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## 2. TEAM ORGANIZATION

### 2.1 OVERVIEW

This section provides teams with some suggestions for organizing a team.

### 2.2 COMPETITORS MUST BE PRE-COLLEGE STUDENTS

FIRST Robotics teams are made up of students, mentors, and volunteers. The FIRST Robotics Competition (FRC) mission focuses on high school and middle school-aged students. *The actual playing/competing teams consist of pre-college students.*

If college students or adults participate on the team, they must do so in a mentorship role. One mentor, or coach, can be on the playing field if he/she wears the mentor badge, but he/she is not allowed to operate the control system or score in any way.

### 2.3 KEEP CONTACT RECORDS CURRENT IN TIMS

An important factor for all participating team contacts is the ability for FIRST and team members to contact them easily at all times during the year. Each contact person should inform the team's Main Contact of any change in phone number or physical/e-mail address so he/she can update the Team Information Management System (TIMS). FIRST asks for more than one phone number and e-mail address so we can get in touch with team contacts during vacations, school shutdowns, and while the team is traveling. Please keep your team record up-to-date.

There is a web location for a form in the *Overview* portion of the *Communications* section that you can download and use to keep track of your team contact information. We suggest that you use pencil so you can make changes. You may want to make copies and distribute them to the team.... remember to provide them with any changes.

### 2.4 NEW 2005 - DISTRIBUTE TIMELY INFORMATION

It is important to distribute information you receive from FIRST Headquarters. The Main Contact will receive the majority of communications from FIRST. He or she should disseminate information to relevant team sub teams and team members.

Besides forwarding the e-mails, it may be a good idea to highlight specific areas of the communication and remind team members well in advance of a specific responsibility or an impending deadline. A team bulletin board might be a good idea for FIRST E-mail Blast postings, team happenings, meeting times, and deadlines.

### 2.5 SUGGESTED LEADERSHIP ROLES

This section provides some insight into what the various team contacts' duties and responsibilities will be during the year. *Main Contacts must be adults, not pre-college students.* Your team will ultimately decide what individual duties will be and ensure that the individuals 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 read below, examine the roles, and perhaps compare recommended qualities and abilities of your mentors from a FIRST perspective. *Of course, team structure is the team's prerogative; the following are only suggestions.*

## 2.5.1 Main Contact

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

<b>Main Contact's Responsibilities</b>	
Team logon and password:	Receiving, and keeping secret, the Team Information Management System (TIMS) logon and password information.
TIMS (Team Info System):	Maintaining and updating TIMS.
Registration:	Registering the team for events.
Communications:	Receive FIRST communications and reply when necessary. Review Safety Policies and Procedures on the FIRST website and ensure all team members have this information.
FIRST Information distribution:	Receiving and disseminating all information from FIRST, including e-mail blasts and updates from the website, and complying with FIRST requests.
Scholarship Opportunities:	Informing students/teachers about scholarship opportunities well in advance of the deadlines.
Updates:	Disseminating e-mailed and web "Updates" information to relevant sub-teams.
Event Information:	Supplying event information to FIRST, via TIMS.
Contact Information:	Supplying an alternate mailing address and phone number for TIMS for use during vacations or team travel.
UPS/FedEx Number for TIMS:	Entering 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 theirs, or you can get a number from either shipping company's website.
Website Calendar:	Watching the FIRST website calendar for changes, additions.
Yearbook Page:	Inputting this submission into TIMS by the deadline for each.
On-Line Submissions	Woodie Flowers, Website, and Chairman's Awards by deadline.
FedEx Donation:	Working with the Shipping Contact to ensure FedEx donation documents (air bills) are in a secure place. They are a part of the Kit of Parts and are not replaceable.
Release Forms:	Designating someone to pass out the Release forms and collect the completed, signed forms, and bringing them to the team's first event. The forms for students under 18 require a parent/legal guardian's signature. They are required for: <ul style="list-style-type: none"> <li>a. Certain Kickoff events</li> <li>b. Any of the FIRST Regionals or Championship events. If a person does not attend the team's initial event, he/she must provide one to you for the subsequent event. You must turn them in at that event.</li> </ul>
Safety:	Working with the Safety Captain and entire team to ensure safety while working and traveling.

## 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.

<b>Alternate Contact's Responsibilities</b>	
Support:	Provide any support the Main Contact may need.
Contact Information:	Provide the Main Contact with current contact information for TIMS.
Vacation Coverage:	If the Main Contact goes on vacation, this person may be asked to receive and disseminate FIRST communications.
Alternate Information:	Provide an alternate phone number and address in case FIRST needs to make contact during vacation or while the team is traveling.
Scholarship Opportunities:	Inform students about scholarship opportunities and deadlines
Public Relations:	Confer with Main Contact. Notify PR Contact of any upcoming team fundraising or events.
Communications:	Receive relevant FIRST communications and reply when necessary. Chairman's Award project - Document any unusual stories about the team overcoming obstacles.

## 2.5.3 Shipping Contact

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

<b>Shipping Contact's Responsibilities</b>	
Support:	Providing any support the Main Contact may need.
Contact Information:	Providing the Main Contact with current contact information for TIMS. Providing an alternate phone number and address in case FIRST needs to make contact during vacation or while the team is traveling.
Team's UPS/FedEx Number:	Providing the Main Contact with a UPS or FedEx number for the Team Information Management System (TIMS). This is a necessary and a mandatory portion of the FIRST system and directly impacts the defective / 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 either company's website).
Communications:	Receive relevant FIRST communications and reply when necessary.
Robot Shipment:	<ol style="list-style-type: none"> <li>1. Read the "Robot Transportation" Manual section and download your event(s) from the website, "Site Info." . <a href="http://www.usfirst.org/robotics/2005/rgevents.htm">http://www.usfirst.org/robotics/2005/rgevents.htm</a></li> <li>2. Being familiar with and conforming to the following: Deadlines and specifications of shipping your robot The drayage system and its deadlines and specifications</li> <li>3. Ship robot on time and within the FIRST specifications.</li> <li>4. Ensure that Main Contact has team's FedEx or UPS shipping account number for TIMS. This is for replacement parts expedited shipping, should you request it.</li> </ol>
FedEx Donation/Documents:	Read the "Robot Transportation" Manual section and become familiar with the FedEx shipping donation and its specifications. You will receive a packet regarding the donation in January or early February. Read the materials. Put the instructions and airbills in a safe place. Write down the storage place, and tell someone else where they are in case you forget their location. The airbills are not replaceable.

## 2.5.4 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.

<b>Travel Contact's Responsibilities</b>	
Manual and Website:	Becoming 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 FIRST teams. Look on the website for this benefit. Obtain and remember any password or logon for using the reservation system. Conform to the FIRST guidelines and deadlines regarding travel.
Contact Information:	Provide up-to-date contact information for TIMS. Provide an alternate phone number and address in case FIRST needs to make contact during vacation or while the team is traveling.
Communications:	Receive relevant FIRST communications and reply when necessary.

## 2.5.5 Public Relations Contact

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

<b>Public Relations Contact's Responsibilities</b>	
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. Provide an alternate phone number and address in case FIRST needs to make contact during vacation or while the team is traveling.
Communications:	Receive relevant FIRST communications and reply when necessary.

## 2.5.6 Corporate / University Contact

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

<b>Corporate/University Contact's Responsibilities</b>	
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 FIRST needs to make contact during vacation or while the team is traveling.

## 2.5.7 School Contact

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

<b>School Contact's Responsibilities</b>	
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 get them done: 1. Chairman's Award project - Document any unusual stories about the team overcoming obstacles. 2. Woodie Flowers and 3. Yearbook Page. (Look in on-line Manual, "Awards Section.")
Contact Information:	Provide up-to-date contact information for the Main Contact and TIMS. Provide an alternate phone number and address in case FIRST needs to make contact during vacation or while the team is traveling.

## 2.5.8 Technical Contact

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

<b>Technical Contact's Responsibilities</b>	
Public Relations:	Notify Public Relations Contact when your robot nears completion or when you have an opportunity to show off your robot. 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 - Document any unusual stories about the team overcoming obstacles.
Contact Information:	Provide up-to-date contact information for the Main Contact and TIMS. Provide an alternate phone number and address in case FIRST needs to make contact during vacation or while the team is traveling.
Safety:	Stress safety and ensure safe working conditions, safety glasses use, etc.

## 2.5.9 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.

### 2.5.9.1 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.

### 2.5.9.2 Safety Captain

Safety Captain's Responsibilities	
Read Manual:	<ul style="list-style-type: none"> <li>• Read "Courtesies and Rules" in the "At the Events" section of the Manual.</li> <li>• Meet with team members and decide what the team deems important in the safety area. Diplomatically enforce their findings.</li> </ul>
Home Work Site:	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Make sure the work area is safe and the floor is clear.</li> </ul>
Safety Policies:	Review Safety Policies and Procedures on the FIRST website and ensure all team members have this information and understand the importance of each person following them.
Use Courtesy:	At all times, think with a "gracious professionalism" attitude. Be courteous and helpful, not bossy or rude. This position is one that should make teams aware of safety issues and make team members want to improve conditions, not balk at the methods 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 the team.
At Competitions:	<ul style="list-style-type: none"> <li>• 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 them properly as above.</li> <li>• Know where the EMT area is.</li> <li>• Report any injuries to the Pit Manager at the time of injury or treatment.</li> <li>• Discourage running in the Pit or Competition Arena.</li> <li>• Help keep Pit aisles clear.</li> <li>• Bring any serious safety infractions, such as grinding or open flames to the attention of the Pit Manager... as well as any discourtesy.</li> </ul>