

TechHOUNDS FRC 868

TechPUPS FRC 761

Team Handbook

2026-2027



INCLUSION:

We respect each other and embrace our differences.



DISCOVERY:

We explore new skills and ideas.



IMPACT:

We apply what we learn to improve our world.



INNOVATION:

We use creativity and persistence to solve problems.



TEAMWORK:

We are stronger when we work together.



FUN:

We enjoy and celebrate what we do!

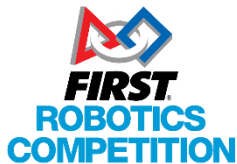
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TECHHOUNDS AND FRC

TechHOUNDS is the Carmel High School robotics team that strives to provide an innovative, team-based engineering and design experience. We strive to foster an appreciation and love of STEM through robotics, , all while developing the technical and communication skills vital in the modern world. In order to achieve this mission, we participate in the FIRST Robotics Competition (FRC). FIRST: For Inspiration and Recognition of Science and Technology, is a non-profit organization dedicated to inspiring young



people. Through programs such as the FIRST Robotics Competition, students are emboldened to excel in the areas of science, technology, engineering, and mathematics. FIRST was founded in 1989, and has since become a large international organization reaching thousands of students from elementary school through high school. For more information, visit <https://www.firstinspires.org>

Techhounds Booster Club

The specific objectives and purposes of the Booster Club are to financially support the activities of FIRST Robotics Competition Teams 868 and 761; to support the efforts of the coach, student leadership, mentors, and team members in establishing and maintaining a successful and sustainable robotics program; to provide a medium for the exchange of information and assistance between team leadership and the parents of robotics students; and to provide volunteer services and financial support to the TechHOUNDS program.

It is not the mission of the organization to direct the coach, mentors, or students in how the team should be organized or operated, including directing activities related to the team.

Decisions regarding team practices, competition participation, scheduling, student leadership structure, and mentor assignments are the exclusive responsibility of the team coach and program leadership. However, the implementation of recommendations or selections made by the coach may be limited by financial commitments and funds approved or obligated by the Board.

Vision Statement

TechHOUNDS strives to create a mentor-guided, student-produced culture centered on excellence, accountability, innovation, and continuous improvement. Students are empowered to take ownership of the design, manufacturing, programming, strategy, outreach, and operation of the team while working alongside experienced mentors who provide guidance, technical knowledge, and real-world perspective. Through competitive excellence, meaningful community outreach, and strong industry partnerships, TechHOUNDS aims to develop highly capable students prepared to lead and succeed in engineering, business, and life.

Mission Statement

The mission of TechHOUNDS is to inspire and develop the next generation of science, technology, engineering, and business leaders through a highly competitive, mentor-guided, student-produced robotics program. By engaging students in real-world engineering, manufacturing, programming, strategy, and outreach experiences, TechHOUNDS fosters innovation, technical excellence, leadership,

communication, teamwork, and self-confidence while preparing students for future success in college, careers, and life.

Team Information

- Team Number: FRC 868
- Founded: 2001
- Rookie year: 2002
- Team Number: FRC 761
- Founded: 2025
- School Affiliation: Carmel High School
- Team Colors: Royal Blue and Gold
- TechHOUNDS is supported by TechHOUNDS Boosters
- Meetings: Carmel High School ETE rooms
- Practice Field: 510 3rd Ave SW, Carmel, IN 46032 [MAP](#)
- More competition statistics <https://frc-events.firstinspires.org/team/868>

Mentors and Alumni

TechHOUNDS is always seeking additional mentor support to help sustain and grow a high-performing, mentor-guided, student-produced program. No prior robotics experience is required to become a mentor. Our mentors play a critical role in developing student leaders, transferring technical knowledge, and helping maintain the culture and standards of the organization.

We welcome mentors from a wide range of backgrounds, including engineering, manufacturing, programming, CAD/CAM, electrical systems, media, business operations, finance, marketing, leadership development, project management, and community outreach. Parents and community members interested in becoming more involved beyond traditional volunteer support are encouraged to contact the Head Coach or team leadership to learn more about mentoring opportunities.

Former TechHOUNDS members are also encouraged to return and support the program as alumni mentors. Alumni mentors are typically former team members who are between one and five years removed from high school graduation and are continuing their education or building professional experience.

All adults working with students must complete the required Carmel Clay Schools volunteer approval and background check process prior to participating with the team. Additional information can be found on the Carmel Clay Schools parent page under "Volunteer at CCS."

Student Expectations

TechHOUNDS is a highly competitive, mentor-guided, student-produced program that requires significant commitment, accountability, and professionalism from its members. Students are expected to actively contribute to the success of the organization while upholding the standards, culture, and expectations of the team. Participation on TechHOUNDS is earned through consistent effort, engagement, and dedication to the program.

Team Participation Requirements

- Complete the team membership application
- Submit the required student essay
- Join the team Discord server for official communication and team information
- Read and sign the Team Code of Conduct
- Accept the invitation to join the official FIRST Team roster
- Complete all required FIRST Consent and Release forms
- Participate in team sponsorship outreach efforts or complete the approved opt-out process

Failure to complete participation requirements or maintain team expectations may impact a student's standing, travel eligibility, leadership opportunities, competition participation, or continued membership on the team.

Participation

Preseason Attendance Expectations

Students should plan to attend preseason meetings every Thursday beginning in September. Meetings will typically run from 4:20 PM–6:30 PM on days when school is in session. These meetings are designed to develop technical skills, establish team culture, train new members, and prepare students for the intensity and pace of the FRC build season.

Build Season Attendance Expectations

TechHOUNDS operates as a highly competitive, mentor-guided, student-produced program that depends on consistent participation and accountability from all team members.

Students must attend a minimum of 60% of build season meetings to remain an active member of the team. Attendance will be reviewed weekly. Students must maintain at least 80% attendance to be eligible for team travel and competition participation.

The team schedules approximately 14 hours of meetings per week during build season. Due to the demanding nature of the program, ten (10) hours per week is considered full attendance for build season expectations.

If a student must miss a meeting due to a pre-arranged obligation such as a medical appointment, school activity, or academic commitment, the absence may be excused by notifying the appropriate team lead or coach in advance through email or written communication. If a student is absent from school on the day of a meeting, communication with team leadership will excuse the meeting absence for that day.

Gracious Professionalism

TechHOUNDS is committed to upholding the principles of Gracious Professionalism as defined by FIRST. Students are expected to compete with intensity while treating teammates, competitors, mentors, volunteers, and judges with professionalism, respect, and integrity.

FIRST describes Gracious Professionalism as the understanding that fierce competition and mutual respect can coexist. Team members are expected to pursue excellence, collaborate effectively, support one another, and represent TechHOUNDS in a positive and professional manner at all times.

Academic Expectations

Students participating in TechHOUNDS are students first. Academic success remains a top priority throughout the season. Grade checks may be conducted regularly during the preseason, build season, and competition season.

Students who fail to maintain acceptable academic standing may temporarily lose participation privileges, travel eligibility, leadership responsibilities, or active team membership until academic performance improves.

TechHOUNDS is committed to supporting students academically and offers peer support, mentoring, and opportunities for assistance when students are struggling in coursework.

Team Professionalism

Students are expected to conduct themselves in a professional, respectful, and responsible manner at all times while representing TechHOUNDS, Carmel High School, and FIRST Robotics Competition. All team members are expected to follow the policies and expectations outlined in the Carmel High School Student Handbook in addition to upholding the principles of Gracious Professionalism and Coopertition established by FIRST.

Team members are expected to demonstrate maturity, accountability, respect for others, and a commitment to maintaining a positive and productive team culture both in person and online. These expectations are outlined in greater detail within the official Team Code of Conduct, which must be reviewed and signed by both the student and parent or guardian prior to participation.

Team Dress Code

Team members are encouraged to wear TechHOUNDS apparel during meetings, practices, outreach events, and competitions to help promote team identity, professionalism, and unity. While wearing a TechHOUNDS shirt during regular meetings is encouraged, it is not required.

Official team shirts are required during all competitions, ceremonies, outreach activities, and other designated team events. Team apparel should be worn in a professional manner consistent with the

standards and image of the organization. Team shirts are typically paired with jeans, khaki, or tan pants during competition events.

Students should not wear jackets or non-team outerwear over official TechHOUNDS apparel while on the competition field, in the pits, or during official team appearances unless approved by the Head Coach or team leadership. Official TechHOUNDS hoodies and branded outerwear are permitted.

For safety reasons, open-toed shoes are not permitted in any lab, workshop, manufacturing area, or competition pit at any time. Closed-toe shoes must be worn during all build season activities and competitions.

Shorts may be worn during general meetings, build season activities, and competitions; however, students serving on the pit crew must wear appropriate full-length pants for safety and professionalism. Additional safety equipment or attire may be required depending on the activity being performed.

TEAM STRUCTURE

Leadership Team

The Leadership Team includes the team Coach, Assistant Coaches, team President, team Vice-Presidents, Mentors, Directors of Robot Operations, Directors of Programming, Directors of Electrical systems, Directors of Outreach, Directors of Framework, Directors of Business.

Selections

Nominations and applications for lead positions will be taken at the conclusion of the competition season and prior to the end of year banquet. A panel of coaches, mentors, and the prior year's team leaders will hold interviews with the candidates. With the input from the panel, the leadership team will be determined by the Team Coach.

Team President

The Team President serves as the primary student leader of TechHOUNDS and is responsible for supporting and overseeing the success of the entire team. This individual works to foster a positive, unified, and collaborative team culture while ensuring all divisions and leadership members are operating effectively and working toward common goals. The President leads all full-team meetings, serves as the primary spokesperson for the team, and acts as a central point of communication between students, mentors, coaches, parents, sponsors, and other stakeholders.

The Team President collaborates closely with the team coach and leadership team to help guide the vision, direction, and daily operations of TechHOUNDS. They are expected to support all areas of the organization, encourage accountability and teamwork, and help ensure that every member feels valued and connected to the program. Additionally, the Team President is expected to attend all Booster Club board meetings and represent the interests and progress of the team.

Team Vice-Presidents

The Co-Vice Presidents serve as senior student leaders within TechHOUNDS and work directly alongside the Team President to support and carry out the overall vision, goals, and direction of the team. These

individuals act as key operational and organizational leaders who help ensure the team functions effectively across all areas. The Co-Vice Presidents are expected to collaborate closely with one another, the Team President, mentors, and student leadership to maintain strong communication, accountability, and continuity throughout the organization.

Rather than overseeing fixed divisions, the Co-Vice Presidents will work with the Team President to identify and define their primary responsibilities based on the needs of the team and the strengths of each individual leader. These responsibilities may evolve throughout the season and can include supporting team operations, coordinating leadership efforts, assisting with logistics, improving communication, monitoring team progress, or helping oversee specific initiatives and subteams.

Team Directors

The TechHOUNDS Robotics Team is organized into five primary divisions, each responsible for supporting and maintaining a critical aspect of the team's success and daily operations. These divisions work collaboratively to ensure the team functions effectively both on and off the competition field. The five divisions include: Robot Operations, Programming and Electrical, Outreach, Business, and Framework. Together, these divisions contribute to the design, construction, operation, promotion, organization, and long-term sustainability of the TechHOUNDS program.

Director of Robot Operations Division

The FRC Operations Co-Directors serve as the primary student leaders responsible for overseeing the design, prototyping, fabrication, integration, and overall development of the competition robot. Working collaboratively, the Co-Directors divide responsibilities between themselves based on individual strengths, technical skills, experience, and team needs. Together, they help guide the mechanical development process while ensuring strong communication and coordination across all technical areas of the team.

Key Responsibilities:

- **Oversee Robot Subsystems:** Lead and support the design, development, and integration of key robot subsystems such as the drivetrain, intake, shooter, elevator, arm, climber, or other game-specific mechanisms. Ensure subsystem designs meet strategic objectives and function cohesively as part of the overall robot architecture.
- **Coordinate Prototyping & Manufacturing:** Guide the team through brainstorming, prototyping, testing, iteration, and fabrication processes. Support efficient manufacturing workflows and help determine appropriate fabrication methods and timelines.
- **Supervise Fabrication & Safety:** Assist in the operation and supervision of fabrication equipment and machinery, including CNC machines, mills, lathes, saws, 3D printers, and other shop equipment. Promote a strong culture of safety, training, and accountability within the workspace.
- **Collaborate Across Divisions:** Work closely with the Programming and Electrical divisions to ensure mechanical systems properly support controls, wiring, sensors, pneumatics, and automation requirements. Maintain open communication throughout robot integration and testing.

- **Support Team Training & Workshops:** Help organize and lead preseason workshops, technical trainings, and skill-development opportunities for team members. Encourage mentorship and knowledge-sharing within the team.
- **Maintain Organization & Documentation:** Ensure CAD files, design revisions, technical notes, manufacturing drawings, and project updates are organized and maintained throughout the season. Encourage iterative design practices and continuous improvement.

The FRC Operations Co-Directors play a major role in shaping the competitive success of the robot and the technical growth of the team. This position requires strong leadership, communication, problem-solving ability, and a willingness to collaborate and mentor others in a fast-paced engineering environment.

Directors of Programming and Electrical Division

The Directors of Programming and Electrical serve as the primary student leaders responsible for all software development, electrical integration, controls systems, and technology infrastructure related to the TechHOUNDS FRC robot and supporting platforms. Working collaboratively as Co-Directors, they will divide responsibilities based on individual strengths, technical expertise, and the evolving needs of the team. Together, they function as a unified leadership group responsible for ensuring the robot operates reliably, efficiently, and competitively throughout the season.

Key Responsibilities:

- **Lead Robot Software Development:** Design, develop, test, and maintain the robot codebase, including autonomous routines, driver controls, subsystem logic, and system integration. Ensure code is organized, scalable, documented, and adaptable as the robot evolves throughout the season.
- **Oversee Electrical Integration:** Design, assemble, and maintain the robot's electrical systems, including wiring layouts, motor controllers, sensors, pneumatics, power distribution systems, radios, and control hardware. Ensure all systems are properly installed, organized, and competition ready.
- **Collaborate with Robot Operations:** Work closely with the Robot Operations division throughout the design and build process to ensure mechanical, software, and electrical systems integrate effectively. Participate in testing, troubleshooting, and iterative improvements during development and competition.
- **Implement Advanced Control Systems:** Develop and tune advanced robot control systems such as PID loops, motion profiling, sensor fusion, vision tracking, and automation systems to improve robot precision, responsiveness, and performance.
- **Develop Strategic Electrical Plans:** Create organized and serviceable electrical layouts each season that prioritize reliability, accessibility, safety, and compliance with FRC inspection standards. Maintain wiring standards and best practices across the robot.

- **Support Troubleshooting & Competition Readiness:** Diagnose and resolve electrical, software, communication, and controls-related issues during build season and competitions. Help ensure all robot systems remain functional and competition ready under demanding conditions.
- **Maintain Documentation & Knowledge Sharing:** Organize and maintain code repositories, wiring diagrams, software documentation, technical notes, and setup procedures. Mentor newer members and encourage long-term sustainability through training and knowledge transfer.
- **Support Team Technology Systems:** Assist in the development and maintenance of team technology platforms such as scouting systems, dashboards, web applications, data systems, and other software tools that support team operations and strategy.

The Directors of Programming and Electrical play a critical role in the technical success of the team by bridging hardware and software into a cohesive, high-performing system. This position requires strong technical ability, communication, collaboration, organization, and a willingness to mentor and support others in a fast-paced engineering environment.

Systems Integration Lead (not a director)

The Systems Integration Lead is responsible for bridging the gap between Robot Operations, Programming, and Electrical to ensure all robot systems work together effectively and reliably. This role focuses on communication, coordination, troubleshooting, and overall robot functionality throughout the build season and competition events.

Key Responsibilities:

- Coordinate integration between mechanical, electrical, and programming subsystems.
- Assist in testing and validating robot functionality before practices and competitions.
- Troubleshoot system-wide issues involving wiring, sensors, controls, software, and mechanical interactions.
- Work closely with Robot Ops to ensure hardware is compatible with electrical and programming requirements.
- Support Programming and Electrical leads during robot bring-up, calibration, and debugging.
- Help organize system checks, pit readiness, and competition diagnostics.
- Maintain communication between subteams to reduce integration conflicts and improve efficiency.
- Assist with documentation, wiring diagrams, and system organization standards.
- Promote safe and professional work habits while helping newer members learn cross-functional skills.

This position is ideal for a student who enjoys problem-solving, understands multiple technical areas of robotics, and can help connect teams together to improve overall robot performance.

Director of Business Division

The Director of Business is responsible for managing the team's visual identity, promotional materials, and sponsor communications. This role combines creativity with organization to help tell the team's story, build its brand, and maintain strong relationships with sponsors and the public. The Business Director works closely with the Outreach Director and Finance Director to ensure a consistent and compelling image across all platforms.

Key Responsibilities:

- **Media Production:** Create high-quality media content including videos, newsletters, graphics, and promotional images to showcase the team's work and culture. This includes video editing, photography, and digital design.
- **Brand & Visual Identity:** Design team apparel, social media graphics, printed materials, and website content to maintain a unified and professional appearance. Ensure consistent use of team logos, fonts, and colors.
- **Sponsor Relations:** Work with the Finance Director to keep sponsorship materials up to date. This includes designing sponsor banners, creating thank-you packages, and ensuring sponsor logos appear correctly on team assets.
- **Event Promotion:** Collaborate with the Outreach Director to advertise team events, demos, and outreach activities. Help generate excitement and awareness through print and digital campaigns.
- **Content Creation:** Write and design monthly or seasonal newsletters to share updates with sponsors, mentors, parents, and community members. Highlight team progress, events, and achievements.
- **Photography & Documentation:** Capture and organize photos and videos from team meetings, outreach events, and competitions for use in media content and award submissions.

This role is ideal for a student with strengths in visual design, writing, video editing, and storytelling. The Director of Business plays a key role in shaping how the team is seen by the community, sponsors, and FIRST as a whole.

Director of Framework Division

The Director of Framework is responsible for overseeing all physical build-related infrastructure and ensuring a safe, efficient, and well-maintained working environment for the team. This includes managing shop organization, tools, field elements, pit equipment, and team safety protocols. This leader will also serve as the official Safety Captain at all FRC events.

Key Responsibilities:

- **Shop & Workspace Management:** Organize and maintain the team's physical workspace, ensuring that tools, materials, and workstations are properly stored, labeled, and accessible. Promote a culture of cleanliness, safety, and efficiency.

- **Tool Training Program:** Develop and implement a structured training program for safe and proper use of all team tools and machinery. Certify team members before allowing independent tool use.
- **Practice Field Construction:** Lead the design, construction, and maintenance of field elements and driver practice areas. Ensure these elements are accurate, safe, and available throughout the season.
- **Pit Cart Oversight:** Maintain and prepare the team's pit carts for competitions, ensuring they are fully stocked, structurally sound, and aligned with FRC pit safety standards.
- **Safety Leadership:** Act as the team's Safety Captain at competitions and during build season. Enforce safety protocols, manage personal protective equipment (PPE) use, conduct safety briefings, and complete FIRST safety documentation.
- **Sponsor Gift Fabrication:** Design and produce high-quality sponsor appreciation gifts, using tools such as laser cutters, CNC machines, or hand tools, as appropriate. Ensure timely delivery of these items to reflect the team's gratitude and professionalism.

This role is ideal for a student with strong technical skills, attention to detail, and a commitment to team safety and organization. The Director of Framework enables all other aspects of the team to run smoothly by providing a safe, efficient, and functional physical environment.

Directors of Outreach

The Director of Outreach is responsible for organizing the team's involvement in community events and promoting the team's mission to the public. This role helps build strong relationships with local organizations, sponsors, and the broader community while supporting the team's presence online and in person.

Key Responsibilities:

- **Event Coordination:** Plan and manage team participation in outreach events such as STEM nights, school visits, demos, and community service activities. Ensure team members are informed and prepared.
- **Content & Communication:** Write and archive team-generated content, including blog posts, event recaps, and promotional materials. Ensure consistent messaging across all platforms.
- **Social Media Support:** Collaborate with the Business Director to maintain an engaging and professional social media presence. Share updates from outreach events and promote the team's achievements.
- **Award Submissions:** Lead or assist in writing submissions for outreach-related awards, such as the FIRST Impact Award. Organize interviews and gather supporting materials.
- **Promotion & Recruitment:** Advertise outreach opportunities within the team and community. Encourage participation and raise awareness about the team's impact and mission.

This role is ideal for someone who enjoys public speaking, event planning, writing, and building connections. The Director of Outreach ensures the team is not just building robots—but building relationships.

Dues and Sponsorships

Why Sponsorships Matter

TechHOUNDS operates as a highly competitive robotics organization that depends heavily on sponsorships, fundraising, grants, and community support to sustain and grow the program. Sponsorship support allows the team to provide students with real-world engineering experiences and access to advanced tools, equipment, and competitive opportunities.

Sponsorships and team fundraising efforts help support:

- Competition registration fees
- Travel and lodging expenses for competitions
- Outreach activities and community events
- Robot materials, components, and manufacturing costs
- Equipment upgrades and technology improvements
- Tool, machine, and facility maintenance
- Research, prototyping, and development projects
- Practice field construction and testing resources

What Team Members Receive

Students participating in TechHOUNDS gain access to resources and experiences that mirror real-world engineering and manufacturing environments. Team membership may include:

- Official Team 868/761 season T-shirt
- Safety glasses and required personal protective equipment
- Access to CNC mills, lathes, and fabrication equipment
- Access to woodworking equipment and tools
- Use of welding booths and welding equipment
- Materials for CNC, machining, manufacturing, and construction training
- Materials for preseason projects and technical development
- Materials used to design and build the competition robot

- Access to practice field materials and testing resources
- Use of computers, engineering software, and team technology systems

Financial Responsibilities for the 2026–2027 Season

Team Membership Fee

Team membership dues are currently TBD and will be determined based on overall team participation numbers and seasonal operating costs.

Membership fees may help cover:

- Snacks during meetings and extended work sessions
- Student meals during Late Nighter, Fall Competition, Kickoff, and Robot Reveal
- Official season team shirt
- Portions of team travel expenses
- Student meals during the end-of-year banquet

Drive Team Travel Costs

Students selected for the official Drive Team should expect an additional estimated travel expense of approximately \$550 for competition-related travel and lodging.

Pit Crew Travel

Pit Crew members typically travel by team transportation and do not require overnight accommodations during most events. As a result, there are generally no additional travel fees associated with Pit Crew participation.

FIRST Championship (Worlds)

If TechHOUNDS qualifies for the FIRST Championship in Houston, Texas, students traveling with the team should expect an additional estimated cost of approximately \$2,000–\$2,500. Final costs will depend on transportation, lodging, event logistics, and the total number of students attending.

Refund Policy

Please note that team dues and participation fees are non-refundable under all circumstances. Team funds are committed throughout the preseason and build season toward supplies, materials, equipment maintenance, software licensing, registration costs, manufacturing resources, and other operational expenses that directly support team activities and student development.

Because expenses are incurred in advance and throughout the season, cancellations of competitions or events, changes in team scheduling, the inability of the team to attend an event, or a student's inability or decision not to participate in team activities or travel do not constitute grounds for a refund of team dues, travel payments, or associated fees.

Sponsorship Levels

	Recognition for Contribution
Signature \$6,000.00 +	All Previous benefits plus Company name included in the team's name. When introduced at competitions, the announcement will be: "Carmel High School- Insert Company Name- Team 868 TechHOUNDS" Team name and logo will be on all multimedia.
Diamond \$4,000.00 +	All previous benefits plus company reported to FIRST as a Major Sponsor.
Platinum \$3,000.00 +	Name and Logo included on Website, newsletters, pit display, Team Banners, Year specific competition T-Shirts, and log on the Robot.
Gold \$1,000.00 +	Company name and/or logo included on team website, newsletters, pit display.
Silver \$500.00 +	Company Name and/or logo included on the TechHOUNDS website and team newsletter

Please note: Once the sponsorship logos are sent to the press for T-shirts and banners, the sponsors may continue to provide funds but updates will not be possible for printed recognition. The specific date will be sent out to the team prior to this cutoff.

Obtaining a sponsor can take many different forms. Please visit the "Resources" tab under the TechHOUNDS website for access to the sponsorship flowchart, as well as sample emails and thank you letters. Help has always been offered to assist students in raising their team dues and that will continue. Please reach out if you are struggling to meet this goal.

Team-Building

TechHOUNDS incorporates a variety of team-building initiatives into the preseason in order to ensure that all students get the opportunity to know each other better before the build season. Students have the chance to participate in the following activities: the TechHOUNDS Annual Late-Nighter. This signature event hosted in November is the TechHOUNDS greatest team-building experience. Students get the opportunity to compete in a vast array of fun activities designed to help students learn more about each other by working together, followed by a sports session and a free-for-all time with computers, gaming systems, and board games. This often makes a student's experience on the team, so make sure you can come!

Build Season Information

Personal Equipment

Personal equipment brought to team meetings or events must be in compliance with all school rules. In particular, personal knives and multitools containing knives will not be allowed at team meetings or events.

Practice Field at Farmers Market

Team members must be invited by a coach or team President to attend practice at the Farmers Market. If you were not invited to the facility by a coach or the team President, you will be asked to leave. We have a contract with the City of Carmel that only allows the team to have a specific number of members at the facility. If you attend the farmers market during the winter season, you do not have permission to walk to the TechHOUNDS practice field. Questions should be directed to the head coach. Non-compliance to the guidelines provided or future rules given by the coaching staff will result in termination from the team.

Safety

Follow all safety guidelines and protocols. Use of team tools is a privilege, not a right, and safety is paramount. Do not use a machine or tool unless you have been trained and signed off to use that equipment. If you have any questions about how to use a machine or tool- ASK the coach.

How to stay Involved

Students will not gain the most of their TechHOUNDS experience if they do not take initiative or get involved throughout the build season. The students that have the most success and the most fun are those who constantly think of new ways to better the team.

FIRST FRC Competitions

Competitions are by far the most exciting and amazing part of the TechHOUNDS experience. Each attending team is crazy with support for their team. It's quite common for people to paint their faces (or bodies) with team colors, dance with mascot costumes, and cheer incredibly loudly at each victory - similar to a football game. Attending competitions is not required but highly encouraged for the full team experience.

Additional fees are required for travel, depending on the distance of CHS from the competition location, hotel necessity, and length of competition. All travel and hotel arrangements are made by TechHOUNDS. Competitions generally consist of qualifying rounds and elimination rounds. During the qualifying rounds, robots compete on teams of three against another alliance of three teams. These alliances are chosen at random and rotate throughout the rounds. During each match, teams will be given a score and ranked based on their score and other factors (different during each game). Each team generally plays approximately 10 matches during the qualifying rounds.

At the conclusion of the qualifying rounds, the final team rankings are used to form eight alliances. The top-ranked team has the opportunity to pick any team; following their selection, the second-ranked team has the opportunity to pick any unpicked team. This continues until there are eight teams of two. Then,

starting with the eighth-ranked team, each group of two will pick a third team to compete with, forming eight final alliances.

These alliances will then compete in head-to-head matches to determine a winner. The methods of choosing a winner vary year to year.

Parental Involvement

- Parents/Guardians may choose to volunteer for a Booster Committee or donate \$50 in place of volunteering
- Attend Parent meetings 2-3 year including “kickoff” in January
- Help find sponsors/donors (The team will do the heavy lifting if you can get them an “in”).
- Let us know if you want to participate in your company's donation match.
- Volunteer to help chaperone/serve food.
- Serve on the Booster Board or Committee.
- Parents may volunteer for 2 hour shifts to supervise the stands
- Parents may volunteer to ride the bus to and from competitions as a chaperone
- Cheer the team on at tournaments!

Anti-Hazing Guidelines

Purpose: The purpose of this policy is to maintain a safe learning environment for all students

and staff members at Carmel Clay Schools. Hazing in any form is neither tolerated nor consistent with any educational goals of Carmel Clay Schools.

Definition:: “Hazing” refers to any activity expected of someone joining a

student organization that humiliates, degrades or risks emotional and/or physical harm,

regardless of the person's willingness to participate.

- Hazing: activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings.
- Any activity involving personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault.

- Any activity involving the consumption of food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate Carmel Clay school district official designated by this policy. The building principal or their designee is the person responsible for receiving reports of hazing at the building level.

Teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include

hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the administration immediately.

Complaints

A student who feels that he or she has been harassed, bullied or subjected to hazing is invited to discuss his or her concerns with a teacher, coach, or administrator. There are no express time limits for initiating complaints; however, every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available. Complaints will be investigated and where it is determined that a violation has occurred, prompt corrective action will be taken. During the investigation, confidentiality will be maintained to the extent possible. Complainants will be offered counseling and other assistance when appropriate and will be informed of the results of any investigation.

School District Action

- Student complaints of harassment, bullying or hazing may be brought to any teacher, coach, sponsor or administrator who, after discussing the incident with the student, will contact the principal or their designee.
- Upon receipt of a complaint or report of hazing, Carmel Clay Schools shall undertake or authorize an investigation by school district officials or a third party designated by Carmel Clay Schools.

- Carmel Clay Schools may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.
- Upon completion of the investigation, Carmel Clay Schools will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion or expulsion.
- Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. Carmel Clay Schools action taken for violation of this policy will be consistent with other school policies.

Reprisal

Carmel Clay school district will take appropriate action against any student, teacher, administrator or other employee of Carmel Clay school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

Myths on Hazing

Myth # 1: Hazing is no more than foolish pranks that sometimes go awry. Fact: Hazing is an act of power and control over others — it is victimization. Hazing is premeditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth # 2: As long as there's no malicious intent, a little hazing should be O.K. Fact: Even if there's no malicious "intent" safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth # 3: Hazing is an effective way to teach respect and develop discipline. Fact: First of all, respect must be EARNED—not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth # 4: If someone agrees to participate in an activity, it can't be considered hazing. Fact: In states that have laws against hazing, consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth # 5: It's difficult to determine whether or not a certain activity is hazing—it's such a gray area sometimes.

Facts about Hazing

It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

- Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?

- Does the activity risk emotional or physical abuse? Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, to a teacher or Carmel Clay school official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing.

Report any behaviors to student services immediately either face to face or voice to voice.

Code Of Conduct

All School Sponsored Clubs are required to have a code of conduct. Sponsors will keep documentation of the student's agreement to follow the code of conduct. Clear consequences of violations must be listed. The following information must be included in the document.

Participation in activities, groups, and teams is a privilege at Carmel High School that carries with it varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school, and community. The following code of conduct rules shall apply at all times throughout the calendar year. These violations will result in discipline which may include suspension or removal from the activity, group, leadership position, or team.

1. An act which would otherwise be a felony, misdemeanor, act of delinquency or status offense.
2. Use, consumption, or possession of controlled substances, alcohol, or tobacco products.
3. The use of social media by a student considered to be "unbecoming of a Greyhound"
4. The violation of any school rules

Texting Between Coaches, Sponsor, Mentors And Club Members

There are times in which students may text their sponsor for information regarding meetings or organized events. For example, what time does the bus leave or when is practice tomorrow? All communication between sponsors and students should be 3-way communication. This could include another sponsor or the parent(s) of the student. Coaches should keep texting to simple information relevant to the team and encourage students to speak with them directly regarding any item which may require more information. Informational only, not conversational.

Inclement Weather

Carmel High School has a policy concerning school activities scheduled for days of inclement weather. "School activities" would include, but not be limited to, meetings, practices, rehearsals, work sessions, competitions, and performances. All activities will be canceled on days when the Carmel Clay School Corporation (including offices) is closed due to inclement weather.

All activities will be canceled on days when school is dismissed early due to inclement weather.

Activities may be held on days when classes have been canceled before the school day begins due to inclement weather if:

- 1) the weather and/or road conditions have improved, and
- 2) There are no penalties imposed upon students who are unable to attend due to the weather conditions or unavailability of transportation.

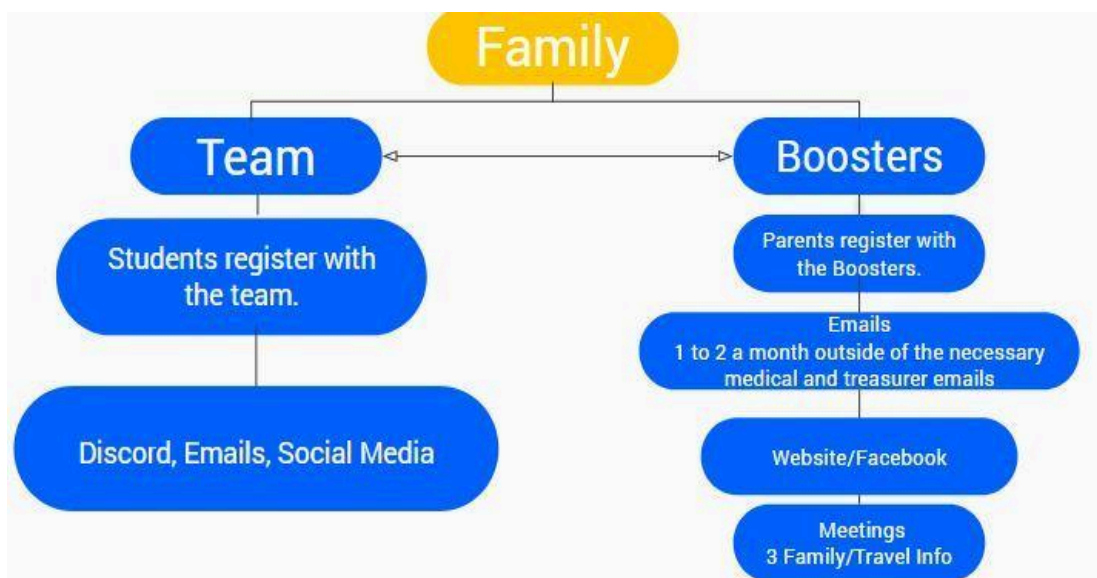
Supervision

Students must be supervised during all practice, performance, and competition times. It is the responsibility of the lead sponsor to see to this supervision or delegate this duty to another sponsor. Students that participate in outside activities in the name of the club (ex: volunteer for NHS at a local nursing home) do not need to be supervised by a sponsor; however, parents need to be aware of such supervision rules and requirements. Parent volunteers can never take the role as the faculty supervisor. If a faculty member cannot be present, the event must be canceled.

Volunteers

All volunteers must produce a full criminal history report through the school district provider and view the required bullying information prior to participation.

Staying Connected



CODE OF CONDUCT FOR PROGRAM ACTIVITIES

The FIRST mission is to inspire a generation of science and technology leaders who are both gracious and professional. This FIRST Code of Conduct lists some of the basic behaviors mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in FIRST activities.

- Exhibit Gracious Professionalism® at all times. [Gracious Professionalism](#) is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions.
- Ensure the safety of all participants in FIRST activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all FIRST [Youth Protection Program \(YPP\) policies](#).
- Report any unsafe behavior to event or local FIRST leadership.

Persons who do not comply with this Code of Conduct may be barred from participating in FIRST activities.

Youth Protection Program

The purpose of the FIRST® Youth Protection Program is to provide coaches, mentors, event volunteers, employees, Program Delivery Partners, team members, parents, guardians of team members, and others working with FIRST programs with information, guidelines, and procedures to create safe environments for FIRST participants.

The FIRST Youth Protection Program sets minimum standards recommended for all FIRST activities. Adults working in FIRST programs must be knowledgeable of the standards set by the FIRST Youth Protection Program, as well as those set by the school or organization hosting their team.



Team Website: www.techhounds.com
Discord: By invitation
Booster Club Website: <https://boosters.techhounds.com>
Facebook: FRC 868-Carmel High School TechHOUNDS
Booster Club Facebook: 868boosters
Twitter: @TechHOUNDS868
FLICKR: TechHOUNDS Team 868
Instagram: FRC 868-TechHOUNDS