



# Team Handbook

## 2025-2026

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## **About Jenks Prime Movers**

*FIRST* Robotics Competition (FRC) Team #31, Jenks Prime Movers, was founded in 1993 in the earliest days of *FIRST*, making it the oldest *FRC* team in the state of Oklahoma. The team was initially a component of the University of Tulsa's robotics program but transitioned into an extracurricular club at Jenks High School.

Our name, Prime Movers, comes from the general term for the component that provides the initial source of motive power to drive a machine or system. In simpler terms, it's the main power source that gets something else moving. Each team member is expected to be this source for the team.

*"What moves you?"* is a pillar of the motivation behind Team #31. Our team is designed to assist students, many of whom possess limited skill and knowledge, in learning engineering and business processes through hands-on experience. Each Prime Mover will graduate from the team as a responsible adult who is capable of leading others.

### **Jenks Prime Movers Awards and Accomplishments**

- 2000 - Lone Star Regional Sportsmanship
- 2002 - St. Louis Regional Sportsmanship
- 2016 - Oklahoma Regional FIRST Dean's List Finalist Award
- 2017 - Oklahoma Regional Entrepreneurship Award
- 2018 - Oklahoma Regional FIRST Dean's List Finalist Award
- 2019 - Central Missouri Entrepreneurship Award
- 2019 - Oklahoma Regional FIRST Dean's List Finalist Award
- 2019 - Oklahoma Regional Entrepreneurship Award
- 2020 - Green Country Regional FIRST Dean's List Finalist Award
- 2022 - Green Country Regional FIRST Dean's List Finalist Award
- 2024 - Green Country Regional Excellence In Engineering
- 2024 - Green Country Regional Semi-Finalist
- 2024 - Oklahoma Regional Innovation in Control
- 2024 Oklahoma Regional Semi-Finalist

## **About *FIRST***

### **What is *FIRST*?**

Jenks Prime Movers is a part of *FIRST* which means For Inspiration and Recognition of Science and Technology. Founded in 1989 by inventor and innovator Dean Kamen (inventor of the Segway), *FIRST* is an organization dedicated to inspiring young people to become leaders and innovators themselves.

*"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders."*  
Dean Kamen, Founder

### **Gracious Professionalism®**

Gracious Professionalism® is part of the ethos of *FIRST*. It's a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended.

Ultimately, Gracious Professionalism is about leading a meaningful life. It's the pursuit of excellence with integrity, where one contributes to society and takes pride in having acted with both character and compassion.

## **Coopertition®**

Coopertition® produces innovation. At *FIRST*, Coopertition is displaying unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams can and should help and cooperate with each other even as they compete.

**Coopertition** means learning from teammates—and teaching them in return. It's about gaining wisdom from Mentors, while also learning to both lead and be led. Coopertition is the spirit of competition infused with cooperation: always striving to win, while assisting and empowering others whenever possible.

## **About FRC**

As a team, we participate in the branch of *FIRST* called the FRC, or *FIRST* Robotics Competition. The FRC is just one of four levels of competition within *FIRST*, the others being: Junior *FIRST* Lego League (Jr.FLL), *FIRST* Lego League (FLL), and *FIRST* Tech Challenge (FTC). Each of these different competitions serves a separate age group, from Jr.FLL with kindergarten students, to FRC with high school.

## **What is FRC?**

The FRC is the branch of *FIRST* competitions that we compete in. Beginning in January, teams are given a game description, a basic kit of parts, and six weeks to design, build, and test a robot to play and win the year's game. During the six-week build season, the team is responsible for all game analysis and strategy, design work, any necessary fabrication, electrical, or pneumatic work, and programming. The team must go through every step of the engineering design process in order to construct a functional, viable solution to whatever problem this year's game may pose.

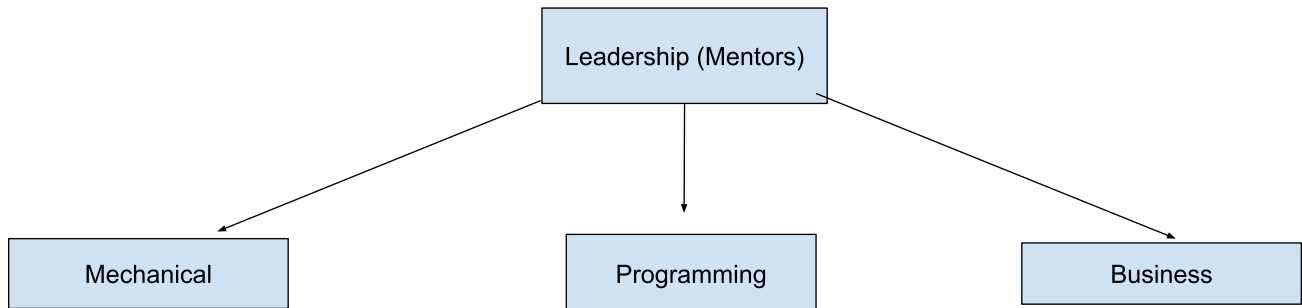
One of the biggest goals of the FRC is for students to work side by side with mentors and coaches who are professionals in their respective fields. These mentors are

there to teach students about the different skills that are needed to not only build successful robots but to build successful careers and futures as well.

## Team Organizational Structure

### Overview:

Our team is designed to operate as a professionally run organization. It is not just about building a robot. There are many jobs and responsibilities on Jenks Prime Movers and they all play a vital role to the success of the team. The organizational structure of Jenks Prime Movers is illustrated below:



Within each main team category, there are sub-teams, each with its own specific role and responsibilities. Team members will be assigned to at least one sub-team based on their interests and experience—just as in sports, not everyone can play every position.

During both the build season and competition season, every member of Jenks Prime Movers will be part of at least one sub-team. Some members may be assigned to multiple teams, depending on the needs of the organization.

### Leadership Team:

Currently, due to the size of the team and the relative inexperience of its members, the leadership team is composed of adult mentors. Final decisions are made by the head coach, Mrs. Schenfield. The leadership team actively consults with the Robotics Team President—who is selected by the mentors and serves as the voice of the student team.

## Sub-Team Descriptions

**Programming Team:** The programming sub-team is responsible for all of the control software and remote control capabilities of the robot. Members of this team will work with the mechanical team and coaches to determine how the robot should operate during the competition. Some of the common job descriptions are shown below:

- Robot programming
- Electrical wiring
- Control system setup
- Robot communication
- Remote control interface
- Custom control board design and fabrication
- Autonomous programming routines
- Sensor usage and wiring
- Feedback control
- LED lighting and controls

**Mechanical:** The Mechanical Sub-team is responsible for the overall design, prototyping, fabrication, and assembly of the competition robot. In addition to the robot itself, team members will also construct field elements and contribute to pit infrastructure or other organizational projects as needed. Collaboration with the Programming Team and mentors is essential to ensure the robot aligns with both our strategic and performance goals. Common roles and responsibilities within the Mechanical Sub-team include:

- CAD Design
- Manual machining- lathes and mills
- Power tool operation
- CNC machining

- Prototyping
- Drivetrain development
- Sub-system development
- Storage solutions
- Robot cart design and fabrication
- Field element fabrication
- Pneumatic system implementation
- Utilizing the design process
- Robot crate fabrication
- Repair robot

**Business Team:** The Business sub-team is responsible for the image and branding of our team. One of our most important tasks as a team is to spread our message and to present ourselves in a positive manner to our school, community, supporters, and to other teams. The Business team is responsible for outreach, fundraising, publicity, and social media posts.

- Presentations to potential sponsors
- Digital photography
- Photo editing
- Photo organization and storage
- Video recording
- Video editing
- Storyboard planning
- Highlight videos
- Graphic design
- Poster and handout designs
- Pit displays
- Technical photos and tutorials
- Newsletters
- Keep Website and Blue Alliance information current
- Social media updates
- Awards submissions

- Press releases
- Team member interviews
- Public speaking to judges and supporters

## **Jenks Prime Movers Eligibility Requirements**

Becoming an official member of Jenks Prime Movers is a multistep process. Students must first meet the eligibility requirements. Students then must apply for a position on the team. If they are selected to become a team member they must abide by the team rules and expectations. These requirements, rules, and expectations are listed below.

### **Eligibility Requirements**

In order to become an eligible member of Jenks Prime Movers the student must:

- Be in grades 9-12 at Jenks High School
- Attend the parent/student information meeting
- Complete and submit the Jenks Prime Mover Team application and agreement
- Participate in the interview process

### **Application, Interview, and Selection Process**

Students must submit a complete application to the coaches by the assigned due date. Coaches will review the applications and determine who they wish to interview for positions on the team. Coaches will contact students for interviews as needed. The selection criteria that is used by coaches includes but is not limited to:

- Grades
- Discipline history
- Character
- References
- Availability to work
- Desire to learn

- Needs of the team
- Available positions

Coaches will make selections and then notify all applicants on whether they are accepted or not. Unfortunately we are not able to allow everyone on the team due to size and safety reasons.

### **Team Membership Requirements and Expectations**

Once you have met the eligibility requirements and have been invited to join Jenks Prime Movers, you must then meet the following requirements and expectations. Being an active and productive member of Jenks Prime Movers is important for the success of our team. We are always striving to be our best at all times.

**Academics:** It is expected that all members of Jenks Prime Movers set a high standard of academic excellence. This is the first and most important priority of the students of Jenks Prime Movers. Students are not eligible to participate in any Jenks Prime Movers activities or competitions if they have a “D” or below in any of their courses. Grades will be checked weekly. If at any time the student has a “D” then the student must stop all participation with Jenks Prime Movers until the grade is raised. Once the grade is shown to be above a “D” the student may return to the team. If the student has a “D” or lower for more than 4 consecutive weeks in multiple classes, then the student will be removed from the team.

To be eligible to travel with the team students must not have a “D” one week prior to the departure date. If the team is leaving on a Wednesday for a competition, grades will be checked the Wednesday before the team is scheduled to leave. If the student has a “D” then they are not eligible to attend even if they raise their grade before the team departs. **No exceptions.**

**School Rules:** Jenks Prime Movers is an extension of Jenks High School and the Jenks School District. All school rules and policies apply. Students will be required to abide by these rules at all times. Out of School Suspension (OSS) or more than 5 days of

In School Suspension (ISS) will

**Safety:** Due to the technical nature of Jenks Prime Movers it is mandatory that all members be trained to safely use tools and how to participate safely in the shop. Every team member MUST take and pass the written safety tests with 100% accuracy before being allowed to participate in the shop. All safety guidelines and procedures must be abided by at all times. Unsafe behavior or practices will not be tolerated at any time.

**Fees and Costs:** There are several costs associated with being a part of Jenks Prime Movers that team members are responsible for. It is expected that team members pay for the following:

- Yearly membership dues (\$40 includes generic team t-shirt)
- 2 Team Competition t-shirts
- Hotel accommodations (fundraising opportunities are available)
- Food at events

**Participation:** Being a member of Jenks Prime Movers requires a lot of time and dedication. Jenks Prime Movers members are expected to participate in a productive manner. We have limited build areas, classroom space, and mentor support, so we must use our time and resources wisely. Non-productive students will be asked to leave. Students who are constantly not being productive will be asked to leave the team. Throughout the season there will be a variety of meetings, activities, training, and competitions to participate in. These will be both mandatory and non-mandatory. It is expected that team members attend all mandatory events and at least 75% of the non-mandatory events. Mandatory and non- mandatory events will be defined in the team calendar.

**Volunteering:** One of the most important components of Jenks Prime Movers is volunteer work. It is our goal as a team to inspire others and to become a change for good in our communities. Throughout the year there will be several volunteer opportunities available to participate in. These will be both mandatory and

non-mandatory. It is expected that team members attend all mandatory volunteer events and at least 75% of all non-mandatory events. Mandatory and non-mandatory events will be defined in the team calendar.

### **Varsity Letter Eligibility and Requirements**

One of the highest accomplishments in high school activities is to receive a varsity letter. This honor is awarded to individuals who fully commit to the team. This award is earned not given away. Jenks Prime Movers students are eligible to receive a varsity letter in robotics if they meet the following criteria:

- Been an active member in good standing for at least 2 years with no major disciplinary referrals
- Maintain a B (80%) average during time on the team
- Participate in 90% of all activities
- Attend all scheduled competitions unless excused in advance by a coach
- Be a productive and proactive member of Jenks Prime Movers
- Show the qualities of leadership at outreach events or at competitions
- Submit a reflective essay on what you learned and experienced from Jenks Prime Movers
  - Minimum of 2 full pages (typed)
    - Describe what you learned, and experienced while on the team
    - Describe what skills you gained
    - How will you use your experience and skills to continue spreading the ideals of FIRST in the future
    - Describe ways that we could improve as a team

- Describe your favorite memories from your time on the team
- **Essay must be submitted by April 30th.**

### **Code of Conduct**

As a member of Jenks Prime Movers you are a part of something bigger than yourself. Your actions reflect not only upon you but upon your team, school, community, and our sponsors. With this in mind, team members are expected to abide by the following code of conduct. Continued offenses will be grounds for dismissal from Jenks Prime Movers.

**General Code of Conduct:** Students on Jenks Prime Movers will:

- Work safely in the shop and will abide by all safety rules
- Strive to work as a team and promote unity among team members
- Respect team members, coaches, mentors, sponsors, and school personnel
- Fulfill academic requirements
- Be punctual
- Be productive and contribute to the success of the team
- Abide by school rules and policies
- Clean up and put away all materials before leaving each day
- Avoid the use of inappropriate and/or derogatory language
- Avoid public displays of affection (PDA)

**Competition Code of Conduct:** During competitions students on Jenks Prime Movers will:

- Remain with the team at all times
- Always travel with a fellow team member
- Abide by the team dress code discussed for each event
- Be respectful and quiet at hotels
- Avoid entering hotel rooms of members of the opposite sex
- Stay with team until we return home and unload all equipment
- Display gracious professionalism to all

These Codes of Conduct are general in nature and it is our expectation that you use common courtesy and common sense as a member of Jenks Prime Movers.

### **Disciplinary Procedures**

It is the goal of Jenks Prime Movers to operate as a safe and productive team. Throughout the year there may arise discipline issues that need to be addressed. Some offenses will result in the dismissal from Jenks Prime Movers and possible discipline by a school administrator. The following is a list of basic discipline procedures.

**General Offenses:** General offenses are actions that have a negative impact on the student and/or team that need to be addressed. These offenses will be discussed with the student by the coach. Continued offenses will be grounds for dismissal from the team. Some of these offenses may include but are not limited to:

- Arguing, disrespect, and poor attitude
- Non-participation and non-productivity
- Using inappropriate language or behaviors
- Unsafe work habits and safety violations

Students who engage in general offenses will be subject to the following discipline procedures:

- 1st Offense: Warning from a mentor and discussion on expectations
- 2nd Offense: Conference with head coach, given final warning, and sent

home until next meeting

- 3rd Offense: Dismissal from team

**Dismissal Offenses:** Dismissal offenses are actions that will result in immediate dismissal from Jenks Prime Movers. Students who are dismissed will not be eligible to return to the team until the following school year. These offenses are categorized as major offenses that endanger others and/or disrupt the operation of the team. Some of these offenses include but are not limited to:

- Fighting
- Stealing
- Drugs, tobacco, or alcohol use
- Insubordination
- Destruction of property or vandalism
- Being assigned Out of School Suspension for any reason
- Being assigned more than 5 days of In School Suspension

Final discipline procedures and actions are up to the head coach and school administration. This list only serves as a general guide.

**Jenks School District Student Extracurricular Activities Participant  
Alcohol and Illegal or Performance Enhancing Drugs Contract  
2025-2026 School Year**

**Statement of Purpose and Intent:**

Participation in school sponsored extracurricular activities at the Jenks School District is a privilege and not a right. Such privilege is governed by the Jenks School District Policy on Alcohol and Drug Testing of Students Participating in Extracurricular Activities and/or Parking on School District Property (the "Policy"). This policy is found in the Jenks Policies and Procedures Handbook and the Student/Parent Handbook. Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Jenks School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

**Participation in Extracurricular Activities:**

For the safety, health and well-being of the students of the Jenks School District, the Jenks School District has adopted the Policy and this Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Extra- curricular Activities Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. **No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Extracurricular Activities Contract.**

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Student's Last Name	First Name	Middle Initial	Grade	Student ID Number
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I understand after having read the Policy and this Extracurricular Activities Contract that, out of care for my safety and health, the Jenks School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

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Signature of Student

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Date

We have read and understand the Policy and this Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activities of the Jenks School District and we hereby agree to abide by all provisions of the Jenks School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

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Signature of Parent or Custodial Guardian

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Date

[If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above.]

BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR OR COACH OF AN EXTRACURRICULAR ACTIVITY IN WHICH YOU ARE INVOLVED:

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Signature of Sponsor/Coach

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Team/ExtracurricularActivity

## Jenks Prime Movers Team 31 Student Application

School Year: \_\_\_\_\_

Please complete the following application thoroughly. All information is confidential and used only for team selection purposes.

### Student Information

- Full Name: \_\_\_\_\_
- Grade Level (2024–2025):  9  10  11  12
- School Email: \_\_\_\_\_
- Personal Email: \_\_\_\_\_
- GPA (Current): \_\_\_\_\_

### Parent/Guardian Information

- Parent/Guardian Name: \_\_\_\_\_
- Parent/Guardian Phone Number: \_\_\_\_\_
- Parent/Guardian Email: \_\_\_\_\_

### Behavioral History

- Have you ever been suspended from school?  Yes  No  
If yes, please specify:
  - Type of Suspension:  ISS (In-School Suspension)  OSS (Out-of-School Suspension)
  - Explanation (Optional):  
\_\_\_\_\_  
\_\_\_\_\_

## Teacher References

Please list **two current or former teachers** who can provide a character reference on your behalf.

1. **Teacher Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

2. **Teacher Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Activity Involvement

- **Are you currently involved in any other school activities (sports, clubs, jobs, etc.)?**

Yes  No

If yes, please list them and their time commitments:

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## Commitment & Interest

**The robotics team commits to over 300 hours of work throughout the school year (evenings and weekends).**

- **Are you able to commit to this level of involvement?**  Yes  No

- **Why are you interested in joining the robotics team?** *(Write at least 3–5 sentences)*

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- **What areas are you interested in working on within the team?**

*(Check all that apply)*

Programming  CAD/Design  Building  Electrical  
 Marketing/Social Media  Fundraising  Team Leadership  
 Scouting/Strategy  Awards/Outreach  Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Team Name: \_\_\_\_\_

## Jenks Prime Movers FRC Team 31 — Student Contract

### Mission Statement

*Team 31 empowers students—regardless of prior experience—to discover their passion for STEM, cultivate leadership skills, and graduate as responsible, resilient individuals equipped to create meaningful change in their careers and communities through gracious professionalism and perseverance.*

As a member of FRC Team 31, I agree to uphold the **FIRST Code of Conduct** (available at: <https://www.firstinspires.org/about/code-of-conduct>) and the following team standards:

### I. Leadership

I acknowledge that Team 31 leadership has final authority in all team matters. Leadership meetings are open to members, and respectful input is welcomed and encouraged. Leadership is responsible for setting goals, organizing activities, and guiding the team toward shared success, with the active involvement of all members.

### II. Gracious Professionalism

I will demonstrate gracious professionalism at all times in my interactions with teammates, mentors, parents, other teams, and members of the broader community. I will represent the values of Team 31 with integrity and respect.

### III. Commitment

I commit to being an active and engaged participant on the team. This includes:

- Attending meetings consistently and on time
- Being open to learning and contributing to team goals
- Communicating proactively with leadership about any absences or schedule conflicts

Failure to meet these expectations, especially without communication, may result in the loss of team privileges.

### IV. Professional Conduct and Expectations

I will conduct myself with maturity and professionalism, adhering to the behavioral standards outlined by Jenks High School. I understand that while participating in any team-related activity—online or in person—I am representing Team 31, our mentors, our sponsors, and our school.

I agree to:

- Treat all individuals with kindness and respect
- Contribute to the best of my ability
- Discuss concerns or conflicts directly with team leadership in a timely and respectful manner
- Work collaboratively with mentors and leadership to find a role that aligns with my interests and strengths

If I encounter difficulty meeting expectations or need support, I will seek guidance from team leadership to ensure a positive and productive team experience.

## V. Safety

I will adhere to all safety guidelines established by the team without exception. Safety is the shared responsibility of every member. I will remain alert to potential hazards and report any unsafe behavior or conditions to an adult mentor. Repeated disregard for safety protocols may result in dismissal from the team.

## VI. Academic Eligibility

I understand that continued participation on the team, including attending competitions, is contingent on maintaining academic eligibility as defined in the **Jenks Prime Movers Team Handbook**.

### Acknowledgement

By signing below, I confirm that I have read and understand the **Jenks Prime Movers Team Handbook** and agree to abide by the **Jenks Prime Movers Team Handbook** and the terms outlined in this contract.

Student Name \_\_\_\_\_

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Email

Student ID

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Student Signature

Date

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Parent Signature

Date