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TEAM ORGANIZATION

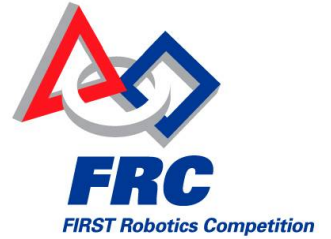


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2 TEAM ORGANIZATION

2.1 OVERVIEW

The most critical aspects of running a team can be preparing for the season and keeping abreast with current information and deadlines. Make sure your team has good systems in place. This section provides some helps for the mentoring process and required and optional team contacts and their roles. By listing these organizational jobs and their tasks, you will get an overview of what some of the project entails and how your team members can share the project workloads, keep team members and mentors up-to-date, and watch and meet deadlines.

2.2 GETTING STARTED

Take advantage of the information on the *FIRST* Web site dealing with starting, organizing, and maintaining an FRC team. Print out and read the various handbooks and guides listed below, and have them readily available for your team members.

2.2.1 Guides, Handbooks, and other helpful Resources

Safety is an integral part of the *FIRST* programs. Be sure to read the Safety page at www.usfirst.org/community/frc/content.aspx?id=470. You will find the link for the “*FIRST* Robotics Competition Team Safety Manual.” Start your team off with a safety captain, safe work places, and a safe work ethic.

The following are ready to print at this web page www.usfirst.org/frc_start_a_team

- “Starting an FRC Team”
- “FRC Handbook”
- “*FIRST* Mentoring Guide”
- A variety of community sponsored resources

2.2.2 Sharing Fundraising Ideas

There is some very unique fundraising going on within *FIRST* teams. If your team has any ideas to share and help other teams:

1. Make sure you document them in your Chairman's Award submission.
2. Please e-mail your ideas to frcteams@usfirst.org so fellow teams can share your innovations in profitability. This is a way of building on and expanding Gracious Professionalism.
3. Please realize that fundraising is not allowed at competition events.

2.2.3 Team Resources

For help with various practical aspects of the competition, refer to the Team Resources page, www.usfirst.org/frc_team_resources. You will find Autodesk and other tutorials, technical links for programming and pneumatics, ideas for team sustainability, mentoring resources and a variety of other available assets.

2.2.4 Scholarship Opportunities

Students, parents, and teachers should be aware of the wonderful scholarship opportunities for participating students at www.usfirst.org/scholarships. Students should work on their applications before the season gets too busy. Remind them of associated deadlines.

2.3 THE TEAM INFORMATION MANAGEMENT SYSTEM

Your team is encouraged to align its structure with the contact requirements in the TIMS (introduced in Section 1, “Communication”). The following contacts are required in the TIMS.

- 1) Main Contact
- 2) Alternate Contact

3) Shipping Contact

The Main and Alternate Contacts must be adults. They will receive the majority of the communications from *FIRST*, and they are usually in charge of disseminating the information. They are also responsible for keeping the team's Team Information Management System (TIMS) record up-to-date. The Shipping Contact has to know all about shipping the team's robot and receiving any program-related shipments.

2.3.1 TIMS Maintenance

Communications between *FIRST* and teams is essential, and each team-designated contact person should inform the team's Main or Alternate Contact of any change in phone numbers, mail address, or e-mail address so he/she can update the Team Information Management System (TIMS). Multiple phone numbers and e-mail addresses are necessary so we can contact team contacts during vacations, school shutdowns, and while the team is traveling.

Pre-college aged team members are not allowed in the TIMS. It is essential that the team record is kept up-to-date. We also suggest that you keep a hard copy of your team's contact information. Use pencil so you can make changes and distribute updated copies to the team.

2.3.2 Information Distribution

Main and Alternate Contacts will receive the majority of communications *FIRST* Headquarters sends. They should disseminate information to relevant team and sub-team members and mentors.

We recommend highlighting specific topics of the communication. Reminding team members of specific responsibilities and impending deadlines is essential. Use a team bulletin board for *FIRST* e-mail blasts, team happenings, and meeting times and topics.

2.3.3 Email Blast Archive

An e-mail blast is a message sent to all FRC teams via e-mail. The blast will have a relevant subject line for easy reference and will contain items such as new or updated information, a deadline reminder, or an opportunity for teams. *FIRST* archives them from the beginning of the season in September so all teams can refer back to their contents. This is especially helpful for teams who register after the mailings and enables all team members and mentors to keep abreast.

2.3.4 TIMS Access for Both Main and Alternate Contacts

At the teams' requests, we have made it possible for each team to have two **adult** TIMS access persons. Both the adult Main and Alternate contacts can enter the system with their logon information and make additions and changes. They are responsible for accessing the TIMS, keeping the information current, and providing necessary information by the set deadlines. Keeping the information provided in the TIMS current and accurate is critical.

2.3.5 International Teams

Please be sure to supply your country code and city code as part of all of your phone numbers in TIMS. This is especially critical during Kit of Parts and robot shipment times because it is sometimes necessary to speak with Shipping, Main, and/or Alternate Contacts.

2.3.6 "Off Season" and Current Contact Information

Each team contact listed in the TIMS is responsible for informing the Main or Alternate Contact of any changes or additions to the team's TIMS record, including phone numbers and addresses. This is especially crucial during team travel times and during school vacations.

Provide the Main Contact's information area with a secondary address, home and cell/mobile phone numbers, and email addresses so we can reach him/her. If any of the team contacts leaves the team, add the new information and delete the former contact from the TIMS.

2.3.7 Mentoring Information

If you wish to sign up to mentor or receive mentoring through the TIMS, make sure your Main or Alternate Contact edits his/her TIMS record and clicks "yes" to the question "Share this address?" (or the email, or the phone). Find this in the primary address area.

Under "Team Information," make sure you answer the questions regarding mentoring by clicking the appropriate box regarding the following:

- We are willing to mentor other FRC teams.

- We would like to be mentored by another FRC team.

2.3.8 Team Names –Official, Short, and Nickname Deadlines

Please read below for team name definitions, uses, and the TIMS deadline. Enter the information in the TIMS “Team Information” area.

2.3.8.1 Your Official Team Name

The official team name includes sponsors and schools. We refer to them as Partners. Your team’s official name is generated automatically when you enter the Partner information in the TIMS. It is what appears in written materials such as the *FIRST* Program Books. *Update the Partners area of the TIMS whenever there is a change or addition to your partners/sponsors.*

2.3.8.2 Other Team Names for Scoreboard and Play-by-Play

We must prepare our practice and match lists for the competition season, so teams must enter their short name and nickname in the TIMS by mid January.

- 1) **Short Team Name:** Once you have established your team partners, remember to adjust your twenty-one (21)-letter maximum "short team name" to include them. Whatever you put in this field will appear on the scoreboard at each event. Sponsors appreciate the extra recognition.
- 2) **Nickname:** The announcer uses team nicknames during the game when announcing the play-by-play descriptions.

2.4 SUGGESTED LEADERSHIP ROLES

This section recommends various team contact duties and responsibilities that are essential to maintain the competitive team effort of the season. ***Main, Alternate, and Shipping Contacts must be adults. Pre-college students are not permitted in the TIMS.***

Your team will ultimately decide which individual duties it will adopt and ensure that the individuals are capable of performing the assigned tasks. It is the responsibility of these team leaders and other team mentors to establish, instill, and enforce team rules with regard to safety, sportsmanship, and conduct.

It is essential that team members and mentors share the workload and equally commit to the team's success. Ensure everyone understands the various roles enough to be able to cover if necessary.

Examine the roles, and compare recommended qualities and abilities with your mentors from a *FIRST* perspective. *Team structure is the team's prerogative and the following are suggestions.*

2.4.1 Main Contact Responsibilities

The Main Contact is the main source through which most information flows from *FIRST* to the team. This person may choose to delegate some of the responsibilities listed below, but should still be up-to-date with their progress and ensure their completion.

Communications:	Receive <i>FIRST</i> communications and reply when necessary. Review <i>FIRST</i> Safety Policies/Procedures and ensure all team members have this information.
Contact Information:	Verify up-to-date alternate mailing addresses and phone numbers are posted to the TIMS for use during vacations or team travel.
Event Information:	Supply event information to <i>FIRST</i> , via the TIMS.
<i>FIRST</i> Information distribution:	Receive and disseminate all information from <i>FIRST</i> , including E-mail Blasts and Updates from the web site, and to handle replying/complying with <i>FIRST</i> requests.
FedEx Donation:	Confirm the Shipping Contact understands the FedEx donation process and use of the on-line FedEx Shipping Administration System. (Formerly Passkey) See Section 4 of FRC Manual.
On-Line Submissions	Ensure submissions of Woodie Flowers, Web site, Chairman's, and other Awards by the respective deadlines. Find details in the "Awards" section of the FRC Manual.
Participation Medallions:	Ensure they are obtained at team's initial event. Refer to the "At the Events" of the FRC Manual for details.
Registration:	Register the team for events.
Release Forms: www.usfirst.org/frc_documents	Designate someone to distribute 2007-08 NEW Release Forms and collect the completed signed forms. They must be presented at the team's initial competition registration of 2008. NOTE: The forms for students under 18 require a parent/legal guardian's signature. They are required for: <ul style="list-style-type: none"> • Kickoff events • Any of the I Regional or Championship events. If a person does not attend the team's initial event, he/she must still provide one for that subsequent event, and you must turn it in at that event.
Safety:	Work together with your team's Safety Captain and entire team to ensure safety while working and traveling.
Scholarship Opportunities:	Keep students/teachers informed about scholarship opportunities well in advance of the deadlines. www.usfirst.org/scholarships
Team logon and password:	Receive, and keep secret, your TIMS logon and password.
TIMS (Team Info System):	Maintain and update team's TIMS record.
Updates and archived e-mails:	Disseminate e-mails and web "Updates" information to relevant sub-teams. Refer to web for archived e-mails.
UPS, FedEx, Purolator Account Number for TIMS:	Enter the team's account number in the TIMS. A sponsor or your school may let you use their account, or you can get a number from a shipping company's web site.
Web site Calendar:	Monitor the <i>FIRST Web site</i> calendar for changes, additions. www.usfirst.org/frc_documents
Judges' Page:	Enter this submission into the TIMS by the deadline.

2.4.2 Alternate Contact Responsibilities

This person is the Main Contact's "right hand" and is important in the team's structure. He or she should share the team administrative duties, be ready to help in ways the team decides, delegate responsibilities when necessary, and cover the Main Contact's role if that becomes necessary.

Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary. <u>Chairman's Award project</u> - Ensure unusual stories about overcoming obstacles are included in the Chairman's Award submission.
Contact Information:	Provide current contact information for the TIMS, including an alternate phone number and address in case <i>FIRST</i> has to make contact during vacation or while the team is traveling..
Public Relations:	Confer with Main Contact. Notify Public Relations Contact of any upcoming team fundraising or events.
Safety:	Work with team's Safety Captain to ensure safety while working and traveling.
Shipping:	Be familiar with the shipping and drayage responsibilities and deadlines in case the Shipping Contact needs help.
Scholarship Opportunities:	Inform students of scholarship opportunities and their deadlines. www.usfirst.org/scholarships
Support:	Provide any support the Main Contact or team may need.
Team Logon and Password:	Receive, and keep secret, your TIMS logon and password.
Vacation Coverage:	The Main Contact and the Alternative contact will receive and be asked to disseminate <i>FIRST</i> communications.
Web site Calendar:	Monitor the <i>FIRST Web site</i> calendar for changes, additions.

2.4.3 Shipping Contact Responsibilities

This person is responsible for handling both robot shipping and drayage arrangements for the team and receiving mailed items for the team.

Kit of Parts:	<p>If your team opted to pay for your Kit of Parts shipment, "My Site" TIMS choice, confer with Main/Alternate Contact to ensure that the shipping address in the TIMS is correct.</p> <p>If the team wants to pick up the kit, make sure the Main Contact meets the deadline for this TIMS entry.</p> <p>Designate an adult mentor to pick up the kit at a Kickoff.</p>
Communications:	<p>Receive relevant <i>FIRST</i> communications, replying and forwarding when necessary.</p>
Contact Information:	<p>Provide the Main Contact with current contact information for the TIMS, including an alternate phone number to enable <i>FIRST</i> contact during vacation or while the team is traveling.</p>
FedEx Donated Shipments - Obtain and maintain airbills:	<p>Read the "Robot Transportation" Manual Section and become familiar with the FedEx shipping donation, its specifications, and the related airbill distribution system for your team's location. Relay the information to another mentor in case you are not able to take care of it. The airbills are not replaceable.</p>
Robot Shipment:	<p>Read the "Robot Transportation" Manual Section and download your event(s) from the Events portion of the web site, "Site Info", www.usfirst.org/frc_regional_events</p> <p>Be familiar with and conform to the following:</p> <ul style="list-style-type: none"> * Deadlines/specifications for shipping your robot crate....and its arrival. * Customs requirements if you ship over a border. * The drayage system and its deadlines and specifications * On-time robot shipment within the <i>FIRST</i> specifications. <p><u>Domestic Teams:</u> Be completely familiar with the FedEx on-line shipping system and how to print airbills.</p> <p><u>Teams from AK, PR, HI:</u> Become familiar with the FedEx donation system. Keep airbills safe.</p> <p><u>International Teams:</u> Become familiar with the FedEx donation system and keep the airbills safe. Be familiar with all Customs shipping and receiving requirements.</p>
Team's UPS, Purolator, or FedEx Account Number:	<p>Provide the Main or Alternate Contact with a shipping account number for the TIMS. This could directly impact the missing, defective, or broken parts replacement system for your team.</p> <p>Sponsor/school may let team use its shipping account, or obtain a number from the companies' web sites.</p>

2.5 RECOMMENDED ADDITIONAL CONTACTS

2.5.1 Travel Contact Responsibilities

This person will be making event(s) travel and hotel arrangements for the team members and mentors. Tackle this task early to ensure there is room on preferred flights and in preferred hotels.

Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary.
Travel Pricing:	Obtain, consider, and compare travel costs prior to registering for an event(s). The web has many opportunities to compare airfares. Ask for group rates to see if that is a good option. Is bussing an option?
Contact Information:	Provide up-to-date contact information for the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Hotel Reservations:	<u>Regionals</u> : Refer to “Communications” section of the Manual for hints and good advice on choosing team hotels. <u>Championship</u> : Use the <i>FIRST</i> vendor, located on the web site, to obtain reasonable hotel packages. Conform to the <i>FIRST</i> guidelines and deadlines regarding travel.
Manual and Web site:	Refer to the “Site Info” on the web site for special travel/parking instructions. Bring the directions for the venue.
Stores/Supplies:	Refer to the “At the Events” portion of the Manual to find links to various types of stores, such as printing, supplies, hardware. Find stores near your chosen event and print out the directions to them.

2.5.2 Public Relations Contact Responsibilities

This person's role in advertising the team's goals and accomplishments is critical. Work with the team contacts to ensure the partners are apprised of the team's progress and accomplishments.

PR Updates:	Responsible for receiving and disseminating any PR updates and using them to the team's advantage in local newspapers, as well as TV/ radio stations.
Fundraising:	The team would be wise to advise this person of any fundraising activity or team appearances well before the date.
Sponsors:	Send any PR information to potential sponsors all during the year.
Contact Info.:	Provide up-to-date contact information to the Main Contact for the TIMS.
Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary. Supply up-to-date contact information to Main Contact for the TIMS.

2.5.3 School Contact Responsibilities

This adult representative is responsible for knowing and enforcing all school rules regarding team participation. A teacher or principal may be best qualified for this role to facilitate the team's progress and meeting deadlines.

Communications:	<p>Receive school related team e-mails. Provide information/reply if necessary.</p> <p>If no one is specified to work on the following projects, work with Main Contact to make sure students get them done. Refer to the web <i>Calendar of Important Deadlines</i>. Check with other team mentors for information.</p> <p><u>Chairman's Award project</u> - Continuously help record/document any unusual stories about the team overcoming obstacles during the year.</p> <p><u>Woodie Flowers Award</u> (Look in on-line Manual, "Awards Section.")</p> <p><u>Judges' Information Page</u>.</p> <p><u>Web site Award</u></p> <p><u>Autodesk Awards</u></p>
Contact Info.:	Provide up-to-date contact information for the Main Contact/the TIMS
Public Relations:	Notify Public Relations Contact of any upcoming team fundraising or events. Conferring with Main Contact.
Safety:	Stress safety whenever possible.
Scholarships:	Inform students early about scholarship opportunities and deadlines, and encourage and assist those interested in applying for them.

2.5.4 Corporate / University Contact Responsibilities

This contact provides information about the team to the University or Corporation sponsoring the team. Keeping the sponsor/partner informed of team progress and achievements throughout the season is a great way to ensure their support.

Communications:	Receive related team e-mails. Provide information if necessary.
Contact Information:	Provide up-to-date contact information for the Main Contact for the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Public Relations:	Notify university/sponsor contacts of any upcoming team fundraising or events. Confer with Main Contact. Let supporters know about trials and successes regarding the robot design and build. Get them excited right through the process and continue providing information throughout the year. Invite them to an event.
Scholarships:	Know the web site area concerning scholarships and inform students about the opportunities and deadlines. Encourage and assist students interested in applying for them.

2.5.5 Technical Contact Responsibilities

This person will assist the team with technical issues and problems related to engineering.

Communications:	Receive relative team e-mails. Provide information/reply if necessary. Keep the rest of the team apprised on your technical successes/failures. Ask for help/ideas. Chairman's Award project - Help students document any unusual stories about the team overcoming obstacles during the year.
Contact Information:	Provide up-to-date contact information for the Main Contact and the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Pre-Ship Inspection:	Work with the team members to perform a robot inspection before your robot ships. Use the Inspection Sheet that will be posted on the web. This inspection will show where problems are so you can correct them before shipment. It will also provide the students with information they will need to know during the on-site, pre-competition inspection since the inspectors will be asking the students questions.
Public Relations:	Notify Public Relations Contact when your robot nears completion or when you have an opportunity to show off your robot. If the P R contact is not available, notify local media of any upcoming team fundraising or events. Plan these opportunities with your Main Contact.
Safety:	Stress safety and ensure safe working conditions, safety glasses use, etc.
Scholarships:	Encourage students to try for engineering and technical scholarships. Inform them of the deadlines.

2.6 OTHER IMPORTANT TEAM POSITIONS

Your team may want to consider appointing one or several Rules Monitors and Safety Captains. Students are welcome to fill these positions if the team members and mentors agree and find responsible candidates. *FIRST* does not need their contact information in the TIMS.

Please read below for some job-related roles these students or adults may want to fill. There will be one Safety Captain badge at the team's initial Regional event for each team's Safety Captain. If a team has more than one captain, they can take turns wearing the badge at the events.

2.6.1 Game Rules Monitor Responsibilities

Learn Game Rules:	Read and understand the rules of the game and communicate them to the team members so they know the ins and outs of the game.
Know Point System:	Be sure the team understands the system; implement the best strategy.
Know Penalties:	Be sure all mentors and operators know and understand all penalties.
Learn Web System:	Check the on-line Manual for rules, changes, and web-based question and answer system.
Monitor Team Updates:	Communicate any changes, written in the updates, to the team.

2.6.2 Safety Captain Responsibilities

Read FRC Team Safety Manual:	Print and read the " <i>FIRST</i> Robotics Competition Team Safety Manual." Meet with the team and go over the manual with everyone.
Read Manual:	Read "Courtesies and Rules" in the "At the Events" section of the Manual. Meet with team members and decide what the team deems important in the safety area. Diplomatically enforce their findings.
Home Work Site:	Obtain enough safety glasses for the team. Ensure all persons wear them over their eyes when working on the robot or in the "work" vicinity. People who wear glasses must have regulation safety glasses with side shields or wear safety goggles over their glasses. Make sure the work area is safe and the floor is clear at the team's workplace and at the events.
Safety Policies:	Review Safety Policies and Procedures in the " <i>FIRST</i> Robotics Competition Team Safety Manual." and inform the team of the mandates and suggestions. Encourage all team members and mentors to read the document, follow the suggestions, and become familiar with the safety awards. Suggest that the team build a robot cart if it doesn't have one.
Use Courtesy:	At all times, think with a "gracious professionalism" attitude. Be courteous and helpful, not bossy or rude. This position is one that should make teams aware of safety issues and make team members want to improve conditions, not balk at the methods <i>FIRST</i> uses to ensure a safe environment. Use common sense and good judgment when bringing an infraction to someone's attention. Please be kind and positive because the Safety Captain is an ambassador for your team.
At Competitions:	Bring enough safety glasses for the team and its guests. Make sure persons who will unpack your robot crate will have glasses to wear as they arrive at the Pit, and make sure all persons wear safety glasses/goggles properly. Be sure your team transports and lifts the robot safely. Know where the EMT area is, and report any injuries to the Pit Supervisor at the time of injury or treatment. Discourage running in the Pit or Competition Arena, and work with the green-shirted Safety Advisors to keep things safe and the Pit aisles clear. Bring any serious safety infractions, such as metal grinding or open flames to the attention of the Pit Supervisor, as well as any blatant discourtesies.
Safety Tokens	Be familiar with the safety awareness program outlined in the safety manual. Familiarize your team members with the program and associated safety contest at the Regionals and Championship. Bring something to store them in at the events.