



Team Travel Handbook

*Coming together, Designing together,
Building together, Succeeding together*



TRAVEL:

Overnight travel:

- Transportation –will be provided for team members, and team advisors, however often times we have extra bus seating available. If you would like to ride with the team we will take names on a first come, first served basis.
- If there are enough parents to pay for additional transportation, we may be able to order an additional bus.

PHOTO I.D.

Students must bring and carry photo identification when we travel to competitions for various reasons. If a student does not have a driver's license or passport, they can use their MOHS issued Student I.D.. See Mr. Bodmer if you need further assistance with this process.

LUGGAGE:

All luggage should have identification tags with student name, address, and telephone number. Place one tag on the outside and one on the inside of each piece of luggage. We are also requesting that you include the following information on the tags: Mount Olive Robotics Team 11. This information is necessary in the event that you lose your luggage/bag at an event.

ROOM ASSIGNMENTS:

Four students will share a room unless otherwise indicated. Once rooms are assigned, students are not permitted to make changes. A room list will be submitted to the hotel prior to our arrival. At NO time during the trip are boys permitted in rooms assigned to girls; nor are girls permitted to be in rooms assigned to boys. If a room assignment works out to an odd number, the overall rate for the trip may vary. Every effort to be equitable will be made.

PARTICIPATING AT THE COMPETITION AND ASSIGNED ACTIVITIES:

This is not optional. All students will follow the scheduled itinerary for each day. No private meeting of friends or relatives will be permitted at any time. No one is permitted to leave the competition or team activity for any reason. If at any time a student would need something that is not available at the hotel or competition, they are to contact Mr. Bodmer or Mr. DiCicco. All students are expected to be at the competition, competition practices, qualifying competitions, final matches and team activities at all times performing their assigned duties.

ADVISORS:

The trip advisors and advisors for the competitions are Mr. Bodmer and Mr. DiCicco. All other adults who work with the team are team mentors. The advisors mentioned above will give instructions for all team activities at competitions and during the trip. Permission to leave a designated area for any reason will be granted by either Mr. Bodmer or Mr. DiCicco.

TICKETS FOR EVENTS, MEAL VOUCHERS AND VALUABLES:

Once a ticket of any type has been issued to a team member, it is their responsibility to keep it secure. If a ticket, pass, meal voucher is lost; they will be expected to pay for a replacement.

Valuables may be placed in the hotel room security box and/or will be each person's responsibility.

CURFEW:

Students must be in their rooms by the designated curfew time. Generally the time is between 11:00 – 11:30 PM, unless instructed differently by the advisors, Mr. Bodmer or Mr. DiCicco. Students are not permitted to leave their rooms after room-check has been completed. In case of an emergency, call the Mr. Bodmer or Mr. DiCicco. If an advisor cannot be reached, call the front desk of the hotel. The curfew will be modified for individuals who do not comply with the rules and regulations that are outlined by the advisors. Please refer to the Rules and Regulations section of this handout for more specific information. Remember, we are involved in a competition and rest is important. In addition, we are in a hotel with other guests who also want to rest and enjoy their stay.

RULES AND REGULATIONS:

- Students may not be defiant to any advisor/mentor at any time during the trip.
- Students may not participate in any act which is in violation of the law, e.g. stealing, shoplifting, vandalism, smoking, drinking etc.
- Students may not consume beer, liquor, wine, drugs or anything else intoxicating at any time.
- Students may not congregate in the hotel halls.
- Students may not visit the room of the opposite sex.
- Students must observe the established daily curfew.
- Students may not leave the hotel, group activity, or competition at any time without permission of an advisor.
- Students must observe all posted rules and regulations of the carrier (bus or airplane), hotel, competition site, restaurant or any attraction visited.
- Students may not smoke at any time. This is a school-sponsored activity and ALL SCHOOL RULES WILL APPLY.
- When specified, you must report to check-in points at designated times and locations without fail, at either competition sites or during other activities. Failure to comply will result in disciplinary action.
- ANY INFRACTION OF THE RULES WILL RESULT IN DISMISSAL FROM THE TEAM, SUSPENSION FROM SCHOOL AND AN IMMEDIATE TRIP HOME AT YOUR EXPENSE**

MEDICATION:

Any student who is taking medication of any type is required to notify Mr. Bodmer before the date of departure. Prior to travel any student requiring medications must complete the MOHS Nurse Medication Form (See Mr. Bodmer for a copy). Student's that want to take even simple medications such as Advil or Tylenol must complete this from prior to travel. Medication will then be distributed by the team nurse at the appropriate time. The team will travel with a basic first aid kit. If at any time advisors must administer medication, a phone call home will be made prior to dispensing any medication. If students require first aid at the competition site, there

are First-Aid Stations located near the facility or at the competition. Serious medical emergencies will result in a visit to an outpatient facility or a hospital emergency room.

MEALS WHILE TRAVELING:

This will be determined closer to our departure. Generally students may bring snacks for the bus/train/plane. The team usually provides a general goodie bag and water for each student on a long trip. When traveling by bus we usually stop for breakfast, lunch, and/or dinner when appropriate. While at competitions, food is available for purchase. Students should plan on paying for their meals. Proper hydration is very important as schedules and climate can be grueling.

DAILY CHECK-INS AND ATTENDANCE:

Advisors have a tremendous responsibility while being on a trip and do not want to be viewed as the trip police. And, it is not the desire to curtail in any way the activity of any member of the Mount Olive Robotics Team to the extent that the trip would not be enjoyable. Complete cooperation by all who are traveling will make this trip pleasant and memorable for all involved. Students are to remember that the primary purpose for our travel is to compete in competition. Therefore, Mr. Bodmer and Mr. DiCicco will require all students to check-in or sign-out at designated times and be prepared for attendance at any time or place indicated.

SIGN-OUT PROCEDURE:

Students will receive a daily itinerary for each day with necessary information. Students will be responsible to sign out with the advisors if they need to leave the group at any time. It is mandatory that **ONLY** advisors will grant dismissal from the group, group activity, or competition site. During competitions and travel, students will be given specific jobs that they must carry out.

CHECK-IN PROCEDURE:

There are several check-ins each day depending on our daily activities and itinerary. The advisors will give specific instructions for each day as to when to check-in and what to do besides what is indicated on the itinerary handout. The last check-in will be at approximately 11:30 PM in the assigned hotel room. Missing a check-in will be treated as a rule infraction and consequences will involve disciplinary action.

ROOM CAPTAINS:

When in hotels, room captains will be assigned. Their responsibility will be to:

- Make sure their room is up on time and ready for morning roll call.
- Keep room keys secure.
- Maintain order in the hotel room by making sure the room is kept neat.
- Keep the noise level in the hotel room to a minimum including loud talking, television, music or slamming hotel doors. This means that **CONTACT SPORTS OF ANY KIND OR ANY OTHER ACTIVITY THAT MAKES NOISE IS PROHIBITED.**
- Make sure that all hotel items are kept in the hotel including hotel pillows and linens.

- Collect a few dollars from each person in the hotel room to leave for a tip for the maid.
- Contact the advisors in the case of an emergency or if their room is misbehaving.

KEEP IN MIND:

- Students are expected to use the buddy system. They must make sure they have at least one other team member with them at all times. No one is to be on their own.
- Students may not leave the group, hotel, or team activity at any time without permission from an advisor.
- No destruction of property. Students will be responsible for any damages and or missing items.
- No unpaid souvenirs. Shoplifting is unlawful, and will be referred to the proper legal authorities.
- Shoes and shirts must be worn at all times.
- Team uniforms must be worn during team events and competitions.
- In the pits, safety glasses MUST be worn, as anyone not wearing them will jeopardize the team.
- Smoking is not permitted at any time.
- Drinking and/or drugs are not permitted at any time.
- Students are responsible for paying all expenses that are accrued during their stay. All services will be turned off to student rooms.
- Valuables, expensive jewelry, and large amounts of money should be left at home. Personal items should be identified with your name, address and home number.
- Team uniforms should have your name written inside with permanent marker.
- Since our team will not be the only guests at the hotel, students are to be considerate of others. This applies especially to early morning and late evening hours. The hotel will be accommodating to us provided that we are considerate to other guests. Students will be held accountable for actions by the hotel as well as by the team and school district.
- Students are not permitted to rent, ride in, or drive any motor vehicle. The team will provide all/any necessary transportation to and from an event when needed.
- All students will be under the jurisdiction of the advisors at all times. All school rules and regulations that can logically be applied to the trip will be in effect.
- We will be constantly on the go!!! So, be prepared before you leave the hotel room each day by taking a camera, team jacket, water bottle, tickets, passes, itinerary, and team uniform.
- We are always representing our team, school, community, sponsors, and all of FIRST as past Chairman's Award winners and must conduct ourselves accordingly at all times.

LOST PEOPLE:

Occasionally, traveling companions do get separated in the press of the crowds, or someone may fail to show up at any appointed meeting spot. When this and if this happens, students should call one of the emergency numbers listed on the itinerary for one of the advisors.

LOST AND FOUND

If a student loses or finds something, report it to the advisors. If we are at an attraction often times they have a lost and found where items can be taken or obtained. If we are at a competition, the pit administration usually will hold lost items and will sometimes announce things that have been found.

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Information:

www.mort11.org

www.usfirst.org

Team Leader Phone Numbers:

Mr. David Bodmer – 908-674-1912

Mr. Ernie DiCicco – 201-519-9298

Event Rules

Please read the following restrictions and adhere to them in order to promote an orderly and exciting competition. As a group, we all should honor agreements with the venue and help promote the spirit of good partnership.

- **Please do not bring food** into the arena.
- **Please do not sell any products.** This includes food, hats, shirts, or any promotional products.
- **Please do not give out any free food products,** such as candy, water, soft drinks, or fruit. You may trade team pins, however. *Stickers or Decals are NOT allowed to be distributed as they are often left behind in the venue.*
- **Please do not use extremely noisy devices,** such as floor stompers, whistles, or air horns.
- **Please do not invite or bring live bands** to play in the audience. This dilutes the presentation on the playing field and is too confusing for the audience.
- **Do not play loud music in the Pit** because it interferes with important announcements. If a team is uncooperative, the power to the team's Pit Station will be shut off and/or the music confiscated.
- **Please do not save seats.** It is not fair to other teams or the public that we hope to interest as team sponsors & volunteers.
- **Please do not bring helium tanks.** *Helium Balloons are NOT allowed at the Arena!*
- **Please do not arrange for Internet access** on the site or attempt to connect to the Internet.
- **Please do not use walkie-talkies** as they interfere with the wireless radios used by event service providers as well as the regional staff.
- **Please do not run in the venue.**
- **Please do not wear open-toed or open-backed shoes in the Pits or on the playing field.** This includes “clog” and “mule” style shoes, such as Crocs.
- **Please ensure anyone in the pit area – including walkways – is wearing safety glasses.**

Finally, please respect the event staff as we are attempting to run a smooth event and keep everyone safe.

Tentative Event Schedule

A final schedule will be provided at team check-in but this is a guide as to what you can expect.

Thursday

- Limited pit opening-7:45 a.m. (3 persons per team to uncrate team robot)
- 8:00 AM Team arrival. Pit usually opens about 8:30 a.m.
- Team Registration - before noon
- 9:00 AM – 4:00 p.m. Practice rounds, Official weigh-in, and Robot inspection
- Team returns to Hotel by 6:00 p.m., Pits close at 8 p.m.

Friday

- Pit opens – 8:00 a.m.
- Team arrives at event - 8:00 a.m.
- Opening ceremony, - 9:00 a.m.
- Seeding (qualifying) matches, 9:00 a.m. – 4:00 p.m.
- Awards ceremony 4:00-6:00 p.m.
- Pit closes 6 p.m., team returns to hotel by 6:30 p.m.

Saturday

- Pit opens - 8:00 a.m.
- National Anthem presentation and morning announcements – 8:30 a.m.
- Continued seeding (qualifying) matches 9:00 a.m. – 12 noon
- Alliance Selection 12 noon.
- Elimination matches - 1:00 p.m.
- Awards ceremony - 4:00 p.m.
- Teams pick up bronze medallions at the Pit Administration station and receive returned
- Chairman's Award submissions
- Pit closes 6:00 p.m.- Robots packed and shipped
- Team returns to Hotel – 6:30 p.m.

The Pits

Teams will receive a pit map when they register at the arena on Thursday at the Pit Administration Center.

- Each team's pit station will have a table and power outlet. Each pit station will have an 18 amp fuse
- Due to safety and insurance regulations, teams cannot build any structure that supports people or items for storage above the work area in their pit space.
- No structures should be higher than 10 feet above the floor and must safely support any signs or displays mounted to the structure. *FIRST* will require the removal of any pit structure that is deemed unsafe by event management personnel and local committee members.

As a special reminder, don't forget:

- A 25 ft heavy duty extension cord and a power strip
- A small cart to transport your heavy robot from the Pit to the playing field.
- Safety glasses for everyone on your team and your guests if they will be visiting the pits.

Machine Shop Information/Rules

NASA will be providing a mobile machine shop at the Boston competition.

Below are the general rules and process for machine shop work requests:

- You must supply any material that is needed for repairs. The machine shop cannot provide scrap material.
- You may NOT take work requests to the machine shop yourself. All requests must go through Pit Administration.
- One team representative must initially accompany their request to the machine shop, but may leave after providing any needed explanations.
- You may not observe your job being worked due to safety and liability. If you like, you can wait for the part right outside the shop.
- All work requests are First Come First Serve, unless a reasonable exception can be made. The machine shop cannot guarantee timing for any ASAP requests.

Please sign and return by October 26, 2012.

I _____, as a participant on MORT Team 11 hereby agree to abide by all the rules and consequences stated in the MORT Travel Handbook. I certify that I have read the handbook and understand all the rules/regulations/releases that were set in it.

Student Signature _____ Date _____

I _____, as the Parent/Guardian for a student on MORT Team 11 hereby agree to abide by all the rules and consequences stated in the MORT Travel Handbook. I certify that I have read the handbook and understand all the rules/regulations/releases that were set in it.

Parent/Guardian Signature _____ Date _____

GO MORT!