



# **Team 1389 Leads Handbook**

## **2026/2027**

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## General Requirements

- The leads (and subleads), as a group, form a leadership team, whose job it is to:
  - Make sure that the team follows its team values
  - Help define the overall goals of the team for the year
  - Identify short term projects and goals that will help achieve those goals
  - Help the coaches and mentors communicate with the team
  - Ensure the team is organized and running smoothly
  - Pass knowledge on to newer members
- Set a good example for behavior during meetings, during lab hours, at outreach events and at competitions.
- Use email and Discord to communicate with mentors, coaches and other members of the team.
  - Discussions about the robot and other Team 1389 efforts should all be conducted on Discord so that 1) mentors can see what is being discussed and 2) there is a record of decisions made, etc.
  - Check Discord at least daily for information and notices, especially during times such as build season and others as noted by mentors.
  - While immediate responses aren't always possible, it is important to be prompt in responding to communications.

## Time Requirements

- All team members will be required to check in when they arrive at the lab, and check out when they leave.
- During the pre-season, all Leads must attend at least 2 lab sessions a week, in their entirety. There will be 1 afternoon session (2:30-4:30) and 2 evening sessions (6:00-8:00) each week. There may be occasional Saturday sessions.
- All leads are expected to attend the FRC game Kick Off event on Saturday January 9th.
- During build season, Technical Leads (Mechanical, Electrical, Programming) are expected to attend at least 60% of open lab hours. Non-technical Leads (Operations, Business) are expected to attend at least 40% of lab hours.
- All leads are expected to attend all competition days.
- All leads are expected to attend at least 75% of regular leads meetings on Sundays at 8:00pm.
- All leads are expected to attend at least one outreach event.

## Expected Behaviors

- **Be Present**
  - Regularly attend weekly leads meetings with coaches and mentors.
  - Attend all required events and as many others as possible.
    - As a lead, you take on the responsibility of the success of the team. To properly execute on that responsibility, you must attend team events. If you have a serious conflict on occasion, we will work with you, but your

flexibility is limited.

- Have one of the highest attendances of all the students on the team, including pre-season and post-competition season.
- Set an example by being ready to start on time for all meetings and events.
- Do not focus on your phone or on schoolwork while in the lab (save that for home or study hall).
  
- **Be Prepared**
  - Arrive at meetings ready to work.
  - Think about ideas for meetings, designs, PR, etc. outside of meeting times.
  
- **Be Proactive**
  - If you don't know what to do, come up with an idea to help others learn and seek out team members (and mentors) to help.
    - When you receive an answer, listen & discuss it, and then remember it.
  - Train others to fill in for you when you're gone (absent or graduated).
  - Actively take on responsibility of your own. As a lead, you should have a lot to do. Your dedication to your role will better the team as a whole.
  
- **Be Positive**
  - ***You set the tone for the team. Remember that team members look to you for how to behave in the lab and at events.***
  - Encourage kindness and helpfulness among team members.
  - Refrain from making negative comments about team members or adults, either in person or online.
  - Set realistic goals and encourage everyone to work hard to achieve them.
  - Don't give up before you've tried. Try to find creative solutions for "unsolvable" problems.
  
- **Be Inclusive**
  - Help each member feel valued by getting to know them. Learn people's names!
  - Notice if team members look uncertain or shy and try to help them get involved. Be patient as sometimes it takes people a little time to warm up.
  - Sit with different members at meetings, lunches, in the stands, etc.
  - Recognize leadership in other students, and delegate responsibilities where appropriate. Remember, one of your responsibilities is to pass knowledge to newer team members.

## Off-Season Responsibilities

- **Plan and lead recruiting efforts at Whitman**
  - Create an up to date display with information that prospective members might want to know.
  - Create a method to capture information from interested students at prospective

member events..

- Work with mentors to create, revise and print handouts
- Remind current members to attend. Encourage newer members to participate and speak.
  
- **Lead and/or participate in fall meetings & trainings**
  - Set goals for the fall season, with coach and mentor guidance, and plan both meetings and hands-on trainings to reach those goals.
    - Think about presentations and projects that may help team members gain knowledge and skills for your subteam.
    - Work with coaches and mentors to bring those projects to fruition.
  - Lead team-wide meetings, teaching team members about your subteam.
  - Check in with students periodically throughout meetings to ensure they're on task and understanding their task.
  - Work with less experienced students to develop knowledge and skills in their area of interest.
  - Get to know each of the new members, making them feel welcome.
  
- **Attend off-season competitions**
  - Plan goals for the competition -- what do you want the team to get out of this experience?
  - Develop a plan to achieve your goals, then oversee its execution.
  - Help with load-in and set up.
  - Help students who have nothing to do find something to do
  - Build participation in Scouting.
  
- **Lead and/or participate in fundraising and outreach efforts (demos and Tech & Tinker)**

## **Build Season Responsibilities**

- **Lead Kick-Off**
  - Be enthusiastic!
  - Lead the team in brainstorming & decision-making.
  - Help guide the conversation to be constructive; refocus the group when they get sidetracked or when side conversations break out.
  - Encourage and support ideas from all students.
  - Avoid reaching decisions/conclusions until after options have been prototyped.
  - Read and get to know the rules of this year's game.
  
- **Build season lab hours**
  - Think about the goals set during the Kick-Off meeting and during weekly leads

meetings. Develop deadlines & action plans to meet those goals.

- Communicate action plans to coaches and mentors. You will help decide what the team works on in the lab. It is your job to tell the mentors what you want them to help you learn and accomplish.
  - Check in with team members periodically throughout lab hours to ensure they're on task and understanding their task. Help less experienced team members build skills as necessary.
  - Continue to get to know each of the new members, making them feel welcome.
  - Help set up for lab dinners when applicable.
  - Ensure the lab is cleaned up at the end of each night.
  - Make sure the lab stays organized throughout build season.
- **Attend all competitions**
    - Help manage the pit and the stands.
    - Be reachable - have your phone on at all times and answer it when it rings.
    - Encourage scouting by everyone.
    - Cheer!!!
  - **Maintain team energy, enthusiasm, and cohesiveness through the entire build and competition season (Jan - early April)**
    - Arrange any meetings required to prepare for competition, and encourage team members to attend.
    - Drive the team forward to achieve success.
    - Remember to be proactive - initiate goals and try to think of all the tasks the team will need to do before competitions.

## Post-Build Season Responsibilities

- Conduct build and competition season post mortem.
  - Record team learnings for the next year - what worked well and what could be improved on.
- Continue to participate in community outreach efforts.
- Make sure the lab is left in good order before the end of the school year.
- If you are returning next year, you will re-interview for a leadership position with the coaches.
- If you are graduating, ensure new team leads have what they need (GitHub ownership, etc)
- Serve as a resource for new team leads. They'll have questions!

## Consequences of Not Meeting Expectations

- If at any point it has been determined that a lead or sublead is not fulfilling the duties of their role, or are setting a poor example through their behavior, a conversation will be had with the lead coaches. The lead or sublead will receive a warning at that time.
- If improvements are not made, a lead or sublead may be asked to step back or be removed from their role.

## Acknowledgement

I, \_\_\_\_\_, have read this handbook in its entirety and agree to abide by the terms stated.

Signature \_\_\_\_\_

Date \_\_\_\_\_