

# Welcome to FIRST!



## Tonight's Goals:

### Organize your Team:

- Verify the team roster information. School and grade information should be for the fall of 2024. Make any changes directly on the roster. **Please turn in all paperwork at the check-in table when you leave.**
- Complete the parent role worksheet. Please turn in at the check-in table when you leave.
- Select the coach and assistant coach: The coaches are the main contacts for the team for Novi Robotics, *FIRST* and *FIRST* in Michigan correspondence. This is an excellent role for parents that have selected admin tasks.
- Select a host: The host provides the main workspace for the team. To help alleviate the load on the host, hold some meetings at alternative locations. Take turns among team members! You can also reserve space at your school through Novi Community Ed.
- Select parent roles: All team member parent(s) should take on a mentor role for the team. Roles include robot build, programming, project research, project presentation, outreach, and core values. See the parent role worksheet for descriptions. Share the load!

### Establish a team communication plan:

- Choose a platform. While email will work, many teams use Slack, WhatsApp, Discord, BAND or a similar platform for quicker team communication.
- Set up your platform
- Collect contact information.
- Send a test message to confirm everyone is receiving team communications.

### Start a team calendar:

- Schedule 2-3 informal meetings over the next two months for the students to get to know each other.
  - Meet at a Novi park where the students can play while the parents share information
  - Organize an activity or game for students to work together
- Discuss possible meeting days and times for the fall.

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## Next Steps:

- New coaches and assistant coaches create a *FIRST* login at [www.firstinspires.org](http://www.firstinspires.org) and accept their coach invite.
- NCS D staff will begin registering teams and ordering season materials.
  - Season materials will be sent directly to the coach
- Coach meeting: June 18<sup>th</sup>, 6:30pm Novi High School
  - If the Coach or Asst Coach is not available, please send another team representative to share the information with the team.
  - Topics Include:
    - Team registration and season materials
    - Team budget, purchasing, expenses, and reimbursement
    - Student registration on the FIRST site
    - Season calendar
    - Season resources
  - Break out sessions by program with veteran coaches
- August 6<sup>th</sup>: Challenge Release Date
  - FLL Challenge Kickoff Event

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## Parent Roles:

Novi *FIRST* teams are completely parent driven. Mentorship is a key component to the success of a team. Parents are expected to mentor the team in at least one area:

- **Coach/Main Contact:** Oversees the running of the team including team communication, calendar, Youth Protection training and permission forms. Contact person for all FIRST, FIRST in MI and Novi Robotics correspondence. This is an excellent role for parents that have selected admin tasks.
- **Assistant Coach/Alternate Contact:** Same as above. Can fill additional roles.
- **Host:** The host provides the main workspace and storage for the team.
- **Treasurer:** Works with the students and parents to prepare a team budget. Tracks expenses and submits forms for reimbursement from team's NSCD account.
- **Model Build:** Using the meeting guide and engineering notebook, works with students to build the lesson models and the season team model using the Spike Essential LEGO.
- **Programming:** Works with the build mentor and students to program the moving parts of the team model.
- **Research Project:** Using the meeting guide and engineering notebook, works with students to complete research on the season's topic and create a team poster sharing their season's journey.
- **Core Values:** Works with the team to understand and incorporate the FIRST core values into every team meeting. Helps team develop talking points and examples for judging.
- **Admin Tasks:** Helps the team run smoothly by facilitating communication, meetings, transportation, snacks, purchases, paperwork, etc.



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- Complete the parent role worksheet. Please turn in at the check-in table when you leave.
- Select the coach and assistant coach: The coaches are the main contacts for the team for Novi Robotics, *FIRST* and *FIRST* in Michigan correspondence. This is an excellent role for parents that have selected admin tasks.
- Select a host: The host provides the main robot workspace for the team. To help alleviate the load on the host, hold non-build meetings at alternative locations. Take turns among team members! You can also reserve space at your school through Novi Community Ed.
- Select parent roles: All team member parent(s) should take on a mentor role for the team. Roles include robot build, programming, project research, project presentation, outreach, and core values. See the parent role worksheet for descriptions. Share the load!

### Establish a team communication plan:

- Choose a platform. While email will work, many teams use Slack, WhatsApp, Discord, BAND or a similar platform for quicker team communication.
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### Start a team calendar:

- Schedule 2-3 informal meetings over the next two months for the students to get to know each other.
  - Meet at a Novi park where the students can play while the parents share information
  - Organize an activity or game for students to work together
- Discuss possible meeting days and times for the fall.

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## Next Steps:

- New coaches and assistant coaches create a *FIRST* login at [www.firstinspires.org](http://www.firstinspires.org) and accept their coach invite.
- NCS D staff will begin registering teams and ordering season materials.
  - Season materials will be sent directly to the coach
- Coach meeting: June 18<sup>th</sup>, 6:30pm Novi High School
  - If the Coach or Asst Coach is not available, please send another team representative to share the information with the team.
  - Topics Include:
    - Team registration and season materials
    - Team budget, purchasing, expenses, and reimbursement
    - Student registration on the FIRST site
    - Season calendar
    - Season resources
  - Break out sessions by program with veteran coaches
- July/Aug TBD: Rookie Programming Classes
  - Watch for emails for dates and sign-up process
- August 6<sup>th</sup>: Challenge Release Date
  - FLL Challenge Kickoff Event

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- **Coach/Main Contact:** Oversees the running of the team including team communication, calendar, Youth Protection training and permission forms. Contact person for all FIRST, FIRST in MI and Novi Robotics correspondence. This is an excellent role for parents that have selected admin tasks.
- **Assistant Coach/Alternate Contact:** Same as above. Can fill additional roles.
- **Host:** The host provides the main workspace and storage for the team. Note that a FLL Challenge practice table is 4'x8'.
- **Treasurer:** Works with the students and parents to prepare a team budget. Tracks expenses and submits forms for reimbursement from team's NSCD account.
- **Robot Design:** Using the meeting guide and engineering notebook, works with students to build a Spike Prime LEGO robot to complete the season's mission challenges.
- **Programming:** Works with the robot design mentor and students to program the team's robot to autonomously complete the season's mission challenges.
- **Research Project:** Using the meeting guide and engineering notebook, works with students to complete research on the season's topic and create a team presentation sharing their research, problem analysis and solution.
- **Core Values:** Works with the team to understand and incorporate the FIRST core values into every team meeting. Helps team develop talking points and examples for judging.
- **Admin Tasks:** Helps the team run smoothly by facilitating communication, meetings, transportation, snacks, purchases, paperwork, etc.



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- Complete the parent role worksheet. Please turn in at the check-in table when you leave.
- Select the coach and assistant coach: The coaches are the main contacts for the team for Novi Robotics, *FIRST* and *FIRST* in Michigan correspondence. This is an excellent role for parents that have selected admin tasks.
- Select a host: The host provides the main robot workspace for the team. To help alleviate the load on the host, hold non-build meetings at alternative locations. Take turns among team members! You can also reserve space at Novi Middle School by contacting [jmoore@frogforce503.org](mailto:jmoore@frogforce503.org).
- Select parent roles: All team member parent(s) should take on a mentor role for the team. Roles include robot build, programming, treasurer, engineering notebook, outreach, and core values. See the parent role worksheet for descriptions. Share the load!

### Establish a team communication plan:

- Choose a platform. While email will work, many teams use Slack, WhatsApp, Discord, BAND or a similar platform for quicker team communication.
- Set up your platform
- Collect contact information.
- Send a test message to confirm everyone is receiving team communications.

### Start a team calendar:

- Schedule informal meetings over the summer months for the students to get to know each other and become familiar with the FTC program.
- Discuss possible meeting days and times for the fall.

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## Next Steps:

- New coaches and assistant coaches create a *FIRST* login at [www.firstinspires.org](http://www.firstinspires.org) and accept their coach invite.
- July 1<sup>st</sup>: Purchase order will be available for team registration
  - Look for more information via email to the coach
  - Bosch employees should apply for the registration grant
  - NCSD staff will apply for rookie grants and order equipment for rookie teams
- Coach meeting: June 18<sup>th</sup>, 6:30pm Novi High School
  - If the Coach or Asst Coach is not available, please send another team representative to share the information with the team.
  - Topics Include:
    - Team registration and season materials
    - Team budget, purchasing, expenses, and reimbursement
    - Student registration on the FIRST site
    - Season calendar
    - Season resources
  - Break out sessions by program with veteran coaches
- July/Aug: Programming Classes
  - Watch for emails for dates and sign-up process
  - Basic Java for rookie teams
  - FTC Programming for all teams
- Sept 7<sup>th</sup>: Challenge Release Date
  - Novi FTC Kickoff Event
  - Workshops and seminars to help you jump start the season
  - INTO THE DEEP Field preview

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- **Assistant Coach/Alternate Contact:** Same as above. Can fill additional roles.
- **Host:** The host provides the main workspace and storage for the team. Note that an FTC Challenge field is 12'x12'.
- **Treasurer:** Works with the students and parents to prepare a team budget. Tracks expenses and submits forms for reimbursement from team's NSCD account.
- **Robot Design:** Using one of the approved FTC kits, work with students to build a robot to complete season's game challenge.
- **Programming:** Works with the robot design mentor and students to program the team's robot in Google Blocks or JAVA to complete the season's game.
- **Engineering Notebook:** Works with the team to document their season and share their accomplishments during competition judging.
- **Outreach/Sponsorship:** Coordinates opportunities for the team to share their robot and season with the community including professionals and companies that may be interested in sponsoring the team.
- **Admin Tasks:** Helps the team run smoothly by facilitating communication, meetings, transportation, snacks, purchases, paperwork, etc.

