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Grand Blanc High School Robotics Team

2017 Shepard District Competition Information and Event Agenda

Event Location: Shepherd High School, 100 E Hall St, Shepherd, MI 48883



Brandi Bolinger
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Hey, NERDs!

Because the Shepard District Competition is an OPTIONAL third event, there are some additional costs and different policies regarding food during the competition. Please read this agenda completely before contacting a Head Mentor with questions.

We are still in the process of finalizing a few details, which are noted in the agenda. As soon as more information is available, it will be posted via e-mail and on the Team Slack. Be sure you have signed up to receive these communications, as we will NOT be sending out individual notifications.

Graciously,

Clinton Bolinger
Head Mentor

Brandi Bolinger
Head Mentor

Travel Information:

Required Documents and Forms:

1. The cost to attend the Shepherd District event is \$110.00 per Student, which includes:
 - a. Hotel
 - b. Breakfast on Friday and Saturday, Lunch on Friday and Saturday, and Dinner on Thursday, Friday and Saturday
 - c. Transportation to and from the event
2. Students must have their account paid-in-full AND complete the payment for this event before they will be eligible to travel with the team.
 - a. Payments MUST be made in the form of a Money Order or Check,
 - i. Payable to: Grand Blanc Community Schools
 - ii. Memo: Shepard District Payment
3. All Students must submit a completed *Progress Report*, signed by each of his/her teachers.
 - a. *Progress Reports* should indicate the current grade in each course, along with any missed work.
 - b. All Students must maintain a minimum 2.5 overall GPA throughout the current Marking Period, and have no missing assignments in order to travel with the Team.
 - c. Students who have not earned a 2.5 GPA or are missing any assignments will not be eligible to attend the event on any day.
 - d. Make-up time for missed assignments will NOT be granted.
 - e. We will accept The *Progress Report* from Kettering/Troy for Shepard and the Michigan State Championship (MSC).
 - f. The Team's Head Mentors and/or School Liaison reserve the right to request an updated grade report (which must also meet the abovementioned criteria) at any time.
4. All Students (including Students over the age of 18) must submit a completed *Permission Slip*
 - a. Each *Permission Slip* must include a valid parent/guardian signature.
 - b. Because this event takes place during Spring Break, Teacher Signatures are not required.
 - c. Do not adjust the date(s) listed on the *Permission Slip* if a Student will not be attending any portion of the event.
 - d. The *Permission Slip* will only cover the Shepard District. Please be sure that you have completed the correct *Permission Slip*.
5. All Students must complete the online "Competition Attendance Document", which is available in the Team Documents section of the Team Hub. This document must be completed in order to ensure there is ample transportation and hotel accommodations.
6. Any Student requiring medication (either prescription or non-prescription) during the Competitions must fill out a *Medical Authorization Form* and return it with the other required documents and forms.
 - a. Medication must be delivered to The School Liaison on the morning of the competition in the original container or prescription bottle, in a zip-seal bag, clearly labeled with the Student's name.
 - b. The *Medical Authorization Form* may be obtained from the School Liaison or Brandi Bolinger.
7. Any student that will be transported to or from the competition by any other means than a Team driver (which is been assigned by Brandi) must fill out a *Transportation Release Form*. The *Transportation Release Form* may be obtained from The School Liaison or Brandi Bolinger (Please see Transportation Policy 4, as listed below, for more information).
8. All of the above mentioned documents are due to Brandi on or before March 27, 2017 at the Team Meeting.
 - a. No late documents will be accepted.
 - b. If a student's paperwork is not filled out completely and correctly, and returned to Brandi on or before this date, then the Student will not be able to attend the competition on any day.
 - c. Make-up time for missing documents will NOT be granted.



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Meal Information:

1. The cost for Students' meals is included in the pre-paid fee for this event, and will include: Breakfast on Friday and Saturday, Lunch on Friday and Saturday, and Dinner on Thursday, Friday and Saturday
2. Funds for snacks, additional food, or meals larger than the allotted expense must be provided by individual families at their own expense, and at the discretion of parents/guardians. Team Mentors will NOT lend money to Students.
3. It is HIGHLY recommended that Students bring a reusable water bottle (labeled with their first and last name, and our Team Number) and refill as necessary to remain hydrated.
4. Any family or friends attending the competition must plan and pay for their own meals.
5. Students should be sure to eat a hearty lunch at home before travel on Thursday.
6. Students may want to bring a snack for Thursday, which may be eaten on the drive to Shepard, or at the event.

Uniform Guidelines:

1. Students and Team Mentors should wear the Team shirts provided. Shirts should be professional in appearance (ironed or wrinkle-free), and clean. A long-sleeve shirt may be worn underneath, or Students and Team Mentors may wear a Team sweatshirt or jacket as an outer layer.
2. To ensure a uniform Team appearance, please use the following schedule:
Thursday: 2017 Red T-shirt Friday: 2017 Black T-shirt Saturday: 2017 Black Mechanic/Dress Shirt
3. All Team Members must wear their team-distributed nametag while at competition (if they have been distributed prior to the event, which may or may not happen. Brandi will send updates, you don't have to ask for them).
4. Students and Team Mentors should wear appropriately styled blue jeans or shorts or appropriate length skirt (with tights or leggings) that is professional in appearance, without holes or tears, and a belt where necessary.
5. Sweatpants (including Optional Team Apparel), leggings (without something over top) or athletic wear bottoms may NOT be worn to competition on any day. These items may be worn during field set-up on Wednesday.
6. Students and Mentors should be neatly groomed and professional in appearance.
7. Students, Team Mentors, and any guests in attendance must wear closed-toe tennis shoes or boots in the Pit Area.
8. Students and Team Mentors are responsible for bringing his/her own safety glasses to and from the competition. Students and Team Mentors who do not bring his/her own safety glasses to the competition will NOT be permitted to borrow Safety glasses from the Team OR the event, and thus will not be allowed in the pit area.
9. Safety Glasses will be available for guests in attendance to borrow, but must be returned after use.
10. While in the Pit Area, all Students, Team Mentors and Guests in attendance may not wear loose or baggy clothing, dangling jewelry, or other items that may cause a safety hazard. Long hair must be pulled back into a ponytail or braid that does not present a safety hazard.

Transportation and Attendance Policies:

1. All Students will be assigned a vehicle, which will be driven by an approved Team Mentor or Team Parent. Students may not switch vehicles without permission from Brandi AND the School Liaison.
2. If a Student is not in their assigned vehicle by the designated departure time, the Team will leave without him/her. The Team will not turn around to pick up Students or wait for late-comers.
3. No Student may drive himself or herself or any other Student to or from this event. No exceptions.
4. Parents, friends, or other family members may not transport any Student (including their own student) without written permission from a Head Mentor *and* School Liaison.
 - a. If a Student will be transported by a person other than their assigned driver, a Transportation Release must be completed. (For example, if a family is attending the Event on any day – even Saturday – and wishes to transport a Student, the aforementioned Student must be released from the supervision of the Team, via a written consent form, the *Transportation Release Form*.)
 - b. The Team must receive a release form for each Student, signed by his/her parent/guardian, for each leg of transportation in which he/she will not be transported by the Team.
 - c. Please see Brandi Bolinger for a release form.
 - d. Forms should be completed and returned to Brandi prior to the first day of the event.
5. Students leaving the competition early must check out with Brandi AND The School Liaison before they leave. Failure to do so will result in disciplinary action, up to and including, but not limited to suspension from further competitions.
6. Students requiring transportation to his/her home after the competition should have a ride waiting for him/her in the designated drop-off location or after dinner at the designated time. Parents may transport other Students after drop-off without a written release form, so long as permission has been granted by the Students' parents.
7. Any family or friends wishing to drive to competitions may do so at their own expense.
8. The team will not be responsible for the refund of any travel expenses (up to and including, but not limited to: transportation costs, meals, hotel accommodations or any other costs) of those Students who leave the competition early, arrive to the competition late, or do not attend the competition.
9. Students and guests should not leave vehicles at Premier overnight. Please arrange to have vehicles removed from the parking lot on Thursday.



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Behavior Expectations:

1. Any Student who does not attend the competition on Friday MUST attend school! Attendance will be verified.
2. Students are expected to be on their best behavior while traveling with the Team, and must adhere to the Team Member Basic Conduct Guidelines and Team Member Expectations at all times.
 - a. Per these agreements, any behavior or action(s) deemed inappropriate or detrimental to the Team (at the discretion of Head Mentors and/or School Liaison), will result in the Student's immediate dismissal from the competition.
 - b. The Team will not be responsible for transporting non-compliant Students home; violators must be transported by a parent/legal guardian.
 - c. The Team will NOT cover any cost to send a Student home due to inappropriate behavior, and will not refund any costs associated with missed Team activities under any circumstances.
3. Parents, friends and family in attendance are also expected to behave in a manner that is in concordance with the Parent Expectations Document (available on the Team Documents section of the Team Hub). Any guests behaving inappropriately may be asked to leave.
4. Personal and/or valuable items should be left at home during the competition.
 - a. The Team is not responsible for any personal items, should they be lost, stolen or damaged.
 - b. Large bags and backpacks should not be brought to the competition site, as seating is limited.
 - c. Students will be expected to keep the area around the Team's bleacher section clean and organized. Jackets should be neatly stacked, and all trash should be properly disposed or recycled.
5. Students may not go outside of the competition venue (including into the parking lot) without permission from Clinton, Brandi or The School Liaison, and must be accompanied by an adult Mentor or designated parent when exiting the building.
6. Students will receive a Schedule of Responsibilities each day of competition.
 - a. In order to remain respectful to the other Members of the Team, Students should inform Brandi Bolinger if they will be absent, late, or leaving early from a competition.
 - b. Students should understand that his/her presence (or lack of presence) affects the ENTIRE Team. Not fulfilling an assigned task adds a significant amount of stress to the Team's Mentors, who must reassign tasks and recreate schedules.
 - c. Each student is responsible for ensuring that he/she is *on time or early* to his/her assigned location, and that each of his/her individual assigned tasks are completed.
 - d. Students may NOT switch shifts or edit the Team Schedule in any way without permission from Brandi Bolinger.
 - e. Failure to comply with the Team Schedule may result in dismissal from the competition and/or future events.
7. Students must use the "buddy system" at all times. Students not using the "buddy system" will receive one warning from The School Liaison and/or Brandi, and on the second offense the students' parents will be called and the student will be sent home.
8. Running is not permitted anywhere inside the event facility. Students who are seen running will receive one warning. Any additional instances of running will cause the student to be placed with a mentor at all times.
9. Students should maintain a professional, respectful relationship among their peers. Inappropriate behavior such as horseplay, unnecessary physical contact, public displays of affection, cruel or inappropriate comments, inappropriate language and intentionally irresponsible behavior will not be tolerated.
10. While at competition, all Team Members will be expected to dedicate their time and energy to the efforts of the Team. Devices such as laptops, tablets, e-readers, gaming systems and music players should not be brought to the event for recreational use, and cell phone usage should be reserved for Team-related business and emergencies only. Team Members should not sleep in the stands or public areas, and Students will be expected to sit in our Team's seating area during all of our Robot Matches, unless a conflict occurs on their assigned schedule.

Overnight/Hotel Information:

1. The Grand Blanc High School Robotics team will be staying at is:
 - i. Comfort Inn and Suites, 2424 S Mission St, Mt Pleasant, MI 48858
2. Mentors, family and friends wishing to reserve a room may do so at their own expense.
 - a. The Team will not be responsible for reservations and payment of hotel rooms of Mentors, family, and/or friends.
 - b. Please contact the hotel directly to check for availability or to reserve a room
3. When students report to the Hotel lobby in the morning, he/she should be ready for departure, and should NOT plan on returning to his/her room prior to departure for the competition.
4. Students should not plan to rely on the toiletries provided by the hotel, as there are not enough for everyone on each day.
5. On Saturday morning, students should be packed and ready for checkout prior to departure.
 - a. Room checks will be completed prior to breakfast on Saturday.
 - b. Rooms which are ready for checkout should be clear of all personal belongings, have the bedding piled on beds, all dirty towels placed in the bath tub, and all cabinets/drawers opened.
 - c. Students should quietly and graciously place his/her bags in the hallway and open their door as a signal that their ENTIRE room is ready for checkout.
6. Each room will have up to four (4) students assigned to it.
 - a. Students will be responsible for making their own sleeping arrangements.
 - b. Students should be Gracious Professionals when making arrangements, and should bring any issues to Clinton or Brandi
7. Team members may not enter into the rooms of students of opposite sex at any point during the trip.



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- a. Should a female and male Team member want to spend their free time together, he/she may only do so in public/common areas (such as the pool area - during operational hours, the hotel lobby, or Clinton/Brandi or Jody's Room) while under supervision of a Team Mentor or assigned chaperone.
- b. Students wishing to spend his/her free time in a public/common area must check out with Brand AND Jody, and gain permission to go to a specific area, *before* going to their chosen location.
8. Students should remain quiet when in the hotel hallways, and refrain from slamming guest room doors.
9. Students may not go outside of the hotel at any point in time, unless he/she checks out with Brandi AND Jody, AND is accompanied by a Team Mentor (NOTE: your parent is not considered a mentor unless they have been assigned that role by the Team.).
10. If the hotel has a pool, students may use the pool under Mentor supervision, during regular pool operating hours. Students should wear appropriate swimming attire (no excessive skin exposure), and exude Gracious Behavior at all times.
11. All students will be expected to remain in their assigned rooms once the room check is performed. Any student outside of their assigned room at this time will be sent home without a warning (aside from a case of emergency).

Other Considerations:

1. The venue will likely be equipped with bleacher-style seating. Patrons may bring cushions or stadium chairs to supplement the hard surface. The Team will not be responsible for any such items.
2. Photography and videography are permitted and encouraged.
3. Any guest under the age of 12 must be accompanied by an adult while in the Pit Area.
4. Venues tend to be very hot or very chilly during competitions. Please take into consideration any provisions that may need to be made for your personal comfort.



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What to bring:

Please use the following checklist as a guideline for travel packing. Please do not over-pack, as there is limited space available in vehicles for bags and suitcases. Please limit luggage to one (1) soft-sided duffle bag, tote, or small suitcase. Please ensure that suitcases are clearly labeled with Student's name.

Remember that after being loaded into the trailer on Wednesday, suitcases will not be accessible until the Team has checked into the hotel on Thursday night. Any items that may be needed on Wednesday night or Thursday should be packed in a personal carry-on bag, which must remain with its owner.

Team Uniform

- 2017 Red Thursday T-Shirt (wear on Thursday)
- 2017 Black Friday T-Shirt
- 2017 Black Saturday Mechanic/dress Shirt
- Team Track Jacket and/or Sweatshirt
- Appropriate Undershirt for each day
- Appropriate/professional blue jeans, shorts, Capri pants or skirt for each day
- Close-toed shoes
- Belt (where necessary)
- Safety Glasses

1. Sleeping Needs

- Sleeping bag or blankets (optional)
- Pillow (optional)
- Flip-flops, sandals or slippers to wear at the hotel (optional)
- Appropriate sleeping attire

2. Toiletries

- Soap
- Shampoo
- Toothbrush and Toothpaste
- Deodorant
- Other needed essentials

3. Other/Optional

- Warm sweatshirt or jacket for travel
- Bathing Suit
- Snacks/beverages for Hotel
- Books, deck of cards, games, music, etc. for entertainment
- Cell phone charger



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Tentative Schedule of Events

Tentative Schedule of Events – Wednesday, April 5, 2017

	Description
6:30pm – 8:30pm	Load luggage and Team “stuff” into the Trailer at Premier Tooling Systems

Tentative Schedule of Events – Thursday, April 6, 2017

	Description
2:45pm	Meet at Premier, students check-in with Brandi and move to their assigned vehicles
3:00pm	Leave for Shepard, MI
4:30pm	Arrive at Shepard High School in Shepard, MI
5:00pm	Pit Area Opens, unload trailer, register, work on Robot
6:00pm (ish)	Dinner served at Shepard High School
10:00pm	Pit area closes, depart for hotel
10:20pm	Arrive at the Hotel, check in, unload bags, Team Activities – time permitting (students may not leave the hotel)
11:00pm	Room Inspection, Students must remain in their assigned Hotel Rooms after this time

Tentative Schedule of Events – Friday, April 7, 2017

Time	Description
7:35am	Meet in Lobby of the Hotel, ready for departure (students should eat breakfast prior to this time)
7:40am	Depart for Shepard High School
7:50am	Arrive at Shepard High School
8:00am	Pits and Machine Shop Open
9:00am	Opening Ceremonies
9:15am– 1:00pm*	Seeding Matches
1:00pm – 2:00pm	Lunch Break
2:00pm – 8:00pm*	Seeding Matches, healthy snack served at some point
9:00pm*	Pit Area Closes, Depart Shepard High School (or one hour after the last match, whichever is later)
9:15pm*	Arrive at the Hotel, Have Dinner, Plusses and Deltas, Scouting Meeting (students may not leave the hotel)
10:30pm	Room Inspection, Students must remain in their assigned Hotel Rooms after this time

Tentative Schedule of Events – Saturday, April 8, 2017

Time	Description
6:30am	Room Checks Begin – see Room Check information and criteria above
7:00am	Load luggage into Assigned vehicles
7:35am	Meet in Lobby of the HOTEL, ready for departure
7:40am	Depart for Shepard High School
7:50am	Arrive at Shepard High School
8:00am	Pits and Machine Shop Open
9:00am	Opening Ceremonies
9:30am– 12:30pm*	Seeding Matches
12:30pm*	Alliance Selection
1:00pm- 2:00pm	Lunch Break
2:00pm – 5:00pm*	Elimination Matches
6:00pm*	Awards Ceremony
6:30pm	Pit Area Closes, Leave Shepard High School
7:00pm*	Team Dinner at Location TBD, somewhere on the way home
10:30pm*	Arrive at Premier Tooling Systems, Grand Blanc. Students should be picked up.

* Times are subject to change based on length of Team Activities, Traffic, flow of Rounds, Road Traffic etc.