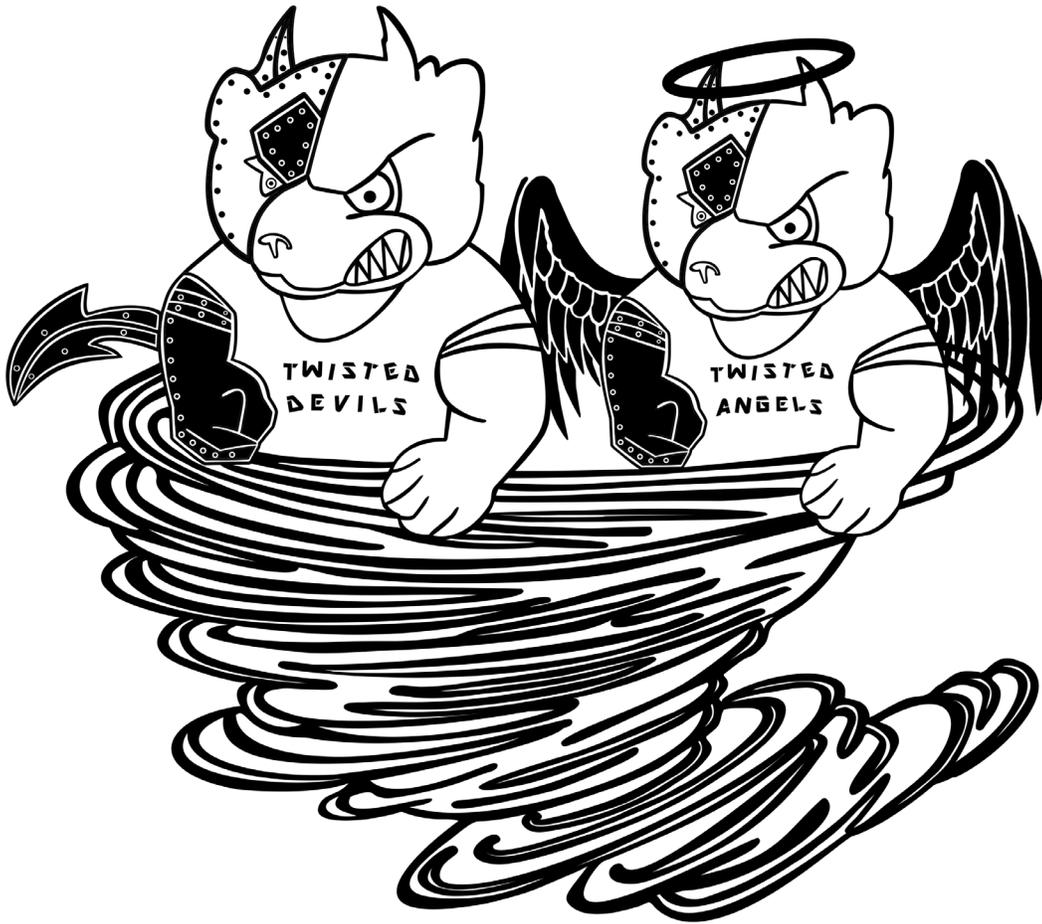


Gull Lake Area Robotics

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Handbook

Welcome to Gull Lake Area Robotics

Gull Lake Area Robotics offers students the opportunity to participate in the FIRST Robotics Competition (FRC), a high-energy, mentor-supported program where students design, build, and compete with industrial-scale robots. Our program builds technical, leadership, and professional skills while fostering teamwork, responsibility, and community involvement.

What Is FIRST?

FIRST—For Inspiration and Recognition of Science and Technology—inspires students to pursue STEM careers through competitive robotics. FRC robots are industrial-grade, 125+ lb. machines built from a standard kit of components, engineered, wired, and programmed by students working alongside industry mentors.

Mission Statement

To challenge students' minds in the greater Gull Lake area to learn and appreciate the fields of science, technology, engineering, math, and business through participation in the FIRST Robotics Competition and related programs.

Program Structure

Our high school program operates like a small engineering company. Students work in sub-teams, including Mechanical, Electrical, Programming, CAD/Design, Marketing & Outreach, Safety, and Strategy.

Student Expectations

Students are expected to be actively engaged in team activities. We understand that school and other extracurricular commitments may affect individual participation levels; however, a student's level of involvement will help determine eligibility for the travel team during competition season. Academic success remains the top priority, and students are expected to prioritize their grades over team responsibilities.

Code of Conduct

1. Students must always demonstrate gracious professionalism and uphold the core values of FIRST.
2. Students must always follow the Gull Lake High School Student Code of Conduct.
3. Students are expected to behave courteously, cooperatively, and with respect toward others.
4. Students must act in a way that ensures the health and safety of themselves and those around them.
5. Students must respect all facilities, tools, equipment, and team property.
6. The use of profane, obscene, or inappropriate language is strictly prohibited.
7. When visiting or working at corporate sites, students are considered guests and must act respectfully. All posted safety and conduct rules at these locations must be followed.
8. Students are expected to be punctual and arrive on time for all meetings and events.
9. All students are expected to assist with cleanup at the end of each meeting.
10. Students are expected to stay focused and engaged during meetings, actively contributing to team tasks. Disruptive behavior that distracts others or interferes with progress is not permitted.
11. Students are **not allowed in the robotics barn unless at least one mentor/parent and one additional person** are present, **for a minimum of three people in total**.
12. Discrimination, harassment, bullying, or retaliation of any kind is strictly prohibited. This includes conduct based on race, color, national origin, sex (including gender identity or sexual orientation), disability, religion, ancestry, or any other legally protected characteristic.

13. Harassment includes verbal, written, electronic, or physical behavior that creates an intimidating, hostile, or offensive environment or interferes with a student's ability to participate fully in robotics activities. This applies to all in-person activities, travel, competitions, outreach events, and online platforms (including Slack, group texts, and social media).
14. Any student who experiences or witnesses inappropriate behavior is expected to report it to a coach, mentor, or school administrator. Reports may be made without fear of retaliation.
15. Violations of this Code of Conduct may result in disciplinary action, including removal from meetings, events, competitions, or the robotics program, in addition to any consequences required under the Gull Lake High School Student Code of Conduct.

Leadership

Leadership on our teams is a collaborative effort between mentors and student leaders. Mentors are expected to help lead and guide the students' "sub-teams".

Student Leader Expectations

Student leaders are expected to:

- Always demonstrate and uphold team core values.
- Attend at least **90% of meetings** during the school year and be willing to arrive early or stay late when necessary.
- Participate in community events as needed.
- Remain with their assigned sub-team throughout meetings and work sessions.
- Notify the team captain through Slack if they are unable to attend a meeting.
- Report any incidents or concerns to the nearest mentor immediately.
- Prioritize robotics over other extracurricular activities when conflicts arise.

Team Leadership Roles & Responsibilities

Captain(s)

- Represent the team in all official capacities, including FIRST Competitions. You are the chief spokesperson for the team.
- Supervises all business and build activities
- Runs meetings
- Keep track of what needs to be done for the build, including monitoring FIRST manuals.
- Coordinate projects and communications with sub-team leaders
- In charge of the Impact Committee and, including the submission of required documentation to FIRST
- Communicate to Coaches and Mentors about project status and needs.

Co-Captain(s)

- In the absence of the captain, the co-captain(s) will represent the team.
- Run the meeting with the captain
- Help the Team Captain as needed
- Help Team Captain with Impact Committee
- Communicate with Team Captain, Coaches, and Mentors about project status and needs.

Sub-Team Leaders

CAD

- Work safely. Promote and demonstrate safe practices.
- Coordinate top-level CAD model of the robot with all subsystems.
- Assign team members to develop subsystems.
- Assisted team members in developing improved CAD and design skills.
- Store and maintain designs for future references.
- Maintain and monitor the build schedule.
- Communicate with Team Captain, Coaches, and Mentors about project status and needs.

Electrical

- Work safely. Promote and demonstrate safe practices.
- Assist team members in learning about and using tools correctly.
- Lead construction of the robot and be familiar with all systems on the robot.
- Assign team members to subsystem development and construction.
- Work with the Drive Team to troubleshoot and test the robot.
- Maintain and monitor the build schedule.
- Coordinate with the Marketing Sub-Team Leader to build and assemble pit area materials.
- Communicate with Team Captain, Coaches, and Mentors about project status and needs.

Marketing

- Work safely. Promote and demonstrate safe practices.
- Coordinate and supervise Team Identity based on the goals and spirit of FIRST.
- Maintain outreach and communication with PPR, other teams, and sponsors.
- Develop marketing materials and documents.
- Develop a look and image plan for competition.
- Assign Marketing Team members to support outreach events.
- Keep electronic communication methods functional, current, and up to date
- Maintain and monitor the marketing schedule.
- Communicate with Team Captain, Coaches, and Mentors about project status and needs.

Mechanical

- Work safely. Promote and demonstrate safe practices.
- Assist team members in learning about and using tools correctly.
- Lead construction of the robot and be familiar with all systems on the robot.
- Assign team members to subsystem development and construction.
- Work with the Drive Team to troubleshoot and test the robot.
- Maintain and monitor the build schedule.
- Coordinate with the Marketing Sub-Team Leader to build and assemble pit area materials.
- Communicate with Team Captain, Coaches, and Mentors about project status and needs.

Programming

- Work safely. Promote and demonstrate safe practices.
- Lead programming effort for robot
- Assign programming team members to subsystem programming tasks.

- Store and maintain programs for future reference.
- Coordinate with Mechanical and Electrical teams to develop programs.
- Maintain and monitor programming schedule.
- Communicate with Team Captain, Coaches, and Mentors about project status and needs

Safety

- Work safely. Promote and demonstrate safe practices.
- At competitions, represent our Team to UL as the Safety Captain
- At all competitions, monitor pit safety and proper tool use
- Make list of safety glasses and other safety equipment, including fire extinguishers, that need to be purchased
- Coordinate the safety of tools and oversee tools management.
- Download and print out the current year safety manual, including safety (MSDS) battery information. This information should be available in the workshop and at competitions as part of the information shared with Judges and UL.
- Keep MSDS binder up to date
- Communicate with the team captains, coaches, and mentors about the team's status and needs.

Strategy

- Coordinate with the programming team to collect and record competitor information.
- In charge of creating our alliance selection list
- Communicate with Team Captain, Coaches, and Mentors regarding competition status.

Jr. Mentors

- Demonstrate and show core valves
- Act like you are in charge; be an adult
- Guide the students in the correct direction
- Be familiar with the game and know the rules
- Be the on-field coach for two regular-season events
- Help with judge's interviews
- Talk with your FTC team coach to see where you fit the best (programming, building, judge's interviews, etc.)
- Please communicate with your team so they know what meetings you can attend
- Need to attend at least one meeting a week
- Get to know the students on the team

Safety Guidelines

- Always wear safety glasses when working on the robot, in the machine shop, and at competitions.
- Wear side guards if you wear prescription glasses.
- Abide by the safety procedures of all machines in the machine shop. Always know how to use machines before operating them.
- Wear proper gear to protect against heat, electricity, and other hazards.
- Always wear closed-toe shoes. Flip flops, sandals, Crocs, and any other open-toe shoes are not allowed in the machine shop or in the pits at the competition.
- Do not wear loose clothing or accessories such as jewelry, ties, or key chains. They are not to be worn while working with machinery.
- Long hair must be tied back or covered.

- Students will always be under supervision while working with machines (this includes turning on and shutting off the machine).
- Machines cannot be operated without the permission of mentors.
- Be careful when moving long pieces of material so that nothing or no one is hit or injured.
- Know the location of all safety equipment, first aid kits, eye washing stations, etc.
- All injuries (small or big) must be reported to mentors or safety team members as soon as possible.
- Insulate all electronic connections to prevent arcing.
- Don't run in the shop, pits, or playing field.
- Always use teamwork when lifting heavy items. Follow proper lifting techniques: lift with the knees, not the back.
- Yell "hands clear" when the robot is powered up.
- Power down the robot when working on any component of the robot. Disconnect the power source before servicing any item.
- Always plug battery terminals.
- Never pick up batteries by the cords.
- Keep sharp objects pointed away from other people.

Travel Team Requirements

- Attend 75% of team meetings (Nov–Mar)
- Complete volunteer hours (20 hours for returning students/ 8 hours for new students)
- Maintain a minimum C average
- Submit all paperwork and fees
- Be reliable and respectful

Travel Rules

- Visiting the room of a student of the opposite sex is prohibited.
- In rooms by 11 PM; lights out at midnight
- No leaving the hotel/venue without permission
- Follow dress code and safety expectations

Competition Rules

When our team is not competing on the field, a student who has completed their assigned task may engage in quiet activities such as reading or free time. **Electronics, including phones and games, are not permitted** except **before qualification matches begin, during the lunch break, or for robotics-related activities.** Any electronic devices used outside of these approved times can be confiscated.

Students are responsible for managing their own time and returning promptly to complete their assigned tasks. Mentors will not come to locate students. **Failure to return on time may result in losing eligibility to travel with the team in the future and may require the student to be sent home from the current competition.**

Our team's success depends on every member fulfilling their responsibilities.

Prohibited Behaviors During All FIRST-Related Activities

The following behaviors are not permitted at any time during practices, events, travel, or competitions:

- Using inappropriate or offensive language toward adult mentors or student team members.
- Showing disrespect toward any mentor, student, or parent.
- Engaging in disruptive or inappropriate conduct.
- Arriving late to scheduled group activities or travel times.
- Wearing inappropriate attire, including revealing or sexually suggestive clothing, or clothing referencing alcohol, drugs, sex, or weapons.
- Failing to comply with curfew or bed check requirements.
- **Speaking negatively about any robotics team, including our own or other teams.**
- Leaving event premises or hotel rooms without permission from an adult team member.
- **Engaging in discrimination, bullying, or harassment of any kind**, including verbal, written, electronic, or physical conduct based on race, color, national origin, sex (including gender identity or sexual orientation), disability, religion, or any other legally protected characteristic.
- Using slurs, jokes, gestures, or comments that demean, intimidate, or show hostility toward an individual or group.
- Retaliating against any individual who reports or participates in the investigation of inappropriate behavior.
- Committing vandalism or property damage at school facilities, hotels, venues, or any FIRST-related location.
- Using, possessing, selling, or being under the influence of illegal drugs, controlled substances, alcohol, or tobacco products. Violations involving drugs, alcohol, or tobacco will result in immediate removal from the event and travel home at the parent's expense.

Parent/Guardian Expectations

- Provide timely transportation for their student to and from team meetings and events.
- Assist and support their student in fundraising and community service activities.
- Provide accurate medical information for their student and notify the team leader of any updates or changes.
- Contribute to the team by helping in some capacity during the season, such as supplying a meal, assisting with travel arrangements, or volunteering their time.
- Each family is asked to provide at least one meal during the build season. Mentors and students work extremely hard during this time, and proper nourishment is essential. Our mentors volunteer their time and expertise, and providing a meal is a meaningful way to show appreciation for their dedication to supporting your student.

FRC 4381 Twisted Devils and FRC 4422 Twisted Angels

Student Information:

Name: _____ Grade: _____ T Shirt Size _____

Address: _____

Email: _____

Home #: _____ Cell #: _____

Parent/Guardian Information:

Name: _____ Name: _____

Work #: _____ Work #: _____

Cell #: _____ Cell #: _____

Email Address: _____ Email Address: _____

Interested in helping on the team? YES or NO

_____ I have enclosed the \$100.00 registration fee (including two t-shirts). Please make checks payable to Gull Lake Area Robotics. Please return this form and check to the coach by January 29th, 2026. Financial assistance is available. Please email a brief explanation of your situation and the amount of membership dues you can afford.

_____ Students in 8th Grade and students doing the 5th year program are not required to pay the \$100.00 registration fee. They are responsible for purchasing their team t-shirts.

_____ I am willing to help sponsor a student.

Violating Our Code of Conduct:

First Offense: Verbal Warning

Second Offense: Written Warning

Third Offense: Team Suspension

Fourth Offense: Cut from the Team

***Depending on the severity of the violation, a student may be immediately removed from the team.

I agree that I understand the information presented in the Team Handbook and the requirements outlined in this code of conduct. I know that I must always act responsibly and respectfully, and that schoolwork comes before teamwork. I must maintain good academic standing to remain on the team.

Student Signature: _____ Date: _____

Parents/Guardians

I understand that my student has chosen to be an active part of this team and that while any level of participation is encouraged, my student must meet the team requirements to participate in team travel. I also understand that I am part of those requirements and agree to attend the parent information meeting, at least one team activity, and provide at least one meal for the team during the build season. I understand that parents can be a vital part of the team and are a big help in accomplishing many team activities. I will do my best to support my students and the team in this endeavor.

Parent Signature: _____ Date: _____

Health, Safety, and Liability/Medical Release Form

Student Name _____ Birth date ____/____/____

Allergies _____

Current Medications _____

Other medical conditions _____

Medical Insurance Company _____

Policyholder _____ Policy number _____

Student's primary physician _____ Phone # _____

Student's dentist _____ Phone # _____

Consent for Medical Treatment

I, the parent/legal guardian of the above student, do hereby release, discharge, and/or otherwise indemnify the Gull Lake Robotics Team and its mentors, students, and volunteers, Springfield Machine & Tool, and the Gull Lake Community Schools, against any claim by or on behalf of the student as a result of the student's participation on the team and/or being transported to or from the same, which transportation I hereby authorize.

Parent/Guardian Agreement

As the parent/legal guardian of the above student participating on the Gull Lake Robotics Team, I hereby give my consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of my dependent.

Parent/Legal Guardian (Please Print) _____ Phone # _____

Parent Signature _____ Date: ____/____/____

Emergency Contact (Please Print) _____ Phone # _____