you find the appropriate training class.

### Team Family Members as Mentors and Conflicts of Interest

Team 2910 enthusiastically welcomes family members as mentors to our students. In the interest of fairness and equity, it is team policy that mentors who are family members of current team students recuse themselves from decisions that present the potential for a conflict of interest. These may include decisions about team member applications, student leadership and competition positions, disciplinary actions, and other similar situations..

### Alumni Mentors

NOTE: To be considered a Team 2910 alumnus, a student must have been in good standing with the team at the time of graduation from Jackson High School, except in certain extenuating circumstances to be reviewed by coaches on a case-by-case basis.

Alumni retain access to certain Slack workspace channels, such as announcements, general, and chat, and to other online resources such as GitHub and GrabCAD, and are welcome at various team events, such as the season kickoff and the annual year-end celebration.

*FIRST* team alumni offer valuable perspective and experience as mentors. For recent high school graduates, Team 2910 strongly encourages a minimum of one year between graduation and returning to mentor. This gap year policy allows alumni to focus on their studies or work, and can be helpful in setting appropriate boundaries with former teammates.

Under special circumstances, team leadership may make an exception to the gap year policy. In this case, we will continue to emphasize that the new mentor's primary obligation is to their studies and/or work and will encourage them to manage participation accordingly.

Per Everett Public Schools policy, no one under the age of 21 may chaperone students. Another approved adult must be present as chaperone.

## 16. Sponsoring Team 2910

Fielding an FRC team takes a variety of resources. We depend on and are grateful to sponsors large and small to help us reach our goals each year. Please see our website sponsor page at <http://frcteam2910.org/sponsors/> for a list of participating organizations.

Sponsors support the team in a variety of ways, including, but not limited to, monetary gifts, equipment and materials donation, manufacturing support, mentorship, and student internships. Sponsors will be recognized on the season's competition robot, on our official team shirts, and on our website.

If you are interested in sponsoring Team 2910, we would be happy to send a group of students to your location to introduce ourselves, answer your questions, and give a robot demonstration. Please contact our coach, Mr. Pihl to arrange a sponsorship presentation.

We look forward to meeting you and showing you the positive effects of participation on Team 2910: Jack in the Bot on our incredible students!



# 17. JHS Robotics Boosters

## We Are All Robotics Boosters!

Jackson High School Robotics Boosters is a non-profit 501(c)(3) organization established to support the JHS Robotics Club, also known as FRC Team 2910: Jack in the Bot.

The Boosters work in tandem with the team, providing support through fundraising, financial management, logistical planning, materials purchasing, need-based travel scholarships, and of course, cheering at team events. The Boosters also act as a bridge between the team and families, helping to organize family support and communicating routinely via email newsletters and our Facebook group, [facebook.com/groups/Team2910Parents/](https://facebook.com/groups/Team2910Parents/).

The Boosters organization collects dues annually from every team student as seed money for the coming season. Boosters-sponsored fundraisers contribute to our budget. Dues and fundraising proceeds allow us to:

- Cater some meals for the team at some competitions
- Purchase some robot materials and parts
- Purchase other supplies, such as buttons or stickers
- Offer need-based scholarships
- Host the meal for the year-end celebration
- Recognize graduating students, coaches, and mentors at the year-end celebration

The JHS Robotics Boosters board meets routinely from August through June. All are welcome to attend. Watch our Facebook group — [facebook.com/groups/Team2910Parents/](https://facebook.com/groups/Team2910Parents/) — and Boosters emails for details.

Your support of Boosters activities directly benefits the team. Please answer the call when asked to help.

## 2022-2023 JHS Robotics Boosters Board

### Officers:

Andrea Riseden-Perry, President

[President@JHSRoboticsBoosters.org](mailto:President@JHSRoboticsBoosters.org)

Melissa Smith, Treasurer

[Treasurer@JHSRoboticsBoosters.org](mailto:Treasurer@JHSRoboticsBoosters.org)

Annie Zimmerman, Secretary

[Secretary@JHSRoboticsBoosters.org](mailto:Secretary@JHSRoboticsBoosters.org)

### Standing Committees:

Jennifer Holling, Food Chair

Shelly Lee and Larissa Pfeifer, co-Fundraising Chairs

### At-Large Members:

Linda Harris, Jennifer Kink

# 2022-2023 Student Contract

To accept your position offer on Team 2910, you and a parent/guardian must sign this contract and return it to Mr. Pihl by the posted date. *Incomplete or unsigned contracts will not be accepted. Team 2910 reserves the right to contact parent/guardian.*

By signing below, I, **the student**, agree with the following:

- I have read and understood the 2022-'23 Team Handbook, especially Student Attendance, Team Eligibility, and Rules and Expectations sections.
- I understand that team coaches reserve the right to remove me from the team at their discretion for any behavior running contrary to *FIRST*, district, school, and/or team requirements and expectations. I/my family may forfeit dues or fees paid to that point.
- I commit to attending a high percentage of meetings per the attendance policy. I understand the consequences for not meeting this requirement.
- I understand it is my responsibility to check Slack daily and year-round for team communication.
- I have read and understand the Media Policies.
- I will behave in a responsible, mature, and graciously professional manner while on or representing the team, whether in person or online.
- I understand that I can bring problems to the attention of team leadership to help work it out.

---

Student Name (print legibly)

Signature

Date

By signing below, I, **a parent/guardian**, agree with the following:

- I have read and understood the 2022-'23 Team Handbook, especially Student Attendance, Team Eligibility, and Rules and Expectations sections.
- I understand that team coaches reserve the right to remove my student from the team at their discretion for any behavior running contrary to *FIRST*, district, school, and/or team requirements and expectations, and that I may forfeit any dues or fees paid to that point.
- I understand what is expected of me as a parent/guardian of a team member, as regards financial and family obligations.
- I understand my student has committed to attending a high percentage of meetings per the attendance policy. I understand the consequences for not meeting this requirement.
- I understand it is my student's responsibility to check Slack daily and year-round for team communication.
- I understand it is my responsibility to keep my current email address and phone number on file with the team and the Boosters, and to check regularly for family-related communication.
- I understand that my family will be asked to support the team through event donations or volunteering (section 5).
- I have read and understood the Media Policies.
- I understand that my student is expected to be respectful, mature, and responsible for themselves, both in person and online.

---

Parent/Guardian Name (print legibly)

Signature

Date

