



# **The Flying Toasters Student Handbook**



# South Lyon Community Schools & South Lyon Robotics

## The Flying Toasters

TEAM 3641 HANDBOOK

<b>Introduction</b>	<b>3</b>
<b>About The Flying Toasters</b>	<b>3</b>
<b>Joining the Team</b>	<b>3</b>
Eligibility	3
Team Fees	4
Flying Toaster Camp - \$250	4
FIRST Robotics Competition Season - Required Sponsorship	4
Team Communication	5
Basecamp	5
<b>Member Obligations</b>	<b>5</b>
Attendance	5
Mandatory Meetings	5
Attendance at Competition	6
Out of State Competition Attendance	6
<b>Subgroups</b>	<b>6</b>
Robot Groups	6
Outreach	6
Competition Team	7
Event Machine Shop	7
Support	7
Communication	8
<b>Team Character &amp; Image</b>	<b>8</b>
Behavior	8
Behavior at Events	8
Dress Code	9
Event Dress Code	9
<b>Confidentiality</b>	<b>10</b>
<b>Student Contract</b>	<b>11</b>



## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

TEAM 3641 HANDBOOK

## Introduction

Welcome to The Flying Toasters, FIRST Robotics Competition Team 3641. We are excited to bring you into the team as a Toaster. This handbook will help introduce you to the team, as well as outline the policies and expectations that all Toasters follow.

Every member's commitment and dedication keeps our bread toasted. It is the team's expectation that every toaster will contribute to the goals of the team while aspiring to new heights. We hope that while you are a member of The Flying Toasters, you will have the opportunity to gain valuable skills that will help you later in college and beyond.

## About The Flying Toasters

The Flying Toasters were established in 2011 following five years of involvement in the Oakland County Competitive Robotics Association (OCCRA). Since then, The Flying Toasters have made it their goal to give students the opportunity to work with professionals from industry and business on their interests in Science, Technology, Engineering, Art, and Math. This goal is achieved through the participation in the FIRST Robotics Competition (FRC). The Flying Toasters work to inspire and intrigue students toward academic, career, and personal excellence both during their time as members and beyond.

## Joining the Team

### Eligibility

In order for a student to be a member of The Flying Toasters, they must:

- Read this handbook and sign the contract at the end.
  - Turn in signed contract to Mr. Ronald Weber or Mr. Lucas Burkowski
- Be enrolled at South Lyon high school, South Lyon East high school, or live in the district yet attend International Academy West. Students who are homeschooled are not eligible.
- Maintain Academic Eligibility as per SLCS requirements.
- Follow the South Lyon Community Schools (SLCS) Code of Conduct and school handbooks.
- Have attendance greater than 75% to team meetings.



## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

TEAM 3641 HANDBOOK

## Team Fees

Building robots is expensive. The greatest portion of our yearly budget goes towards materials & tools to build the robot, competition entry fees, & competition travel/lodging and is typically covered by Corporate/Personal Sponsorship fundraising. The remaining budget covers items such as training supplies, team meals, team bonding events, and official team t-shirts.

### Flying Toaster Camp - \$250

Flying Toaster Camp is covered by a non-refundable "South Lyon Robotics" Team Fee of \$250. Every student team member is required to pay the \$250 team fee in order to take part in the summer and fall scheduled team activities. In addition, the student team member must also pay a \$50 "Pay to Participate" fee that the South Lyon City School district requires from each student participating in an extracurricular activities.

**The \$250 team fee is due by June 25th, 2018 to be eligible to receive a summer and fall experience team t-shirt. After this date, you must have this fee paid in order to attend any competitions, team bonding activities, or team meetings. After October 1st, no team fees will be accepted as the team will be formed.**

Checks for the \$250 summer and fall Flying Toaster Camp can be made out to South Lyon Robotics and turned into the team's treasurer.

Checks for the \$50 pay to participate fee can be made out to the high school the student is attending. The check must be turned into the main office of that high school the student is attending during back to school registration.

### FIRST Robotics Competition Season - Required Sponsorship

The Flying Toasters FIRST Competition Season is covered by a non-refundable sponsorship. This sponsorship can be corporate or individual. Every student team member is required to generate sponsorship funding in order to take part in the FIRST Robotics Competition season, from January 1st thru May 1st. The amount to be raised by each student will be posted by September 15th, 2018.

Students are encouraged to work in groups and talk to local businesses in order to reach this goal. When working with groups, the amount of money raised by the group will be split equally among individuals. Any fundraising past the amount responsible will still be submitted for the same year it was raised, and will not "roll-over" to the following year.



## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

TEAM 3641 HANDBOOK

## Team Communication

Most of The Flying Toasters outgoing communications are done through email or the official news page on the team's website. It is required that students keep up to date on outgoing emails, as important information regarding upcoming meetings and dates is often shared. Students are required to check their email and website news page everyday for updates, and team communication.

**Students and Parents that wish to have their email added to the team's outgoing email list should email [southlyonrobotics@gmail.com](mailto:southlyonrobotics@gmail.com) with the subject, *3641 Email List*.**

Complete the contact database at: <https://goo.gl/forms/bM2IAhbiwzwl3l3K3>

The Flying Toasters News page can be found at the following link:

<https://www.theflyingtoasters.org/blog>

## Basecamp

Basecamp is often used by students and mentors to communicate about tasks being completed by the team. Rules regarding basecamp, along with instructions on how to join, can be found at the following link:

<https://goo.gl/L3usGt>

## Member Obligations

### Attendance

Attendance is recorded at the beginning of each mandatory team meeting. An absence will be considered "Excused" in the event of illness, religious holiday, family gathering/emergency, etc. when that information is communicated to the team's coaching staff prior to the scheduled meeting or team event. If a student wishes to participate at a competition, 75% attendance is required through the year.

### Mandatory Meetings

Students are required to attend the following mandatory meetings:

- Monday night communication meetings
- FLL event hosted by The Flying Toasters
- June incoming and returning student kickoff event
- Early January FIRST Robotics Competition Kickoff



## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

TEAM 3641 HANDBOOK

More mandatory meetings may be added to the list and will be emailed/posted to the team.

### Attendance at Competition

Students are asked to attend as many competitions as possible. Attendance will be taken at the beginning of each day at a competition. Students who are absent from one or more days of competition without a demonstrated need will be asked to not participate in the award ceremony at the conclusion of that competition.

### Out of State Competition Attendance

In the event where the team is traveling a long distance to attend an out of state competition, students will be required to let the team coaches know of their attendance before the team leaves for its destination. Due to the nature of travelling long distances, it is not expected that all team members have the ability to travel; therefore, no penalty is given to students who don't attend.

## Subgroups

The Flying Toaster's operate with a set of subgroups that are responsible for many of the teams requirements. Each subgroup is maintained by at least one adult mentor and in most cases, one veteran student. Students who wish to be a part of a given subgroup, are required to talk to the mentor in charge of that group to display their interest in joining. The Flying Toasters divide the subgroups in the following categories:

### Robot Groups

Students in the robot groups help with the development of the FRC robot used in competition, and potentially a practice robot. The following is a list of groups students may join:

- Computer Aided Design
- Fabrication
- Electrical
- Software
- Special Teams

### Outreach

The Flying Toasters have a strong relationship with the surrounding community, in order to further maintain and progress this presence, the outreach team works to organize outreach events. Students can join the following groups:



## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

TEAM 3641 HANDBOOK

- FLL Crumble Rumble
- Demonstrations - Events
- STEAM Classes
- Workshops
- STEAM Partnerships

## Competition Team

The competition team is responsible for all the happenings which occur at a FRC event. Students must apply/interview for placement on the competition team and participate in tryouts. The following is a list of groups students may apply for:

- Drive Team
- Strategy/Scouting
- Chairman's
- Pit Crew
- Toaster Task Force

## Event Machine Shop

Most of the time, the Flying Toasters provide a machine shop at the events to help teams fix and repair their robots. Students will have the opportunity to help and work with many other teams at a given event. The event machine shop is often also responsible for helping maintain the FIRST Robotics Competition field.

## Support

The support team handles logistics and technical items that don't always pertain directly to the robot, but help guarantee the team's success on and off the field. Students can join the following groups:

- Pit/Truck
- Safety
- Machining
- Field/Props
- Event Machine Shop
- Shipping/Receiving & Bookkeeping



## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

TEAM 3641 HANDBOOK

## Communication

In order to develop relationships with members of the community, The Flying Toasters have a Communication team to help foster ways in which the team can reach an audience. The following groups are a part of the communication team:

- Website/Newsletters
- Video
- Media(includes Social Media)
- Basecamp
- News - Press Releases

## Team Character & Image

The Flying Toasters have worked extremely hard to build a good reputation with the surrounding community and other FIRST Robotics Competition teams. Every student member of The Flying Toasters represents the entirety of the team when wearing or displaying The Flying Toasters logo. At certain events, representation may go further than the team, where The Flying Toasters may be representing the City of South Lyon or the State of Michigan.

## Behavior

Students are expected to behave in a professional manner at any given time. This expectation holds true when participating in online communications on behalf of the team. Students are held to the standards set by the South Lyon Community Schools Code of Conduct at all times and locations the team is present.

## Behavior at Events

- Students are expected to be on their best behavior at all times all team members are representing The Flying Toasters, FIRST, South Lyon Community Schools, and all of our sponsors.
- Students must stay in the building or event area within the build. Permission from the coaching staff is needed to leave these areas.
- Students are expected to know what time & match number the team is competing in, changes in the schedule are not an excuse.
- Students are expected to be in the stands BEFORE our match starts and remain there till it is over.
- Do not bring cards, games, tablets, laptops, books, etc to the event site.





## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

#### TEAM 3641 HANDBOOK

The team is NOT responsible for any damage or loss of these types of items.

- If you are asked to do something or stop doing something by a Team Leader, Mentor, or Event Staff please comply without argument.
- Show some team spirit in the stands! Don't wait for someone to start a cheer, start one yourself, cheer for other teams too!
- Check out other teams robots and ask questions of other teams
- Safety glasses MUST be worn in the pits at all times. Please remember to bring your own pair.
- Our pit can get overcrowded quickly, please do not congregate around it blocking aisle ways. If you are asked to clear the area please do so
- The team will be staying at the event until everything we need to complete on the robot is done, this can be up to one hour after the last match is over, including the awards ceremony.
- Win or lose support your teammates and other teams, don't play the blame game
- Do not trash talk about other teams or people for any reason
- Pass out buttons and other giveaways but remember a lot of hard work went into making them so don't go overboard
- If something comes up last minute and you won't be able to make it to the event, please leave a message with the coaching staff. If it occurs the morning of please contact a fellow student and have them let the coaching staff know.
- Unacceptable behavior will affect your ability to attend events in the future.
- Students may not drive themselves to and from events. If your parents are picking you up before the end of the event day, they need to notify the coaching staff ahead of time.

## Dress Code

Due to the nature of the program, safety is a primary concern when regarding a student's outfit. Students are required to come prepared to work in a variety of areas which present various hazards. As a guideline, students must wear closed toed shoes, individuals with long hair must come with a way to tie their hair back, and no sweaters with drawstrings are permitted. It is also required that students follow the dress code as it applies in the South Lyon Community Schools Student Code of Conduct.

## Event Dress Code

In maintaining team image, it is required for students to dress professionally. Students should make no alterations which drastically change the appearance of team shirts or other spirit wear.



## **South Lyon Community Schools & South Lyon Robotics**

### **The Flying Toasters**

TEAM 3641 HANDBOOK

Some examples of alterations that are not permitted include, but are not limited to; cutting off sleeves, tying up shirt to expose midsection, tying up sleeves, and addition of writing or stickers. Students will be given several shirts which pertain to different days of the competition, and it is expected that students wear the appropriate shirt for the given day. Orange season recap shirts for Wednesday/Thursday, blue sponsor t-shirt for Friday, and blue polo shirt for Saturday.

## **Confidentiality**

The Flying Toasters wish to help as many other robotics teams in the community as possible, but wish to do so in a manner that is conducive with critical thought. Because of this, The Flying Toasters require that students do not share any ideas, designs, documents, pictures, or video to any other team not affiliated with The Flying Toasters, without first getting the permission of Mr. Ronald Weber or Mr. Lucas Burkowski. Students found posting or sharing any information within this criteria may be punished to the extent of dismissal from the team.

## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

TEAM 3641 HANDBOOK



## Student Contract

By signing below, I acknowledge that I have read the handbook and agree to the following points:

- I agree to the policies compiled within the handbook
- Participation requires attendance to mandatory events, and I will comply with the schedule of the events.
- The equipment used during construction of the robot can cause serious harm injury if not used correctly. I understand that members are not permitted to use any piece of equipment until they have been instructed on its safe use and are not permitted to use any piece of power equipment without adult supervision.
- I agree and consent to allow my photographs, name, and comments to be published in materials and media related to The Flying Toasters and South Lyon Robotics.
- I understand that failure to follow the policies outlined in this handbook and those outlined by the South Lyon Community Schools Student Code of Conduct may be punishable up to and include dismissal from the team.
- I understand that the website is the primary means of communication, and will do my best to use it as much as possible unless a suitable replacement has been identified.
- I understand that degradation of other students and/or mentors will not be tolerated, and will do my best to ensure a positive work environment is maintained for everyone.
- I understand that the use of proper language is required.
- I understand that my post, emails, and behavior on and off the field not only reflect upon myself, but on the team and sponsors of the team. As such I will act accordingly.
- I will not participate in any form of romantic relationship with any mentor of the team.
- I understand that all disciplinary action will be left up to the coaching staff, and I will respect his decisions, as they are reflected on my actions.
- I will come to each meeting/event prepared to learn and with an attitude of gracious professionalism.
- I will do my best to engage in all meetings that I am present; this includes actively listening to others, and sharing my ideas with the rest of the team.
- I realize that it is rude to speak when others are speaking, so I will do my best not to talk when others are speaking, and I will do my best not to disrupt meetings by talking out of place or distracting others.
- I will make safety in the workshop my highest priority, and will wear workshop appropriate clothing and take required safety measures in doing such. (I.e. close-toe shoe, no loose clothing, loose hair tied back, safety glasses).
- I will not condone the use of, possession of, selling of, or being under the influence of any and all illegal drugs, controlled substances, underage use of alcohol, or tobacco products.



## South Lyon Community Schools & South Lyon Robotics

### The Flying Toasters

#### TEAM 3641 HANDBOOK

- I will respect the belongings of others and the team, and will ask permission of the owner before touching or using his or her property.
- I will promote open and honest communication. I will bring my concerns directly to the responsible party. In the event that lines of communication breakdown I will request a meeting with the board, lead mentor or Jay Obsniuk, as well as other involved parties.
- I understand that there are many tools in the workshop that are very dangerous. If I don't understand how to use a machine/ tool that I was asked to use, I will ask mentors for tips, and follow instructions on how to use the machine/ tool safely.
- If I do not have a job, I will ask others around me if there is a task to complete or if help is needed. If someone gives me a reasonable task to do, I will complete the job to the best of my abilities.
- I recognize that this school activity is governed first and foremost by the SLCS Student Code of Conduct. I pledge to uphold all items of that Code during my participation with the club.
- In situations where a relationship develops or is ongoing between team members, students should follow guidelines outlined in the SLCS student handbook. Furthermore, when students are at competitions and team activities, they should not appear as a couple, but rather as members of the team.



**South Lyon Community Schools & South Lyon Robotics**

**The Flying Toasters**

TEAM 3641 HANDBOOK

**Please Sign and Return to Mr. Ronald Weber or Mr. Lucas Burkowski by June 25th in order to participate in Flying Toasters Camp.**

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**Student Name (Printed)**

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**Student Email**

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**Parent Email(s)**

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**Student Signature**

**Date**

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**Parent Signature**

**Date**