

Captains' Handbook

Part of the student-led aspect of the MinuteBots' mission is the leadership positions within the team. This handbook will give a description of the expectations, requirements and overviews for leadership roles within the team.

General Requirements:

- The captains, as a group, form an executive committee, whose job it is to:
 - assure that the team follows its team values
 - define the overall goals of the team for a year
 - identify short term projects and goals that will help achieve those goals
 - help the coaches communicate with the team
 - ensure the team is organized and running smoothly
- Set a good example for behavior during meetings, at outreach events and at competitions.
- Use email and Slack to communicate with other members of the team. While immediate responses aren't always possible, it is important to be prompt in responding to communications.

General Expectations:

- To be a leader you are expected to prioritize robotics over other extracurricular activities to ensure that you are doing your best work to lead the team. Attendance is exceptionally important in making sure that you are caught up with what is happening and can take the best course of action to move forward with whatever the team is currently working on.
- Leaders are expected to put in time and effort outside of meeting times for:
 - Planning meeting tasks/schedules
 - Research applicable robotics topics
 - Work toward other team goals as appropriate
- Leaders are expected to support each other and the coaches and mentors in maintaining a positive, fun, inclusive environment for everyone.
- Leaders are expected to delegate tasks (so less experienced team members can learn by doing) and to watch for opportunities to give tasks to students who are not currently engaged.
- Leaders are expected to be inclusive and involve people who may not be as engaged

- Leaders are expected to provide guidance for any individual on the team. They are expected to work well with, and be professional with other members of the team. Bringing a positive attitude to each meeting is integral for keeping up team morale and maintaining a good environment.

Specific Role Responsibilities:

Team captain(s):

- Work closely with the coaches to communicate important information with the rest of the team.
- Work closely with the coaches and mentors to monitor sub-teams' progress toward goals.
- Plan the details of upcoming events in a timely manner so that critical details are addressed before they are needed.
- Monitor how the team is living up to the Team Values and address issues proactively when possible.
- Help establish a culture and environment of fun and inclusion and build the team atmosphere and community.
- Know your teammates well and look out for their well-being. Resolve conflicts or disagreements between team members.
- Take initiative on different tasks and ideas.
 - Continue work of previous captains that is not specifically stated. These could include things like leading standups, organizing postseason plans, deciding awards to try to win through FIRST, team bonding activities, and so on.
 - If a captain has found something that needs to be done they should do it or delegate it if it is appropriate to do so.
 - Come up with new ideas to improve the team.

Subteam Captains:

- All subteam captains should support the team captain(s) and the other captains and encourage respect for them in interactions with the rest of the team.
- Communication with the whole team should be by and through the Team Captain(s).
- Communication with the subteams should be by and through the respective subteam captains.

Build captain:

- Help coaches and mentors plan and carry out teaching of important build related skills during the pre-season and early season.

- Become knowledgeable about possible mechanisms, build techniques; past team robots and other teams' robots in order to broaden our team's repertoire of robot design components.
- Teach important skills throughout the year and help new and younger team members grow.
- Delegate tasks rather than doing them yourself.
- Coordinate with other subteam captains, especially during the season when access to the robot is limited.
- Take initiative.

Programming captain:

- Help coaches and mentors plan and carry out teaching of important programming related skills during the pre-season and early season.
- Help develop a curriculum for teaching incoming students with no programming experience how to get up to speed.
- Develop and/or implement best practices for team coding, including use of Github; commenting code; naming conventions; etc.
- Teach important skills throughout the year and help new and younger team members grow.
- Delegate tasks rather than doing them yourself.
- Coordinate with other subteam captains, especially during the season when access to the robot is limited.
- Take initiative.

Control captain:

- Help coaches and mentors plan and carry out teaching of important wiring and controls related skills during the pre-season and early season.
- Become knowledgeable about possible sensors technologies and other teams' robots in order to broaden our team's repertoire of robot sensor components.
- During robot design and build, provide input in layout and location of controls to help make them robust, neat and maintainable.
- Teach important skills throughout the year and help new and younger team members grow.
- Delegate tasks rather than doing them yourself.
- Coordinate with other subteam captains, especially during the season when access to the robot is limited.

Business captain:

The business team is responsible for the following major areas:

- Communication with stake-holders (parents, mentors, alumni, donors and potential donors) through newsletter and other formats.

- Fundraising by direct fundraisers by students (Kowalski's, Chipotle, etc); direct outreach to parents and relatives; coordinating with the booster board to approach local businesses for larger donations and sponsorships.
- Recruiting and other visibility within Central.
- Outreach to communities. Some events have included: (Kaposia Days, State Fair, etc), other robotic teams (FTC, FLL, other FRC teams), schools, etc.
- Social media presence (Instagram, Facebook and others as appropriate).
- Assist in creating documentation for awards to maintain graphic standards.
- Team Image (logo, font, color and other graphical elements to present a consistent image to the public.

Safety captain:

- Work with coaches and mentors to enhance the safety in all activities of the team.
- Read and implement the FIRST Safety Manual.
- Represent the team at Safety Meetings at competitions.

Scouting lead: (TBD)