



**Burlington
Community
Robotics**

TEAM HANDBOOK



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Burlington Community Robotics

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About The Handbook

This handbook is intended to convey the basic administrative and logistical procedures used by Burlington Community Robotics.

This document is not intended to be an exhaustive list of all policies and procedures, but a roadmap that is applicable to all teams operated by Burlington Community Robotics.

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1 | Introduction to Burlington Community Robotics

Welcome

We're excited to have you join us in our pursuit of knowledge, creativity and innovation. Whether you're passionate about programming, engineering or just eager to learn something new, there's a place for you here. Burlington Community Robotics, also referred to as BCR, is an organization committed to allowing youth to unlock their highest potential in fields that are often filled with technological, financial, and societal barriers. As a member of our team, you'll have the opportunity to work hands-on designing and building robots while developing your problem-solving and leadership skills. We look forward to discovering what we can achieve together.

Our Mission

Our mission is to inspire diverse youth to build leadership skills and pursue their passion for science, technology, engineering and math (STEM) by facilitating after-school robotics programs.

Our History

Burlington Community Robotics started as MMRambotics in 2006 as a FIRST Robotics team operating out of M.M. Robinson High School. In 2024, when the school could no longer support the program, the group of mentors from MMRambotics created Burlington Community Robotics, a non-profit organization, to establish a community-based FRC team open to all students in Burlington and the surrounding area.

Our Directors

The Burlington Community Robotics organization is led by the following people:

- **Jason Patel** | Director, Custom Paint and Screen Printing Inc. - Founding Member, MMRambotics
- **Adam Bocek** | President, Burlington Auto Works - Founding Member, MMRambotics

- **Ryan Coleman** | Director, Desktop Platform Services, BMO, MMRambotics mentor since 2020

Our Mentors

Burlington Community Robotics team members are mentored by industry professionals who graciously donate their time and knowledge to the team. Currently we have a roster of over 15 volunteers with a combined 120+ years of experience in FRC.

Contact Information

- Email us at: contact@burlingtoncommunityrobotics.ca
- Visit our website: burlingtoncommunityrobotics.ca

2 | FIRST Robotics

About FIRST

Founded in 1989 by inventor Dean Kamen, FIRST® (For Inspiration and Recognition of Science and Technology) is a global nonprofit organization that prepares young people for the future through a suite of inclusive, team-based robotics programs.

FIRST participants are guided by a signature set of Core Values to conduct research, fundraise, design, build, and showcase their achievements. The program helps participants to build their self-confidence and collaborative problem-solving skills and has a proven and lasting impact on STEM learning and interest.

FIRST Robotics Competition (FRC) is a program offered by FIRST that allows students in grades 9-12 to build and program industrial-size robots to play a field game against like-minded competitors.

Key Concepts

Gracious Professionalism

FIRST describes Gracious Professionalism as follows: "Fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest-thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended."

Coopertition®

FIRST defines Coopertition as "displaying unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams can and should help and cooperate with each other even as they compete. Coopertition involves learning from teammates. It is teaching teammates. It is learning from Mentors. And it is managing and being managed. Coopertition means competing always, but assisting and enabling others when you can."

Learn more:

Learn more at the following websites:

- [FIRST Robotics](#)
- [FIRST Robotics Canada](#)
- [FIRST Ontario District \(the district we compete in\)](#)

3 | What to Expect

The annual FRC season runs from January to May each year, which divides our year into four core segments:

- **Pre-Season** | Ahead of the new season, the team meets in November and December to begin planning, conduct safety education and organize the team into sub-teams (ie. Design, Field, Manufacturing, Electrical, Programming)
- **Build Season** | Running through January and February, the build season is the most intense and hands-on period for our team members with a minimum of three meetings per week.
- **Competition Season** | Between week 6 and 8, our competition season kicks off and runs through March and April. Typically, we have two competition weekends and then the Ontario Provincial Championships in mid-April.
- **Off Season** | From May to October we're in the off season. During this time, community outreach, fundraising and off-season events may take place.

Continue reading below for more details on what to expect in each part of the season:

3.1 Pre-Season (November to December)

To prepare for the upcoming season, we start weekly meetings in November:

- This time is used for organizational projects, training and safety education.
- Team members will also learn information necessary to be an active member of their chosen discipline.

3.2 FRC Build Season (January to February)

Build season starts the first Saturday in January, when FIRST has their annual “KickOff” event, where the game for the year is released. For the next 6 to 8 weeks the team must design, build, program and test a robot so that it is ready to compete.

This is the most active and critical phase for team members to be present and contributing to the program. We strongly recommend if team members have part time jobs or other obligations that they inform their workplace of their availability long in advance. While it's understood that interruptions can't all be avoided, consistency of attendance will ensure participants get the most out of the program

Below you will find a high-level view of what happens during the build season

Week 1:

- Kickoff Event
- Game analysis, strategy and planning
- Design work starts
- Prototyping starts
- Programming students start setting up tools, performing updates, and building library code

Week 2:

- Prototyping is wrapped up
- In and out-of-house fabrication starts
- Practice field build starts
- Design is finalized

Week 3:

- Build! All hands on deck to fabricate and start assembling robot(s)
- Programming starts writing code specific to the robot(s) being built

Week 4:

- Robots are nearing mechanical completion
- Electrical team starts to wire the robot(s)
- Programming completes as much code as possible without access to the robot(s)

Week 5+:

- Programming gets “hands on” with the robot(s)
- Code is completed
- Test, break, rebuild
- Driver practice

3.3 FRC Competition Season (March to April)

The competition season includes participating in two District events in Ontario. If successful, we will compete in the FIRST Ontario Provincial Championships. If we qualify, then we may also compete at the FIRST World Championships.

District Events

The team participates in two District events in Ontario each competition season. The exact dates and locations will be determined before the build season. All team members are encouraged to attend and participate in both events. At each event, the team will participate in several matches with the robot, and will also compete for various other awards. Teams receive District Ranking Points based on their final Qualification Ranking, playoff performance and for any awards they receive. Full rules are provided in each year's game manual.

FIRST Ontario Provincial Championships

Teams within Ontario are ranked by the number of District Ranking Points they accumulate during the regular competition season. The numbers may change each year, but typically the top 100 teams earn a spot at the FIRST Ontario Provincial Championships.

FIRST World Championships

The FIRST World Championships is held in Houston Texas approximately 2 weeks after the Ontario Provincial Championships. The qualification threshold may change from year to year, but the top teams, as ranked by district points, are invited to attend. Attending Worlds is a very costly endeavour. (See membership fees below regarding additional World Championship fees)

3.4 Off Season (May to October)

The off season is mainly comprised of three main goals:

3.4.1 Community Outreach

Engaging in community outreach is a vital part of our team's mission. These activities help promote STEM (Science, Technology, Engineering, and Mathematics) education, raise awareness about our team, and give back to the community.

- Demonstrations: Participate in community events, fairs, and festivals to demonstrate our robot and explain the principles of robotics and engineering.
- Raise Awareness: Conduct campaigns to raise awareness about the importance of STEM education and the opportunities provided by programs like FIRST Robotics. This can include presentations at local schools, community centers, and businesses.
- Volunteer Work: Organize and participate in community service projects, showing our commitment to making a positive impact beyond robotics.

3.4.2 Fundraising

Fundraising is essential to support our team's activities, including purchasing materials, covering competition fees, and funding travel expenses. Off-season is a great time to focus on these efforts.

- Sponsorship Drives: Reach out to local businesses, corporations, and organizations to secure sponsorships.
- Fundraising Events: Organize fundraising events such as car washes, bake sales, garage sales, and dinner nights. These events not only raise funds but also increase our visibility in the community.
- Grant Applications: Apply for grants from foundations and organizations that support STEM education and youth programs. Research and submit applications during the off-season.
- Online Campaigns: Utilize online fundraising platforms to run crowdfunding campaigns. Promote these campaigns through social media and community networks.

3.4.3 Off-Season Events

Participating in off-season events is an excellent way to maintain team momentum, build skills, and prepare for the upcoming season. These events provide valuable experience and opportunities for team bonding.

4 | Getting Involved

There are 6 different ways you can get involved with Burlington Community Robotics:

4.1 Team Member

For youth currently attending grades 9 to 12.

Being a team member on an FRC team is an exciting and rewarding experience. As a member, you'll engage in various activities that contribute to the success of the team, from building robots to fundraising and community outreach. Here's how you can get involved:

- Attend Meetings: Regular attendance at team meetings is crucial. This is where you'll receive important information, work on projects, and collaborate with other members.
- Participate in Sub-teams: Join sub-teams that match your interests and skills, such as mechanical, electrical, programming, CAD, or business.
- Commit to the Build Season: The build season is intense and requires dedication. Be prepared to commit significant time and effort during this period.
- Contribute to Fundraising: Help with fundraising efforts to ensure the team has the necessary resources.
- Engage in Outreach: Participate in outreach activities to promote STEM in the community and recruit new members.

4.2 Ambassadors

For recent high school graduates who would like to come back to mentor within 3 years of graduating high school.

The excitement and enthusiasm of an FRC season creates a strong desire to continue after the conclusion of one's senior year. One of the greatest testaments of the impact of FRC is the inspiration to give back to the next generation instilled by the competition. However, alumni that return too soon can create a challenging dynamic. We welcome the help alumni can provide, but when the students work closely with individuals who were formerly their peers, it can lead to an overly friendly relationship that isn't productive or conducive to the educational goals of BCR.

We ask that recent alumni try to focus on school, apprenticeship training or their careers after graduating and return as full-fledged mentors once their peers have also graduated from the program. The purpose of the ambassador role is to provide alumni with the opportunity to gain valuable experience and perspective that will help them grow into well rounded and capable professionals.

Ambassadors can contribute by:

- Fundraising: Volunteer with or lead some fundraising efforts. Help research and pursue new avenues for fundraising including to help identify and reach out to potential sponsors and share your story of inspiration.
- Engaging in Outreach: Participate in outreach activities to promote STEM in the community and recruit new members.
- Staying active in social media: Promoting BCR in the public's eye is invaluable to the future success of the program

If you would like to attend meetings, we ask that you hang back and observe other mentors and how they approach their role. Consider how you approached your first season on the team as a student. Being a mentor is a new skill you'll need to learn in order to do the job well.

4.3 Mentors

For adults who have graduated highschool at least 4 years prior to volunteering with BCR, who can bring industry standard knowledge and professionalism to the team.

Mentors are the backbone of an FRC team, providing guidance, expertise, and support to team members. They come from various professional backgrounds and offer invaluable knowledge.

- Technical Mentors: Share expertise in areas such as engineering, programming, CAD, and design to guide students through the technical aspects of building a robot.
- Non-Technical Mentors: Provide support in areas like project management, marketing, finance, and team organization.

Mentors must dedicate time to attend meetings, work sessions, and competitions, and be available to support students throughout the season.

4.4 Parents

For parents of current Team Members.

Parents are vital supporters of the FRC team. Parental involvement can take many forms and significantly enhance the team's experience.

- Support at Home: Encourage your child and help them manage their time effectively, especially during the busy build season.
- Direct Support: Assist with transportation, provide meals during long work sessions, and help organize team events.
- Fundraising and Sponsorships: Aid in fundraising efforts and leverage your network to find potential sponsors for the team.

4.5 Volunteers

For those who wish to contribute to the team, but do not fit into any of the other categories.

Volunteers play a critical role in the success of an FRC team. They help with events, logistics, and provide general support to ensure the program runs smoothly.

- Event Assistance: Help manage team events, including competitions and community outreach programs.
- Logistics: Assist with transportation, scheduling, and other logistical needs.

4.6 Sponsors

Sponsors provide the financial support necessary for the team to operate and compete. Their contributions can be in the form of monetary donations, supplying materials, or services.

- Financial Contributions: Help cover the costs of registration fees, materials, travel, and other expenses.
- In-Kind Donations: Provide materials, tools, software, or services for the team.
- Partnership Opportunities: Engage with the team by offering internships, job shadowing, or career exploration opportunities for team members

5 | Expectations of Team Members

5.1 Attendance

Attendance is taken at every team meeting and competition. Team members are required to notify the team about late arrivals and absences by email or on Discord as soon as possible, preferably at least 24 hours in advance. Longer absences should be communicated earlier.

Team members are expected to attend as many meetings as possible during build season, and to indicate their planned attendance. This knowledge is very important for team planning.

The team recognizes that school is still the priority for students. Students are responsible for ensuring that participation does not interfere with their schoolwork or exams.

5.2 Conduct

5.2.1. Bullying Policy

To maintain a professional working environment conducive to new ideas and change, our team has a strict no bullying or harassment policy. This includes physical, online, or verbal bullying.

5.2.2 PDA Policy

Public Displays of Affection (PDAs), defined as acts of romantic physical intimacy visible to others, should not occur within the team environment. Engaging in PDAs creates an unprofessional atmosphere, which can hinder team productivity and cohesion. Therefore, all forms of PDAs are deemed inappropriate and are strictly prohibited at any team function.

5.2.3 Digital Conduct:

Use team communication platforms responsibly and respectfully.

Protect the team's digital resources and maintain confidentiality.

Refrain from posting inappropriate content or engaging in cyberbullying.

5.2.4 Violations

Failure to adhere to this Code of Conduct may result in disciplinary actions, including but not limited to:

- Verbal or written warnings
- Temporary suspension from team activities
- Permanent removal from the team

5.3 Dress Code

- Participants must wear clothing that covers one's undergarments and private parts.
- Participants must NOT wear clothing that depicts violence, obscenities, pornography, nudity or sexual acts in any manner.
- Participants must NOT wear clothing that displays hate speech targeting groups based on their race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group.
- Long hair must be tied back.
- Jewelry is not acceptable if it can entangle into robot parts or into machinery, and is generally discouraged.
- Closed-toe shoes must be worn at ALL times.

5.3.1 Team Attire

- Each team member will be provided with two team shirts included in their membership fee. Additional shirts may be available for purchase.
- Students are required to wear their team shirts at all events outside of regular team meetings (including fundraising events and competitions).

5.4 Involvement

To meet the goals of the team and its individual members, team members should stay fully engaged during meetings and competitions.

This includes arriving on time, preparing in advance, and actively participating in discussions and tasks. Distractions, such as cellphones and off-topic activities, should be avoided.

Respectful listening, constructive feedback, and cooperative teamwork are essential. Failure to remain engaged may result in verbal reminders or disciplinary action.

If you need assistance to stay focused, please reach out to a mentor.

5.5 Community Outreach

Attending community outreach events is highly encouraged for all team members.

When attending a community outreach or fundraising event, be sure to show respect and courtesy to all attendees and your fellow team members. Avoid distractions, such as using mobile phones for non-event-related activities, and focus on promoting the team's mission and values. Be prepared to share your knowledge and passion for robotics, inspiring others while showcasing the positive impact of our team.

Remember, your behavior and attitude reflect on the entire team, so strive to leave a positive impression and contribute to the success of our outreach efforts.

5.5.1 Volunteer Hours

Team members may be eligible to receive volunteer hours for their time spent at community outreach events. Connect with the team via email to discuss.

6 | Expectations of Mentors and Ambassadors

6.1 Application and Admission

Becoming a mentor for our FRC team is a rewarding experience that requires a commitment to the team and its mission. Here's how you can join us:

- **Application Process:** Interested individuals must complete a mentor application form, detailing their skills, experience, and areas of interest.
- **Interview:** Potential mentors may be invited for an interview with the team leaders to discuss their application, expectations, and the role they would like to play on the team.
- **Selection:** After the interview, selected mentors will receive an official invitation to join the team pending completion of the FIRST Youth Protection Program screening.

6.2 Background Checks and Youth Protection Program (YPP)

The safety and well-being of our team members are our top priorities. Therefore, all Mentors and Ambassadors must undergo the following:

- **[Youth Protection Program \(YPP\) Training:](#)** Mentors are required to complete the [YPP training provided by FIRST](#). This program educates mentors on the best practices for working with youth and maintaining a safe, respectful environment.
 - Read the [FIRST Youth Protection Program Guide](#)
 - Watch the [Youth Protection Training Videos](#)
- **Youth Protection Program (YPP) Screening:** Mentors are required to complete the YPP screening provided by FIRST. This screening includes a police records search.
 - Mentors and Ambassadors are required to keep BCR informed of anything that might change the results of their police records search immediately.
- **If driving team members (that are not members of their immediate family)** Mentors and Ambassadors must provide a photocopy of a valid driver's license and provide a copy of proof of insurance. Mentors and Ambassadors must also keep BCR informed of any changes in their license or insurance status if driving team members.

6.3 Attendance

Regular attendance is crucial for the success of our team and the effective mentoring of our students. Here's what is expected:

- Meeting Attendance: Mentors should strive to attend all scheduled team meetings, including work sessions, strategy meetings, and team events. Consistent attendance ensures continuity and builds strong relationships with team members.
- Build Season Commitment: During the intense build season, mentors should be prepared to commit additional time. This period requires heightened involvement to meet project deadlines and prepare for competitions.
- Communication: If a mentor is unable to attend a meeting, they should inform the team leaders in advance. Clear communication helps with planning and ensures that students receive the support they need.

6.4 Mentor/Team Member Interactions

All interactions between mentors and team members should be strictly professional and appropriate.

6.4.1 Supervision

Ensure that a minimum of two adults are present during all team activities, meetings, and events. One-on-one interactions between a mentor and a team member should be avoided unless in a public and observable setting.

6.4.2 Communication

Use team-approved communication channels for all team-related correspondence. Avoid using personal phone numbers or private messaging for one-on-one communication between mentors and team members. Mentors should not follow or engage with team members on social media.

6.4.3 Physical Contact

Physical contact should be limited to appropriate situations, such as handshakes, high-fives or fist bumps. Any form of physical discipline or inappropriate touch is strictly prohibited.

6.4.4 Reporting Concerns

Team members are encouraged to report any concerns about interactions with mentors to a trusted adult. Parents, or adults who become aware of problematic interactions should make one of our Directors aware as soon as possible so we can address the concerns. Anonymity and confidentiality will be maintained to protect those who report whenever possible.

7 | Team Fees

FIRST Robotics, while an exceptional learning and development opportunity for students, is a costly endeavor. While BCR works extensively to attract sponsorships and grants to help offset the costs, student participant team fees help make the competition season possible.

7.1 Regular Team Fees

Participating in an FRC team involves certain costs that help cover the expenses associated with building the robot, attending competitions, and running the team. The team fees are structured to ensure we have the necessary resources while being mindful of the financial commitments for our members.

- **Annual Membership Fee:** Each team member is required to pay an annual membership fee. This fee covers basic operational costs, such as materials, tools, and team apparel.
- **Need-based Scholarships:** We understand that some families may not be able to afford some or all of the annual membership fee for BCR. We do our best to provide scholarships and support to ensure interested students are not limited by their financial situation and have the opportunity to participate. The number of scholarships available may vary year to year depending on team budget, fundraising and the number of students participating. If you require assistance, please reach out to our Directors via the contact information provided at the start of this document.

7.2 Additional Costs

While the team fees cover many expenses, there may be additional costs that arise throughout the season. Here are some potential additional costs:

- **Personal Gear:** Team members may need to purchase personal protective equipment (PPE) like safety glasses, and closed-toe shoes.
- **Optional Apparel:** Additional team apparel, such as jackets or special edition T-shirts, may be available for purchase.
- **Personal Competition Expenses:** Students will generally be responsible for any costs while at competitions such as merchandise, food, snacks, or transportation if not provided by BCR.
- **World Championship:** If the team qualifies for the World Championship, there will be significant additional costs for travel, accommodation, and event registration. Fundraising efforts may help to offset some of these costs, but team members and their families should be prepared for these potential expenses.
- **Off-Season Events:** Participation in off-season competitions and events may incur additional costs. These events are optional but provide valuable experience and opportunities for team bonding.

7.3 Payment Information

To facilitate the smooth collection of team fees and any additional costs, we provide clear payment guidelines:

- **Payment Methods:** We accept various payment methods, including cash, cheque, electronic payments (e.g., E-Transfer), and most major credit cards (Service fee may apply). Please ensure that payments are made out to “Burlington Community Robotics”
- **Due Dates:** All team fees are due by December 1st. Other specific due dates will be communicated at the start of the pre-season. Timely payment is crucial for budgeting and planning purposes.
- **Payment Plans:** If you require a payment plan, please contact the Board of Directors. We strive to make participation accessible for all students, and confidential arrangements can be made to accommodate financial needs.

Understanding the financial aspects of team participation helps to ensure that we can maintain a well-equipped and competitive team. We appreciate the support and contributions of our members and their families, which make it possible for us to achieve our goals and provide a valuable learning experience for all participants.

8 | Safety

Safety is a top priority at Burlington Community Robotics. Maintaining a safe environment ensures that all team members can work effectively and without risk of injury. Adhering to safety protocols and guidelines is crucial both in the workshop and at competitions.

8.1 General Safety Guidelines

- **Always Wear PPE:** Personal Protective Equipment (PPE) such as safety glasses and closed-toe shoes must be worn at all times in the workshop and pit area at competitions.
- **No Horseplay:** The workshop and competition areas are no places for horseplay. Always conduct yourself in a safe and professional manner.
- **Stay Alert:** Pay attention to your surroundings and be aware of potential hazards. Report any unsafe conditions or behaviors immediately to a mentor or team leader.
- **Supervision:** No student should be operating machinery without a qualified mentor present.

8.2 Workshop Safety

- **Tool Training:** Only use tools and equipment you have been trained and authorized to operate. Improper use of tools can result in serious injury.
- **Maintain Clean Workspaces:** Keep the work area clean and free of clutter. Clean up spills immediately and store tools and materials properly.
- **Emergency Procedures:** Familiarize yourself with emergency procedures, including the locations of first aid kits, fire extinguishers, and emergency exits.
- **Report Broken or Damaged Items:** If you see or suspect that a machine, tool or something else has become broken or damaged please immediately report it to a Mentor or Director.

8.3 Robot Safety

- **Power Safety:** Before working on the robot, ensure it is powered off and disconnected from any power sources.
- **Moving Parts:** Be cautious of moving parts. Keep hands and loose clothing away from belts, gears, and other moving components.
- **Lifting and Transporting:** Use proper lifting techniques when handling heavy parts or the robot. Get help when needed to avoid injury.
- **Testing:** Conduct tests in designated safe areas. Ensure all team members are aware of testing and stay clear of the robot's path.

8.4 Competition Safety

- **Pit Safety:** Keep the pit area organized and free of hazards. Maintain clear walkways and properly store tools and materials.
- **Field Safety:** Follow all competition rules and safety guidelines provided by FIRST and event organizers. Be aware of your surroundings and follow instructions from event staff.
- **Travel Safety:** Follow all safety guidelines while traveling to and from competitions. Stay with the group, and adhere to curfews and rules set by mentors. If leaving an event early please find a member of the leadership team and let them know of your departure.

8.5 Safety Training

- **Mandatory Training:** All team members must complete safety training at the beginning of each season. This training covers basic safety practices, emergency procedures, and specific training on tools and equipment.

By prioritizing safety, we create a positive and secure environment where all team members can thrive and focus on achieving our goals. Remember, safety is everyone's responsibility—stay vigilant, follow the guidelines, and look out for one another.

9 | Facility

9.1 Surveillance

The facility has exterior and interior video surveillance cameras, for everyone's safety, anyone entering or working in the facility will be on camera. Footage will only be reviewed or used by the directors in the event of a problem.

9.2 Amenities

- Our facility is equipped with lockers for students to store their belongings. If they wish to use them they will need to provide their own lock.
- We are located in an industrial area, there are no restaurants within walking distance, it is recommended that students bring their own food.
- No refrigerators are provided, students must plan accordingly.
- There will be a microwave oven available for students to warm up their meals.

9.3 Housekeeping

All team members will be required to help maintain the cleanliness of the BCR shop and workspaces.

- At the end of the evening ensure all tools are accounted for and returned to the tool room.
- Tables, Machines and floors are swept and cleared of debris.

Please report any damaged machinery, tools or work spaces to Mentors or Directors.

Remember a clean and organized work space is a safe work space!

9.4 Accommodations

- If you require any specific accommodations, please contact the Directors.

10 | Agreements and Waivers

10.1 Team Handbook Acknowledgment

This acknowledgment form ensures that team members and their guardians (if applicable) understand the rules and expectations, promoting a clear agreement between BCR and its participants.

10.2 Media Consent Agreement

In order for our team to promote its activities within our organization, to sponsors, or to the broader community, it is required that all participants acknowledge their consent to engage in interviews, provide quotes, and appear in photographs or videos captured by representatives of the not-for-profit organization or FIRST. Participants are also required to grant the organization the right to edit, utilize, and redistribute these materials for non-commercial purposes, including but not limited to: print, online, and other media formats. Furthermore, participants must agree to release the organization, its affiliates, and their representatives from any and all claims, demands, or liabilities arising from the aforementioned activities.

10.3 Liability Waiver

The liability waiver is a necessary document that helps protect Burlington Community Robotics (BCR) from legal responsibility in case of accidents, injuries, or property damage during team activities. Robotics involves working with tools, machinery, and equipment, which carry inherent risks. By signing the waiver, participants and their guardians acknowledge these risks and agree not to hold BCR or its mentors liable for unforeseen incidents, ensuring a safer and more transparent environment for everyone involved.

**Burlington Community Robotics
Team Handbook Acknowledgment Form**

Participant's Name: _____

Parent/Guardian's Name (if participant is under 18): _____

Date: _____

The Burlington Community Robotics (BCR) Team Handbook outlines the team's rules, guidelines, and expectations for all members, mentors, and parents. It is essential that all team members read the handbook thoroughly and understand their responsibilities, the team's code of conduct, safety rules, and other policies that contribute to the success and safety of the team.

By signing this form, I acknowledge the following:

1. I have received a copy of the BCR Team Handbook
I understand that it is my responsibility to read and familiarize myself with the contents of the handbook.
2. I agree to follow the guidelines and policies set forth in the handbook
I understand that these rules are designed to ensure a safe, productive, and positive environment for all team members, and I agree to abide by them.
3. I understand the expectations for team behavior and participation
I acknowledge the importance of regular attendance at meetings, active participation in team activities, and respectful behavior towards mentors, teammates, and other members of the community.
4. I understand the consequences for failing to comply with team policies
I recognize that violations of the handbook may result in disciplinary action, which may include suspension or removal from the team without refund.
5. I understand the team's safety policies
I agree to follow all safety procedures during meetings, build sessions, competitions, and outreach events, and I will report any safety concerns to mentors immediately.

By signing this form, I confirm that I have read, understood, and agree to follow the policies and procedures outlined in the BCR Team Handbook.

Participant's Signature: _____

Parent/Guardian's Signature (if participant is under 18): _____

Date: _____

**Burlington Community Robotics
Media Waiver Form**

Participant's Name: _____

Parent/Guardian's Name (if participant is under 18): _____

Date: _____

Burlington Community Robotics (BCR) may take photos, videos, and/or recordings during team meetings, events, competitions, and related activities. This media may be used in promotional materials, press releases, websites, social media, or other publicly accessible platforms to highlight the team's progress, achievements, and outreach efforts.

By signing below, you (or your parent/guardian, if under 18) consent to the following:

1. Use of Likeness

I authorize BCR to use photographs, video, and/or audio recordings that feature me/my child in publications, promotional materials, websites, social media, and other media outlets. I understand these images may be used in various forms of public communication for educational and promotional purposes.

2. Media Interviews

I authorize BCR to allow media organizations to interview me/my child and to use the content of these interviews in print, broadcast, or online news media.

3. No Compensation

I understand that I/my child will not receive financial compensation for the use of these media images or interviews.

4. In Perpetuity

I understand that this consent is granted in perpetuity, meaning it does not expire and allows BCR to use media involving me/my child indefinitely, even after I/my child is no longer affiliated with the team.

I hereby release and hold harmless BCR, its agents, employees, volunteers, and affiliates from any liability related to the use of these images, videos, or recordings.

Participant's Signature: _____

Parent/Guardian's Signature (if under 18): _____

Date: _____

**Burlington Community Robotics
Liability Waiver and Release Form**

Participant's Name: _____

Parent/Guardian's Name (if participant is under 18): _____

Date: _____

In consideration of participation in Burlington Community Robotics (BCR) activities, I agree to the following terms:

1. Assumption of Risk

I acknowledge that participating in robotics-related activities, including but not limited to designing, building, operating robots, attending competitions, and engaging in outreach events, carries certain risks of injury, property damage, and other potential hazards. I voluntarily assume all risks associated with participation in BCR activities.

2. Release of Liability

I, on behalf of myself (or my child, if the participant is under 18), hereby release and hold harmless Burlington Community Robotics, its officers, directors, employees, volunteers, mentors, sponsors, and affiliates from any and all claims, liabilities, demands, or causes of action that may arise from injury, illness, property damage, or other incidents that occur during my/my child's participation in Burlington Community Robotics activities, regardless of whether such incidents were caused by the negligence of Burlington Community Robotics or its representatives.

3. Medical Consent

In the event of an injury or medical emergency during Burlington Community Robotics activities, I authorize the team staff and volunteers to seek and administer appropriate medical care. I understand that I am responsible for any medical expenses incurred as a result of injury or illness during participation in Burlington Community Robotics activities.

4. Code of Conduct

I acknowledge that participation in Burlington Community Robotics activities requires adherence to the team's code of conduct, safety rules, and instructions provided by mentors and volunteers. Failure to follow these guidelines may result in dismissal from team activities.

5. Indemnification

I agree to indemnify and hold harmless Burlington Community Robotics, its agents, employees, and volunteers from any claims, losses, liabilities, damages, and costs (including attorney's fees) arising from my/my child's participation in Burlington Community Robotics activities.

6. Emergency Contact Information

In case of emergency, please contact:

Emergency Contact Name: _____

Relationship to Participant: _____

Phone Number: _____

By signing below, I acknowledge that I have read and understand this waiver and release form, and I voluntarily agree to its terms.

Participant's Signature: _____

Parent/Guardian's Signature (if under 18): _____

Date: _____

11 | Closing

We expect all team members, mentors, ambassadors, and volunteers to follow and understand all rules and policies in this handbook. The leadership team reserves the right to set consequences for major violations and consider confidential information in decisions. Core Leadership may also change the handbook during the season. If this occurs, the team will be notified of the modifications promptly. Leadership encourages all students to raise concerns about the team directly with them in person or through email. The students and team climate are our first priority, and we strive to do all we can to support our team mission. We hope all of our members can have a part in that process. Thank you and we look forward to a wonderful season with you!

- The BCR Leadership Team: Jason Patel, Ryan Coleman, Adam Bochek, Sommer Sweetman