

EIA ROBOTICS

HANDBOOK



About EIA Robotics

Our Team Vision

EIA Robotics strives to inspire the next generation of innovators, engineers, and leaders by providing students with meaningful opportunities to explore science, technology, engineering, and mathematics (STEM). Through hands-on learning, mentorship, and competition, we aim to empower students to develop the skills, confidence, and character necessary to make a positive impact on the world.

Our Team Mission

EIA Robotics pursues its vision by creating a collaborative environment where students work alongside mentors, industry professionals, educators, and peers to solve complex engineering challenges. Through participation in FIRST programs and community outreach initiatives, students develop technical knowledge, leadership abilities, communication skills, professionalism, and a lifelong passion for learning.

Core Values

- Inspire through STEM education and innovation.
- Demonstrate Gracious Professionalism and respect for all.
- Pursue excellence in everything we build and represent.
- Lead with integrity, humility, and accountability.
- Foster creativity, curiosity, and continuous learning.
- Build strong relationships and support one another as a family.
- Encourage diversity of thought, background, and experience.
- Take initiative and ownership of responsibilities.
- Use resources wisely and operate efficiently.
- Give back to our community through outreach and service.
- Represent EIA Robotics with professionalism both on and off the competition field.

Why Join EIA Robotics?

EIA Robotics offers students a unique opportunity to gain real-world experience in engineering, technology, leadership, and teamwork. Members work on challenging projects while developing valuable technical and professional skills that prepare them for future careers and educational opportunities.

- Students can contribute in many areas including:
 - Mechanical Design and CAD
 - Manufacturing and Fabrication
 - Electrical Systems
 - Programming and Controls
 - Computer Vision and Artificial Intelligence
 - Business and Fundraising
 - Marketing and Media

- Project Management
- Community Outreach
- Leadership and Team Operations
- No prior experience is required. We welcome students from all backgrounds who are willing to learn, contribute, and grow.
- Participation in EIA Robotics provides opportunities to:
 - Learn industry-standard engineering tools and software
 - Work with mentors from engineering and technology fields
 - Travel to competitions and events
 - Develop leadership and communication skills
 - Earn volunteer and community service experience
 - Build friendships and lifelong connections
 - Preparing for college, internships, and future careers

Team History

The roots of EIA Robotics trace back more than a decade before the organization was formally established. What began as a small group of five fourth-grade students with little to no knowledge of robotics evolved into a journey of learning, teamwork, perseverance, and discovery. Participating in FIRST LEGO League (FLL) in an informal setting, these students developed a passion for engineering, problem-solving, and innovation while learning valuable lessons about teamwork, leadership, and gracious professionalism. Over the years, the team grew in both experience and capability, participating in numerous competitions, achieving success at major events, and gaining opportunities that helped shape their educational and professional futures.

As these students matured, many recognized the profound impact that robotics and STEM education had on their lives. They developed a desire to give back to the community and provide the same opportunities, mentorship, and inspiration to future generations of students. This vision ultimately led to the creation of EIA Robotics.

EIA Robotics was founded in 2023 as a 501(c)(3) – (EIN - 93-2995900) nonprofit organization dedicated to expanding STEM education opportunities for students throughout Southern California. What began as a small group of motivated students participating in the FIRST Tech Challenge (FTC) quickly grew through strong student leadership, dedicated mentors, and active community engagement. Within its first year, the organization expanded from approximately 15 students to more than 30 active participants while establishing programs focused on robotics, engineering education, mentorship, leadership development, and community outreach.

Today, EIA Robotics supports students through multiple FIRST programs, including FIRST LEGO League (FLL), FIRST Tech Challenge (FTC), and FIRST Robotics Competition (FRC), creating a comprehensive pathway for students to develop technical, professional, and leadership skills from elementary school through high school. By providing opportunities at every stage of a student's educational journey, EIA

Robotics helps young people build confidence, develop real-world engineering experience, and prepare for future careers in STEM fields.

As the organization continues to grow, EIA Robotics remains committed to providing high-quality STEM opportunities that inspire innovation, foster personal growth, and prepare students for future success. Through partnerships with schools, businesses, universities, and community organizations, EIA Robotics works to expand access to STEM education while building sustainable programs that strengthen the broader STEM community.

EIA Robotics strives to become a premier robotics organization recognized for competitive excellence, innovation, community impact, and student development. As a student-centered organization, students are encouraged to take ownership of projects, lead initiatives, solve complex problems, and gain valuable hands-on experience. Mentors provide guidance, technical expertise, and support while empowering students to become leaders, innovators, and lifelong learners.

Safety, professionalism, mentorship, service, and continuous learning remain foundational values that guide every aspect of EIA Robotics. The organization exists not only to build robots, but to build future engineers, leaders, and changemakers who will positively impact their communities and the world around them.

Programs and Activities

- **FIRST Robotics Competition (FRC)**

- Each year, EIA Robotics designs, manufactures, programs, and tests the robot to compete in the FIRST Robotics Competition (FRC). The challenge changes every season and requires students to solve complex engineering problems under demanding timelines.

- **About FIRST**

- FIRST (For Inspiration and Recognition of Science and Technology) is an international nonprofit organization dedicated to inspiring young people to become science and technology leaders through mentor-based programs that develop technical skills, confidence, and leadership.
- More information can be found at firstinspires.org.

- **About FRC**

- The FIRST Robotics Competition is the highest level of FIRST robotics programs for high school students. Teams are challenged to design and build industrial-sized robots capable of competing in a new game released each January.
- FRC combines engineering, programming, manufacturing, business, marketing, project management, and teamwork into one highly competitive and rewarding experience.
- Thousands of teams from around the world participate annually, competing at regional and district events that culminate in the FIRST Championship.

- **Gracious Professionalism**

- FIRST promotes Gracious Professionalism® as one of its foundational principles. Gracious Professionalism encourages teams to compete intensely while treating others with respect, kindness, and integrity.
- At EIA Robotics, we believe success is measured not only by competitive achievements but also by how we support our teammates, competitors, mentors, and community.

- **FIRST Awards**

- FIRST recognizes excellence in engineering, outreach, entrepreneurship, innovation, leadership, and community impact through numerous awards.
- EIA Robotics actively participates in award submissions and strives to embody the values represented by awards such as:
 - FIRST Impact Award
 - Engineering Inspiration Award
 - FIRST Leadership Award
 - Woodie Flowers Award
 - Entrepreneurship Award
 - Industrial Design Award
 - Innovation in Control Award

- **FIRST Tech Challenge (FTC)**

- FTC provides students with an opportunity to design, build, program, and compete with robots while developing engineering and leadership skills in a team-based environment.
- FTC serves as a valuable training ground for students preparing for advanced engineering challenges and future participation in FRC.

- **FIRST LEGO League (FLL)**

- FLL introduces younger students to STEM through hands-on robotics, research, innovation projects, and teamwork.
- EIA Robotics supports FLL teams through mentorship, workshops, demonstrations, and community outreach activities.

- **Community Outreach and Service**

- EIA Robotics believes STEM education should be accessible to all students.
- Throughout the year, members participate in:
 - Robotics demonstrations

- STEM workshops
 - Community events
 - School presentations
 - Summer camps
 - Mentoring younger robotics teams
 - Volunteer service projects
 - Engineering education programs
 - These activities help inspire future engineers while strengthening our local community.
- **Fundraising and Sponsorship Development**
 - Operating a successful robotics program requires significant financial resources. Team members actively participate in fundraising and sponsor engagement activities throughout the year.
 - **Fundraising efforts may include:**
 - Corporate sponsorship outreach
 - Grant applications
 - Community fundraising events
 - Product sales
 - STEM camps and workshops
 - Donation campaigns
 - Every member is expected to contribute toward helping sustain and grow the program.
 - **Off-Season Training and Development**
 - The off-season extends from the conclusion of the competition season until the beginning of the next build season.
 - **During this period, students participate in:**
 - CAD training
 - Programming training
 - Electrical training
 - Manufacturing training
 - Leadership development
 - Team-building activities
 - Robot improvement projects
 - Off-season competitions
 - Outreach events
 - Mentor-led workshops
 - Students who actively participate during the off-season are generally better prepared for leadership positions and technical responsibilities during the competition season.

- While students may pursue internships, academic programs, travel opportunities, or other commitments during the summer, continued engagement with EIA Robotics provides valuable opportunities for growth, learning, and skill development.

Team Organization

- **Organizational Structure**

- **Board of Directors**

EIA Robotics is a 501(c)(3) nonprofit organization. The Board of Directors provides oversight, governance, financial stewardship, and strategic direction for all EIA Robotics programs.

- **The Board of Directors is responsible for:**

- Organizational governance
- Financial oversight and budgeting
- Strategic planning
- Risk management and insurance
- Facility management
- Long-term program sustainability
- Community and sponsor relations

- **Parent Support**

Parents are essential partners in the success of EIA Robotics. Parent support assisting with logistics, administration, fundraising, and event support.

- **Team Administration and Registration**

- Responsible for:
 - Student registration
 - Collection of forms and waivers
 - Medical and emergency documentation
 - Team records management

- **Outreach and Sponsor Relations**

- Responsible for:
 - Sponsor communications
 - Community partnerships
 - Outreach event support
 - Corporate engagement

- **Build Season Support**

- Responsible for:
 - Team meals
 - Snacks and refreshments
 - Volunteer coordination
 - Facility support

- **Competition and Travel Support**

- Responsible for:
 - Travel logistics
 - Hotel coordination
 - Transportation support
 - Event logistics

- **Grants and Fundraising**

- Responsible for:
 - Grant research
 - Grant writing assistance
 - Fundraising campaigns
 - Donation initiatives

- **Technical Mentor Committees**

Technical mentors provide professional guidance, training, and supervision to students while allowing students to maintain ownership of projects.

- **Software Engineering**

- **Areas include:**
 - Robot programming
 - Autonomous development
 - Vision systems
 - Simulation
 - Controls engineering

- **Electrical Engineering**

- **Areas include:**
 - Robot wiring
 - Electronics integration
 - Sensors
 - Pneumatics

- Electrical troubleshooting
- **Manufacturing and Fabrication**
 - **Areas include:**
 - CNC Machining
 - Manual machining
 - Welding
 - CAM programming
 - Shop operations
 - Assembly processes
- **Computer-Aided Design (CAD)**
 - **Areas include:**
 - Robot architecture
 - CAD standards
 - Design reviews
 - Engineering documentation
 - Product lifecycle management
- **Leadership Development**
 - **Areas include:**
 - Team culture
 - Student leadership
 - Conflict resolution
 - Professional development
- **Strategy and Scouting**
 - **Areas include:**
 - Match strategy
 - Data collection
 - Data analysis
 - Competition preparation

- **Student Committees**

Student committees are responsible for executing the team's day-to-day operations.

- Software

- Responsibilities include:

- Robot code development
 - Autonomous routines
 - Vision processing
 - Driver-assistance systems
 - Simulation

- Electrical

- Responsibilities include:

- Robot wiring
 - Sensor installation
 - Electrical testing
 - Troubleshooting

- Manufacturing

- Responsibilities include:

- CNC machining
 - Fabrication
 - Robot assembly
 - Quality control

- Design and CAD

- Responsibilities include:

- CAD modeling
 - Engineering drawings
 - Design reviews
 - Mechanism development

- Outreach and Awards

- Responsibilities include:

- Community outreach
 - Sponsor engagement
 - Award submissions
 - Event coordination

- **Media and Communications**

- **Responsibilities include:**

- Photography
 - Videography
 - Social media
 - Graphic design
 - Website management

- **Strategy, Scouting, and IT**

- **Responsibilities include:**

- Match scouting
 - Strategic analysis
 - Data management
 - Website support
 - Information technology systems

- **Business and Fundraising**

- **Responsibilities include:**

- Sponsorship outreach
 - Grant support
 - Budget planning
 - Fundraising campaigns

- **Safety**

- **Responsibilities include:**

- Safety training
 - Shop inspections
 - Safety documentation
 - Competition safety initiatives

- **Committee Organization**

Committee structure and leadership assignments are determined by team leadership and mentors based on team needs, mentor availability, and student participation. Committees may be modified as the organization grows.

- **Communication**

- All students and parents are required to maintain an active email address registered with EIA Robotics. Email is considered an official method of team communication.

- Students are expected to check team communications daily during the competition season and multiple times per week during the offseason.
- All members must maintain a Google account and regularly access:
 - Team Calendar
 - Shared Documents
 - Training Materials
 - Team Announcements
 - Registration Forms
- Students and parents agree to provide current contact information for team communications. Contact information may be shared with approved team members, mentors, and parents for official team purposes.
- The team may utilize communication and project management platforms including:
 - Gmail
 - Google Drive
 - Google Calendar
 - Slack
 - Trello
 - Notion
 - Onshape
 - GitHub
- Students may be required to create accounts on approved team platforms.
- Members are expected to communicate professionally and respond to team requests in a timely manner.

Meetings During the FRC Season

Mandatory Meeting Hours

- The FRC competition season generally runs from January through April.
- **The standard build season schedule is:**
 - Tuesday: 6:00 PM – 9:00 PM
 - Wednesday: 6:00 PM – 9:00 PM
 - Friday: 6:00 PM – 9:00 PM
 - Saturday: 2:00 PM – 6:00 PM
 - Sunday: 1:00 PM – 6:00 PM

- Meeting schedules may be adjusted based on facility availability, mentor schedules, and competition deadlines.
- Active team members are expected to attend a minimum of 15 hours per week during the competition season unless alternative arrangements are approved by team leadership.
- Attendance records may be reviewed periodically to ensure members remain actively engaged in team activities.

Extended Meeting Hours

- Additional build sessions may be scheduled during:
 - School holidays
 - Winter break
 - Competition preparation periods
 - Critical project deadlines
- Attendance at extended build sessions is strongly encouraged and counts toward participation requirements.
- Extended meetings provide opportunities for additional training, project completion, and makeup hours.

Meeting Cleanup Procedures

- Regular meetings conclude at the scheduled end time unless otherwise announced by team leadership.
- Cleanup begins approximately fifteen minutes before the end of each meeting.
- **All members are responsible for:**
 - Returning tools
 - Cleaning workspaces
 - Organizing materials
 - Disposing of waste properly
 - Restoring the facility to working conditions
- Members leaving early must clean their work area and obtain approval from a supervising mentor before departing.
- Maintaining a clean and organized workspace is a shared responsibility and an important part of team professionalism and safety.

Mentors

Mentor Eligibility

- Mentors may include engineers, educators, industry professionals, alumni, parents, or other qualified adults who wish to support the mission of EIA Robotics.
- All meetings, events, and activities must have appropriate adult supervision to ensure students' safety and proper conduct.

Mentor Responsibilities

- Mentors provide:
 - Technical guidance
 - Leadership development
 - Training and education
 - Professional mentorship
 - Positive role modeling
- Mentors are expected to empower students to lead projects and make decisions while providing appropriate oversight and support.

Volunteer Service

- Mentors serve as volunteers and generally do not receive monetary compensation.
- Unless specifically approved by the Board of Directors, donations received by EIA Robotics are used solely to support student programs, equipment, outreach, travel, and operational expenses.

Youth Protection

- All mentors must comply with applicable FIRST Youth Protection Program (YPP) requirements.
- Mentors must maintain a safe, respectful, inclusive, and professional environment that supports student learning and development.
- Any concerns regarding student safety or well-being must be immediately reported to team leadership and the Board of Directors.

Student Membership and Participation

Student Leadership

- EIA Robotics is a student-led organization. Students are encouraged to take ownership of projects, mentor newer members, and contribute to the growth and success of the team.

- Student leaders are expected to:
 - Demonstrate professionalism
 - Lead by example
 - Mentor developing members
 - Promote team culture
 - Uphold all team standards and expectations
- Leadership positions may include:
 - Team Captain
 - Operations Captain
 - Mechanical Lead
 - Manufacturing Lead
 - Electrical Lead
 - Software Lead
 - CAD Lead
 - Strategy Lead
 - Outreach Lead
 - Business Lead
 - Media Lead
 - Safety Captain

Member Development Program

Developing Members

- Developing Members are students actively learning technical and leadership skills through training, mentorship, and project participation.

Student Leaders

- Student Leaders are experienced members who have demonstrated technical competency, leadership ability, professionalism, and commitment to the team.

Mentorship

- Experienced students are expected to mentor newer members and contribute to a culture of learning and continuous improvement.

Eligibility

- Membership is open to students in grades 7 through 12.
- All members must comply with team policies, safety requirements, and participation standards.

- Exceptions may be granted by team leadership on a case-by-case basis.

Registration and Required Accounts

- All members must complete required registration forms, including:
 - Membership Application
 - Emergency Contact Form
 - Medical Consent Form
 - Liability Waiver
 - Membership Agreement
 - Media Release Form
 - Safety Acknowledgement Form
- Students must maintain active accounts on required team platforms including:
 - FIRST Dashboard
 - Google Workspace
 - Slack
 - Onshape
 - GitHub
 - Team Management Platforms
- Students must complete required safety training before operating tools or equipment.
- Families are encouraged to support fundraising efforts and sponsorship development to help sustain team operations.
- Financial hardship assistance is available. No student will be denied participation due to financial circumstances.
- Families are encouraged to volunteer through:
 - Event support
 - Transportation assistance
 - Outreach activities
 - Competition support
 - Fundraising efforts
 - Meal coordination

Required Personal Equipment

- Members should maintain:
 - Safety Glasses
 - Reusable Water Bottle
 - Team Apparel
 - Closed-Toe Shoes

- Appropriate Work Clothing

Attendance Requirements

- Participation and attendance are critical to team success.
- Students should attend at least 70% of scheduled offseason meetings and training opportunities.
- During build season, students are expected to maintain an average of at least 15 hours of participation per week.
- Students are expected to participate in at least 8 hours of outreach, mentoring, volunteer service, or STEM promotion activities annually.
- Students should attend the full duration of scheduled meetings whenever possible.
- Members must notify team leadership as early as possible regarding absences, tardiness, or scheduling conflicts.
- **Excused absences may include:**
 - Illness
 - Academic obligations
 - Standardized testing
 - School activities
 - Internships
 - Family travel
 - Family emergencies
- Attendance is tracked electronically through team systems.

Academic Requirements

- **Students must maintain academic eligibility.**
- No member may have a grade below a C without an approved academic improvement plan.
- Students experiencing academic difficulties should notify team leadership immediately.
- Academic success takes priority over robotics participation.
- Students may be asked to provide academic verification when necessary.

Student Expectations

- **Students are expected to:**
 - Be safe.
 - Take initiative.

- Ask questions.
- Be respectful.
- Demonstrate Gracious Professionalism.
- Represent EIA Robotics positively.
- Remain focused during meetings.
- Follow team rules and procedures.
- Respect the chain of communication.
- Demonstrate attention to detail.
- Work collaboratively.
- Maintain a clean workspace.
- Pursue continuous learning.
- Take ownership of assigned responsibilities.
- Communicate professionally both in person and online.

Behavior

- All members must comply with the Team Code of Conduct.
- Students are expected to actively participate in team activities during meetings.
- Repeated disruptive behavior, refusal to participate, or violation of team standards may result in disciplinary action.

Non-Compliance

- Failure to meet attendance, academic, behavioral, or safety requirements may result in:
 - Verbal warning
 - Written warning
 - Temporary suspension
 - Leadership removal
 - Travel restriction
 - Membership revocation
- depending on the severity of the violation.

Travel Team

Purpose

- The EIA Robotics Travel Team consists of students selected to represent the organization at competitions, conferences, outreach events, demonstrations, and other official activities requiring travel. Travel Team members serve as ambassadors of EIA Robotics and are expected to exemplify the organization's values, professionalism, and commitment to excellence.

- Selection to the Travel Team is a privilege earned through demonstrated commitment, technical contribution, leadership, and positive representation of the organization.

Travel Team Selection

- Travel Team positions are earned based on merit and are not automatically granted to all members.
- Selection decisions are based on a combination of factors including:
 - Attendance and participation
 - Technical contribution
 - Leadership and initiative
 - Teamwork and collaboration
 - Academic standing
 - Safety compliance
 - Professional conduct
 - Reliability and preparedness
- Certain positions may require applications, interviews, evaluations, tryouts, mentor recommendations, or demonstrate technical proficiency.
- Travel Team selections are made in accordance with the needs of the team and may vary between events.

Travel Team Organization

The Travel Team consists of several specialized groups responsible for supporting the team's competitive success.

Awards Team

The Awards Team is responsible for preparing and presenting the team's submissions for judged awards and interacting with judges during competition events.

Responsibilities may include:

- Preparing award submissions
- Developing presentations and supporting materials
- Conducting judge interviews
- Presenting the team's outreach and impact initiatives
- Representing the organization in a professional manner

This position is ideal for students interested in leadership, communication, public speaking, networking, business, outreach, and advocacy.

Drive Team

The Drive Team is responsible for operating the robot during official competition matches.

Positions may include:

- Driver
- Operator
- Human Player
- Technician
- Drive Coach

Drive Team members must demonstrate:

- Strong communication skills
- Situational awareness
- Consistent performance under pressure
- Teamwork and discipline
- Commitment to practice and preparation
- Ability to follow strategic direction

Drive Team members are expected to maintain a high level of professionalism and strictly adhere to established team procedures and chain of command.

Pit Crew

The Pit Crew is responsible for maintaining, repairing, inspecting, and improving the robot throughout competition events.

Responsibilities include:

- Robot maintenance
- Mechanical repairs
- Electrical troubleshooting
- Software deployment and testing
- Inspection preparation
- Match readiness verification
- Spare parts management

Pit Crew members should demonstrate strong technical skills, attention to detail, adaptability, and the ability to work effectively under time constraints.

Strategy and Scouting Team

- The Strategy and Scouting Team is responsible for collecting and analyzing competition data to support match strategy and alliance selection decisions.

Responsibilities include:

- Match scouting
- Data collection and analysis
- Opponent evaluation
- Alliance selection preparation
- Match planning
- Video review and performance analysis
- This team is well suited for students interested in analytics, software development, statistics, game strategy, and competitive decision-making.

Eligibility Requirements

- Travel Team members must consistently demonstrate excellence in the following areas:
 - Attendance
 - Academic performance
 - Conduct and professionalism
 - Safety compliance
 - Technical contribution
 - Team participation
- Students and families should carefully consider travel obligations prior to accepting a Travel Team position. Certain events may require overnight travel, extended schedules, and additional commitments.
- Travel Team rosters may vary by event based on team requirements, event logistics, available positions, student availability, and overall organizational needs.
- Drive Team, Strategy Team, and key competition leadership positions may be selected during the offseason or preseason evaluation process.
- Additional Travel Team selections may be finalized prior to each competition event and are subject to modification based on changing circumstances.

Travel Conduct and Expectations

- Travel Team members represent EIA Robotics, the , team sponsors, mentors, students, and families at all times.
- Members are expected to conduct themselves in a manner that reflects positively on the organization and the values of FIRST.
- Students must comply with all instructions provided by mentors, designated chaperones, event officials, transportation providers, and hotel personnel.
- All students are expected to remain with designated groups and follow established event schedules unless otherwise authorized by team leadership.

- Curfew, room assignments, and room-check procedures will be communicated prior to each travel event.
- Unless otherwise approved by team leadership, students are expected to observe lights-out procedures at the designated time established for the event.
- Following room check, students shall remain in their assigned rooms unless permission is granted by a supervising mentor or chaperone.
- Failure to comply with Travel Team expectations may result in disciplinary action, removal from the Travel Team, future travel restrictions, or additional corrective measures as determined by team leadership.

Travel Team Philosophy

- Participation on the Travel Team is not solely a reward for technical skill. EIA Robotics seeks students who consistently demonstrate professionalism, leadership, reliability, teamwork, and a commitment to the success of the entire organization.
- The most successful Travel Team members are those who contribute positively to the team's culture, support their fellow teammates, embrace continuous improvement, and represent EIA Robotics with integrity both on and off the competition field.

Safety Program

Safety Philosophy

- Safety is a core value of EIA Robotics. Every member shares responsibility for maintaining a safe working environment and promoting a culture where safety is prioritized above convenience, speed, or competitive success.
- No student may participate in shop activities without appropriate adult supervision from an approved mentor, parent volunteer, or designated adult supervisor.
- Members must follow all safety procedures and operational guidelines provided during team training.
- Students may not operate machinery, power tools, or other potentially hazardous equipment until all required training and authorization requirements have been completed.
- Safety glasses and other required personal protective equipment (PPE) must be worn whenever operating machinery or when working in areas where machinery is being operated.
- Electrical devices shall not be powered through unsafe wiring methods, including daisy-chaining extension cords, power strips, or other electrical equipment.
- Mentors, designated supervisors, facility personnel, and Safety Captains have the authority to stop any activity deemed unsafe.

- Parents serving as supervisors may be required to complete safety orientation, youth protection training, background checks, or other requirements established by EIA Robotics, FIRST, facility partners, or applicable law.
- All accidents, injuries, near misses, unsafe conditions, or damaged equipment must be reported immediately to a mentor or Safety Captain.

Personal Protective Equipment (PPE)

Required PPE may include:

- Safety glasses
- Hearing protection
- Dust masks or respirators when appropriate
- Protective gloves when appropriate
- Closed-toe shoes
- Additional task-specific protective equipment
- Long hair must be secured, and loose clothing, jewelry, or accessories that may create hazards around machinery are prohibited.

Tool and Equipment Authorization

- Students must successfully complete required training before operating any team machinery or equipment.
- Training records may be maintained by the team to document equipment authorization levels.
- Members shall not operate tools for which they have not received authorization.
- Unsafe operation of equipment may result in immediate suspension of equipment privileges.

Workspace Standards and Cleanup

Facility Expectations

- A clean, organized workspace improves safety, efficiency, and professionalism.
- Cleanup activities begin approximately fifteen minutes before the scheduled end of each meeting.
- All members are responsible for cleaning their work areas before leaving.

- All tools, equipment, materials, and supplies must be returned to their designated storage locations.
- Missing, damaged, or malfunctioning tools must be reported to mentors or team leadership immediately.
- Food and beverages are permitted only in designated areas approved by team leadership.
- Work areas must be left in a condition suitable for immediate use at the next meeting.

Code of Conduct

Commitment to Professional Conduct

- Members of EIA Robotics are expected to conduct themselves ethically, professionally, and respectfully at all times.
- All members shall act in a manner consistent with the mission, vision, and core values of EIA Robotics and the .
- Members represent EIA Robotics during meetings, competitions, outreach activities, travel, online interactions, and public appearances.
- Members shall demonstrate Gracious Professionalism®, respect for others, honesty, integrity, and accountability.
- Failure to meet behavioral expectations may result in disciplinary action.

Anti-Harassment and Inclusion Policy

Equal Opportunity and Respect

- EIA Robotics maintains a zero-tolerance policy toward unlawful discrimination, harassment, bullying, intimidation, retaliation, or other conduct that creates an unsafe or hostile environment.
- All members, mentors, volunteers, parents, and guests are expected to contribute to a safe, respectful, and inclusive environment.
- Protected characteristics include, but are not limited to:
 - Race
 - Color
 - National origin
 - Religion
 - Sex
 - Gender identity
 - Sexual orientation

- Age
 - Disability
 - Marital status
 - Veteran status
 - Any other protected classification under applicable law
- Sexual harassment includes unwelcome verbal, visual, electronic, or physical conduct of a sexual nature.
- Bullying, intimidation, hazing, threats, discriminatory conduct, or retaliation are prohibited.

Electronic Communications

- Electronic communication systems including email, text messaging, social media, chat platforms, websites, and collaboration tools shall be used responsibly and professionally.
- Members shall not create, distribute, or forward content that is discriminatory, harassing, threatening, offensive, inappropriate, or otherwise inconsistent with team values.
- Violations occurring through electronic communications are subject to the same disciplinary standards as in-person conduct.

Complaint Resolution and Reporting

Reporting Concerns

- Members are encouraged to promptly report concerns involving safety, misconduct, harassment, discrimination, policy violations, or other issues affecting the team.
- **Reports may be made to:**
 - Student Leadership
 - Team Mentors
 - Lead Mentors
 - Safety Captain
 - Board of Directors
 - Designated Ethics Committee Representatives
- Reports will be handled professionally, confidentially to the extent possible, and in accordance with applicable policies and legal requirements.
- Retaliation against any individual who reports concerns in good faith is strictly prohibited.

Dispute Resolution

- Whenever possible, disputes should be resolved respectfully through direct communication and collaboration.

- When informal resolution is not appropriate or successful, concerns may be elevated to mentors, team leadership, or the Board of Directors for review.
- The Board of Directors reserves the authority to make final determinations regarding disciplinary actions, membership status, policy interpretation, and dispute resolution matters.

Prohibited Conduct

Prohibited Activities

- The activities outlined below are strictly prohibited. Any member who violates these standards may be subject to disciplinary action, including suspension, removal from leadership positions, travel restrictions, or termination of membership.

Harassment and Bullying

- Verbal, physical, sexual, discriminatory, intimidating, or retaliatory behavior directed toward another individual is prohibited.

Threats or Violence

- Actual or threatened violence toward any individual, group, or organization is prohibited.

Unsafe Conduct

- Actions that endanger the health, safety, or well-being of any member, mentor, volunteer, or guest are prohibited.

Drugs and Alcohol

- Possession, distribution, consumption, or use of alcohol, illegal drugs, controlled substances, or drug paraphernalia during any team activity is prohibited.
- Members may not participate in team activities while impaired by drugs or alcohol.

Tobacco and Nicotine Products

- The use of tobacco products, vaping devices, e-cigarettes, or nicotine products is prohibited during team activities.

Theft

- Stealing, unauthorized borrowing, or misuse of team, sponsor, school, facility, or personal property is prohibited.

Property Damage

- Intentional destruction, misuse, or vandalism of property belonging to EIA Robotics, team members, sponsors, schools, or partner organizations is prohibited.

Unauthorized Activities

- Members are expected to work on approved team projects during meetings and events unless otherwise authorized by team leadership.

Policy Violations

- Failure to comply with team policies, safety procedures, mentor instructions, or organizational standards may result in disciplinary action.

Confidentiality and Intellectual Property

Confidential Information

- Members may have access to information that is not intended for public release.
- Confidential information may include:
 - Robot designs
 - Competition strategy
 - CAD models
 - Software code
 - Scouting data
 - Sponsor information
 - Financial information
 - Internal team documents
 - Proprietary training materials
- Members may not publicly share confidential information without approval from team leadership.
- This restriction applies to:
 - Social media posts
 - Photographs
 - Videos

- Livestreams
 - Messaging platforms
 - Email communications
 - Public presentations
- Following official public release of information by EIA Robotics, members may share approved content consistent with team policies.

Artificial Intelligence and Technology Usage

- EIA Robotics encourages the responsible use of artificial intelligence, engineering software, and technology tools to support learning and innovation.
- Students remain responsible for validating and understanding all work produced through AI-assisted tools.
- AI-generated work may not be submitted as original student work without appropriate review and verification.

Social Media

- Members should conduct themselves professionally on all social media platforms.
- Posts, comments, messages, photographs, videos, or other content that could negatively impact the reputation of EIA Robotics, its members, sponsors, or partners may result in disciplinary action.

Dress Code and Personal Appearance

General Standards

- Members are expected to dress in a manner that promotes safety, professionalism, and respect for others.
- Clothing must be appropriate for a professional educational environment.
- Clothing, accessories, or personal items displaying illegal activities, drugs, alcohol, tobacco products, weapons, hate symbols, discriminatory messages, sexually explicit content, or other inappropriate material are prohibited.
- Long hair must be secured when operating machinery or working near moving equipment.
- Jewelry or accessories that may become entangled in machinery must not be worn while operating equipment.
- Closed-toe shoes are required whenever working in the shop, pit area, manufacturing areas, or other designated workspaces.

Additional safety-related dress requirements may be established for specific activities.

Team Apparel and Branding

Representation of EIA Robotics

- Whenever a member wears team apparel or represents EIA Robotics publicly, they serve as an ambassador of the organization.
- Members are expected to conduct themselves professionally and in a manner consistent with team values.
- Team apparel should not be worn while engaging in behavior that would reflect negatively on EIA Robotics.
- Members attending competitions as official representatives of the team may be required to wear designated team apparel.
- For presentations, sponsor meetings, award interviews, and formal events, business casual or other specified attire may be required.

Publicity and Media Release

Photography and Media

- EIA Robotics regularly documents activities through photographs, videos, livestreams, interviews, and promotional materials.
- Members may appear in team-related publications, websites, social media platforms, marketing materials, sponsor presentations, and promotional content.
- Media participation is governed by signed media release forms and applicable privacy requirements.
- Members should notify team leadership of any concerns regarding photography, media usage, or privacy considerations.

Parent and Family Participation

Family Engagement

- EIA Robotics recognizes that family support plays an important role in the success of the organization.
- Parents and guardians are strongly encouraged to participate as volunteers and support team activities whenever possible.

Volunteer Opportunities

- Volunteer opportunities may include:
 - Meal coordination
 - Event supervision
 - Competition support
 - Transportation assistance
 - Outreach activities
 - Fundraising efforts
 - Sponsor engagement
 - Grant assistance
 - Administrative support
 - Build season logistics

Communication

- Parents and guardians are encouraged to remain informed through team communications, calendars, meetings, and volunteer opportunities.

Competition Support

- Families are encouraged to assist with travel logistics, event operations, and competition support activities when possible.

Community Building

- Parent and family involvement helps strengthen team culture, improve communication, and enhance the overall experience for students and mentors.

Authority of This Handbook

Handbook Authority

This handbook establishes the policies, procedures, expectations, and standards governing participation in EIA Robotics programs.

- All students, parents, mentors, volunteers, and team leadership are expected to comply with the provisions contained within this handbook and any associated policies, procedures, forms, or appendices.

- The (EIA) Board of Directors and EIA Robotics Leadership Team reserve the right to revise, modify, interpret, suspend, or amend any policy contained within this handbook as necessary to support the mission, safety, and operation of the organization.
- Reasonable efforts will be made to communicate significant handbook updates to students, parents, mentors, and volunteers.
- Participation in EIA Robotics constitutes agreement to comply with all current and future organizational policies.
- Nothing contained within this handbook shall be interpreted as creating a contractual guarantee of membership, leadership position, travel eligibility, or participation status.

Student and Parent Acknowledgement

Student Acknowledgement

By signing below, I acknowledge that:

- I have received and reviewed the EIA Robotics Student and Parent Handbook.
- I understand the expectations, policies, and requirements described within the handbook.
- I agree to comply with all team policies, procedures, safety requirements, and behavioral expectations.
- I understand that violations of team policies may result in disciplinary action, including suspension or removal from the organization.
- I understand that participation in EIA Robotics requires commitment, professionalism, teamwork, and adherence to safety standards.
- I understand that I may not operate equipment or machinery until I have completed required training and received authorization.
- I understand that participation in team activities may involve photographs, videos, livestreams, promotional materials, and other media consistent with signed media release forms.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Acknowledgement

By signing below, I acknowledge that:

- I have received and reviewed the EIA Robotics Student and Parent Handbook.
- I understand the expectations, policies, and requirements described within the handbook.

- I support my student's participation in EIA Robotics and understand the commitment involved.
- I understand the organization's safety requirements and participation standards.
- I understand that violations of team policies may result in disciplinary action affecting my student's participation.
- I agree to support team communication requirements and encourage compliance with organizational policies.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Team Membership Agreement

This acknowledgement confirms that the student and parent/guardian have reviewed the EIA Robotics Student and Parent Handbook and agree to comply with the policies, expectations, and procedures established by EIA Robotics and the .

Appendix A: Registration Checklist

The following items must be completed before a student may participate in team activities requiring registration, travel, competition participation, equipment use, or workshop access.

- **Required Forms**

- Membership Application
- Student and Parent Handbook Acknowledgement
- Emergency Contact Form
- Medical Treatment Consent Form
- Liability Waiver and Release Agreement
- Media Release Form
- Safety Acknowledgement Form
- Travel Authorization Form (if applicable)

- **Required Accounts**

- FIRST Dashboard Account

- Google Account
- Slack Account
- Onshape Account
- GitHub Account (if required)

- **Required Training**

- General Safety Orientation
- Shop Safety Training
- Tool Authorization Training
- Youth Protection Awareness Training

- **Required Equipment**

- Safety Glasses
- Closed-Toe Shoes
- Reusable Water Bottle
- Team Apparel

- **Additional Requirements**

- Review Team Calendar
- Join Communication Platforms
- Emergency Information Verified
- Parent Contact Information Verified
- Student Contact Information Verified