

Team Handbook



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Welcome to the Team!

Welcome to the Holy Cross Regional Catholic School FIRST® LEGO® League Challenge team for the 2025-2026 season. We are thrilled to have you join us for a season of innovation, problem-solving, and fun. This handbook is your guide to how our team works, what we expect from each other, and how we're going to succeed together. Let's get ready to build, code, and learn!

Our Mission: To have fun while learning about science and technology, to build an awesome robot, and to create an innovative solution to a real-world problem.

Core Values: The Heart of Our Team

On our team, *how* we do our work is as important as *what* we do. This year we will strive to:

- Learn together and support each other
- Celebrate our mistakes and improvements
- Respect others and communicate kindly
- Be prepared and committed

We are guided by the FIRST Core Values.

- **Discovery:** We explore new skills and ideas.
- **Innovation:** We use creativity and persistence to solve problems.
- **Impact:** We apply what we learn to improve our world.
- **Teamwork:** We are stronger when we work together.
- **Fun:** We enjoy and celebrate what we do!

Team Structure & Roles

While we all work together, having defined roles helps us stay organized. Roles **can/will** rotate during the season.

- **Coaches/Mentors:** Guide, mentor, and organize, but do not do the work!
- **Project Manager/Captain:** Helps keep the team on track, facilitates discussions, and ensures deadlines are met.
- **Lead Builder:** Oversees the design and construction of the robot chassis and attachments.
- **Lead Programmer:** Oversees the coding for the robot's missions.
- **Research Lead:** Guides the team through the Innovation Project research process.

- **Presentation Lead:** Helps organize and polish the team's Innovation Project presentation.
- **Core Values Coordinator:** Helps the team document and reflect on our use of the Core Values throughout the season.

Every team member is expected to contribute to building, programming, research, and presenting. These roles are for leadership and organization, not to limit what you can do.

Meetings & Schedule

- **When:** [Insert Day(s) of the Week], from [Start Time] to [End Time]
- **Where:** Holy Cross Regional Catholic School
- **Attendance:** It is crucial that every team member attends every meeting. If you must miss a meeting, please let a coach know at least 24 hours in advance.

What to Bring to Every Meeting:

- Your engineering notebook and pencil/pen
- A water bottle
- Your positive attitude and ideas!

Communication Plan

Communications will be via email to the parents/guardians of the students. Students may communicate directly with each other, **but there will be no direct coach/mentor communication with the students.** Additional information may be poted to collegevillorobotics.org and shared with the team via email.

Code of Conduct

To ensure our team is a safe, productive, and positive space, we all agree to the following:

1. **Respect:** Respect coaches, mentors, teammates, volunteers, and other teams. This means listening when others are speaking and valuing their ideas, even if they are different from your own. Arrive on time and ready to work.
2. **Safety First:** Handle all tools, equipment, and LEGO parts safely and respectfully. No running in the build space or throwing LEGO parts.
3. **Focus:** When it's meeting time, it's time to focus on robotics. Save side conversations and other distractions for breaks. Phones are not to be used during meetings/practices.

4. **Contribute:** Every member must actively participate. Don't be afraid to speak up, share an idea, or ask a question.
5. **Clean Up:** We will always leave our meeting space cleaner than we found it. Everyone helps with cleanup.
6. **Resolve Conflicts Peacefully:** Disagreements happen. We will work through them respectfully, using "I" statements (e.g., "I feel frustrated when...") and seeking a coach's help if needed.

The Three Parts of the Challenge

FIRST LEGO League is more than just robots. We will be judged in three equally important areas.

The Robot Game

This is where we design, build, and program an autonomous LEGO robot to complete missions on the game field.

- **Our Process:** We will brainstorm, design, build, test, and refine our robot and its attachments.
- **Programming:** We will use [e.g., LEGO MINDSTORMS EV3, Spike Prime] to program our robot. All code will be commented so everyone can understand it.
- **Strategy:** We will work together to decide which missions to attempt to maximize our score.

The Innovation Project

The team will identify a real-world problem related to this year's theme, design an innovative solution, and share it with others.

- **Our Process:** We will research, consult with experts, brainstorm solutions, and create a prototype or model.
- **Presentation:** We will prepare a creative and engaging 5-minute presentation to share our solution with the judges.

Core Values

The judges want to see how we work as a team. We will be observed throughout the competition and will have a specific interview about how we use the Core Values.

Parent & Guardian Involvement

Parents are essential to our team's success! Here's how you can help:

- **Logistics:** Ensure your team member arrives on time for meetings and is picked up promptly.
- **Support:** Encourage your child's learning and effort, not just their results. First Lego League is about the process, not just winning.
- **Volunteer:** We may need help with providing snacks, facilitating a training session, organizing team apparel, or helping with transportation to the competition.
- **Let the Kids Work:** Please allow the team members to do the work themselves. This means they do the building, coding, and research. Parents are there to guide, ask questions, and support, but not to give the answers or do the work.

Final Thoughts

We're here to **learn, grow, and have fun**. This is more than robots—it's about solving problems, building confidence, and becoming great teammates. Let's make this season one to remember!

Acknowledgement

We ask that both team members and a parent/guardian read this handbook and sign below. This shows that we all understand and agree to the guidelines for a successful and fun season.

Team Member Name (Print):	
Team Member Signature:	
Date:	
Parent/Guardian Name (Print):	
Parent/Guardian Signature:	
Date:	