



2017  
OTTO 1746  
TEAM HANDBOOK

# **Table of Contents**

<b>Section 1: THE TEAM</b>	<b>6</b>
1.1 Introduction	6
1.2 About the Team	6
1.2.1 What We Do	6
1.2.2 Why You Should Join	6
1.2.3 Team History	6
1.2.4 Where to Find Us	7
1.2.5 Our Sponsors	7
<b>Section 2: GENERAL INFO</b>	<b>9</b>
2.1 How to Join	9
2.2 Team Eligibility	9
2.3 Varsity Eligibility	9
2.4 Team Expectations	9
2.4.1 Attendance	9
2.4.2 Academic	10
2.4.3 FCS Code of Conduct	10
2.4.4 Communication	10
<b>Section 3: CODE OF CONDUCT</b>	<b>13</b>
3.1 Behaviour	13
3.1.1 General Code of Conduct	13
3.1.2 Online	13
3.1.3 Harassment & Bullying	13
3.1.4 Confidentiality of Intellectual Property	14
3.1.5 Mentor Responsibility	14
3.2 Travel	14
3.3 Team Dress Code	14
3.3.1 Shop & School	14
3.3.2 Events & Competition	14
3.3.3 Outside of the Team	15
3.4 Shop Rules and Privileges	15
<b>Section 4: SAFETY POLICIES</b>	<b>17</b>
4.1 Shop Safety and Training	17
4.1.1 General Shop Rules	17
4.1.2 Tool Safety	17

4.2 Youth Protection Program	17
<b>Section 5: TEAM ORGANIZATION</b>	<b>19</b>
5.1 Team Leadership	19
5.1.1 Student Leadership	19
5.1.2 Mentor Structure & Contact Information	19
5.2 Sub-teams & Roles	20
<b>Section 6: COMPETITION</b>	<b>22</b>
6.1 Competition Roles	22
6.2 Event Eligibility	26
6.2.1 Competition Eligibility	26
6.3 Competition Teams Selection	26
6.3.1 Drive Team Selection	26
6.3.2 Pit Team Selection	26
6.3.3 Scouting Team Selection	26
<b>Section 7: PARENT/GUARDIAN</b>	<b>29</b>
7.1 Parent/Guardian Roles	29
7.1.1 Student Attendance	29
7.1.2 Supporting Students at Events	29
7.1.3 Financial	30
7.1.4 Chaperone	30
7.1.5 Food / Meals	31
7.2 Booster Club	31
7.3 Fundraising	32
<b>Section 8: CONTRACT</b>	<b>36</b>
8.1 Notes From Leadership	36
8.2 Authority of The Handbook	36
8.3 Student Contract	37
8.4 Parent/Guardian Contract	38
8.5 Competition and Event Contract	39
8.6 School Field Trip Forms	43
8.7 Transportation Liability Form	47
8.8 Medical Waiver	51

# SECTION ONE

## **Section 1: THE TEAM**

### **1.1 Introduction**

This handbook serves to communicate the rules, expectations and administrative policies of FIRST Robotics Competition Team 1746: OTTO. This document is updated yearly by team leadership to accurately represent team standards. For clarifications, questions, concerns, or suggested updates please contact a team mentor.

### **1.2 About the Team**

Team 1746: OTTO is a FIRST Robotics Competition team.

#### **1.2.1 What We Do**

On Team 1746: OTTO we foster an environment that caters to educate students on robotics, and prepare them for potential job fields in their future. Team 1746 helps students develop skills such as the mechanics and engineering principles behind robot design, public speaking, business acumen, and graphic design which will help propel them forward in the working world in their future.

#### **1.2.2 Why You Should Join**

By joining Team 1746 you not only engage in an informative and enriching environment, but you also gain skills and become part of a worldwide network of FIRST alumni. By developing these skills and making these relationships students set themselves up to become a leader in any job field they may enter.

#### **1.2.3 Team History**

Team 1746 was formed in the fall of 2005 after the Folea family first learned about the FIRST Robotics Competition (FRC) and decided to start a team. Due to drawing its students from several Forsyth County schools, the team was initially known as the Forsyth Alliance. The team was a success from the start, largely thanks to the generous support of local sponsor, Automation Direct. The team competed at the Peachtree and Palmetto Regionals and consistently attended the championship event while it was still hosted in Atlanta.

Eventually, new teams were started at North Forsyth High School (FRC 3815) and South Forsyth High School (FRC 4112). It was at this point that 1746 became directly linked with a specific school starting with West Forsyth High School and moving to its current location of Forsyth Central High School in 2013 under the direction of then teacher, David Johnson. With the change to the team's structure, the team name was eventually changed from The Forsyth Alliance to Team OTTO. This new team name was chosen due to OTTO being used as the name for the team's robots in the past and its reference to the smiley face that is still used as a team symbol.

In its new setting at FCHS, the team reached new heights with each passing year. This is evidenced by the team earning 8 technical awards and 4 event wins between 2013 and 2017.

This ongoing improvement and growth is largely attributed to the student's drive, the efforts of mentors Kellen Hill, Rick Folea, and Marty Comella, and the oversight of teacher Dusty Skorich. With growing support from FCHS, the OTTO Booster Club, and the team's sponsors, the team continues its pursuit of being one of the top FIRST Robotics Competition programs in the world.

#### **1.2.4 Where to Find Us**

[www.team1746.com](http://www.team1746.com)

Our team website hosts information about the team, how to become involved as a sponsor or mentor, a team calendar and the official Team 1746 merchandise store.

[www.twitter.com/frc1746](http://www.twitter.com/frc1746)

Our Twitter page gives live updates from the competitions and events the team attends.

[www.instagram.com/frc1746](http://www.instagram.com/frc1746)

Our Instagram page gives daily updates from events and summarizes other activities the team takes part in.

#### **1.2.5 Our Sponsors**

A sponsor is a business or person outside the team that provides the team with resources such as financial support or materials. Our sponsors are a key part to how the team functions. Without them, there would be no Team OTTO. Each student should honor the contributions of sponsors with respect by honoring their brand and contributions.

Sponsorship is broken down into four levels; Supporter, Bronze, Silver, and Gold. Those interested in more information about sponsorship levels or becoming a team sponsor can look to the Team 1746 Business Plan and contact our business lead, Kyle Roe, or business mentor, Marty Comella.

# SECTION TWO

## **Section 2: GENERAL INFO**

### **2.1 How to Join**

To join Team 1746, get in contact with the FCHS Staff Member, Lead Mentor, or team Gmail account regarding your interests in joining. They will provide you with the application for joining the team and help with getting signed up with the team booster club. This contact information can be found below or on the team website. The team will advertise and host kickoff meetings towards the beginning of the school year to facilitate this process, but students and mentors are welcome to join the team throughout the year.

### **2.2 Team Eligibility**

In order for students to be eligible to participate on the team they must meet the following eligibility guidelines:

- Complete and sign all contracts attached at the end of this document.
- Maintain Forsyth Central High School's academic eligibility for varsity programs.
- Comply with all policies outlined in the FCS code of conduct.
- Meet all expectations outlined in the Team 1746: OTTO handbook.

### **2.3 Varsity Eligibility**

Lettering for Team OTTO means that, as an individual, you have gone above and beyond the routine expectations. Team members who contribute significantly to the team's success can earn a FCHS varsity letter. Requirements are:

- Be a student in good standing at FCHS & team member with Team OTTO #1746
- Completed at least two consecutive years of team membership
- Must attend at least 75% of in season meetings and 50% of off season meetings.
- Attend at least two competitions during a season
- Distinguish yourself as a leader
- Must volunteer at a minimum of two approved robotics related events. These could include, but are not limited to FLL/VEX tournaments, OTTObotics and elementary school STEM nights.
- Team Coach has final discretion on who qualifies for a letter

### **2.4 Team Expectations**

#### **2.4.1 Attendance**

The team formally meets 3 times per week during build and competition season, and twice per week during the off season. Students are expected to attend at least 50% of the off season meetings, and 75% of the meetings during build and competition season. Attendance is measured on a monthly basis. Furthermore, students are expected to attend all high importance meetings (i.e. Kickoff, Travel information meetings, etc.). If a student cannot attend for any reason, they must speak to a team mentor. Additional meetings may be held, but will not be counted towards the mandatory attendance numbers.

Students who are selected to travel with the team to events must attend the entirety of the event.



Students who are a part of the FCHS STEM Academy may have a separate attendance requirement in addition to the team expectation. Students are responsible for confirming with the FCHS STEM Coordinator that they meet all necessary expectations.

### **2.4.2 Academic**

Students are responsible for their academic performance if they want to be active on the team and are expected to maintain a “C” class average in all courses.

To maintain this standard, there will be monthly reporting of unofficial transcripts to the team coach at the first meeting of every month. Any student that has a below a 'C' class average will be suspended from all team activities until they are able to bring their grade up and provide proof to the team coach.

### **2.4.3 FCS Code of Conduct**

In addition to the team code of conduct listed below, students on Team OTTO are required to abide by all the rules and guidelines set by the Forsyth County School Board Code of Conduct and the Acceptable Use of Computers and Network Resources Policy and Guidelines. Students are to follow these policies and the rules set forth by the team while at the school, during competitions / travel, and while performing any task under the banner of Team 1746: OTTO. Any student that fails to abide by these policies will be dismissed from the team and may be subject to discipline at the school's discretion.

### **2.4.4 Communication**

Team OTTO 1746 is fast moving competitive environment and as such the need for fluid communication is critical.

#### *Slack:*

Team OTTO 1746 uses Slack as our primary form of communication. All members are required to subscribe to the team Slack at [team1746.slack.com](https://team1746.slack.com). Slack produces apps for iOS, android, macOS, and Windows; members are expected to download slack and check the relevant team channels daily.

On slack, there are many channels that members can join. It is expected that members join and have notifications turned on for sub team channels, and any project channels that are relevant. Additionally, on Slack, it is required that members “ack” all messages in #announcements and any message in other channels that they have been tagged (@name) in.

#### *Trello:*

Team OTTO 1746 uses Trello as a project management tool; team members are expected to join the team trello and check team boards frequently, and before each meeting.

#### *Google Calendar:*

Team OTTO 1746 uses google calendar to track all of our meetings, deadlines, and events. Students are expected to check and keep up with calendar events regularly.

#### *Mailing List:*

Team updates, and competition info is distributed through a subscription mailing list. All parents of Team OTTO 1746 members are expected to subscribe to the team email list.

#### *SignUpGenius:*

SignUpGenius is used to register students and parents for volunteer opportunities, register for events, and sign up for team functions. Students and parents do not need to create their own SignUpGenius accounts but it may speed the process when registering

# SECTION THREE

## **Section 3: CODE OF CONDUCT**

### **3.1 Behavior**

#### **3.1.1 General Code of Conduct**

You are representing our team, our school, our sponsors, and our community whenever you are with the team, and especially when traveling. Treat others with respect, kindness, and a professional attitude at all times. Team 1746 holds our students to the highest standard, because your behaviour impacts everyone you represent. When you represent the team things you do or say may be overheard by judges, potential sponsors, parents, school administration, members of other teams, or even just a teammate. Please be respectful to the reputations of those you are representing.

#### **3.1.2 Online**

While representing our team online, please remember gracious professionalism. Students are representing the team as they would in public or at competitions, so remember to be humble, professional, and respectful!

Chief Delphi is a highly utilized resource and we encourage all team members to use this resource. However, when students are visiting Chief Delphi they are acting as representatives of the team and their behaviour should match. Additionally, we expect all Team 1746 members to associate their account with themselves and the team: Team 1746 does not condone the use of anonymous or “troll” accounts.

Please keep any and all social media posts from team accounts or about the team professional and respectful. Posts are frequently viewed by school administration, local businesses, politicians and other interested members of the community; please make sure all team oriented posts represent us well. Additionally, never post the team’s or students location. Do not geotag posts with a GPS location. Please be respectful of a student or mentors preferences to not appear in posted media. However, it is noted that by signing this document students and mentors are agreeing to appear in team related media; therefore it is the responsibility of those who do not wish to appear team photos or media to abstain from team photo ops (i.e. If you wish to not publicly appear in media, please avoid posing for photos that you have reasonable knowledge will likely be publicly posted).

If a student represents the team in a negative way online, displays inappropriate behaviour online, disregards team social media policy or uses an anonymous Chief Delphi account there may be disciplinary actions at the discretion of team mentors or on the part of Forsyth Central High School.

#### **3.1.3 Harassment & Bullying**

Team 1746 is an open and inviting family. As such, the team will NOT tolerate any forms of harassment or bullying. This is including but not limited to the use of slurs regarding race, socioeconomic status, sexual orientation or otherwise, derogatory speech on the basis of intelligence, physical bullying, and sexual harassment. Students who harass or bully team

members, other teams, mentors, or anyone else, while they are representing team 1746 will be immediately dismissed from the team and will be reported to the school for further discipline.

### **3.1.4 Confidentiality of Intellectual Property**

Team 1746 is proud of the innovative and competitive designs our students develop; as such, Team 1746 takes confidentiality very seriously. All communications made within the team are considered confidential and private. Additionally, students are prohibited from releasing any photos, video, documents, messages, or details pertaining to the current year's robot, code, prototypes, or any other intellectual property before it's public release without explicit permission from the lead mentor and student leadership.

### **3.1.5 Communication with Team Coach**

Please bear in mind that any communication with the Team Coach or school personnel is public domain per federal law. Anything you want to remain confidential including Identities and personal information should not be sent via email or slack to those entities.

### **3.1.6 Mentor Responsibility**

Team mentors and parents of affiliated students are held to the same standards set forth above. If a student feels as though a mentor has violated any of the above standards they should immediately bring it to the attention of the Team Coach.

## **3.2 Travel**

Never be alone or unattended at any venue or hotel. No student is allowed to occupy his/her own hotel room. All students must room with same sex teammate or approved adult chaperone of the same sex (preferably his/her parent).

Be in groups of three or a group of two if of the same sex at all locations and venues. Two students of the opposite sex should not be alone together in any private or semi-private areas.

Maintain hotel room assignments. Students may congregate in public hotel spaces but may not visit or enter hotel rooms of the opposite sex.

Obey all curfews established by the Team Coach or volunteer parent driver chaperones (in room curfew, lights out/sleep curfew, etc.).

Keep mentors and chaperones aware of your location at all times.

Be polite and respectful to everyone during the trip.

Stay on task during the competition- you are playing a vital role in the success of the team.

Party rooms are an acceptance, everyone can be involved :)

## **3.3 Team Dress Code**

### **3.3.1 Shop & School**

Students must follow FCHS dress code at all times.

Students with long hair must tie it back in such a way that it does pose a hazard.

Jewelry that can entangle in the robot or machinery is not allowed, and all jewelry is generally discouraged. Watches pose a similar threat and should not be worn near the robot or any machinery.

Close-toed shoes must be worn at all time when in the shop, on the practice field, or whenever working with the robot.

### **3.3.2 Events & Competition**

Students must follow FCHS dress code at all times.

Students with long hair must tie it back in such a way that it does pose a hazard.

Jewelry that can entangle in the robot or machinery is not allowed, and all jewelry is generally discouraged. Watches pose a similar threat and should not be worn near the robot or any machinery.

Close-toed shoes and safety goggles must be worn at all time when in the pit, on the practice field, or whenever working with the robot.

Team apparel should not be modified in any noticeable way (i.e. in a way that deforms its appearance from the team identity)

Students are required to wear the current year's team t shirt or sweatshirt. Sponsor logos or team logos are not to be obstructed by non team apparel or other teams' spirit items (i.e. pins, buttons, stickers, etc).

For guys: Jeans are encouraged but flat front, or pleated khaki shorts or slacks/chinos are accepted. Distressed jeans are not allowed.

For girls: Jeans are encouraged but dark or khaki skirts, plain black yoga pants or leggings, and khaki shorts are accepted. Distressed jeans are not allowed.

On practice days, or non formal events, the team leadership may decide to allow previous year's shirts, or another shirt. Details of these decisions will be given at least 48 hours in advance of any event.

With all attire, students must follow FCHS dress code and look presentable and professional at all times. Leadership reserves the right to further limit acceptable attire at any time for any competition. Presentation sub-teams such as the chairman's team, and competition teams such as pit crew may have a different dress code at competitions.

For non-competition events, such as presentations to local sponsors, business casual attire is expected. The business team will post the expected attire at least 48 hours in advance of any event.

Above all, look presentable and professional while representing the team, but choose attire which is suitably safe.

### **3.3.3 Outside of the Team**

If you are wearing any apparel or team gear you are representing the team, even if it is just to school. As such, do not wear any team apparel when acting in a way that does not represent Team 1746 well.

## **3.4 Shop Rules and Privileges**

At no time shall the doors to each room be closed with only students in the room, or a one-on-one situation involving a mentor and student.

Parents should not drop off a student and leave without ensuring that mentors are present.

All students will sign in upon arrival and sign out when leaving.

All safety violations shall be documented in writing, whether or not an injury occurs.

In case of emergency it is the responsibility of the all to gather the team members in a safe place, account for the team members present, and implement the emergency plan.

**It is the responsibility of *all* to ensure compliance with Shop Rules and *all* Safety Policies**

# SECTION FOUR

## **Section 4: SAFETY POLICIES**

### **4.1 Shop Safety and Training**

FIRST Robotics Competition (FRC) has adopted safety as a core value and has established the framework for safety leadership in all aspects of the program. Team 1746: OTTO agrees and considers safety to be the single most important responsibility of each member of the team. To run any successful business or team, a high level of safety must be observed, practiced, and maintained. The following rules are designed to ensure the safety of students, mentors, and any visitors.

#### **4.1.1 General Shop Rules**

Safety glasses and closed toe shoes are MANDATORY in all areas.

Respect the building and the tools provided.

NO horseplay, running, climbing, or jumping on furniture or throwing anything.

When students are working in the machine shop area, because of the increased risk of accident/injury, 1 mentor/designated experienced student will supervise that specific area at all times.

All injuries, however minor, shall be reported to a mentor.

If an injury is determined to be the result of a safety code violation, all work shall cease and all students and mentors present shall be brought together to review the safety rules before work continues.

All students are responsible for cleaning any areas in which they worked during practices.

#### **4.1.2 Tool Safety**

No student is allowed to use a power tool or machine without passing safety and machine training, tested and followed the safety protocol of that tool or machine. Training sessions will be tracked on hours on each machine, students will have the opportunity to begin machine training at the start of every school year.

### **4.2 Youth Protection Program**

Maintaining a safe environment for all participants is of paramount importance. Due to the high importance of participant safety, Team 1746 adheres to a set of preemptive safety measures.

Team 1746: OTTO Members will comply at all times with FIRST Youth Protection Program Guidelines found here:

<https://www.firstinspires.org/sites/default/files/uploads/about/FIRST-YPP-ProgramGuide.pdf>



# SECTION FIVE

## **Section 5: TEAM ORGANIZATION**

### **5.1 Team Leadership**

#### **5.1.1 Student Leadership**

- Engineering Lead - Michael Aguilar
  - Engineering Apprentice - Coley Chapman
  - Mechanical Lead - Anthony Persichetti
  - Electronics Lead - Chase Porter
  - Programming Lead - Rodney Phan
  - Scouting & Strategy Leads - Christian Scanlon, Cooper Meitz
- Business Lead - Kyle Roe
  - Business Apprentices - Akshat Saxena, Caraline O'Donnell

#### **5.1.2 Mentor Structure & Contact Information**

- Lead Mentor
  - Kellen Hill  
[kellenwhill@gmail.com](mailto:kellenwhill@gmail.com)  
770.990.8814  
Slack: @kellen
- FCHS Staff Member
  - Dusty Skorich  
[jskorich@forsyth.k12.ga.us](mailto:jskorich@forsyth.k12.ga.us)  
770.887.8151 ext. 110130  
Slack: @dusty\_skorich
- Business Mentor
  - Marty Comella  
marty@comella.net  
678.207.8271  
Slack: @marty\_comella
- Mechanical Design and CAD Mentor
  - Trent Callan  
callantrent@gmail.com  
678.925.8005  
Slack: @trentcallan
- Manufacturing Mentor
  - Pauline Tasci  
paulinetasci@gmail.com  
818.454.2448  
Slack: @paulinet
- Electronics/Programming Mentor
  - Rick Folea
    - rfolea2@gmail.com
    - Slack: @rfolea
  - Lee Mracek

- lee.mracek@gatech.edu
- Slack: @lee\_mracek

## 5.2 Sub-teams & Roles

- Engineering Sub-teams
  - Mechanical
    - The mechanical sub-team is responsible for the design and manufacturing of mechanical components of the robot. Members of this team utilize Solidworks as a tool to model robot specifications for building.
  - Electrical
    - The Electrical team works on all wiring and planning of the electronics before and during the assembly of the robot. The Electrical team and the Programming team work very closely together to ensure proper functioning of the robot.
  - Programming
    - The Programming team handles all the programming aspects of the robot. They manage all testing of the robot and help to guide the design process in order to suit the programming.
  - Strategy/Scouting
    - The Scouting team is in charge of all strategy. They help to do pit scouting, in game scouting of robots, and help to pick robots for a winning alliance. Because of them the team can more effectively compete and go farther in competitions.
- Business
  - The Business team is responsible for the funding of the team and all travel responsibilities. The function of the business team is to gather sponsors, prepare media releases, and to help manage the logistics of the team to allow for a successful season.

# SECTION SIX

## **Section 6: COMPETITION**

### **6.1 Competition Roles**

#### **Our Pit:**

A pit consists of a typically 10'x10' area of space that functions as both the team's workshop for the duration of the competition and the central meeting place. After moving in various tool chests, totes, batteries, and other supplies, the 10'x10' space seems significantly smaller than originally imagined. Over time, the increase of activity within the pit creates cramped, potentially dangerous working quarters that do not meet the general safety requirements for every team's pit. This being said, there is a need to limit the amount of students (and mentors) present at any time in our pit.

At any time, there will be no more than a maximum of ten members exclusively from Team OTTO. This number consists of: 4 drive team members (not including Kellen), the team ambassador, the safety captain, the pit chief, and mentors, as needed, to manage and help the pit crew. This group of students and mentors make up the essential "pit crew."

#### **The Roles of the Pit Crew**

##### **Drive Team**

The role of the drive team is to control the robot during every match played. When the team is not competing, they are in the pit fixing the robot, figuring out what went wrong (if anything did), and making sure everything is up to standard before the next match. This team has, at maximum, four (4) people.

##### **Pit Chief**

The role of the pit chief is to ensure that organization and cleanliness of the pit are maintained throughout the duration of the competition. They also ensure that all batteries are in a constant charging state, measuring the voltage, and replacing the old battery within the robot with a new, fully-charged one before the next match is played. On top of battery management, they will be the one in charge of going through the robot checklist (which was implemented at GRITS 2017) to make sure that both the robot and the drive team are prepared and ready for the next match. When the drive team is away from the pits, the battery lead also helps out in the cleaning of the pit as directed from the safety captain. The pit chief has the power to decide when there are too many people in the pit and may send away people if they are not being productive or actively working on a task.

##### **Team Ambassador**

The role of the team ambassador is fairly straightforward: talk to judges, pit scouts, parents, invited guests, event personnel, and students from other teams. This individual knows both the team and this season's robot inside and out, and is able to talk to judges about what has been going on over the past season. Business cards will be on tap to hand out by these people. They will also answer any questions asked to them by pit scouts from other teams, as well as talk to members of other teams about Team OTTO. When the drive team is outside of the pit for matches, they will clean up and organize the pit. On top of this, during setup and teardown, the pit chief will manage the team as the pit and the pit display get organized to be packed away or set up.

## **Safety Captain**

The role of the safety captain is to ensure that the team and the pit are up to safety codes provided by FIRST and Georgia FIRST. This person also serves as one of the team ambassadors, and is able to talk about safety, the team, and the robot. On top of this, they will formulate the safety manual for the team.

## **The Stands (Scouting):**

The stands is where the team goes to view the event in progress. This is a very busy, active area with a combination of students, parents, and mentors participating in the event as the essential “crowd” of any sporting event. Students who are not a part of the pit crew watch the matches, socialize with other teams in the stands, and scout. Scouting is a very important part of the success of a team. It is as critical, if not more, than the drive team themselves. Scouting is the process in which students from Team OTTO collect both raw data and observations on the performances of the other robotics teams present at the competition. With this data, the team is able to determine who would be the best picks to compete with when alliance selections occur before semifinals. Even if the team is not a top-seeding robot, the data is important if another alliance picks us.

Within the scouting team, there will be a maximum number of approximately thirty (30) students. The following cases will be implemented depending on the number of students not a part of the pit crew, who reside in the stands.

## **The (Conditional) Roles of the Scouts:**

### **If there are ten (10) or less students:**

Every student will follow a scouting rotation. There are six (6) scouting laptops that need to be used by six (6) scouts at a time. If there are any remaining students, they will take part in observing robots during matches, keeping track if they happen to get disconnected, function properly, or get damaged on the field.

### **If there are up to twenty (20), but no less than ten (10), students:**

Six (6) students will scout the raw data, and four (4) will collect observations. After every five matches, they will rotate out with the remaining ten students to have a five-match break. During this break, students are allowed to socialize with students from other teams who are within the stands, watch the matches, have bathroom breaks, or simply relax. If the student leaves the stands they must be accompanied by another student of the same sex or two other students.

### **If there are more than twenty (20) students:**

Six (6) students will scout the raw data, and six (6) will collect observations. After every five matches, they will rotate out with the remaining students to have a five-match break. During this break, students are allowed to socialize with students from other teams who are within the stands, watch the matches, have bathroom breaks, or simply relax. If the student leaves the stands they must be accompanied by another student of the same sex or two other students. Depending on the number of students present, there will be a distinct group of students who rotate (groups A, B, C, etc.) and a schedule of which groups are scouting versus taking a break.

## **The Leads of the Scouts**

### **Alliance Representative**

The role of the alliance representative is to serve as the face of the team during alliance selections. At the alliance selections, they use the data collected by the scouts to determine who would make the best choice in regards to our potential alliance during semifinals and finals. This person is often one of the team's scouting leads.

### **Scouting Lead**

Since scouting is such an important process, it is necessary to have structure and organization within the scouting team. This is where the scouting lead steps in. The scouting lead is in charge of organizing and leading the data collection process(es) involved in the scouting process for the team.

### **Strategy Lead**

The strategy lead is responsible of all of the data collected through the scouts and the scouting lead. This data will be utilized by the strategy lead as they work with the drive team to determine the best usage of such within the upcoming matches the team competes in.

## **Media Coverage**

Media coverage is a very important part of the overall image of the team. During competitions, those part of the media coverage team work to take pictures, shoot videos, and update social media accounts of the team's experiences. Within the team there are four (4) team members who work to ensure maximum coverage of the team is possible.

## **The Roles of the Media Team**

### **Videographer**

The role of the videographer is to take videos of the matches, and other portions of the event in order to create a compelling recreation of the event. The majority of the footage shot deals with the robot's performance. These clips will be edited and then uploaded to team social media.

### **Photographers**

The role of the two (2) team's photographers is to take pictures of the robot, the team, and anything interesting that occurs during the competition. These photos will be used for social media, the website, team flyers, and any other documents pertaining to the team's brand. Each photographer has a specific role.

#### **Lead Photographer**

The role of the lead photographer is to take photos of the drive team and the robot in action on the field during matches. They will use one (1) of the two (2) media passes the team has to gain access very close to the field. They will reside in the designated media areas set aside by the competition runners.

#### **Photography Apprentice**

The role of the photography apprentice is to take photos of the team in the stands, in matches, in the pits, and any other activities that the team takes part in during the duration of the competition (i.e. traveling, meals, etc.). The apprentice also acts as another point of view for the pictures of the robot during matches. They do not possess the media pass, however.

## **Social Media Lead**

The role of the social media lead is to manage the team's social media pages during the competition. They will work to live Tweet the results of matches, update Facebook one (1) to two (2) times a day, and post on the team's Instagram page a specific number of times depending on the duration of the competition (i.e. if the competition is three (3) days long, they will post up to three (3) times, one (1) time a day). This person will have the other media pass and work alongside the lead photographer to take pictures that will be directly uploaded to the accounts following the results of the match.

## **Public Relations**

When attending public events such as competitions, the team works to outreach to our audience: sponsors, families, and potential, future team members. The chaos of robotics competitions can seem daunting to newcomers who have no idea what's going on, so that's where public relations steps in. The goal through public relations is to help the audience to get an understanding of what the team's work goes towards - competing.

## **The Role of Public Relations**

### **Public Ambassador**

The role of the public ambassador is to greet guests of the team, explain what FRC, Team OTTO, and the competition is all about. They also help to answer any questions the guests may have. On top of this, they sit with the guests in the stands and occasionally provide a tour of the pits during the competition.

## **6.2 Event Eligibility**

### **6.2.1 Competition Eligibility**

Team members must be in good standing with the team as outlined in previously in this document. Team members must also be fully paid through the booster club, signed up through STIMS, and have all forms and waivers turned in to attend any event with the team. Should space be limited for how many students can attend a given competition, preference will be given to key student leaders, students with parents attending as chaperones, and to those with the highest participation levels. Selection to travel with the team will be at the ultimate discretion of the Team Coach and Lead Mentor. Any decision made by the Team Coach and Lead Mentor can override other selection criteria. Decisions made by the Team Coach and Lead Mentor are final.

## **6.3 Competition Teams Selection**

Any competition team selection is at the ultimate discretion of the Team Leadership. Any decision made by the Team Leadership can override other selection criteria. Decisions made by the Team Leadership are final.

### **6.3.1 Drive Team Selection**

This group of students is selected based on their abilities to control and operate the robot. While skill is important, other factors such as technical expertise, ability to represent the team, and participation will weigh into the selection of this group. Time allowing, the team will host driver tryouts to measure the driving skills and knowledge of the rules of those interested in



driving. Should time not be available, the drive team will be selected by team leadership with the final say coming from the Lead Mentor.

### **6.3.2 Pit Team Selection**

Pit Manager: This position is selected based on the student's organizational skills and abilities. This position will be selected by team leadership before the first event.

Safety Captain: At the beginning of the season, team members will be asked to nominate a fellow student for this position. Should the nominated Safety Captain not be present at a given competition, they will work with team leadership to fill the role for that event.

Pit Crew: This group *may* rotate throughout the event to ensure that all team members are able to experience the atmosphere of the pit during competition. The Scouting Lead and Pit Manager will work together to rotate team members through this group. The pit crew used during eliminations will be selected based on expertise and participation and will be selected via input from the Lead Mentor and Drive team.

### **6.3.3 Scouting Team Selection**

Alliance Representative: This role will be filled by the team's Scouting/Strategy Lead unless they would like to defer the position to another student or should team leadership view another student to be better suited for the position.

Scouting Team: This group is selected in a similar way to the Pit Crew. All students without a defined role that would limit them from doing so, will rotate through the scouting team. A rotation will be developed by the Scouting/Strategy Lead to ensure students are given breaks throughout the event.

# SECTION SEVEN

## **Section 7: PARENT/GUARDIAN**

### **7.1 Parent/Guardian Roles**

#### **7.1.1 Student Attendance**

Student attendance and participation in team meetings or practices, sponsor meetings, and competition events is vital to the success and growth of the team as well as the development of an individual student's skill set and experience. It is important students have parent or guardian support to meet those required obligations.

The "build" and competition season (January-March) is especially demanding on a student's and family's schedule. Practices during this season range from 10-20 hours a week and in-season or regional competitions last three to five days depending on event location. Team OTTO typically qualifies and participates in at least six events during the year: Two In-District Events (Typically in Gainesville), Athens (state championship), Houston (world championship), Indianapolis (invitational event) and again in Gainesville (G.R.I.T.S.). These can occur over four to seven days each. Also, the state championship in Athens typically occurs during the week of Spring Break and the Houston event occurs in April too. It is a hectic and challenging time of year for all involved.

Team OTTO's coach and mentors set attendance requirements for student team members. Students, along with a parent, are responsible for communicating any concern, issue or inability to meet an attendance requirement. A student's participation on the team or qualification to participate in a role or event is impacted based on the level of involvement and attendance record.

#### **7.1.2 Supporting Students at Events**

Parent support for attending events is highly recommended. Students need cheerleaders to help encourage them during tough competitions. Sometimes this encouragement is necessary to keep students focused and safe.

It is mandatory for students and for one of their parents or legal guardians to attend any and all pre-event meetings. This is a condition of a student travelling to and participating in any event. Pre-event meetings communicate event details, travel logistics, as well as team expectations, and student & parent responsibilities.

Parents/guardians are responsible to inform the team coach and provide support for their students who require specialized medical, behavioral or dietary care. Volunteer parent driver chaperones and FCHS staff are not trained professionals in these fields and are not equipped to monitor or manage medical conditions, treatments or strict dietary preferences. Parents whose students have specialized needs are responsible for their care during team events or official functions. This allows all volunteer parent driver chaperones to focus on the security, care and safety of all student team members.

In the case of a student being excused from a team event or function due to any misconduct, the parent or legal guardian will be contacted to travel to the team's location for student's

prompt removal and pick-up. All trip payments and any assigned or implied team credit will be forfeited by the student and parent/guardian.

Finally, parents/guardians are highly encouraged to attend our competition events, especially the last day when we wrap up qualifying matches and reach the tournament final rounds. Students need crowd support and encouragement during tough competitions. It's quite exciting!

### **7.1.3 Financial**

Forsyth Central High School supports the team by providing facilities, staff, and some tools and supplies. FCHS does not provide direct financial funding for other needs. To fill this gap, a student-run Business Team works very hard to secure sponsorships and grants. But if the team doesn't reach its fundraising goal, it can only attend events and pay for robot supplies with the support of parents. Parents should stay informed of the financial status of the team's fundraising efforts and be prepared to cover the financial gap, if necessary. Beginning with the 2017/2018 season, the most current budget and actuals will be posted monthly on the Booster Club page of the team's website.

### **7.1.4 Chaperone**

Team OTTO depends on volunteer parent drivers and chaperones to transport student team members, coach, mentors, robot and team equipment to every event in which it participates. There is no school sponsored transportation. Although students can drive themselves to and from team practices, no student is allowed to drive to a team event or official function. For every four students that participate in a team event or official function, one parent is needed as a driver/chaperone. Simply put, without volunteer parent drivers and chaperones, the team cannot compete.

At the season's start, parents receive a request to volunteer as a driver chaperone from the booster club. Team OTTO utilizes a free online resource, SignUpGenius. Parents select dates for which they can help drive and chaperone. Parents who serve as driver chaperones to events that require overnight travel will have hotel lodging and meal expenses paid for by the team.

A volunteer parent driver chaperone is expected to:

- Complete an online background check.
- Possess a valid, current state driver's license and automobile insurance on the vehicle transporting students.
- Drive students from Forsyth Central High School (or agreed upon meeting location) to the competition event, the team hotel, and eating establishments.
- Be present and supervise students at all times. In the event you need to leave the team/student group (ex: meal orders, supply errand, etc.), please coordinate with another volunteer parent driver chaperone so there is an adult with the students.
- Refrain from smoking around students and consuming alcohol during the trip.

- Order and purchase food, meals, beverages & snacks for the students in your “group.” All food expenses will be reimbursed to you by the booster club.
- Keep all food and gas receipts. Submit those along with a reimbursement request to a booster club board member and payment will be made to you for those approved expenses.

### **7.1.5 Food / Meals**

Parents play a critical function in making sure students are well-fed during meetings, practices and competitions. The organization of meals is managed by a volunteer parent. Typically this is done via Signup Genius and communicated via emails. But each parent on the team must participate in either providing food, providing supplies, or offering financial support for meals. The expenses for meals is not covered in Booster Club fees, so parent participation is critical.

### **7.1.6 Other Volunteer Opportunities**

In addition to volunteering to drive, chaperone, and contribute towards meals, parent volunteers are needed in these areas as well:

- Mentoring students (must pass FIRST & Team OTTO background check)
- Construction of competition field elements
- OTTOBOTICS summer camp work
- Photography / Videography

Please contact the Lead Mentor for information on how you can support the team through these other volunteer opportunities.

## **7.2 Booster Club**

Team OTTO Booster Club Inc is a domestic nonprofit corporation, organized under the laws of the State of Georgia, and is granted a 501(c)(3) tax exemption by the IRS as a public charity. The Booster Club EIN is 81-3323291.

The goals and objectives are to:

- Provide support to the FCHS FIRST Robotics Competition program through fundraising, service projects, community involvement, and school spirit,
- Enhance the program to build pride in the participants and school sponsors and create open community and student support for the team,
- Provide both the necessities and the extras that will enable the program to compete with other top programs in the State of Georgia and the World.

### **For the calendar year of 2018, the Team OTTO Booster Club Inc Board consists of:**

Benjie Aguilar, President, benjie.aguilar@gmail.com

Don Roe, Vice President, dlroe@bellsouth.net

Traci Priego, Secretary, priegos@gmail.com

Marty Comella, Treasurer, [marty@comella.net](mailto:marty@comella.net)  
Robyn Chapman, Member-at-Large, [robin-chapman@hotmail.com](mailto:robin-chapman@hotmail.com)  
Dusty Skorich, Coach & School Liaison, [jskorich@forsyth.k12.ga.us](mailto:jskorich@forsyth.k12.ga.us)

Membership is required for all students participating on Team 1746. Membership fees cover critical expenses the team needs to compete at in-season district events, team uniforms, and a portion of the robotics parts and supplies budgets. Membership fees do not cover state championship nor world championship fees. Membership fees are also used to provide community awareness of our excellent STEM program, as well as allow the team to showcase the robot at various events around the year.

As outlined in the club's bylaws (available for download on the team's website), individual membership in Team OTTO Booster Club, Inc. is open to any parent of whose student participates on the FCHS FRC team, and to other individuals interested in the purpose of the Club, and who are willing to take an active part as a volunteer.

Payment of dues is a requirement of booster club membership. Membership is not transferable. Voting privileges are only permitted by members that have paid their annual Registration Fees and are in good standing with the Club.

The amount of fees for each year are determined by the Booster Club board based on special needs (supplies, tools, etc) of the team for the competition season, the number of events the team is expected to attend, the number of out-of-town events, and the estimated number of students participating on the team. The membership fees are communicated in November via the website and official team communication channels.

The due date for the fees is very carefully timed to occur in December each year. Please be sure to pay your fees on time - failure to do so may jeopardize the success of the team!

To join, download the Membership Application from the team website and return it to the Booster Club.

### **7.3 Fundraising**

Fundraising is a necessity for Team OTTO. Forsyth Central High School covers the facility needs and coaching needs of the team, but do not cover any outside expenses the team has.

The Booster Club fees only cover a small percentage of the entire budget for the team. In 2016/2017, Booster Club fees only covered 15% of the entire budget. To cover the remaining 85% of fees, the team seeks corporate and individual sponsorship from local and national organizations. Most of the sponsorships come via grants. In some cases, these organizations donate in-kind, but the majority of donations are financial.

If the team does not reach its financial goals through fundraising, parents and guardians of students are expected to make up the difference by paying for any remaining team expenses.

The best way to financially support Team OTTO is to seek donations from parents' and guardians' employers. Most companies provide grants or matching donations and are looking for opportunities to support student teams in their local communities. The booster club Board and student-led Business Team can help by providing materials as needed.

Another important way parents and students can support team fundraising is by promoting, advertising, and encouraging participation in our summer robotics program -- OTTObotics! Driving enrollment for the camp will raise significant funds for our team. Work on the camp occurs in the spring with two weeks of camp being offered to kids during early summer.

# SECTION EIGHT



## **Section 8: CONTRACT**

### **8.1 Notes From Leadership**

The leadership of Team 1746 expects all members to read and understand the team handbook. This document serves to outline the rules and policies by which the team will operate. As such it is crucial that all members are familiar and comfortable with the handbook. The leadership team encourages all members to raise any questions, or concerns they have with the handbook for further clarification. The students success and team environment are always first priority for leadership and we strive to create a space where every member is comfortable and can succeed.

### **8.2 Authority of The Handbook**

The rules and policies set forth in this handbook are binding and must be followed by all team members. The handbook may contain additional appendices; all additional appendices should be treated as an extension of this document and are binding. Failure to meet all guidelines and policies in this handbook may result in school disciplinary action and removal from the team. The leadership team reserves the authority to modify the document at any time. Any updates to the handbook will be communicated to the team through Slack and the mailing list. All team members must acknowledge the Authority of The Handbook by signing the contract and forms below.

### 8.3 Student Contract

By signing below I, the student, acknowledge, understand and agree to all points below:

I have read the Team 1746: OTTO handbook and agree to all policies outlined therein.

I understand the expectations of participating with Team 1746: OTTO and will meet all attendance, behavioural, and academic expectations.

I understand that not every team member may be able to travel to all events and agree to meet all expectations of the traveling team if I am selected to travel to an event.

I understand that the tools and equipment used by Team 1746: OTTO can cause serious bodily harm if used improperly. I understand that team members are not permitted to use any tools, equipment, or machinery, unless they have completed the proper safety training associated with the equipment and received the expressed approval of a team mentor to use the piece of equipment. I understand that all equipment must be used with adult supervision.

I consent to allow my photograph, name and comments to appear in media representing Team OTTO 1746.

I agree to behave in a responsible, mature, and graciously professional way when representing Team OTTO 1746

I understand that violation of any of the policies in the handbook may result in school disciplinary actions and or dismissal from Team OTTO 1746

I understand if I feel unsafe or if there is a problem I can bring it to the attention of a team mentor and it will be addressed promptly and privately.

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Student Name, Please print

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Student Signature

---

Date Signed

## 8.4 Parent/Guardian Contract

By signing below I, the parent, acknowledge, understand and agree to all points below:

I have read the Team 1746: OTTO handbook and agree to all policies, including parent expectations, outlined within.

I understand for my student to be considered an active member of Team 1746: OTTO my student must meet all expectations outlined in the Team 1746: OTTO handbook.

I understand that not every team member may be able to travel to all events and understand that my student must meet all travel criteria and expectations if selected to travel to events.

I understand and agree to the safety standards set out for my student by the team handbook.

I consent to my students photograph, name and comments to appear in media representing Team 1746: OTTO.

I understand my student is expected to act in a respectful, responsible, and mature manner, and failure to do so may result in disciplinary action or dismissal from The Team.

I understand if my student feels unsafe in anyway they can bring it to the attention of a team mentor who will address the concern promptly and privately.

I understand my student is expected to act on their own behalf and I agree that if my student has a question or concern that my student will address it with team leadership or a mentor themselves.

---

Parent or Guardian Name, Please print

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Parent or Guardian Signature

---

Date Signed

## 8.5 Competition and Event Contract

### **TEAM OTTO #1746 STUDENT TRIP AGREEMENT** **NAME OF TRIP** **DATES OF EVENT INCLUDING TRAVEL DAYS**

Team OTTO #1746 will compete in the **Name of the Event, dates of event including travel days.**

Team OTTO #1746 strives to create and maintain a safe, positive team environment to which everyone in attendance contributes. Expectations and policies included in this agreement are intended to protect the safety and well-being of all involved as well as uphold the integrity of our booster club and robotics program.

All rules and regulations observed during the school year, including the Forsyth County School Board Code of Conduct and the Acceptable Use of Computers and Network Resources Policy and Guidelines will be in effect throughout the trip.

All students are to respect the personal rights of their peers and to abide by the expectations, instructions and directions of the team coach and parent volunteer driver chaperones traveling with the team.

The team coach for this event is **Name of FRC Coach.**

The estimated cost per student to participate in this event is listed on your student invoice. This includes costs of all food expenses (meals, snacks, beverages) for all students, coach, lead mentor, and required adult chaperones.

Payment is due to the booster club treasurer by **Payment Deadline.** If payment is not received by the due date, the student's registration will be cancelled without notice.

Payment and completed trip forms can be delivered to the booster club treasurer during FRC practice or mailed to:

**Team OTTO Booster Club, Inc./ Attn: Treasurer/ P.O. Box 841, Cumming GA 30028**

***Checks should be made payable to Team OTTO Booster Club, Inc. All payments are final and non-refundable.***

**Parent Initial As Acknowledgement Here:** \_\_\_\_\_

Students will be invoiced gas expenses after the trip and payment of that invoice will be due by **Enter Date**. However, any funds remaining after all trip expenses are calculated will be applied to gas expenses. If those funds pay for the gas expenses, students will not be invoiced those costs. If funds still remain after reimbursing volunteer parent driver chaperones and paying for all trip costs then students will be issued refunds in equal amounts.

**All payments are final and non-refundable.**

**Parent Initial As Acknowledgement Here:** \_\_\_\_\_

Team OTTO Student Team Members are to represent the team and school well and are expected to :

- Follow all policies and procedures outlined in the current year Forsyth Central High School Student Handbook as well as the Forsyth County School Code of Conduct.
- Be a member in good standing with Team OTTO and student with Forsyth Central High School.
- Meet all team and trip obligations leading up to departure date (attend practices, make trip payments, complete assigned tasks, etc.).
- Maintain gracious, professional attitude and behaviors throughout the trip. Be respectful and kind toward teammates, coach, parent volunteer driver chaperones, and during all interactions including but not limited to all event, hotel, and food services employees.
- Inform coach and volunteer parent driver chaperone of any and all medical needs, medications or concerns prior to departure (Ex: food allergy, asthma medications, etc.). Seek approval from coach or lead volunteer parent driver chaperone prior to departure to bring any and all medications or prescriptions.
- Keep any and all social media posts or intra-student communications professional and respectful. Never post the team's location or student whereabouts (GPS tagging included). Be respectful of a student or adult's preference not to have his/her photo or activity posted online or in any social media account. Ask before you post. Keep team communications (Ex: SLACK) within the team channels. No sharing team communications or messages outside the team.
- Honor and participate in the team trip schedule and activities approved by the coach or volunteer parent driver chaperones. No student will be allowed to take part in activities outside the team schedule (Ex: going to a movie, attending another team's function, shopping, staying behind in the hotel, etc.)
- Always keep the coach and volunteer parent driver chaperones informed of student's location and whereabouts. Meet all communication requests and "check points" set by coach or volunteer parent driver chaperones. No student is allowed to leave the venue, hotel property, restaurant or team location, even for a "quick walk."
- Stay out of all swimming pools. No swimming allowed during a team trip.

- Get approval from coach or volunteer adult parent driver chaperone to use any hotel exercise facility or amenity before using. Obey the hours and rules of the amenity.
- Never be alone or unattended at any venue or hotel. No student is allowed to occupy his/her own hotel room. All students must room with same sex teammate or approved adult chaperone of the same sex (preferably his/her parent).
- Be in groups of three or a group of two if of the same sex at all locations and venues. Two students of the opposite sex should not be alone together at any time.
- Maintain hotel room assignments. Students may congregate in public hotel spaces but may not visit or enter hotel rooms of the opposite sex.
- Obey all curfews established by the coach or volunteer parent driver chaperones (in room curfew, lights out/sleep curfew, etc.).
- Honor and follow all policies held by the event venue, restaurants, hotel or any team location. Be a polite guest. Keep quiet and reserve playful or rowdy behavior for the appropriate setting.
- Alert and inform coach or volunteer parent driver chaperone of any student concern, misbehavior, safety or health issue. Bring any concern to the attention of the adults traveling with team and seek to resolve issues with them prior to contacting your parent.
- Give permission to Team OTTO Booster Club, school or school system, sponsors and supporters for student to be photographed, interviewed or videotaped for the school or school system. Information may appear in external or school system print and electronic publications, including yearbooks, television, Team OTTO Booster club website, social media accounts and other locations on the internet.
- Present FRC Coach with a signed letter from parent/guardian should you need to depart the event prior to its conclusion or outside the team transportation plans.

In the event of misconduct, disruptive behavior, challenging the directions of the coach or volunteer parent driver chaperones, or not meeting the commitments of this agreement, students will be excused from participating in the event and their parents will be contacted to travel to the team’s location for student removal and pick-up. All trip payments and any assigned or implied team credit will be forfeited by the student and parent in this case. By signing below, parent agrees to travel and pick up their student within **xx hour(s)**. **Parent Initial As Acknowledgement Here:** \_\_\_\_\_

By signing below we consent to our student/child to receiving any and all medical care during the trip at cost to the parent and hold harmless all adult volunteers involved in the treatment of my student/child. **Parent Initial As Acknowledgement Here:** \_\_\_\_\_

We have read and agree to follow the Team OTTO #1746 Student Trip Agreement.

<p><b>Student Name</b> <i>Please print</i></p>	
--	--

<b>Student Signature</b>	
<b>Date Signed</b>	
<b>Parent or Guardian Name</b> <i>Please print</i>	
<b>Parent or Guardian Signature</b>	
<b>Date Signed</b>	

## **8.6 School Field Trip Forms**



**FORSYTH CENTRAL HIGH SCHOOL  
ACTIVITY/FIELD TRIP PERMISSION FORM**

STUDENT NAME \_\_\_\_\_  
 ID NUMBER \_\_\_\_\_  
 DATE OF ACTIVITY \_\_\_\_\_  
 TYPE ACTIVITY \_\_\_\_\_

DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS OR NEEDS? YES \_\_\_\_\_ NO \_\_\_\_\_  
 PLEASE EXPLAIN THESE NEEDS OR ANY MEDICATIONS THAT YOUR CHILD IS AUTHORIZED  
 TO CARRY. \_\_\_\_\_

INSURANCE COMPANY \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

*I AM AWARE THAT MY CHILD WILL PARTICIPATE IN THIS ACTIVITY AND THAT HE/SHE WILL MISS THE CLASSES INDICATED BELOW. I AGREE TO ASSUME RESPONSIBILITY FOR ANY UNFORSEEN ACCIDENT THAT MIGHT OCCUR DURING TRAVEL OR PARTICIPATION IN THIS ACTIVITY. I ALSO AUTHORIZE ANY EMERGENCY MEDICAL TREATMENT THAT MAY BE NECESSARY. I FURTHER UNDERSTAND THAT MY CHILD IS REPRESENTING OUR SCHOOL AT ALL TIMES DURING THIS TRIP AND MUST COMPLY WITH ALL REGULATIONS OF THE SCHOOL AND OBEY TEACHERS, SPONSORS OR CHAPERONS WHO ARE IN CHARGE OF THIS ACTIVITY. I ALSO UNDERSTAND THAT STUDENTS ARE RESPONSIBLE FOR OBTAINING/MAKE UP OF INFORMATION MISSED IN CLASS.*

**\*\*FOR ALL EVENTS OCCURRING DURING THE REGULAR SCHOOL DAY, STUDENTS ARE EXPECTED AND REQUIRED TO RETURN TO CLASS IMMEDIATELY UPON RETURN TO SCHOOL OR CONCLUSION OF THE EVENT. A STUDENT'S FAILURE TO RETURN TO CLASS IMMEDIATELY UPON RETURN TO SCHOOL OR CONCLUSION OF THE EVENT IS CONSIDERED SKIPPING UNDER THE FCS CODE OF CONDUCT AND WILL RESULT IN DISCIPLINARY ACTION.\*\***

PARENT NAME (PRINT) \_\_\_\_\_ PARENT SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

TEACHERS PLEASE INDICATE BELOW IF THE ABOVE STUDENT MAY MISS YOUR CLASS TO PARTICIPATE IN THE ABOVE LISTED ACTIVITY. STUDENTS MAY BE RESTRICTED FROM ACTIVITY DUE TO FAILING GRADES AND/OR ATTENDANCE.

CLASS	SUBJECT	APPROVE	DISAPPROVED REASON	TEACHER SIGNATURE
1				
2				
3				
4				
5				
6				
7				
Inst. Focus				

**FIELD TRIPS RETURN TO TEACHER SPONSOR.  
 COLLEGE VISITS RETURN TO ATTENDANCE OFFICE.  
 PERMISSION FORMS DUE 10 DAYS PRIOR TO ACTIVITY.  
 BUS PERMISSION AND ROSTER DUE TO TRANSPORTATION 10 DAYS PRIOR TO ACTIVITY.  
 ROSTER DUE TO ATTENDANCE DAY BEFORE ACTIVITY.**

# “BLANKET” PERMISSION TO PARTICIPATE IN A SERIES OF SCHOOL SPONSORED FIELD TRIPS

Sport: \_\_\_\_\_ School Year: \_\_\_\_\_ School: \_\_\_\_\_

I hereby request that \_\_\_\_\_ (Student’s Name-PLEASE PRINT): be allowed to participate in athletic team, band, orchestra, chorus, and/or any series of field trips related to one particular area of study or activity. I understand that transportation may or may not be provided by the Forsyth County School District (District). In the event transportation is not provided by the District, transportation will be the parent’s responsibility.

All team members will ride to an event in school provided transportation with the team. Any athlete who arranges independent transportation to an event, without permission from the coach and the Athletic Director in advance, will be ineligible to compete in that event. All team members will return to their High School in the Forsyth County provided transportation unless a Travel Release form is completed by a parent/guardian (see the head coach). Athletes will only be released to their own parent/guardian from a contest. A parent/guardian must sign out the athlete from the coach at the contest site. If a student and his/her parent makes arrangements for private transportation, they shall not hold the local school, officers, employees or agents responsible for any injury or loss.

Detailed trip information, including destination, date, time of departure, time of return, purpose, and supervision, will be given to the parents/guardians prior to each trip in the series. (Exceptions must be approved by the School Director of Athletics and Principal).

If any emergency medical procedures or treatment are required by the student during the trip, I consent to the trip supervisor(s) taking, arranging for, and consenting to the procedures or treatment in his/her or their discretion.

In consideration of FCSS allowing the student-athlete to participate in athletics, we agree to release and hold FCSS, its athletics coaches and other employees free, harmless, and indemnified from and against any and all claims, suits or causes of action arising from or out of any injury that the student-athlete may suffer from participation in athletics.

**NOTE:** This form must be signed by student if the student is 18 years of age or older.

\_\_\_\_\_  
Name of Student (PLEASE PRINT)

\_\_\_\_\_  
Signature of Student (if 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (PLEASE PRINT)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

---

## TRANSPORTATION WAIVER THIS SECTION MUST BE COMPLETED BY THE PARENT

\_\_\_\_\_  
*NAME OF STUDENT LISTED ABOVE*

All team members will ride to an event in school provided transportation with the team. Any athlete who arranges independent transportation to an event, without permission from the coach and the Athletic Director in advance, will be ineligible to compete in that event. All team members will return to their High School in the Forsyth County provided transportation unless a travel release form is completed by a parent/guardian. Athletes will only be released to their own parent/guardian from a contest. A parent/guardian must sign out the athlete from the coach at the contest site. If a student and his/her parent makes arrangements for private transportation, they shall not hold the local school, officers, employees or agents responsible for any injury or loss.

**TRAVEL RELEASE FORM** – I give my son/daughter permission to ride with an adult chaperone to/from an activity of Forsyth Central High School during the school year. I further understand that I am releasing the school & its staff from my responsibility for any accident that might occur. I also give permission for medical treatment should it be needed.

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE



## 8.7 Transportation Liability Form

### Transportation Waiver

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Student First Name

Last Name

Student ID

All FRC team members will ride to an event in school provided transportation with the team. Any FRC member who arranges independent transportation to a local event, without permission from the FRC Coach and administration in advanced, will be ineligible to compete in the FRC event. All FRC team members will return to their high school in the Forsyth County provided transportation, unless a travel release form is completed by the parent/guardian. **These “Transportation Waiver” releases must be provided and cleared by the FRC coach/ administration prior to an event.** FRC members will only be released to their own parents/guardian from a contest. A parent/guardian must sign out the FRC student member from the coach at the contest site. If a student and his/her parent/guardian makes arrangement for private transportation, they shall not hold the local school, officers, employees or agents responsible for injury or loss.

#### TRAVEL RELEASE FORM

I give my son/daughter permission to ride with an adult chaperone to/from a local FRC activity of Forsyth Central High school during the school year. When using transportation not provided by Forsyth County, I further understand that I am releasing the school and its staff from responsibility for any accident/injury that might occur during transportation to/from the event. I also give permission for medical treatment should it be needed.

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PARENT/GUARDIAN PRINTED NAME

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PARENT/GUARDIAN SIGNATURE DATE

# Team OTTO #1746

Forsyth Central High School



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## PERMISSION TO RIDE HOME FROM ROBOTICS EVENT WITH PARENT/GUARDIAN

*Print and use only if parent is driving student home from event.*

Coach Skorich:

My Child/Children \_\_\_\_\_ (*print names*)

will be riding home with me from \_\_\_\_\_ (*print location*)

on these dates \_\_\_\_\_..

I release Team OTTO 1746, its coach, volunteer parent chaperones, booster club, and FCHS from all responsibility of transporting my child/children from the event.

I understand that I must check out with the FRC coach prior to leaving the event with my child/children.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Parent Name

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Parent Cell Phone #

**8.8 Medical Waiver**

# Team OTTO #1746

Forsyth Central High School



## 2017-18 MEDICAL CONSENT FORM

Parents, please complete and sign this form for each of your students participating on Team OTTO #1746. It will be kept on file for the school year.

<b>Student First &amp; Last Name:</b>	
<b>Student Cell #:</b>	
Student Home Phone:	
<b>Parent/Guardian #1 Name:</b>	
<b>Parent #1 Cell #:</b>	
Parent/Guardian #2 Name:	
Parent #2 Cell #:	
Date of Birth:	
Student Home Address:	
City / State / Zip:	
Is student covered by health insurance?	YES    NO <i>(Circle one)</i>
Does your student take daily prescription medication?	YES    NO <i>(Circle one)</i>  If YES, please list medication name(s):



<p>Does your student have any of the following:</p> <ul style="list-style-type: none"><li>• Heart problems -- yes or no</li><li>• Diabetes -- yes or no</li><li>• Seizures -- yes or no</li><li>• Migraines -- yes or no</li><li>• Motion Sickness -- yes or no</li></ul> <p><i>(Circle yes or no for each one above.)</i></p>	<ul style="list-style-type: none"><li>• Asthma</li></ul> <p>Does your student carry an Inhaler? YES NO <i>(Circle one)</i></p> <ul style="list-style-type: none"><li>• Allergies to Medicines or Foods -- Please list below:<ul style="list-style-type: none"><li>•</li><li>•</li></ul></li></ul>
<p>Does your student carry an Epi-Pen?</p>	<p>YES NO <i>(Circle one)</i></p>

2017-18 MEDICAL CONSENT FORM  
Page Two

Please list any other medical concerns not listed or explained above:


*I certify that all of the information on this form is correct. If the student is injured or becomes sick while participating in robotics activities and the Parent/Guardian is unavailable, I grant permission to the FRC Coach or Chaperones to obtain necessary medical care and/or treatment for the student and hold them harmless for providing care. I accept the financial responsibility for medical care or treatment.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Parent Name