

Team Organization



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2 TEAM ORGANIZATION

2.1 OVERVIEW

This section provides teams with suggestions for organizing a team, keeping team members up-to-date, and spreading the workload.

2.2 KEEP CONTACT RECORDS CURRENT IN TIMS

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

Please keep your team record up-to-date. We also suggest that you keep a hard copy of your team's contact information. Use pencil so you can make changes and distribute updated copies to the team.

2.3 DISTRIBUTE INFORMATION

Distributing information received from *FIRST* Headquarters is important. The Main and Alternate Contacts will receive the majority of communications from *FIRST*. He or she should disseminate information to relevant team and sub-teams members.

Highlighting specific topics of the communication is recommended. Reminding team members of specific responsibilities and impending deadlines is essential. A team bulletin board for *FIRST E-mail Blasts*, team happenings, meeting times, and deadlines is recommended.

2.4 SUGGESTED LEADERSHIP ROLES

This section recommends various team contact duties and responsibilities that are essential to maintain the competitive team effort in this season. ***Main Contacts must be adults, not pre-college students.*** Your team will ultimately decide which individual duties will be adopted and ensure that the individuals selected are up to the assigned tasks. It is the responsibility of these team leaders and other team members to establish, instill, and enforce team rules with regard to sportsmanship and conduct codes.

It is important that team members share the workload and equally commit to the team's success. Please make sure the team leaders understand each other's roles and can cover for each other if necessary.

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

2.5 REQUIRED CONTACT POSITIONS FOR TIMS

1. Main Contact
2. Alternate Contact
3. Shipping Contact

2.5.1 Main Contact

The Main Contact is the main source through which most information flows from *FIRST* to the team.

Main Contact's Responsibilities	
Team logon and password:	Receive, and keep secret, her/his Team Information Management System (TIMS) logon and password.
TIMS (Team Info System):	Maintain and update TIMS record.
Registration:	Register the team for events.
Communications:	Receive <i>FIRST</i> communications and reply when necessary. Review Safety Policies and Procedures on the <i>FIRST</i> website and ensure all team members have this information.
<i>FIRST</i> Information distribution:	Receive and disseminate all information from <i>FIRST</i> , including E-mail Blasts and Updates from the website, and to handle replying/complying with <i>FIRST</i> requests.
Scholarship Opportunities:	Keep students/teachers informed about scholarship opportunities well in advance of the deadlines.
Updates:	Disseminate e-mailed and web "Updates" information to relevant sub-teams.
Event Information:	Supply event information to <i>FIRST</i> , via TIMS.
Contact Information:	Verify up-to-date alternate mailing addresses and phone numbers are posted to TIMS for use during vacations or team travel.
UPS, FedEx, Purolator Account Number for TIMS:	Enter the team's UPS or FedEx number for TIMS. This is mandatory. The Shipping Contact should obtain this and provide it to the Main Contact. A sponsor or your school may let you use their account, or you can get a number from either shipping company's website.
Website Calendar:	Monitor the <i>FIRST</i> website calendar for changes, additions.
Yearbook Page:	Enter this submission into TIMS by the deadline.
On-Line Submissions	Ensure submissions of Woodie Flowers, Website, Chairman's, and other Awards by the respective deadlines.
NEW: FedEx Donation:	Confirm the Shipping Contact understands the FedEx donation process and use of the on-line FedEx PassKey System. See Section 6 – Transportation of this manual.
Release Forms:	Designate someone to distribute Release Forms and collect the completed signed forms. The Forms must be presented at the team's initial competition registration of the season. NOTE: The forms for students under 18 require a parent/legal guardian's signature. They are required for: a. Kickoff events b. Any of the <i>FIRST</i> Regional or Championship events. If a person does not attend the team's initial event, he/she must still provide one at a subsequent event. You must turn them in at that event.
Safety:	Work together with your team's Safety Captain and entire team to ensure safety while working and traveling.
Participation Medallions:	Ensure they are obtained at your team's initial event. See Section 7.10 –At the Event of this manual for details.

2.5.2 Alternate Contact

This person is the Main Contact's "right hand" and is important in the team's structure. This person should share the team administrative duties, and be ready to help in ways the team decides.

Alternate Contact's Responsibilities	
Team Logon and Password:	Receive, and keep secret, her/his Team Information Management System (TIMS) logon and password.
Support:	Provide any support the Main Contact may need.
Contact Information:	Provide the Main Contact with current contact information for TIMS.
Vacation Coverage:	The Main Contact and the Alternative contact will receive and be asked to disseminate <i>FIRST</i> communications.
Alternate Information:	Provide an alternate phone number and address in case <i>FIRST</i> has to make contact during vacation or while the team is traveling.
Scholarship Opportunities:	Inform students about scholarship opportunities and associated deadlines.
Public Relations:	Confer with Main Contact. Notify Public Relations Contact of any upcoming team fundraising or events.
Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary. Chairman's Award project - Ensure any unusual stories about the team's overcoming obstacles are included in the Chairman's Award submission.

2.5.3 Shipping Contact

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

Shipping Contact's Responsibilities	
Contact Information:	Provide the Main Contact with current contact information for 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.
Team's UPS, Purolator, or FedEx Account Number:	Provide the Main Contact with a shipping account number for the Team Information Management System (TIMS). This is a necessary and a mandatory portion of the <i>FIRST</i> system and directly impacts the missing, defective, or broken parts replacement system for your team. (A sponsor or your school may let you use their shipping number, or you can get a number from the company's websites).
Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary.
Robot Shipment:	<ol style="list-style-type: none"> 1. Read the "Robot Transportation" Manual Section 6 and download your event(s) from the Events portion of the website, "Site Info." http://www.usfirst.org/robotics/2006/rgevents.htm 2. Be familiar with and conform to the following: <ul style="list-style-type: none"> • Deadlines and specifications of shipping your robot • The drayage system and its deadlines and specifications • On-time robot shipment and within the <i>FIRST</i> specifications. 3. Domestic Teams: Be completely familiar with the FedEx on-line PassKey system and print airbills. 4. Foreign and teams from AK, PR, HI: Become familiar with the FedEx donation system and keep airbills safe.
FedEx Donated Shipments: Obtain and maintain airbills	<p>Read the "Robot Transportation" Manual Section 6 and become familiar with the FedEx shipping donation, its specifications, and related on-line PassKey system for the contiguous states.</p> <p>Write down the airbill storage place, and tell someone else where they are in case you forget their location. The airbills are not replaceable.</p>

2.6 RECOMMENDED ADDITIONAL CONTACTS

2.6.1 Travel Contact

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

Travel Contact's Responsibilities	
Manual and Website:	Become familiar with any Travel Contact duties.
Comparative Pricing:	Obtain, consider, and compare travel costs prior to registering for an event(s). The web has many opportunities to compare airfares.
Hotel Reservations:	THS is a company that obtains reasonable hotel packages for <i>FIRST</i> teams. Look on the website for this benefit. Obtain and remember any password or logon for using the reservation system. Conform to the <i>FIRST</i> guidelines and deadlines regarding travel.
Contact Information:	Provide up-to-date contact information for 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.
Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary.

2.6.2 Public Relations Contact

This person's role in advertising the team's goals and accomplishments is critical.

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

2.6.3 Corporate / University Contact

This contact provides information about the team to the University or Corporation sponsoring the team.

Corporate/University Contact's Responsibilities	
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.
Scholarships:	Inform students about scholarship opportunities and deadlines. Encourage and assist students interested in applying for scholarships
Communications:	Receive related team e-mails. Provide information if necessary.
Contact Information:	Provide up-to-date contact information for the Main Contact and 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.

2.6.4 School Contact

This adult representative is responsible for knowing and enforcing all school rules regarding team participation. A teacher or principal may be best qualified for the role.

School Contact's Responsibilities	
Public Relations:	Notifying Public Relations Contact of any upcoming team fundraising or events. Conferring with Main Contact.
Scholarships:	Inform students about scholarship opportunities and deadlines. Encourage and assist students interested in applying for scholarships.
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. Check with other team mentors for information. <ol style="list-style-type: none"> 1. Chairman's Award project - Continuously help record/document any unusual stories about the team overcoming obstacles during the year. 2. Woodie Flowers Award 3. Yearbook Page. (Look in on-line Manual, "Awards Section.") 4. Website Award 5. Autodesk Awards
Contact Information:	Provide up-to-date contact information for the Main Contact and TIMS
Safety:	Stress safety whenever possible.

2.6.5 Technical Contact

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

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

2.7 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 agree and find responsible candidates. *FIRST* does not need their contact information in 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 first event for each team's Safety Captain. If a team has more than one captain, these persons can take turns wearing the badge at the events.

2.7.1 Game Rules Monitor

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

2.7.2 Safety Captain

This person can be an adult or student.

Safety Captain's Responsibilities	
Read Manual:	<ul style="list-style-type: none"> • Read "Courtesies and Rules" in the "At the Events" section of the Manual. • Meet with team members and decide what the team deems important in the safety area. Diplomatically enforce their findings.
Home Work Site:	<ul style="list-style-type: none"> • Obtain enough safety glasses for the team. Make sure all persons wear them over their eyes when working on the robot or in when they are 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.
Safety Policies:	Review Safety Policies and Procedures on the <i>FIRST</i> website and ensure all team members have this information and understand the importance of each person following them.
Use Courtesies:	<p>At all times, think with a "gracious professionalism" attitude.</p> <p>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 we use to ensure a safe environment. Use common sense and good judgment when bringing an infraction to a team's attention. Please be kind and positive. The Safety Captain is an ambassador for your team.</p>
At Competitions:	<ul style="list-style-type: none"> • Bring enough safety glasses for the team and its guests. • Make sure persons who will unpack your robot crate will have them to wear as soon as they arrive. • Make sure all persons wear safety glasses/goggles properly. • Know where the EMT area is. • Report any injuries to the Pit Supervisor at the time of injury or treatment. • Discourage running in the Pit or Competition Arena. • Help keep 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.