

TEAM ORGANIZATION



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2 TEAM ORGANIZATION

2.1 OVERVIEW

One of the most critical aspects of running a team is keeping abreast with current information and deadlines, so ensure your team has a good system for that. This section talks about required and optional team contacts and their roles. By listing these tasks, you will get an overview of what the project entails and how you can share the projects. Keep team members and mentors up-to-date, watch deadlines, and spread around the workload.

2.2 REQUIRED CONTACT POSITIONS FOR THE TIMS

The Main and Alternate Contacts receive the majority of the communications from *FIRST*, and they are usually in charge of disseminating the information. They are also responsible for keeping the team's Team Information Management System (TIMS) record up-to-date. The Shipping Contact has to know all about shipping the team's robot and receiving any program-related shipments.

- 1) Main Contact
- 2) Alternate Contact
- 3) Shipping Contact

2.2.1 TIMS Maintenance

Communications between *FIRST* and teams is essential, and 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 he/she can update the Team Information Management System (TIMS). Multiple phone numbers and e-mail addresses are necessary so we can contact team contacts during vacations, school shutdowns, and while the team is traveling. It is essential that the team record is kept 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.

2.2.2 Distribute Information

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

We recommend highlighting specific topics of the communication. Reminding team members of specific responsibilities and impending deadlines is essential. Use a team bulletin board for *FIRST* e-mail blasts, team happenings, and meeting times and topics.

2.2.3 **NEW:** E-mail Blast Archive

We refer to e-mail blasts when we talk about a message sent to all FRC teams via e-mail. They can contain new information, a deadline reminder, or an opportunity for teams. We have archived the e-mail blasts sent since September so all teams can refer back to their contents. This is especially helpful for rookie teams who registered after the mailings.

2.3 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 suggestions.*

2.3.1 Main Contact

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.

Responsibilities	
Communications:	Receive <i>FIRST</i> communications and reply when necessary. Review Safety Policies and Procedures on the <i>FIRST Web site</i> and ensure all team members have this information.
Contact Information:	Verify up-to-date alternate mailing addresses and phone numbers are posted to the TIMS for use during vacations or team travel.
Event Information:	Supply event information to <i>FIRST</i> , via the 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 to 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. (Formerly Passkey) See Section 4 of 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 your team's initial event. Refer to the "At the Events" of the FRC Manual for details.
Registration:	Register the team for events.
Release Forms:	Designate someone to distribute 2006-07 NEW Release Forms and collect the completed signed forms. They must be presented at the team's initial competition registration of 2007. NOTE: The forms for students under 18 require a parent/legal guardian's signature. They are required for: Kickoff events 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.
Scholarship Opportunities:	Keep students/teachers informed about scholarship opportunities well in advance of the deadlines. http://www.usfirst.org/community/frc/
Team logon and password:	Receive, and keep secret, your TIMS logon and password.
TIMS (Team Info System):	Maintain and update team's TIMS record.
Updates and archived e-mails:	Disseminate e-mails, and web "Updates" information to relevant sub-teams. Refer to the web for archived e-mails.

UPS, FedEx, Purolator Account Number for TIMS:	Enter the team's UPS or FedEx number for the 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 Web site</i> calendar for changes, additions.
Yearbook Page:	Enter this submission into the TIMS by the deadline.

2.3.2 Alternate Contact

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.

Responsibilities	
Communications:	Receive relevant <i>FIRST</i> communications and reply when necessary. <u>Chairman's Award project</u> - Ensure any unusual stories about overcoming obstacles are included in the Chairman's Award submission.
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. http://www.usfirst.org/community/frc/
Support:	Provide any support the Main Contact/team may need.
Team Logon and Password:	Receive, and keep secret, your Team Information Management System (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 Web site</i> calendar for changes, additions.

2.3.3 Shipping Contact

This person is responsible for handling both robot shipping and drayage arrangements for the team as well as receiving mailed items for the team.

Responsibilities	
Kit of Parts:	<p>If your team opted to pay for your Kit of Parts shipment, confer with Main/Alternate Contact to ensure that the shipping address in the TIMS is viable ("My Site" choice)</p> <p>If the team wants to pick up the kit, make sure the Main Contact meets the deadline for this TIMS entry by November.</p> <p>Pick up or designate an adult mentor to pick up the kit at a Kickoff.</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.
FedEx Donated Shipments: Obtain and maintain airbills	Read the "Robot Transportation" Manual Section and become familiar with the FedEx shipping donation, its specifications, and the related on-line system for teams in the contiguous states. Write down the airbill storage place, and tell someone else where they are in case you forget their location. The airbills are not replaceable.
Robot Shipment	Read the "Robot Transportation" Manual Section and download your event(s) from the Events portion of the website, "Site Info." http://www.usfirst.org/robotics/2007/rgevents.htm Be familiar with and conform to the following: Deadlines and specifications for shipping your robot and additional crate The drayage system and its deadlines and specifications On-time robot shipment within the <i>FIRST</i> specifications. <u>Domestic Teams:</u> Be completely familiar with the FedEx on-line shipping system and how to print airbills. <u>Teams from AK, PR, HI:</u> Become familiar with the FedEx donation system and keep airbills safe. <u>International Teams:</u> Become familiar with the FedEx donation system and keep the airbills safe. Be familiar with all Customs shipping and receiving requirements.
Team's UPS, Purolator, or FedEx Account Number:	Provide the Main or Alternate Contact with a shipping account number for inclusion in the 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 your own number from the companies' websites).

2.4 RECOMMENDED ADDITIONAL CONTACTS

2.4.1 Travel Contact

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

Responsibilities	
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 the “Communications” section of the Manual for hints and good advice on choosing hotels for your team. <u>Championship</u> : Use the <i>FIRST</i> vendor, located on the web site, to obtain reasonable hotel packages for the Championship. Conform to the <i>FIRST</i> guidelines and deadlines regarding travel.
Manual and Website:	Become familiar with associated duties. Refer to the “Site Info” on the web site for any special travel or parking instructions.
Stores:	Refer to the “At the Events” 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.

2.4.2 Public Relations Contact

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.

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 appearances well before the date.
Sponsors:	Send any PR information to potential sponsors all during the year.
Contact Information:	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.

2.4.3 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 this role. He or she has a huge role in facilitating the team's progress, meeting deadlines, and is very often the team's main contact also.

Responsibilities	
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>Deadline Calendar of Important Events</i> . Check with other team mentors for information. <u>Chairman's Award project</u> - Continuously help record/document any unusual stories about the team overcoming obstacles during the year. <u>Woodie Flowers Award</u> (Look in on-line Manual, “Awards Section.”) <u>Yearbook Page</u> . <u>Website Award</u> <u>Autodesk Awards</u>
Contact Information:	Provide up-to-date contact information for the Main Contact/the TIMS
Public Relations:	Notifying Public Relations Contact of any upcoming team fundraising or events. Conferring 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.
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2.4.4 Corporate / University Contact

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.

Responsibilities	
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:	Inform students about scholarship opportunities and deadlines. Encourage and assist students interested in applying for them.

2.4.5 Technical Contact

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

Responsibilities	
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.
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.
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.
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.

2.5 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 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.

2.5.1 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.
Monitor Team Updates:	Communicate any changes in the updates to the team.

2.5.2 Safety Captain

Responsibilities	
Read Manual:	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:	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.
Safety Policies:	Review Safety Policies and Procedures on the <i>FIRST Web site</i> 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 your team.
At Competitions:	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 they arrive at the Pit. 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.