



## **Southern Maine Gearbots, Inc. Policies and Procedures**

### **Overview**

Southern Maine Gearbots, Inc. (SM Gearbots) is an organization designed to aid students in studying the concepts of science, math, technology and engineering through the use of LEGO® products and software. Through the course of a season, all teams will design, build, and use creations based on an established curriculum over the course of 12 weeks. The season will culminate in a District Meet for all teams and the opportunity to compete in the State Meet for the Senior League teams.

SM Gearbots will provide all teams with the kits, software, and computers necessary for completion of tasks.

### **Student Expectations**

Students should have fun. This is a learning experience for them. Throughout the season, they should be learning key components to robotics building including gears and sensors. They should also understand the importance of teamwork and gain the ability to work in small groups specializing in key tasks and then coming together to create a finished project.

### **Parent Expectations**

For students to be successful in creating Robotics, they need the support of their parents/legal guardians. Parents are encouraged to help teams. They should provide students with guidance and help them manage any challenges they incur. They should not complete the activities.

Parents can also assist in helping with fundraisers, bringing tools or other needed items to meetings, and acting as judges prior to the district and state meets. Coaches and parents should work together to create a support system for the students and meet any needs that should arise.

All coaches will be subject to a background check by SM Gearbots or affiliate organizations.

### **Coach Expectations**

The role of the coach is to provide guidance and support to the teams. They should help the teams establish goals for the season, facilitate meetings, encourage the process, help the team through problem solving, and ensure the teams are staying on task. Coaches should guide the students and not do the work themselves.

Throughout the season, coaches should keep in mind the following principles:

1. Kids come first. This program is designed for kids and is about them learning and having fun.
2. Kids must complete the work. Adults can provide guidance to students and teach them lessons on research, problem solving, group thinking, and teamwork. The students must make the decisions and complete the tasks.

Prior to each meeting, the coach should familiarize themselves with the curriculum and come to the meeting with all materials required to complete that weeks challenge. Coaches should also monitor their emails for communications from SM Gearbots for information that applies to their league and team.

Prior to the start of each season, coaches will receive a kit containing building pieces, software and a laptop. These items are the property of SM Gearbots. Coaches will be expected to sign off on an inventory contract verifying they have taken ownership of the kit for the season. At the end of each season, the kits will be returned to SM Gearbots sorted and re-inventoried for completeness.

### **Meeting Space**

All team meetings are to be held at SM Gearbots authorized locations. The director of the appropriate League or the appropriate Town Liaison should be contacted for any requests for additional space, change of location, or additional meetings. The Secretary of SM Gearbots will oversee all meeting space requests to the appropriate party.

### **School Closings and Inclement Weather**

If the location where team meetings are held is closed due to a scheduled vacation day or inclement weather, all SM Gearbots meetings are canceled. At the coach's request, attempts will be made to reschedule the meeting. Coaches also have the option of extending future meetings to make up the lost time.

### **Copyrighted Information**

All materials provided to coaches are the property of SM Gearbots, *FIRST*, or the Robotic Track Meet Association. Coaches may not reproduce, distribute, or post on the Internet any of the documentation contained in these materials.