



K-Force
Student
Manual

2016
Season

A Guide to the Kristin Robotics Team's
Structure, Procedures, Guidelines,
Information, Forms, and other assorted
Information



CONTENTS

Welcome	3
K-Force Vision and Goals	4
K-Force Expectations	5
The Season - Time Commitment	6
Communication - Safety	8
Expenses	8
Travel - Risk Management	9
Team Leadership	10
Team Publications	11
Use of Media	11
Team Awards	12
Key Dates	16
Parental Quick Reference Guide	18
Parental Consent and Risk Disclosure Form	21

WELCOME TO K-FORCE !

This is a handbook, comprising the essential, need-to-know information about K-Force.

In this publication you will find information about K-Force and its activities, including information about communications, awards, the team structure, travel policies and expectations of you.

If you need further information, please contact us

kforcemanagement@gmail.com

Enjoy the K-Force Experience.

Adam Mcleod

Team Captain

Mr Allen

Teacher in Charge

K-FORCE VISION AND GOALS

The principal vision for K-Force is to inspire students. K-Force aims to create a desire among students to excel in Science, Technology, Engineering and Mathematics (STEM subjects). We strive to build interested, caring, intelligent, members of society who get involved and participate. We are building people as much as robots.

K-Force aims to:

- Develop science, engineering, media, leadership and personal skills amongst students.
- Foster and develop both a competitive and co-operative spirit among students and develop the concept of 'gracious professionalism' in members.
- Encourage students in other schools and organizations to participate and to excel in STEM subjects.
- Win Robotics Competitions
- Have Fun!

Gracious Professionalism

We compete hard and aim to win fairly. We are gracious in victory and in defeat and we aim to help, as best we can, other teams to raise their standards and share knowledge and skills for the common good.

Competitive robotics is not only a competition but is a place to learn and develop real life skills and knowledge. It is a chance to learn not only from others in the team but also from members of other competing teams. It is also a place to share your knowledge and skills with your fellow team members and those of other teams. Keep in mind the theme of ***Gracious Professionalism*** at all times. This is regarded by people involved in competitive robotics as being the most important aspect of the activity.

As a member of K-Force you are expected to work as a team to uphold these values.

K – FORCE EXPECTATIONS

K-Force members are expected to:

1. Act and expect others to act in a safe manner 100% of the time.
2. Work with a positive attitude with a view to achieving personal excellence in accomplishing team goals.
3. Respect gains respect. Act as a team and respect others points of view. *'A house full of people is a house full of different points of view'* – Maori Proverb
4. Be reliable. Do what you say you will do, and make sure that you let others know if you are not going to be able to complete a task before its due date.
5. Stay in communication via the schools email system and the website
6. Maintain a focus on academic excellence and actively pursue and accept leadership opportunities.
7. Maintain the highest standards of behaviour, manners and conduct at all times and, in particular, when representing K Force at competitions or in public.

Social Media

8. Use the VEX Forums, the K Force web site and other teams social media pages. Contact other robotics students around the world. However, avoid engaging in communications on social media such as texts, emails twitter, Facebook or web forums where the content is undignified or argumentative. Any criticisms of K Force should be answered in a dignified, factual and calm manner by the student leader concerned. Do not engage in criticism or negative social media exchanges regarding other teams or individuals. The same standards and consequences outlined in the Kristin School digital citizenship contract apply to K Force students.
9. Do not post images or video of K Force or other New Zealand team's robots on social media. Teams around the world often look to NZ teams for ideas and will copy NZ robots. New Zealand teams like to keep their ideas and designs within the NZ VEX community until after the national championships.
10. Have fun and enjoy yourself.

THE SEASON

The robotics season starts in Term 2 and finishes at the end of Term 1 the following year. The VEX season runs for all of this time with a series of monthly competitions leading to the national finals in Term 1. Juniors will focus on skills development in Term 1 and 2. Should teams win the right to compete at World Championships they are held in Louisville Kentucky. There may be the opportunity for teams to travel to other international competitions if invited depending on team performance at national competitions.

TIME COMMITMENT

As part of K-Force you are making a large time commitment to ensure the success of the team. You are expected to attend meetings whenever you can, and you will need to make K-Force **a high priority to gain** real benefit from the activity. If you are unable to make a meeting, it is expected that an apology is sent, by email, to the person responsible for the meeting beforehand (ie. 24hrs)

The major commitments are the build sessions. The core build sessions are on Tuesdays, Wednesdays, Thursdays and Fridays after school. Sessions may go into the evening by arrangement depending on competition preparation requirements. These are promulgated in the events calendar on the website together with the monthly Saturday competitions that last all day. Students are not expected to attend all sessions but should aim for at least 3-4 hrs per week on average to gain benefit from the activity. Other build times can be arranged by mutual agreement with fellow team members and teachers.

Out of school commitments are the monthly VEX Scrimmages which are generally held on Saturday or school holiday days. From time to time team members may be required to carry out demonstrations, community service and fund raising activities.

Attendance to meetings and a significant time commitment to the team is a major factor that is taken into account when selecting teams to travel

or when time off school is required for competitions or demonstrations.
Travel and selection for teams is a privilege, not a right. Preserve your privilege by attending meetings, getting involved and committing to the team.

It is expected that important competition dates such as regional and national competitions are given the highest priority by K Force members.

COMMUNICATION

Communication is the key to the success of any major activity such as this and is integral to the function of our team. As part of K-Force it is expected:

- That you have a working school email account that you check it regularly (ie. At least every day)
- That you have access to the K-Force website and that you check it regularly to keep up to date.
- Important items will be emailed direct to K-Force students and parents

SAFETY

When working on your robots and at competition events safety is paramount. Follow all workshop rules, competition rules, use common sense, and be sensible. VEX Robotics competitions do not allow destructive competition play and pose a low risk to students.

EXPENSES

There are many expenses relating to the running of the team and for it to operate successfully. Accounts for the team are managed by the TIC who oversees the incomings and outgoings of the team.

All expenditure decisions are made at the discretion of the Team Captain and the teacher in charge, and so must be pre-approved. If anything is bought personally for the team, bring the receipt to the teacher in charge and a reimbursement will be arranged, providing that the expense is approved and necessary.

The K Force subscription is \$200 per year plus uniform and is billed to student accounts. The principal uniform is a quality collared T shirt with team sponsors and logos costing approximately \$55. A school PE T shirt is also perfectly acceptable. K-Force is self-funded and as such is always looking for sponsorship and fund raising activities. Please feel free to suggest any possible opportunities in this regard.

TRAVEL

K-Force may win the right to compete in World Championship events and from time to time to travel within NZ to competitions or events. Travel as part of a team is a privilege, not a right. Please remember this. The final decision on the size of the team and who travels to represent K-Force to any event, and any financial subsidy involved, lies with the student and teacher leaders based on dedication, effort, reliability and the ability to perform the tasks required.

RISK MANAGEMENT

Parents of K Force students will be required to sign a permission slip to cover the travel and venue risks for robotics competitions and events in the local area. Specific permission will be sought for any trips or competitions outside the local Auckland area.

This risk covers the following:

- Attendance at local robotics 'scrimmage' competitions held on weekends or school holidays at approximately monthly intervals. These are held at public venues such as school and university gymnasiums, MOTAT and the Auckland Show Grounds etc.
- Attendance at robotics events such as demonstrations, and social functions such as a sponsors or launch evenings.
- Travel to and from such events in private vehicles or school vans.

TEAM LEADERSHIP

TEAM CAPTAIN – ADAM MCLEOD

The Team Captain is the student leader of K Force who is responsible together with the Teachers in Charge for the overall leadership and direction of K Force. The Team Captain is chosen by senior students with the approval of the Teachers in Charge.

ROBOT CAPTAINS

At some point during the season the Team Captain in conjunction with the teacher in charge will appoint Robot Captains who are responsible for team leadership, decisions involving the design, development, operation and tactics of competition robots.

MENTORS

University students and other adults will from time to time act as mentors for the team. They are to be afforded the same respect as teachers.

TEACHER LEADER – MR. ALLEN

The Teacher Leader has the final say in decisions made although student leadership and initiative will be encouraged as much as possible.

TEACHER SUPERVISOR – MR. KELLY

A teacher who runs workshop sessions, and collaborates with the leader when decisions are made, as well as inputting into the day to day running

K-FORCE PUBLICATIONS

K-Force members are expected to read, understand and comply with the K Force Student manual. Student leaders will post material on the team's website.

USE OF MEDIA

K-Force is an organisation dedicated to the fostering and promotion of STEM subjects. Students are able to design websites, produce videos, submit articles and images for publication and design signage and other promotional material.

K Force students may also enter media into national and international VEX competitions.

As such parents are asked to sign a release form to allow the use of student images in K Force media productions. This material may appear on the K Force web site or the normal Kristin School media channels such as the Kristin web site, the Kaleidoscope magazine and newsletters.

The K Force website may contain a photo, a first name and brief non-specific bio of student members unless otherwise requested by parents.

In addition, robotics organisation such as VEX and Kiwibots require participating students to have release forms signed for the use of their image in promotional material for their respective organisations. Without this waiver student are unable to participate in these competitions. K Force also provides these organisations with media for their use.

To participate in K Force, students will require a release form signed by parents to permit the use of media as described above. Separate parental authority will be sought for any media released for distribution that does not fall into the categories described above.

The following links illustrate the type of media and it's use.

K Force	http://www.kforce.org.nz/
Kiwibots	http://vexrobotics.co.nz/
VEX Robotics Website	http://www.vexrobotics.com/

A parental release form is at the back of this manual for signing on new members to K Force.

TEAM AWARDS

K-Force has a number of awards given at the end of each season.

GRACIOUS PROFESSIONALISM AWARD

For the team member best exemplifying the spirit of gracious professionalism within competition and the team environment

2008/2009	Andrew Chen
2009/2010	Andrew Chen
2010/2011	Christian Silver
2011/2012	Lingshiu Liu
2012/2013	Finn Beavis
2013/2014	Finn Beavis
2014/2015	Marty Kim
2015/2016	Nic Akland

MOST VALUABLE TEAM MEMBER

For the most valuable team member of the season in K Force in robot building, programming or media.

2008/2009	Michael Shafer
2009/2010	Kent Mcleod
2010/2011	Nathan Allen
2011/2012	Christian Silver
2012/2013	Christian Silver
2013/2014	Marco Tyler Rodrique
2014/2015	Marco Tyler Rodrique
2015/2016	Matthew Officer

MOST IMPROVED TEAM MEMBER

For the most improved team member of the season in K Force in robot building, programming or media.

2008/2009	Nathan Allen
2009/2010	Conrad Edwards
2010/2011	Stephanie Bickerstaff
2011/2012	Finn Beavis
2012/2013	Adam Mcleod
2013/2014	Matthew Officer
2014/2015	Matt Mazer
2015/2016	Matt Mazer

THE JOHNSON AWARD

Named after the founding Team Captain of K Force known for his extensive paperwork and emails, this is awarded for the most valuable administrative contribution to the team

2008/2009	Simon Johnson
2009/2010	Chris Ruscoe
2010/2011	Hayden Wilson
2011/2012	Christian Silver
2012/2013	Christian Silver
2013/2014	Marco Tyler Rodrigue
2014/2015	Finn Beavis
2015/2016	Adam Mcleod

STUDENT ACHIEVEMENT RECOGNITION

Student achievement levels will be recognised on the K Force website and with uniform badges as follows:

Novice	New student – no badge
Intermediate	Award of robotics badge
Silver	Award of Silver hanger on robotics badge
Gold	Award of Gold hanger on robotics badge

STUDENT ACHIEVEMENT LEVELS

The following awards will be awarded to K Force students in recognition of increasing achievement levels. All students will be required to complete the Robotics Badge achievements before proceeding to silver or gold awards.

All awards are at the discretion of K Force mentors. They are designed to reward knowledge, commitment, reliability, consistency and qualities that reflect the K Force ethos. K Force mentors may from time to time award achievement badges to reflect achievement and effort that fall outside the criteria listed. The criteria for award of achievement badges are as follows:

Robotics Badge

- Student attends robotics for a year
- Compete in the Kiwi Challenge competition or a seasons scrimmages
- Be a contributing and focused team member who participates each week (Students who need to be frequently reminded to stay on task or who are disruptive will not be eligible)

Silver Award

- The award of a K Force Robotics badge
- Consistently reaching the finals of official VEX competitions as the primary alliance partner
- A top 10 VEX (worldwide) or National VEX media type award or,
- At the discretion of K Force mentors for meritorious service and being a contributing and focused team member who participates each week (Silver Award would only be issued to the students of a team primarily responsible for the teams achievements)

Gold Award

- The award of a K Force Robotics badge
- Winning the finals of the NZ VEX competitions or reaching the divisional finals of a World VEX competition as the primary or secondary alliance partner
- Winning a VEX worldwide media competition
- Winning 2 x top 10 VEX (worldwide) or a National VEX media type awards in different years.
- At the discretion of K Force mentors for meritorious service and being a contributing and focused team member who participates each week (Gold Award would only be issued to the students of a team primarily responsible for the teams achievements)

KEY DATES

COMPETITIONS AND COMMITMENTS

The Following websites contain the most up to date information on robotics competitions and activities. Please try to find out the information you require here before emailing.

K Force website – <http://www.kforce.org.nz/>

Kiwibots – <http://kiwibots.co.nz/>

Intentionally blank for printing purposes.

K FORCE - PARENTAL QUICK REFERENCE INFORMATION

K Force exists to develop and foster student interest and abilities in STEM subjects (Science, Technology, Engineering and Mathematics) through robotics competitions.

K Force caters for students who are interested in developing knowledge and skills in a wide range of areas from mechanical engineering and programming to graphical design and video production. K Force offers numerous leadership opportunities and will equip motivated students with the skills of industry.

K Force students meet after school in the Technology Block Terms 1, 2, 3 and 4 Tuesdays to Friday after school (3:30pm – 5:00pm), later sessions on Tuesdays and Fridays (usually 3:30pm-6:30pm) may go well into the evenings depending on competition preparation commitments. Students are not expected to be present at all sessions but 2 sessions (or 3-4 hours per week) is required to get any real benefit. Students are expected to place a high priority on attending major competitions

Membership subscription details:

- *\$200 per year plus uniform if desired (approx \$60) charged to students school account until advised otherwise. (A school PE shirt with jeans is perfectly acceptable for uniform which is generally only worn at major competitions and displays)*
- *Students will be refunded in full if they withdraw from K Force within the first month.*
- *Students will receive half refunds if they terminate K Force prior to the end of Term 3.*

K Force is an extra curricular, self funding activity run by volunteers and is always seeking sponsorship and fund raising opportunities. If you know of any such activities or your company would like to provide some sponsorship we would obviously be very interested.

Parental consent is required for the use of images in media and for venue and transport risk.

K force students will from time to time appear in photographs, video and other media promoting K Force and robotics in general. K Force will enter media in various national and international competitions for video production and web design etc. K Force will provide media to robotics organisations for their promotional purposes. K Force will make media releases from time to time regarding robotics events.

Students will travel to local robotics competitions in the Auckland area in school vans or private cars. These are held in school or university grounds and public venues such as MOTAT. Robotics events such as sponsor functions are also held from time to time.

All students are of course welcome to come to K Force activities and competitions but students involved in K Force activities and competitions involving time off school are selected based on expertise, time commitment to robotics, help with preparations and reliability. Students who do not attend regularly with a significant time commitment cannot expect days off school to attend competitions and activities.

The following websites provide robotics competition information and a general idea regarding the use of media.

K Force	http://www.kforce.org.nz/
NZ Vex Robotics	http://vexrobotics.co.nz/
VEX Robotics Website	http://www.vexrobotics.com/
Robotics promo	https://www.youtube.com/watch?v=HLA5AsYsceY

Separate parental permission will be sought for participation and travel to events and the use of media that fall outside those described above.

Students are permitted to go to the shops across the road outside of school hours during robotics sessions. Other than this, students are expected to remain in the vicinity of the technology workshops during robotics sessions. Playing computer games is frowned upon and students who are not able to focus on robotics activities will be asked to leave as they will gain little from the activity and distract other students.

The K Force website is the primary source of information for members and parents. The event calendar contains session and competition details.

Please complete the Consent and Disclosure form below and return it to Mr Allen.

K Force Parental Consent and Risk Disclosure Form

It is important that this Parental Consent and Risk Disclosure Form and the Medical Details and Contact Details form are completed by all students and parents, to comply with Health and Safety requirements. Failure to complete this document may prevent your son/daughter from participating in robotics teams or events. The purpose of this form is to enable the school to ensure optimal staffing levels for teams and events is provided, the specific needs of the participants are met and the educational value and safety of competitions, training, and tournaments is maximised. Details on these forms will remain confidential to any school staff, contractors and volunteers associated with supervising activities of the team and events. For safety reasons, please provide us with any additional information of which the school should be aware, in relation to your child's participation in robotics teams or events.

K Force Parental Consent and Disclosure Form 2016

I agree to my child being selected for robotics teams or events at the school and taking part in competitions, training, and local tournaments as required, as a member of the team or participant in an event. I acknowledge that my child understands the importance of behaving responsibly, following school rules which apply while participating in a team or event. I also agree to my child's image and name being used in promotional media for K Force and robotics organisations as outlined in the student manual.

Acknowledgment of Risk and Medical Consent

I understand that there may be risks associated with involvement in the team or event, and in participation in the competitions, training, and tournaments. I understand that my child will be briefed on hazards and correct safety procedures, and acknowledge the importance of participating in any briefing and following all safety procedures.

I know that I am able to ask any questions of the school about the activities my child will be involved in, to gain a better understanding of the risks involved. I recognise that participation in such activities is voluntary and not mandatory. My child understands that he/she may withdraw from the team or event if he/she feels at risk. This must be done in consultation with the person in charge.

I understand and accept that the school does not accept responsibility for loss or damage to personal property and that it is my responsibility to check my own insurance policy.

I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labeled, securely fastened and handed to the designated adult with instructions on its administration.

I will inform the school as soon as possible of any changes in the medical or other circumstances.

I agree to my child receiving any emergency medical, dental, or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

I accept that any medical costs incurred for emergency visits will be paid by me.

I have disclosed to the school all relevant information that could impact on my child's participation in robotics teams or events.

I give consent for my child's image and name being used in media promoting K Force and robotics in general as outlined in the K Force Student manual.

I give consent for my child to travel to local robotics competitions in the Auckland area in school vans or private cars as outlined in the K Force Student Manual.

I give consent for my child to cross the road outside the school by themselves or with other students after school hours to purchase food.

I give consent for the annual subscription fee of \$200 dollars to be added to my child's student account (Full refunds are provided if notification is given of the child's withdrawal in the first month and a half refund is given if notification of withdrawal is given before the end of Term 3)

Student's Name: _____ Middle / Senior School (circle as appropriate)

Parent's Signature: _____ Parent's Name _____

Date: _____ Parent's Cellphone and email _____