



Paly Robotics Team Handbook

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Introduction

Welcome to Paly Robotics, also known as Team 8! This handbook describes how the team operates, key policies, and expectations.

Mission

Paly Robotics is dedicated to enriching the educational experiences of our students and the community by increasing STEAM exposure and inspiring others through FIRST programs.

What We Do

Paly Robotics participates in the FIRST Robotics Competition, also known as FRC. At the beginning of each calendar year, the team is given a little over six weeks to produce a fully functioning robot to play that year's FRC game challenge. The team then attends tournament-style regional competitions to compete for a spot at the Houston FIRST Championships in April. Paly Robotics is completely student driven, with team members also working to fundraise, apply for awards, and maintain a seamless team brand.

In addition to FRC, Paly Robotics has a number of initiatives to help spread robotics and STEAM to the greater community. The team runs an annual summer camp for incoming middle schoolers, and hosts several demos at local elementary and middle schools throughout the year. Team 8 is also constantly looking for opportunities to create and mentor new FIRST teams, both locally and internationally.

Team History

Team 8 was founded in 1996 and has been participating in FIRST for over 20 years. What started as a 20 member club has since transformed into a team of over 70 dedicated students. Following a reboot in 2013 with the loss of the team's founding Head Coach, Paly Robotics has grown dramatically. There are opportunities for students to learn a variety of technical skills including mechanical design, programming, grant writing, and 3D animation, as well as practice critical communication and leadership skills. The team's recent performance has been quite strong in recent years, attending the FIRST World Championship in both 2016 and 2017, and winning at the Utah Regional in 2020.

Structure, Roles, Responsibilities

It is important to have schematics of a complex machine, just as it is important to clearly define the structure of a large scale organization such as Team 8.



Subteams

At the core of Team 8's structure are subteams. Subteams are a way to divide team members and a way to accomplish related tasks efficiently.

Build

Build team is responsible for manufacturing all robot parts and taking a robot design from concept to reality. They must also work closely with Design team to iterate on and improve mechanisms. In addition, Build team is responsible for maintenance and upkeep of the robot to keep it operational and running smoothly.

Design

Design team is responsible for taking a robot strategy and developing a robot design. They oversee the prototyping phase and coordinate the decision making with regards to mechanism selection. Design team is responsible for putting together a detailed CAD of the robot to be built and continually refining it as Build manufactures, assembles and tests.

Software

Software team is responsible for defining an overall code layout and architecture, and developing the code to allow the robot to function. They are also responsible for testing and continually tweaking the code based on evolving needs, as well as communicating hardware failures and necessary improvements to Build and Design.

Business

Business team is responsible for managing the corporate aspect of the team. They are in charge of organizing fundraising and sponsorships as well as applying for company grants. Business team also applies for awards at competition that showcase the team's outreach, impact in the community and diversity.

Art

Art team is responsible for the creation of 3D animated shorts to submit to various animation competitions. They are also responsible for designing and maintaining team graphic design assets such as the logo, and creating materials such as t-shirts, flyers and banners.

Strategy & Scouting

Strategy and Scouting team is responsible for creating plans and strategies in order to optimize the team's performance at competitions. They are also responsible for developing mobile and web applications for data collection and analysis.



With the exception of a few team members in certain leadership positions (e.g. Team Captain, Technical Director, etc.), everyone on the team is officially a member of one and only one subteam.

Leadership Roles

A student driven team such as Team 8 requires certain student leadership roles to be filled to make sure that the team runs smoothly. Each of these roles are responsible for overseeing the completion of a specific set of tasks.

Upper leadership is defined by the group of student leads who collectively oversee the full team as opposed to individual subteams (e.g. Team Captain, Assistant Captain, Technical Director).

Team Captain

The Team Captain's primary responsibility is to coordinate with the team leadership and make sure that everything runs smoothly. The Team Captain also has responsibilities such as presiding over team meetings, organizing recruitment, planning team events such as potlucks, making certain executive decisions and working closely with the Head Coach and other mentors.

Technical Director

The Technical Director's main responsibilities include progress on all robot tasks and leading full team strategy and design discussions. They are in charge of making sure that the appropriate team leads are aware of the status of tasks in relation to the overall robot schedule. They are also in charge of overseeing resource allocations pertaining to the robot and coordinating between technical subteams.

Subteam Captain

A Subteam Captain's responsibility is to oversee everything happening within their specific subteam. They must also make certain subteam specific executive decisions. Subteam Captains are responsible for coordinating with other leadership regarding cross-subteam cooperation, as well as generally looking out for team members who are a part of their subteam.

Lab Manager

The Lab Manager is in charge of facilities and supplies for the team to make sure the lab can be used as efficiently as possible. They oversee the state of the lab and all of the rooms that the team uses, as well as coordinate purchasing and replenishing of any necessary items that the team needs. The Lab Manager also enforces policy related to [Lab Rules and Safety](#).



Competition Manager

The Competition Manager is responsible for organizing all competitions that the team attends, and is in charge of logistics during the competitions as well.

Treasurer

The Treasurer is responsible for keeping track of the budget; making purchases and reimbursements; and communicating with team leadership, Boosters, and Business team about spending, income and budget revisions.

Webmaster

The Webmaster is responsible for working with the rest of the leadership to obtain new content for the website and keep it up to date.

The roles described above are the minimum needed for the team to function. From year to year, new positions may be added or some of the above roles may be split into more than one position. For example, a Pit Manager position was created to split the responsibilities of the Lab Manager role. The current leadership structure is described in [Appendix A: Leadership Structure](#) and is updated annually.

Leadership Selection

Leadership selection occurs following the conclusion of the competition season. While the process varies significantly from year to year, it tends to follow a top-down approach. The team's upper leadership is decided first, followed by subteam captains, and finally manager roles.

The structure and people in each role of upper leadership is decided through a series of meetings including members from the rising senior class. These meetings are attended by upper leadership candidates and other rising seniors whom any of the upper leadership applicants would like to include. The meetings are overseen by the graduating Team Captain(s), with the first meeting being used to determine the frequency and structure of subsequent meetings. After a decision on the structure and positions of upper leadership is made within these meetings, the graduating Team Captain presents the decision to a leadership selection board including themselves, the Head Coach, and other mentors or alumni they wish to include. This group assesses and approves the rising seniors' decision.

For the remaining roles, applicants fill out an application form and there is a nomination form sent out to the entire team. The Head Coach consults the leadership selection board, and final decisions are announced by the third or fourth week of summer break.



Other Team Entities

Additional entities may exist on the team at any given time to complete tasks that a subteam is not explicitly responsible for.

Committees

Committees are formed to investigate or execute a specific short term item such as attending an event, setting up a service, or similar. They generally consist of a few members and are intended to report back to leadership meetings to make more informed decisions.

Initiatives

Initiatives are longer term projects that may take more resources such as organizing a summer camp or creating a FLL team. They may consist of numerous team members and make significant decisions outside of team meetings, but should still report back to meetings with information and updates to make major decisions.

Special Operations

Special Operations are groups that are loosely affiliated with Paly Robotics, and may involve students not on the team. They operate largely independent of Paly Robotics, only give status updates at team meetings, and are generally not under the jurisdiction of team leadership.

Head Coach

The Head Coach is the PAUSD employee in charge of the administrative side of Paly Robotics. The Head Coach's purview includes competition planning, leadership selection and behavioral discipline when necessary. However, to keep with the student-driven philosophy of Team 8, it is advisable for the Head Coach to defer to the students in as many matters as possible. The Head Coach should provide guidance to students on how to facilitate good decision making, rather than make the decisions themselves. That said, when emotional health or safety are of concern, a stronger directive is appropriate.

The role of the Head Coach also includes managing confidential information of team members, which can often have implications that other students do not understand. The Head Coach must communicate these implications to the team leadership to manage expectations accordingly. As an example of confidential information, a team member may not be able to meet physical attendance expectations because of parents going through a divorce at home.

Additionally, the Head Coach is responsible for ensuring the team maintains a positive atmosphere that is inclusive and tolerant of all students. The team leadership and Head Coach



should work together to identify and work to resolve conflicts between team members that are creating a negative environment and hindering team productivity.

Mentors

Mentors are also an important aspect of Team 8, volunteering their time to help teach students new skills and guide their projects. With a student-driven philosophy, however, it can sometimes be hard for mentors to engage with the team.

Mentors are encouraged to keep up with what students are working on and should not be hesitant to offer advice when they see an opportunity. Students sometimes attack problems from a single point of view, and having someone with a different outlook on the problem propose ideas can be extremely helpful.

When making tough decisions or facing obstacles, students should reach out to mentors. Mentors usually have several years of experience under their belt and can bring new ideas to the table. In the end, students must be accountable for their own decisions and face the consequences, but a guiding hand from mentors can often go a long way.

Head Mentor

The Head Mentor coordinates the involvement of all mentors to provide mentoring to all students in the areas which include, but are not limited to, robot design and build, programming, strategy and scouting, fundraising, outreach planning, and award material development etc. With the expansion of the mentor base of Paly Robotics, a head mentor is a crucial resource for all other mentors. The head mentor is responsible for working with students to attract, integrate, develop, and retain mentors to ensure the continued success of Paly Robotics.

Should the previous head mentor choose to step down or retire from the team, they shall work with a group including the current upper leadership as well as other mentors to discuss the course of action. The new Head Mentor will be selected by this group and then announced to the team.

Boosters

The Paly Robotics Boosters Club is an independent 501(c)3 organization to support Paly Robotics. Boosters members volunteer their time to make sure Paly Robotics is financially sustainable and operating with adult support. The Boosters manage the team's bank accounts and work closely with the Business team, student Treasurer, and student leaders. The Boosters board holds monthly board meetings which are open to all Paly Robotics parents.



Decision Making

Leadership Meetings

Leadership meetings take place weekly (sometimes bi-weekly during the off-season) at 5:00 pm on Thursdays. All team members and mentors are welcome to attend. Meeting minutes are published the following day.

Agenda items for the meeting are to be sent to the Team Captain, who produces the agenda. Generally, the Team Captain should put all requested items on the agenda.

Leadership meetings are primarily to make decisions that impact or pull resources from more than a single section of the team. Decisions are made following a basic adoption of Robert's Rules of Order. An overview of leadership meeting procedures is as follows:

Notetaker

At the beginning of the meeting, a notetaker should be established to record notes and produce the meeting minutes.

Approval of Previous Meeting Minutes

The first order of business is to approve the previous meetings minutes. During this time, attendees may ask for clarification to the minutes or propose corrections.

Updates

Each section of the team should provide an update including progress and decisions since the last meeting, as well as future plans between the current meeting and the next meeting.

Agenda Items

Ideally, each agenda item has an associated motion, or at minimum a clear discussion topic such that a motion may result from the discussion. A motion requires a second for further consideration and deliberation. Motions may be amended, and require a majority vote (excluding abstentions) to pass.

Lab Hours

Lab hours until the next meeting are announced and attendees may move to add or modify the stated hours.



Additional Business

Before the conclusion of the meeting, attendees may move to consider additional business not listed on the agenda. Consideration of additional business requires a two-thirds majority vote.

Joining the Team

Any student currently attending Palo Alto High School is eligible to apply to Team 8. However, over the years, Paly Robotics has become a popular program with more applicants than can effectively and safely be accommodated. Within Paly Robotics, there is a limited amount of space, time to train students, and work to be done, meaning that unfortunately, like many other school sports teams, not all students that apply are accepted. Every effort is made to ensure that recruitment is fair and all applicants are given an equal opportunity.

Recruitment

The recruitment phase begins in September and lasts for about a month. During this time, students interested in joining Paly Robotics learn about the different opportunities available and try out for a specific subteam. The team leadership evaluates applicants and provides recommendations to the Head Coach. The Head Coach determines the final roster and may make changes after processing leadership input before it is posted outside of the robotics lab in early October.

During this time, demonstrating prior knowledge and experience are secondary to commitment, enthusiasm, and ability to collaborate well with others. Although the bar of entry may seem high, the goal is not to discourage those who may be new or inexperienced to robotics. Instead, the team looks to find those who are dedicated and passionate enough to stick with the team and make it an integral part of their high school experience.

Veteran Members

Veteran members are either listed as returning or reapplying members.

Returning Members

Returning members have shown a high level of commitment, remaining active within their subteam and taking initiative to support the community through other avenues as well. Subteam captains identify returning members using a holistic review process, which considers factors including but not limited to the student's attendance, outreach hours, and behavior. These identified students are placed on a recommendation list,



which is submitted to the Team Captain and the Head Coach. The Head Coach reviews and revises these lists before producing the final returning member roster.

Reapplying Members

Reapplying members are veteran members interested in continuing with the team next year, but not on the returning member roster. Any student who does not meet the Outreach expectations detailed in [Student Expectations](#) is immediately identified as a reapplying member. These members are strongly encouraged to submit applications during recruitment and will be evaluated alongside the other applicants.

For veteran members looking to transfer subteams, a transfer can be requested prior to the beginning of the recruitment phase. Generally, if a team member wishes to transfer subteams, they must reapply to the subteam they are looking to join with no guarantee of acceptance.

Mentors and Alumni

Mentors and returning alumni are welcome to interact with the team. Their mentorship can be online or in-person and consist of technical advice, nontechnical advice, or other form of guidance for team members. Mentors will be added to the website after one season of active mentorship with the team.

Student Expectations

Paly Robotics is not just an afterschool club, but rather an extracurricular that demands commitment more comparable to a sports team. Described below are the expectations of the typical team member. However, expectations depend on the specific needs and abilities of each student. No one should rule themselves ineligible from the team when despite their very best effort they are unable to meet the expectations below. For example, a student whose home situation makes it so they can only attend one day per week, or a student who is managing the challenges of depression, autism, or a concussion should not assume that these situations preclude them from participating. All of these and more have been handled before, and doing so represents the fulfilment of the team mission.

Meetings

Students are expected to regularly attend Thursday team meetings. These take place 10 minutes after the end of school on Thursdays, which is usually at 2:50 pm. While not required, all students are welcome to attend Thursday leadership meetings as well. Missing three consecutive Thursday team meetings without informing a subteam captain or the Team Captain can justify removal from the team.



In addition to teamwide meetings, subteams may also have weekly meetings or similar. Team members are expected to attend subteam meetings on a regular basis and participate in their subteam's work.

Communication

All students will be registered on Slack, the team's primary communication platform. Students should check Slack at least daily, and are expected to respond to messages within 24 hours.

Students should also keep their subteam captain updated on special circumstances, such as traveling for multiple weeks, absences due to illness, beginning a sport that conflicts with robotics, etc.

Slack is managed by the team leadership. With this freedom comes a responsibility for students to behave appropriately. Administrator privileges will be granted and revoked at the discretion of the Team Captain and/or Head Coach only.

All Slack communications in a private channel (or direct message) should be assumed private to the individuals in that channel and should not be shared outside the channel without the explicit consent of those individuals. No communications should be shared outside that channel in any form unless with explicit consent of all individuals involved, even on other parts of Slack. In no circumstances should any information on Slack that is confidential to the team be disclosed to individuals outside of the team. In both of these instances, "sharing communications" can include but is not limited to: screenshots, copy/paste, paraphrasing, etc. If problems arise, they will be handled by team leadership and the Head Coach. See [Consequences](#) for more details.

Behavior

Students are expected to follow all Paly rules and laws regarding conduct and behavior. Students should act professionally, courteously, and focus on supporting teammates rather than bringing others down.

If behavior problems arise, consequences will be determined by the Head Coach and scale with severity and frequency. Possible consequences include being sent home, placed on suspension from the lab, or removal from the team entirely. More serious offenses may be handled by the Paly administration or law enforcement officials. See [Consequences](#) below for more details.



Social Media

Students are allowed to have an account on any FRC related social media platforms, including FRC Discord and Chief Delphi but must be especially respectful and courteous, as they are representing the public team image.

If behavior problems arise as described by the [Behavior](#) section above, consequences will be determined by the Head Coach and scale with severity and frequency. See [Consequences](#) below for more details.

Attendance

Paly Robotics requires year-round commitment, similar to the level of a varsity sports team. Robotics gives back as much as is put in, and students that do not meet participation expectations will not enjoy the full experience.

Off Season (September to December)

The lab will be open about 10-15 hours a week, usually Thursday after school and both Saturday and Sunday afternoon. Everyone is expected to put at least 6 hours per week of work into robotics.

Build Season (January to March)

The lab will be open every day of the week, which adds up to about 35 hours each week. Over the course of build season, team members are expected to work at least 120 hours total. The season may be extended into April if the team qualifies for a Championship.

Post-Competition (April to May)

Lab hours are usually similar to off-season with one or two weekdays added. The expectation is 6 hours per week of work.

Summer Break (May to August)

There is no official participation expectation during the summer; however, the lab is usually open one or two weekday evenings and both weekend afternoons. Active involvement in team activities over the summer break is expected of team members that wish to be a returning member in the Off Season.

Outreach

All members are expected to continuously help out with outreach initiatives throughout the year. These include but are not limited to: local demos and helping FTC and FLL teams. Participation in outreach initiatives is one of the requirements to qualify as a returning member in the next year. A minimum of 8 hours of participation in outreach events over the course of



the year (Offseason through Summer Break) is expected of all team members. Participation in summer camp does not count towards those 8 hours. Many team members end up far exceeding that number.

Academics

All members are expected to meet a minimum unweighted GPA requirement of 2.0 in each semester. If academic problems arise, consequences will be determined at the discretion of the Head Coach. See [Consequences](#) below for more details.

Consequences

If team leadership notices that a member is not meeting the requirements outlined above (i.e. not checking Slack daily, not completing assigned subteam work, neglecting to meet lab hour expectations in the long-term and not communicating with team leadership), the student will be contacted by members of the team leadership to discuss the issue.

If problems persist and the failure to meet the above expectations continues, it will affect the student's eligibility to attend competitions and place as a returning or reapplying member. A student who continues not to meet expectations or participate in Paly Robotics can be removed from the team at any point in the year at the recommendation of Team Captain and discretion of the Head Coach. Once removed from the team, Slack access will also be revoked. See [Travel and Competitions](#) and [Joining the Team](#) for additional information about how participation can affect competition eligibility and membership.

Parent Supervision Requirement

Every team household is expected to have at least one parent/guardian become a fingerprinted supervisor and volunteer to cover at least 2 lab days. The process to become a fingerprinted supervisor is explained in the Lab Supervision section of the Paly Robotics Parent Guide. Time slots for lab supervision will be offered for parents to sign up on a rolling, first come first served basis.

If a household is unable to meet these requirements, an alternative to lab supervision is to chaperone for a competition. Alternatives and exceptions to this requirement will be made by the Head Coach on a case by case basis.

Team Leadership Expectations

Team leads are expected to fulfill their role and responsibilities as described in [Appendix A: Leadership Structure](#). Additionally, they should regularly check Slack throughout the day and



promptly respond to messages. Team leads' lab hours are expected to exceed the basic requirements for normal team members. Team leads are also expected to attend Thursday leadership meetings regularly and provide weekly updates.

If individual team leads are not fulfilling their responsibilities, their role may be reassigned at the discretion of the Head Coach after discussion with the Team Captain and applicable team leadership. Extreme cases are subject to further action as detailed in [Consequences](#).

Lab Rules and Safety

Paly Robotics has access to a full machine shop, computer lab and practice field, located in the 900s building on the Paly campus. However, there are certain rules that must be followed when using these facilities to ensure productivity and safety:

- No student is allowed to work in any robotics facilities unless a district-approved supervisor is on campus and actively supervising the team.
- An adult supervisor must be present in any room or space that is being used by students.
- Students must put on safety glasses, wear closed-toed shoes, tie back long hair, remove wrist garments, roll up long sleeves, and tuck in drawstrings while in the machine shop or operating power tools.
- Students not certified to use machinery may not operate it without supervision from a certified team member or mentor.
- If machinery malfunctions, it must be reported to a mentor and clearly marked as out of commission until the problem is resolved.
- All injuries should be reported to the supervising adult, no matter how minor.
- The supervising adult has the final call in all matters related to safety.
- The last 15 minutes of lab hours are dedicated to clean up. Students may not continue to operate machinery, tools or robots during this time, and must focus on clearing out of the lab so it can be shut promptly at the end of lab hours.
- Food and drinks are allowed in the common areas of room 903 and 904. Food may not be taken into the machine shop, computer lab, or practice field.
- Students should participate in robotics related activities or quietly work on schoolwork while at the lab. Students fooling around or playing games for an extended period of time will be asked to get back to work or leave the lab.
- All Paly rules and government laws apply during Paly Robotics lab hours.



Travel and Competitions

Competitions are one of the highlights of Paly Robotics. Usually, the team attends two official competitions in March, and potentially FIRST Championship in late April depending on performance. Additionally, the team attends one or two off-season competitions in the fall.

Eligibility

All team members that meet the requirements outlined in the [Student Expectations](#) section are eligible to attend competitions. In the case that there is a limit on how many students can attend, the Head Coach will determine the travel roster, prioritizing students who fill key roles and looking at factors such as seniority and commitment. Generally there is an attendance fee for each competition, but scholarships are available.

Local Competitions

Local competitions are within reasonable driving distance such that students return home each night, and are classified as PAUSD day field trips. Generally, parent driver carpools are organized for transportation. Students may not drive themselves to local competitions unless with prior written parent approval, and students absolutely may not drive other students.

Overnight Competitions

Overnight competitions are distant enough that the team stays at a local hotel, and are classified as PAUSD overnight field trips. If within reasonable driving distance, the team may take a bus to these competitions, otherwise flights are organized. Parent chaperones also come on the trip as additional supervision. Students may not transport themselves to and from these competitions alone.

Additional Competition Expectations

Students are required to abide by all Paly rules and laws while at competitions. In addition to the team behavioral expectations, students at competition are expected to participate and make the most out of their experience. Students should not attend competition with the intention of just fooling around and missing school. Students not meeting expectations may be sent home early or banned from the remainder of the competition.

Authority of the Handbook

The rules and policies set forth in this handbook are binding and must be respected by all individuals affiliated with the team. This handbook may be modified by the team leadership at any time by means of a two-thirds majority vote as an agenda item at a leadership meeting, given that the proposed changes are announced on the team Slack at least two days prior to the leadership meeting.

Additional Team Documentation

Some team processes are too specific or lengthy to be outlined in the team handbook (e.g. Driveteam Selection Process, Chairman's Presenter Selection Process). These documents may be created by any member of upper leadership or by any member of the team once approved by upper leadership, and they may be ratified by a two-thirds majority vote as an agenda item at a leadership meeting, similarly to the handbook. These documents are treated as extensions of the team handbook and hold the same level of authority, and must also be publicized on the team Slack at least two days prior to the leadership meeting.

Appendices

Appendix A: Current Leadership Structure

This section is updated annually following the conclusion of the leadership selection process. Outlined below are the leadership positions and associated responsibilities for the 2020-2021 year.

Team Co-Captains

The Team Captains are responsible for administrative tasks such as presiding over team meetings, organizing recruitment, planning team events such as potlucks, and working closely with the Head Coach and other mentors. One maintains a focus on robot-related technical progress and coordination and makes technical decisions along with the Technical Director, but maintains complete technical executive power. The other focuses on nontechnical progress and coordination, such as outreach events and awards, and maintains complete executive power in this area. When it comes to full-team matters, both captains have equal say and decide on things together.

Technical Director

The Technical Director is responsible for leading full team strategy and design discussions, as well as coordinating between technical subteams throughout the season (e.g. build-design handoff). They also ensure that progress on all robot related technical projects and tasks is tracked, and make sure appropriate leadership is aware of the overall schedule and their progress.

Subteam Captains

A Subteam Captain's responsibility is to oversee everything happening within their specific subteam. They must also make certain subteam specific executive decisions. Subteam Captains are responsible for coordinating with other leadership regarding cross-subteam cooperation, as well as generally looking out for team members who are a part of their subteam.

Subteam Project Managers

Subteam Project Managers are secondary leads on their subteams, and provide additional efficiency in delegation, organization, and communication. They act as a second-in-command when the respective Subteam Captain is unavailable. Art, Build, Business, and Design teams have Subteam Project Managers.



Electronics Lead

The Electronics Lead is in charge of electronics on the robot. They, along with Build team leadership, decide which members will specialize in the electronics pathway and work on electronics on the robot. The Electronics Lead has the responsibility of teaching new members about electronics and especially focusing on passing knowledge to new members to the electronics pathway.

Lab Manager

The Lab Manager is in charge of facilities and supplies for the team to make sure the lab can be used as efficiently as possible. They oversee the state of the lab and all of the rooms that the team uses, as well as coordinate purchasing and replenishing of any necessary items that the team needs. The Lab Manager also enforces policy related to [Lab Rules and Safety](#).

Pit Manager/Safety Captain

The Pit Manager is in charge of preparation of the pit for competitions, including purchasing tools and equipment as well as organizing transportation for pit supplies. They regulate the pit supplies during the season, making sure items are not lost or misused. The Pit Manager also doubles as the Safety Captain, enforcing safety rules for the team both in the lab and at competitions.

Competition Manager

The Competition Manager is responsible for organizing all competitions that the team attends, and is in charge of logistics during the competitions as well.

Treasurer

The Treasurer is responsible for keeping track of the budget; making purchases and reimbursements; and communicating with team leadership, Boosters, and Business team about spending, income and budget revisions.

Webmaster(s)

The Webmaster is responsible for working with the rest of the leadership to obtain new content for the website and keep it up to date.

Media Coordinator

The Media Coordinator is responsible for organizing the team's video content, creating videos to submit for awards and to use during recruitment, as well as for ensuring the continued sustainability of these video creation processes.