

Team 1678 Citrus Circuits

2024 Coach Handbook

About the Handbook

This handbook is intended to contain the information needed for all Citrus Circuits Coaches to understand the administrative and logistical procedures for FRC Team 1678 Citrus Circuits. All changes to the handbook are reviewed and approved by the Lead Mentors.

[About the Handbook](#)

[About FIRST](#)

[About FRC](#)

[Gracious Professionalism](#)

[Coopertition®](#)

[About Citrus Circuits](#)

[Motto](#)

[Vision](#)

[Mission](#)

[Benefits of Coaching](#)

[Safety](#)

[Student/Coach Interactions](#)

[Meeting Safety](#)

[Shop Safety](#)

[Online Communication](#)

[Methods for Coaching](#)

[Coach Roles](#)

[Subteam Coach](#)

[Supervising Coach](#)

[Lead Mentors/Head Coach](#)

[Onboarding and Requirements for Coaches](#)

[Mentor Behavior Standards](#)

[Coach Commitment to Team Goals](#)

[Meeting Schedule](#)

[Off-Season: August – December](#)

[Build Season: January – February](#)

[Competition Season: March – April](#)

[Summer: May - August](#)

[Traveling to Events](#)

[Coach Conduct at Competition](#)

[Media Confidentiality](#)

[Phase 1: Totally Confidential](#)

[Phase 2: Partially Confidential](#)

[Phase 3: Off-Season](#)

[Sharing Confidential Material with Active Team Members and Coaches](#)

[Intellectual Property Policy](#)

[Contact Information:](#)

About FIRST

FIRST, For Inspiration and Recognition of Science and Technology, is a non-profit organization dedicated to inspiring young people to excel in the areas of science, technology, engineering, and mathematics through programs such as the FIRST Robotics Competition and FIRST LEGO League. FIRST was founded in 1989 by Dean Kamen (inventor of the Segway and the insulin pump) and has since become a large international organization reaching thousands of students from elementary school through high school. For more information, visit <http://www.usfirst.org>.

About FRC

FRC, short for FIRST Robotics Competition, is FIRST's oldest robotics program. It is designed to provide a rigorous engineering challenge to high school students as well as teach leadership, collaboration, and project management at a professional level. The over three thousand teams contain anywhere from fewer than ten to over one hundred students with guidance and support from adult coaches and mentors. Each year, each FRC team builds a robot to compete in a new game released in early January.

Gracious Professionalism

As part of its mission to encourage student leadership and collaboration through yearly robotics challenges, FIRST promotes Gracious Professionalism as one of its core values in all levels of competitions. Their website describes this ideal as follows: "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."

Coopertition®

FIRST extends their philosophy through their value of Coopertition®, which "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 involves learning from teammates. It is teaching teammates. It is learning from Mentors. And it is managing and being managed. Coopertition means competing always, but assisting and enabling others when you can." (FIRST Website, <http://www.usfirst.org/aboutus/gracious-professionalism>).

About Citrus Circuits

Team 1678 Citrus Circuits is an FRC team founded in 2005. Team members are students in grades 9–12 in the Davis Joint Unified School District.

Motto

Educate. Empower. Excel.

Vision

We transform our communities through education; we engage people of all ages through outreach; we inspire others with our commitment to excellence. We strive to Educate, Empower, and Excel.

Mission

Team 1678 pursues our vision by building a student-led, coach-based environment that fosters innovation and teaches interpersonal and technical skills. Citrus Circuits also develops local partnerships and community outreach while striving to compete at the highest level possible.

Benefits of Coaching

Coaches on Citrus Circuits will have an opportunity to work alongside students who are passionate about what they do. Students have selected their area of specialty from the following subteams:

- Hardware Fabrication
- Hardware Design
- Hardware Electrical
- Software Robot
- Software Scouting
- Business/Media
- Chairman's
- Strategy
- Outreach

As a coach, you will be able to use your experience to guide students in their pursuit of knowledge and experience in their chosen area. You will also benefit from the excitement and challenge of competing in the FIRST Robotics Competition, a one-of-a-kind experience.

Safety

On Citrus Circuits, safety is our first priority. As coaches, we are responsible for ensuring the safety of our students is maintained during all team activities, including team meetings, team events, and communications online.

Student/Coach Interactions

We, as coaches, should always be adult role models for our students. In that regard, we need to act as adults and maintain social separation. We are not their buddies or gossip partners. This

does not mean that we shouldn't be empathetic and caring, but we should always be clear that we are the adults in the room. If we hear students talking about other students and/or coaches, we should never support or encourage their dialogue. It is OK to acknowledge but not "play along." This is critical to maintaining mutual respect.

Meeting Safety

Rule of Three. Never be left in a room with only one student. If you are the last coach supervising a team meeting and only one student is remaining, end the meeting immediately. When transporting students for any reason, coaches should also be sure not to be with only one student at a time in a car. Always be sure to take a second student or another adult in the car when driving students to any event or other location.

Shop Safety

Only students and coaches that have been properly trained on various tools or machines should be using them. Please be aware of how students are using equipment during team meetings. If something doesn't look right to you, feel free to gently ask the student to stop what they are doing and review the situation. If you are not sure what the proper use of a tool is, you can reach out to another coach or lead student to get their opinion.

Online Communication

Our team is fortunate to have the resources and infrastructure to support online and remote work, in addition to our team meetings. The team regularly uses communication tools such as email and Slack, online collaboration tools such as GitHub and OnShape, and video conference software, in order to continue work/training outside of team meetings.

These online tools are meant to serve as extensions of our in-person meeting functions. Thus, all behavior expectations, including the above "Student/Coach Interaction" guidelines, apply. Please keep all of your online communication with students consistent with expectations. Where possible, utilize public Slack channels to provide visibility in your communication with students. For direct messages, always add in a second coach to the exchange so that there are no one-on-one conversations with students.

Methods for Coaching

Coaching, just like teaching, is a constant learning experience. It is impossible to adequately address all of the ways to improve as a coach of Citrus Circuits. However, the following mantra from FIRST sums up the basic process of how a coach's experience is handed down to the student:

I DO - YOU WATCH
I DO - YOU HELP
YOU DO - I HELP
YOU DO - I WATCH

All four methods are valid and encouraged on Citrus Circuits. We understand that all four methods will be important to utilize depending on the situation.

Coaching students can be rewarding and, if done thoughtfully, can encourage our students to take the lead in learning and guide them to excel in their roles for the team. By becoming a team coach, you are becoming a guide who:

- Allows, encourages and promotes independent thought
- Facilitates open communication within the team
- Fosters a reciprocal foundation of trust and respect
- Encourages effective facilitation
- Models and inspires a pursuit of excellence
- Develops roles within the team

Please read the FIRST Mentor Guidelines on how to be an effective coach for our team:

[MENTORING GUIDE](#)

Coach Roles

Team 1678 has established definitions for specific coach roles that will help you move from an inexperienced to experienced coach.

Subteam Coach

A Subteam Coach is a coach working with a specific subteam who has acquired the knowledge and experience to be considered capable of working with students under the supervision of a Supervising or Lead Coach.

Supervising Coach

A Supervising Coach is a coach who, in the opinion of the Lead Mentors, has the experience and training to be able to supervise groups of students and maintain a safe and healthy work environment. Supervising Coaches enable broader and more flexible meeting hours for the team.

Lead Mentors/Head Coach

A Lead Mentor or Head Coach has additional responsibility for the management of the team. They are responsible for working directly with Student Leaders on team planning activities, guiding team coaches, providing oversight of parent committee activities, and acting as the primary interface between the team and FIRST/DJUSD. Lead Mentors would typically have at least 5 to 10 years of education, industry and/or FIRST experience, and possess credentials or licenses that attest to their expertise.

Onboarding and Requirements for Coaches

All coaches are required to go through a list of training and certification steps to participate on the team. These requirements are a combination of standards set out by FIRST, DJUSD, and Citrus Circuits. The requirements serve to both train our coaches and protect our students.

Potential coaches are encouraged to learn about the team and visit for a few meetings to see if Citrus Circuits is a team they would like to join. No requirements need to be met before these initial visits.

After visiting a few team meetings, each potential coach will meet with Lead Mentors to discuss the team and their involvement on the team. The Lead Mentors will determine if the potential coach is a good fit for the program, and communicate that decision to the potential coach within a week of their meeting. Once accepted as a coach, the new coach should begin completing the requirements listed below, with a goal of completing the requirements within two months of joining the team. In parallel, a Lead Mentor will complete the coach onboarding steps.

Coach Requirements (to be completed by each Coach):

- Four full years or more out of high school
- FIRST Robotics Youth Protection Program (YPP) screening/clearance. Information about this process can be found in this link: [Youth Protection Program | Resource Library](#)
- FIRST *Equity, Diversity and Inclusion Training: Strategies for Inspiring Success*. This training is intended to help us create a diverse, inclusive and equitable team, as well as equip us with specific strategies to support community outreach, student participation, persistence, engagement, and success. The three-part training module course can be found in this link: <https://info.firstinspires.org/inspiring-success>
- CPR/First Aid training certification (for VSA coaches only)
- Sign and return the current season's *FRC Team 1678 Citrus Circuits Coach Contract*. This can be found on the last page of the Coach Handbook.
- All above requirements should be current. If any requirements need to be refreshed, this should be completed by the end of October each season, or within two months of the requirement expiring.

Coach Onboarding (to be completed by a Lead Mentor):

- Add new coach contact info to [Coach Contact Sheet \(Roster\)](#)
- Add new coach email to mentors@citruscircuits.org email list
- Add new coach to the Citrus Circuits Slack Channel
- Add new coach to www.citruscircuits.org/our-mentors.html
- Introduce new coach during a Citrus Circuits General Meeting

Coach Behavior Standards

As stated earlier, we are role models for our students and should always exhibit role model behavior. As coaches, we are here to support the team's mission and vision, create great experiences and learning opportunities for the students on the team, and provide an ongoing example of professionalism in all our interactions. Among the standards we have for coaches on the team are:

- Help students identify their strengths and provide opportunities for them to improve their skills in areas they need help
- Provide positive reinforcement and constructive criticism of students to assist them in their growth and development on the team
- Allow students the opportunity to discuss issues they may be having with peers or other coaches in a safe environment with an appropriate student leader or coach
- Exhibit supportive and effective working relationships with other coaches
- Model positive relationships with other teams at competitions and be supportive of all competitors during the event
- Maintain a positive and respectful presence on social media and other platforms, such as Chief Delphi, since your conduct reflects on the team and how we are perceived within the FRC community

There have been occasions in the past where coach behavior has not been up to team expectations and students have asked, "why are coaches not being held to the same standards as students?" This is not a situation we want to be in. Following are some examples of coach behavior that are not acceptable on 1678:

- Criticizing, belittling, or humiliating individual students, either in private or in front of their peers
- Arguing with another coach at team meetings or in any other public setting
- Using your authority as a coach to coerce a student into doing something for you
- Making disparaging remarks in a public setting about other teams

These, and other negative behaviors have occurred on our team, often "in the heat of the moment." The best way to make sure that these types of behavior do not happen is for all of us to follow the suggestions in this document and the link to the FIRST Mentor Guidelines provided earlier. If we, as coaches, observe any of these behaviors among our peers, the best course of action is to immediately address the issue directly with the coach involved and/or to discuss the situation with a Lead Mentor.

Coach Commitment to Team Goals

Coaches are expected to work with students and other coaches in a manner that is consistent with the goals, mission, and values of the Citrus Circuits. We encourage a diversity of approaches that assist students in becoming productive and successful members of the team,

but coaches should be willing to support the approach to competition and models of learning as expressed by the Lead Mentors.

Meeting Schedule

During the school year, the team meets from 6:30-9:00 p.m. in M1 on Wednesdays and Thursdays, unless otherwise notified. While coaches may have flexible schedules, coaches should understand that their ability to impact the students on the team depends in part on the time they are present and participating in team activities and decision-making. Coaches who are unable to attend or communicate with one of the Lead Mentors for more than three months may be dropped from the team. Attendance requirements do not necessarily apply

Off-Season: August – December

Off-Season goes from the first meeting of the school year to the last meeting before winter break. During this time, the focus is on training new members and raising money for the year. However, additional meetings may be scheduled in order to prepare for Off-Season competitions. Potential extra meeting times include Saturday/Sunday 9 a.m.-5 p.m.

Build Season: January – February

Build season is where it all comes together. At Kickoff, we will receive the game, and we will design, build, program, wire the robot by our first competition. Because build season is regulated to be only slightly longer than six weeks, we need our strongest commitment during build season. In addition to the regular Wednesday and Thursday meetings, we will also have meetings from 9 a.m.-5 p.m. on Saturdays, Sundays, and any Monday holidays.

Competition Season: March – April

During competition season, we will be preparing the team for competition and attending competitions. We will probably add additional hours to continue working on the robot, but the schedule will be very similar to that of build season.

Summer: May - August

Summer is used for preparing for the upcoming season. Regular meetings are not scheduled during finals or after school ends, but fundraising and outreach efforts will take place. We frequently have demonstrations at summer camps and for other groups, including sponsors.

Traveling to Events

Outside of defined competition coach roles, coaches may be asked to arrange their own travel and lodging for events. Coaches are encouraged to plan well in advance and try to coordinate with each other to plan out rooms and travel logistics. If you'd like to know what hotels, flights or restaurants the team will be using, ask the parent trip coordinator (Lead Mentors will know who this is).

Coach Conduct at Competition

When coaches are at competition, including regional competitions, offseason competitions, and FIRST Championship, the following rules apply with regard to socializing with other 1678 coaches or coaches from other teams.

- All group socializing should be done away from the hotel property where students are staying and not in coaches' hotel rooms.
- At all away competitions, we will maintain a list of at least two coaches and/or chaperones (minimum of one male and one female) that are “on-call” each night after the regular competition day is over. The names and phone numbers for these contacts will be made available to students as part of the trip itinerary. These coaches and chaperones will be available in the hotel to respond to any student emergencies.
- When at public social events during competition, coaches should not be wearing the large lime t-shirt or sweatshirt. The polo, jacket, or sweatshirt with the less obvious small lime logo are acceptable.
- Coaches may not post anything about social events at competitions on social media accessible to current 1678 students.
- Students should not go to or be in coach rooms under any circumstances. If students need to meet with a coach once the team is back at the hotel, they need to call the coach and meet with them in a public area, like a hotel lobby.

Media Confidentiality

Much of this media contains information the team wishes to keep confidential. We want to keep some aspects of 1678 robot design and strategy confidential during the competition season, so we limit posting of photo/video material until the appropriate phase of the season. Confidential material is limited to sharing only with active 1678 team members and coaches. This excludes previous team members. For posting Photo/Videos in public forums, the 1678 season is broken into three phases.

Phase 1: Totally Confidential

Phase 1 is the totally confidential period. During this time, no media involving the current season's design or strategy may be posted in a public forum (including the team website), shared with a member of another team, or shared with a previous team member (even if they are not coaching another team). This phase lasts from the beginning of season kickoff and ends when 1678 appears in a regional competition.

Phase 2: Partially Confidential

During Phase 2, some design details remain confidential. This phase begins when 1678 competes in a regional competition and ends when the 1678 official competition season is complete (hopefully after the World Championships). The robot has already appeared in public, but some topics remain confidential during Phase 2. Examples:

- Close-up photos of mechanisms.
- New designs/strategies which have not yet been used in public competition(s)
- Video of our robot practicing or scoring outside of public competition(s)

If you are unsure what might be sensitive information, please ask Head Coach Mike Corsetto.

In addition, extend this same courtesy to other teams. Any media which shows their robot or mechanisms in the background must be considered confidential until after championships. This does not apply to photos and video taken at tournaments which are open to the public.

Phase 3: Off-Season

Phase 3 is the Off-season, lasting from the end of the official FRC season, until the next season kickoff. During this time, there is no limit on sharing photos/video from the previous FRC competition season. For new projects during off season, avoid public pre-exposure (examples: off-season robot, new drivetrain). People leading the project decide when to share outside the team. Always, when in doubt, check with Mike before posting.

Sharing Confidential Material with Active Team Members and Coaches

When sharing confidential material via websites such as photo sharing sites and youtube, access must be limited to those with explicit permission by you, or by a non-public URL. When sending/posting material or links, include a confidentiality reminder, such as, "Reminder – please limit redistribution to only current active team members until after completion of the competitive season." The confidentiality reminder should be included in every email which contains confidential images.

Intellectual Property Policy

In order to ensure team knowledge is passed down effectively and to maintain integrity of team resources, we ask that coaches and team members understand that all documentation created for team activities and shared with the team is considered part of the growing team knowledge base. When information is shared through Google Drive, GitHub, GrabCAD, Dropbox, email, or any other sharing service, it becomes part of the team knowledge base and will be considered team Intellectual Property (IP).

Careful consideration should be made before sharing team documents to those outside the team. If the Media Sharing Policy does not cover a question you have about sharing documents, ask a leadership team member. In addition, materials protected under this Intellectual Property Policy should never be removed from team access.

Media Consent Contract

For our team to advertise itself to our community, whether it be the FIRST, school, or Davis community, we ask that all coaches understand that they consent to the participation in

interviews, the use of quotes, and the taking of photographs, movies, or video tapes of team members by Citrus Circuits and FIRST.

Coaches must also agree to grant to the team, Citrus Circuits, the right to edit, use, and reuse said products for nonprofit purposes including use in print, on the internet, and all other forms of media. Additionally, team members must agree to release Citrus Circuits Robotics and FIRST and their agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Contact Information:

Here is the contact information for the Citrus Circuits Lead Mentors:

Michael Corsetto (Head Coach / Lead Technical Mentor): corsetto@gmail.com
Brook Ostrom (Lead Mentor): ostrom.jw@gmail.com
Kanwar Singh (Lead Teacher) ksingh@djUSD.net

Our full coach roster can be found here: [Mentor Contact Sheet \(Roster\)](#)

We expect all team coaches to follow and understand all guidelines and policies in this handbook. Lead Mentors will discuss consequences for major violations and consider confidential information in decisions.

These coach guidelines will always be a work-in-progress. Please understand if Lead Mentors provide additional guidance that is not covered yet in this handbook.

Thank you for being a part of Citrus Circuits!

FRC Team 1678 Citrus Circuits Coach Contract

Please print this page, sign and submit to a Lead Mentor

By signing below, I, a Circus Circuits coach, agree with the following:

- I have read and understood the Citrus Circuits Coach Handbook, including the Coach Requirements.
- I understand the behavioral standards expected of me as a team coach.
- I understand that I volunteer as a team coach under the direction of the Lead Mentors, who are DJUSD employees and are responsible for this school-sponsored program. I will honor and respect any decisions from the Lead Mentors regarding my participation in the program.
- I have read and understood the Media Sharing Policy, the Intellectual Property Policy, and Media Consent Contract.
- I understand that if I have a question or concern about the team, I am encouraged to bring that to the Lead Mentors.

Coach (print name)

Signature

Date