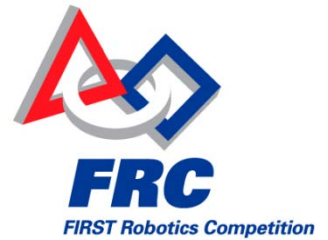


# TEAM ORGANIZATION

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## 2 TEAM ORGANIZATION

### 2.1 OVERVIEW

The most critical aspects of running a team can be preparing for the season and keeping abreast with current information and deadlines. This section provides some helpful information about the mentoring process as well as required and optional team contacts and their roles.

By reviewing these organizational jobs and their tasks, you will get an overview of what some of the project entails, how your team members can share the project workloads, how to keep team members and mentors up to date, and monitor deadlines.

### 2.2 GETTING STARTED

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

#### 2.2.1 Guides, Handbooks, and Other Helpful Resources

The following documents are available at this web page:

<http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=5504>

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

For help with other practical aspects of the competition, refer to the “Resources” flyout on the left hand side of the FRC Home page at <http://www.usfirst.org/roboticsprograms/frc/default.aspx?id=966>. Here you will find sponsorship links, tutorials, technical links for programming and pneumatics, ideas for team sustainability, mentoring resources and other assets.

Safety is an integral part of the *FIRST* programs. Be sure to read the safety page at <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=470> where you will find the link for the “*FIRST* Robotics Competition Team Safety Manual.” Start your season off by assigning a safety captain, creating safe work places, and establishing a safe work ethic.

#### 2.2.2 Scholarship Opportunities

Students, parents, and teachers should be aware of the wonderful scholarship opportunities for participating students at <http://www.usfirst.org/aboutus/content.aspx?id=508>. Students should work on their applications before the season gets too busy. It is important to pay attention to the associated deadlines.

### 2.3 THE TEAM INFORMATION MANAGEMENT SYSTEM (TIMS)

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

- 1) Main Contact;
- 2) Alternate Contact; and
- 3) Shipping Contact.

The Main, Alternate and Shipping Contacts must be adults. The Main and Alternate Contacts will receive the majority of the e-mail communications from *FIRST*, and they are usually in charge of disseminating the information to the team. However, the majority of these emails are posted at <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=6616> and are available to all team members. The Main and Alternate Contacts are also responsible for keeping the team’s TIMS record up to date.

The Shipping Contact must be familiar with all aspects of shipping the team's robot. He/she will also receive any program-related shipments.

## **2.4 SUGGESTED LEADERSHIP ROLES**

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

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

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

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

## 2.4.1 Main Contact Responsibilities

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

Communications:	Receive <i>FIRST</i> communications and reply when necessary. Review <i>FIRST</i> Safety Policies/Procedures and ensure all team members have this information.
Contact Information:	Keep all contact information up to date. Arrange for up to date alternate mailing addresses and phone number to be available in TIMS for use during vacations or team travel.
Event Information:	Register for events and supply all event-related information required in TIMS
<i>FIRST</i> Information distribution:	Receive and disseminate all information from <i>FIRST</i> , including E-mail Blasts and Updates from the website, and handle replying/complying with <i>FIRST</i> requests.
FedEx Donation:	Confirm the Shipping Contact understands the FedEx donation process and use of the on-line FedEx Shipping Administration System. See <u>Section 4 – Robot Transportation</u> of the FRC Manual.
On-Line Submissions	Ensure submissions of Woodie Flowers, Website, Chairman’s, and other Awards by the respective deadlines. Find details in the “Awards” section of the FRC Manual.
Participation Medallions:	Ensure they are obtained at team’s initial event. Refer to <u>Chapter 3 - At the Events</u> of the FRC Manual for details.
Registration:	Register the team for events.
Consent and Release Forms:	Please refer to <u>Chapter 3- At the Events Section 3.8.1</u> of the Team Manual for more information regarding the Consent and Release form.
Safety:	Work together with your team’s Safety Captain and entire team to ensure safety while working and traveling.
Scholarship Opportunities:	Keep students/teachers informed about scholarship opportunities well in advance of the deadlines. <a href="http://www.usfirst.org/scholarships">http://www.usfirst.org/scholarships</a>
Team logon and password:	Receive, and keep confidential, your TIMS logon and password.
TIMS (Team Info System):	Maintain and update team’s TIMS record.
Track Twitter Feed	Monitor the FRC Twitter Feed for announcements about updates, news and important information
Updates and archived e-mails:	Disseminate e-mails and web “Updates” information to relevant sub-teams. Refer to web for archived e-mails.
UPS, FedEx, USPS Account Number for TIMS:	Enter the team’s account number in the TIMS. A sponsor or your school may let you use their account, or you can get a number from a shipping company’s website.
Website Calendar:	Monitor the <i>FIRST</i> website calendar for changes, additions at: <a href="http://usfirst.org/roboticsprograms/frc/content.aspx?id=454">http://usfirst.org/roboticsprograms/frc/content.aspx?id=454</a>
Judges’ Page:	Enter this submission into the TIMS by the deadline.

## 2.4.2 Alternate Contact Responsibilities

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

Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary. <u>Chairman's Award (CA) project</u> – Collect information about, and document, the successes and accomplishments of the team. Organize the CA submission for the team and help prepare the CA presentation to be given to the judges at the event. Please refer to Team Manual, <u>Chapter 5 – The Awards</u> for more information about the Chairman's Award.
Contact Information:	Provide current contact information for the TIMS, including an alternate phone number and address in case <i>FIRST</i> has to make contact during vacation or while the team is traveling.
Public Relations:	Confer with Main Contact. Notify Public Relations Contact of any upcoming team fundraising or events.
Safety:	Work with team's Safety Captain to ensure safety while working and traveling.
Shipping:	Be familiar with the shipping and drayage responsibilities and deadlines in case the Shipping Contact needs help.
Scholarship Opportunities:	Inform students of scholarship opportunities and their deadlines. <a href="http://www.usfirst.org/scholarships">http://www.usfirst.org/scholarships</a>
Support:	Provide any support the Main Contact or team may need.
Team Logon and Password:	Receive and keep confidential your TIMS logon and password.
Vacation Coverage:	The Main Contact and the Alternative contact will receive and be asked to disseminate <i>FIRST</i> communications.
Website Calendar:	Monitor the <i>FIRST Website</i> calendar for changes, additions.

### 2.4.3 Shipping Contact Responsibilities

This person is responsible for handling both shipping (or bagging) your robot and receiving any items shipped from FIRST to the team.

Kit of Parts:	<p>If your team opted to pay for your Kit of Parts shipment (i.e. elected the “Team Pays” choice in the TIMS), confer with Main/Alternate Contact to ensure that the shipping address in the TIMS is correct.</p> <p>If your team wants to pick up the kit, make sure the Main Contact meets the deadline for this TIMS entry. Designate an adult mentor to pick up the kit at a Kickoff.</p> <p>If your team wants to designate another team to pick up the kit, make sure the appropriate paperwork is delivered to <i>FIRST</i> by the Monday, January 4, 2010.</p>
Communications:	Receive relevant <i>FIRST</i> communications, replying and forwarding when necessary.
Contact Information:	Provide the Main Contact with current contact information for the TIMS, including an alternate phone number to enable <i>FIRST</i> contact during vacation or while the team is traveling.
Robot Shipment	<p>Read <a href="#">Chapter 4 - Robot Transportation</a> in the FRC Team Competition Manual and download the Shipping and Drayage document(s) for your event(s) at:  <a href="http://www.usfirst.org/community/frc/regionalevents.aspx?id=430">http://www.usfirst.org/community/frc/regionalevents.aspx?id=430</a></p> <p><b>Be familiar with and conform to the following:</b></p> <ul style="list-style-type: none"> <li>* Deadlines/specifications for shipping your robot crate.</li> <li>* Customs requirements if you ship over a border.</li> <li>* The drayage system and its deadlines and rules On-time robot arrival at each event within the <i>FIRST</i> rules.</li> <li>* Bag and Tag requirements and procedures.</li> </ul>
FedEx Donated Shipments	<p>Receive and safeguard any shipping paperwork the team is given at Kickoff. The FEDEX donation can save your team hundreds of dollars on shipping your robot. Carefully guard the shipping documents. Bring them to the team’s events and use them as specified in manual <a href="#">Chapter 4 – Robot Transportation</a>.</p> <p><b><u>NEITHER <i>FIRST</i> NOR FEDEX WILL REPLACE LOST SHIPPING DOCUMENTS.</u></b></p>
Team's FedEx, UPS or USPS Account Number:	<p>Provide the Main or Alternate Contact with a shipping account number for the TIMS. This could directly impact the missing, defective, or broken parts replacement system for your team.</p> <p>Sponsor/school may let team use its shipping account, or obtain a number from the companies’ websites.</p>

## 2.5 RECOMMENDED ADDITIONAL CONTACTS

### 2.5.1 Travel Contact Responsibilities

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

Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary.
Travel Pricing:	Obtain, consider, and compare travel costs prior to registering for an event(s). The web has many opportunities to compare airfares. Ask for group rates to see if that is a good option. Is bussing an option?
Contact Information:	Provide up to date contact information for the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Hotel Reservations:	<u>Regionals</u> : Refer to <u>Chapter 1 - Communications</u> section of the Manual for hints and good advice on choosing team hotels. <u>Championship</u> : Use the <i>FIRST</i> vendor, Steele Meetings, Inc., located on the website, to obtain reasonable hotel packages.
Manual and Website:	Refer to the “Site Info” on the website for special travel/parking instructions. Bring the directions for the venue.
Stores/Supplies:	Refer to the <u>Chapter 3 - At the Events</u> portion of the Manual to find links to various types of stores, such as printing, supplies, hardware. Find stores near your chosen event and print out the directions to them.

### 2.5.2 Public Relations Contact Responsibilities

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

PR Updates:	Responsible for receiving and disseminating any PR updates issued by <i>FIRST</i> , and using them to the team's advantage in local newspapers, as well as TV/radio stations.
Fundraising:	The team would be wise to advise this person of any fundraising activity or team appearances at least two weeks before the date so that advance notification of the event can be prepared and sent to media contacts.
Sponsors:	Send any PR information to current sponsors all during the year, and prepare “marketing” materials to attract potential new sponsors.
Contact Info.	Provide up to date contact information to the Main Contact for the TIMS.
Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary. Supply up to date contact information to Main Contact for the TIMS.

### 2.5.3 School Contact Responsibilities

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

Communications:	Receive school related team e-mails. Provide information/reply if necessary. If no one is specified to work on the following projects, work with Main Contact to make sure students get them done. Refer to the web <i>Calendar of Important Deadlines</i> . <a href="http://usfirst.org/roboticsprograms/frc/content.aspx?id=454">http://usfirst.org/roboticsprograms/frc/content.aspx?id=454</a> Monitor Award due dates. Please refer to the Team Manual – Chapter 5 – The Awards.
Contact Info.	Provide up to date contact information for the Main Contact/the TIMS
Public Relations:	Notify Public Relations Contact of any upcoming team fundraising or events. Confering with Main Contact.
Safety:	Stress safety whenever possible.
Scholarships:	Inform students early about scholarship opportunities and deadlines, and encourage and assist those interested in applying for them.

### 2.5.4 Corporate / University Contact Responsibilities

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

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

## 2.5.5 Technical Contact Responsibilities

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

Communications:	Receive relative team e-mails. Provide information/reply if necessary. Keep the rest of the team apprised on your technical successes/failures. Ask for help/ideas.
Contact Information:	Provide up to date contact information for the Main Contact and the TIMS. Provide an alternate phone number and address in case <i>FIRST</i> needs to make contact during vacation or while the team is traveling.
Pre-Ship Inspection:	Work with the team members to perform a robot inspection before your robot ships. Use the Inspection Sheet that will be listed in Team Manual <u>Chapter 8 – The Robot</u> after Kickoff. This inspection will show where problems are so you can correct them before shipment. It will also provide the students with information they will need to know during the on-site, pre-competition inspection since the inspectors will be asking the students questions.
Public Relations:	Notify Public Relations Contact when your robot nears completion or when you have an opportunity to show off your robot. If the PR contact is not available, notify local media of any upcoming team fundraising or events. Plan these opportunities with your Main Contact.
Safety:	Stress safety and ensure safe working conditions, safety glasses use, etc...
Scholarships:	Encourage students to try for engineering and technical scholarships. Inform them of the deadlines.

## 2.6 OTHER IMPORTANT TEAM POSITIONS

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

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

### 2.6.1 Game Rules Monitor Responsibilities

Learn Game Rules:	Read and understand the rules of the game and communicate them to the team members so they know the ins and outs of the game.
Know Point System:	Be sure the team understands the system; implement the best strategy.
Know Penalties:	Be sure all mentors and operators know and understand all penalties.
Learn Web System:	Check the on-line Manual for rules, changes, and web-based question and answer system. Online manual is at <a href="http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=452">http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=452</a> . Q&A is at <a href="http://forums.usfirst.org">http://forums.usfirst.org</a>
Monitor Team Updates:	Communicate any changes, written in the updates, to the team. Team Updates are at <a href="http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=450/">http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=450/</a> . News and Email Blasts are at <a href="http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=6616">http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=6616</a> .

## 2.6.2 Safety Captain Responsibilities

Read FRC Team Safety Manual:	Print and read the “ <i>FIRST</i> Robotics Competition Team Safety Manual.” Meet with the team and go over the manual with everyone.
Read FRC Competition Manual:	Read "Courtesies and Rules" section in <u>Chapter 3 -At the Events</u> section of the Manual. Meet with team members and decide what the team deems important in the safety area. Diplomatically enforce their findings.
Home Work Site:	Obtain enough safety glasses for the team. Ensure all persons wear them over their eyes when working on the robot or in the "work" vicinity. People who wear glasses must have regulation safety glasses with side shields or wear safety goggles over their glasses. Make sure the work area is safe and the floor is clear at the team’s workplace and at the events.
Safety Policies:	Review Safety Policies and Procedures in the “ <i>FIRST</i> Robotics Competition Team Safety Manual.” and inform the team of the mandates and suggestions. Encourage all team members and mentors to read the document, follow the suggestions, and become familiar with the safety awards. Suggest that the team build a robot cart if it doesn’t have one.
Use Courtesy:	At all times, think with a "Gracious Professionalism" <sup>TM</sup> attitude. Be courteous and helpful, not bossy or rude. This position is one that should make teams aware of safety issues and make team members want to improve conditions, not balk at the methods <i>FIRST</i> uses to ensure a safe environment. Use common sense and good judgment when bringing an infraction to someone’s attention. Please be kind and positive because the Safety Captain is an ambassador for your team.
At the Events:	Bring enough safety glasses for the team and all guests. Make sure persons who will unpack your robot crate will have glasses to wear as they arrive at the Pit, and make sure all persons wear safety glasses/goggles properly. Be sure your team transports and lifts the robot safely. Know where the EMT area is, and report any injuries to the Pit Supervisor at the time of injury or treatment. Discourage running in the Pit or Competition Arena, and work with the green-shirted Safety Advisors to keep things safe and the Pit aisles clear. Bring any serious safety infractions, such as metal grinding or open flames to the attention of the Pit Supervisor, as well as any blatant discourtesies.
Safety Tokens	Be familiar with the safety awareness program outlined in the safety manual. Familiarize your team members with the program and associated safety contest at the Regionals and Championship. Bring something to store them in at the events.