

Alberta Tech Alliance Association (ATAA) Mentor/Technical Specialist Code of Conduct (COC) Agreement

In order to ensure that parents/legal guardians, students, and mentors understand their responsibility and the commitment expectations needed from each person in order to run a competitive, effective, and fun organization, we require all parents/legal guardians, participants, and mentors to sign a COC agreement. Mentors/Technical Specialists are an integral part of our organization, and we would not be able to train up the next generation of leaders if it were not for their endless time, effort, and commitment.

Gracious Professionalism (GP) is the embodiment of the FIRST philosophy, and it is the foundation of the ATAA organization and its robotics teams. GP is how we should act whether we are being watched or not. It is about behaving and communicating in a way that would make those we admire most proud of us. It demands that we treat others with kindness and respect, and we communicate clearly and honestly to resolve conflicts and misunderstandings immediately. GP encourages us to learn and compete with passion, with impeccable ethics and with humility. Mentors should be role models of GP for the teams and the community.

The ATAA Mentor/Technical Specialist Code of Conduct

- I agree in the spirit of FIRST and gracious professionalism that I will abide by the ATAA and FIRST core values and vision.
- I agree to ensure that all students have the opportunity to participate in as many aspects of the team experience as they are interested in and is reasonably possible. In particular, I will support new and quiet students to explore roles and encourage them to fully participate in the team experience.
- I understand that ATAA uses Slack as their main communication tool. I will routinely check my Slack and communicate regularly with the team using this tool.
- I understand that I have made a commitment to the team, and it is my responsibility to ensure that I meet the expectations of that commitment. This may include attending meetings, tournaments, training, and outreach events, and it includes communicating clearly when I am not able to make it.
- I agree to read the job description for my role, and I will commit to, at least, the minimum time required for the role as outlined in the job description.
- I will listen to the team and their suggestions recognizing that working through ideas with the team is critical to success. I will not push my own ideas or agenda, but ask questions and guide the students to create the best design or solution for the team. The final design will be the work of the team.
- I understand that I will be notified if any issues or concerns arise with my mentoring or work by the Board of the ATAA. If there are any problems, I may be warned, and continued issues may potentially lead to me being dismissed from the team.
- I agree to have a clear plan and goals for each meeting with the necessary equipment, parts, and supplies prepared before the meeting.
- I will ensure that there are always two ATAA Board approved adults present in the room when I am working with students.

- I agree to put student safety first to ensure that the students are well-trained, confident, and safe.
- I will not engage in inappropriate behavior or relationships with students while serving as a mentor on the team.
- I promise to be a role model of FIRST and gracious professionalism for the team at meetings, in the community, and at competitions.
- If I have questions or concerns, I will speak directly, with respect, to those involved, and I will avoid toxic gossip. If concerns cannot be resolved directly, I will contact the ATAA Board of Directors to help resolve the issue, and their decisions will be binding.

Signature of Mentor:

Date:

Please scan and email to info@ataarobotics.ca for our records.

Thank you for volunteering with us. We believe mentors are the single most important part of our program and are glad to have you as part of our team!