

# Orlando Metro Gymnastics

## Employee Handbook



*10/01/21 edition*

Welcome to Orlando Metro Gymnastics! It is important to know that being a gymnastics and swim coach is a very impressionable and vital job! Your everyday action and decisions reflect you as a coach, individual, and our establishment as well. We are happy to have you as part of our team and consider you a great addition and you will impact many people's lives. The following information includes our code of conduct, rules, regulations and policies all employees must abide by. Orlando Metro Gymnastics has the ability, without notice, to unilaterally revise, rescind, or modify the provisions, and benefits described in this employee handbook.

### **Codes of Conduct:**

Coaches must be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

Increased responsibility is requested from coaches involved in coaching students. The health, safety, welfare and moral education of our students are a first priority.

Set out below is The F.A. Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each participant above all other concerns.
3. Coaches must adhere to all guidelines laid down by the establishment and all management.
4. Coaches must develop an appropriate working relationship with each participant based on mutual trust and respect.
5. Coaches must encourage and guide participants to accept responsibility for their own behavior and performance.
6. Coaches must guarantee that the activities they direct and teach are appropriate for the age, maturity, level, experience and ability of participants.
7. Coaches should clarify with the participants (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
8. Coaches must always promote the positive aspects of the sport.
9. Coaches must consistently demonstrate high standards of behavior and appearance.
10. Employees are not allowed to solicit/contact Orlando Metro Gymnastics customers and/or employees during and/or after employment.
11. No coaching allowed off OMG premises.

### **Rules:**

- All coaches should be at work at least 15 minutes prior to the starting of their class. This gives the coaches time to prepare for their lesson plan, talk to the participants/parents, perform attendance, etc.
  - All classes start promptly. That means each class should be on the floor stretching by the time class starts.
  - Each coach should be on the floor stretching with the classes.
- All coaches must do their Kudos on a daily basis.
- No sitting or hands in pockets while working!
- No cell phones on the floor at any time. No exceptions!
- All coaches must have their class sing "Happy Birthday" to any of their students that have a birthday during that week of class. (Ex: John has a birthday on Friday, but he has class the Wednesday before. Sing happy birthday on that Wednesday during warm-up time).

- Coaches and staff members should always know and promote all upcoming events.
- All coaches should know each child's name that is in their class.
- No jeans, zippers or buttons are allowed on the floor! Encourage proper gymnastics attire.
- Children's hair must be pulled back in a ponytail.
- No using the Yurchenko mat. This is for team members only.
- No sitting, standing or jumping on the vaulting mat.
- All equipment that is set up before or during class must be cleaned up in its proper place after that event has been finished.
- Must take all mats out of the pit when finished using.
- Foam blocks are not to be ripped. All equipment should be treated with respect.
- No hanging on the ballet bar. This is only to be used by team members.
- Chalk is not to be used on the equipment. It is only for team members. Not recreational classes.
- No coaches are allowed to play and/or demonstrate on any of the equipment.
- No food or drinks on the floor. This includes water bottles.
- All coaches must follow their rotation schedule and lesson plan for each class for that week.
- All preschool classes MUST have the "song of the day" playing during warm-up! There should also be a routine done during that song. The song should not just be playing in the background.
- All children swinging on the rope has to be swinging over the pit area at all times. Make sure they are not being swung too high.
- Please make sure when spotting/correcting your students, you are touching them appropriately. (No using your foot to correct them. You must correct them with your hands.)
- All inquiries about registrations, transfers, drops, make-ups, etc. should be handled through the office staff only.
- ALL warm-ups should be only 10 minutes long.
- Shadowing classes is required to ALL new coaches. The first two classes you shadow are not paid; any other class that is shadowed after will be paid minimum wage until the coach is ready to start their own classes.
- ALL TEAM COACHES MUST TRAVEL TO ALL ASSIGNED COMPETITIONS (Gym Stars coaches must go to all Gym Stars competitions).
- If you will be sick and unable to come to work for more than one day, you will be required to bring a doctor's note to excuse you from work.
- Coaches should be willing to attend special and ongoing events. Such as birthday parties, parent's night out, open gym, day camp, etc.
- Staff members are required to attend company meetings, training, etc.
- Employees need to be willing to travel to any of the Orlando Metro locations.
- Make sure you are always returning any phone calls or emails received by management.
- All employees must be willing to work at any Orlando Metro Gymnastics Location as deemed necessary by management.
- Do not remove the springs in the vaulting springboards.
- No playing in the pit. Once a skill is completed in the pit, the child must exit the pit immediately.

- If you are injured on the job you are required to notify the manager within 24 hours if not immediately. You will need to complete a First Report of Injury notice.
- Employees are not authorized to duplicate or distribute the Orlando Metro logo.
- All employees are allowed to work clinics, clinics must be scheduled through the front office.
- Staff members are not to be alone in the facility, automobiles or other dwellings with any athlete at any time.
- There cannot be communication exclusively between an employee and a student. All communication must be done through the front office. It is required that the location manager or owners be copied on any communication with the parents.

### **Certifications:**

- All recreational, team and office staff must have proper and current certifications, including CPR/First Aid, within one month of employment and once a year thereafter.
- A complete background check is required within employment. This investigation may include current and former employers and educational institutions.
- All employees must complete the USAG Safe Sport course.
- For team coaches, USAG certifications are required within one month of employment or by their first competition (whichever comes first). Payment responsibilities for USAG membership fee is as following:
  - If you have been employed for 4 or more years, Orlando Metro Gymnastics will pay for your certification.
  - If you have been employed for 3-4 years, Orlando Metro Gymnastics will pay 75% of your certification.
  - If you have been employed for 2-3 years, Orlando Metro Gymnastics will pay 50% of your certification.
  - If you have been employed for 1-2 years, Orlando Metro Gymnastics will pay 25% of your certification.
  - If you have been employed for 1 year or less, you are responsible for the full payment of your certification.

After being employed at least 4 years, Orlando Metro Gymnastics will pay for your USAG membership and background check.

### **Dress code:**

It is important that you always arrive at work prepared and dressed correctly. The dress code is as follows:

- Sweat pants, elastic waist shorts (appropriate in length), and/or athletic wear bottoms.
- An Orlando Metro Gymnastics T-Shirt.
- Swim Instructors are required to wear a Little Nemo Swim School suit and/or rash guard.
- Socks and/or tennis shoes (bare feet are not permitted).
- Hair must be pulled back and out of face (shoulder length in hair or longer).
- No jewelry. Facial piercings must be covered or removed.
- Tattoos must be covered regardless of location.
- Finger nails should be groomed and maintained at a normal length and color.
- Hair should be groomed, cleaned and maintained. No colors such as blue, green, pink, etc.

*Please Note:* Every employee will get two Orlando Metro t-shirts per year for work. If you would like to buy additional T-shirts, the cost is \$7 for our basic shirts or additional fee for specialty shirts.

### **Attendance:**

- Attendance must be done every day and for each class. It is best to do attendance 3-5 minutes before your class starts, that way you are prompt in starting your class.
- Attendance has to be done prior to bringing your class on the floor.
- When marking attendance, you must put an A for “Absent” and a check mark for present.
- Only registered students are allowed on the upper half of the attendance sheets. All trials must go on the bottom half labeled “free class.”
  - All trial students should have a name tag on which states the students’ name, the date of the trial and which class the child is attending. It is the coach’s responsibility to make sure that the participants go to the appropriate class and are on their roll sheet.
- Registrations should be entered on the roll sheet by office members only!

### **Accident Report Forms:**

If a child has injured themselves in our gym, it is the coach’s responsibility to report the accident. You have to make the best judgment when deciding what type of injury requires an accident report form. Please fill out as much information as possible when filling out the form. Please be as detailed as possible when filling out the information. Also, it is important to talk to the parents about the accident after that class. Accident Report Forms are located in the office. If ice is needed, an accident report must be prepared. Return the completed form to the Recreational Director for review and follow up. This is an internal form only.

### **Evaluation Booklets:**

Evaluation Booklets are what we use to determine a child’s skill level. Every child who would like to move to the next level, has to have the skills in the booklet completed and checked off by their coach to go to the next level. They must have their own booklet and present it to the office to move to the next level. The booklets can be printed for free off line or purchased at the office. We do not keep the books for the kids they must bring them every week or every two weeks.

### **Kudos:**

The coach will choose one student in each of these specific classes to send “Kudos” to. Kudos are sent for children that have good behavior, good improvement, good attitudes, etc.

### **Birthday Parties**

Rules for birthday parties are as stated below:

- All coaches are required to work birthday parties.
- Birthday parties will be assigned to coaches. You may not write your name down yourself.
- Please read the birthday party responsibilities and make sure you understand all rules and responsibilities before working the party. (The birthday party responsibilities form can be found in the front of the birthday party book.)

- All participants must have a completed and signed waiver by the parent/legal guardian before entering the gym floor.
- No food or drinks allowed on the floor.
- No buttons, zippers, snaps or jeans allowed on the floor.
- No parents are allowed on the floor.
- No alcohol is permitted on the property or premises.
- Payments are due at the end of the party. The office will charge the balance the next work day. Please inform the parents of the balance and take down the information of the type of payment that will be used.
- All waivers and payments should be placed together in the front of the binder after the party is completed.
- After your party is complete, please mark the date you performed the party on the “birthday party performance sheet.” This is located in the front of the birthday party binder.
- You should not be clocked in during the set up and performance of a party. There is a set fee that should be written on the top of your time card if you perform a party.
- Payments for coaches are located in the birthday party book.

Please Note: \* If at any time employment is interrupted, you will have to start back from the beginning

\*Tips need to be paid in cash or check under your name. If the customer writes the check (with tip included) under Metro’s name, the tip will go on your next paycheck minus taxes. If tip is paid on credit card, you will get it on your next paycheck minus taxes and 3% credit card fee. **We do not accept American Express!**

## **Probation**

\*Please note that every employee that is hired goes through a three-month trial period. This is an evaluation process that plays a factor in your future involvement at Orlando Metro Gymnastics. Benefits are not in effect during this probationary time and if any of these rules or policies are broken during your time with our establishment(s), course of action can and will be taken into effect. This includes but is not limited to:

- Change in hours.
- Change in pay rates.
- Suspension
- Termination

## **Children of Employees**

If you are an employee here and have children, there are many benefits! Benefits are as listed below and are subject to change.

- \*\*One free gymnastics class a week.
- \*\*50% off of swimming tuition.
- Free day camps (The coach has to be working during the time the child is attending camp).
- Discount on pro-shop items.
- Free Open Gym
- Free Parents Night Out
- Free birthday party for children of coaches. (The gym will not pay for any coaches performing the party).

- The following events are free for children of employees if they are working the event. Otherwise there is a 50% discount.
  - Sleepover
  - Flip Flop Shop
  - Halloween Party
  - Cookies with Santa
  - Etc

\*\* Must work at least 20 hours a week to receive these benefits

### **Photo/Video:**

This facility is an active training facility with uses video and photographic means to document the training and progress of its athletes. These videos and photos may be utilized in promotional videos for the facility for advertising and other purposes. As such, employees and coaches acknowledge and consent that their presence onsite permits Orlando Metro Gymnastics to use any video or photo in print publications, online publications, presentations, websites and social media.

### **Scheduling:**

Shift scheduling will be done thru the Crew app. This is a free app and should be downloaded directly to your personal phone.

### **Vacation Time:**

If you are planning on taking vacation or time off, you must give the Administrator 30 days' advance notice. There are "time off request forms" that must be filled out and approved during that time. All classes must be covered before the form can be approved. The coach must prepare lesson plans for each class the coach will be absent. It is the coaches' responsibility to complete this. If your classes are not covered, your request form will not be approved. If your form is not approved, you will not be permitted to go. Employees must be working for at least three months before eligible to request for time off. Employees are expected to work year round based on the Orlando Metro Class calendar this includes but not limited to holiday breaks, spring break and summer break.

### **Resignations/Terminations**

All employees are employed on an at-will basis, nothing in this handbook should be construed as a contract of employment. Employees are required to give a two week written notice to the Administrator. If two-week notice is not provided employee will be paid at minimum wage for their final paycheck. If an employee is terminated from their position for any reason, Orlando Metro reserves the right to pay minimum wage for their final paycheck.

### **Wages**

Employee wages are based on multiple factors. No employee should discuss their rate of pay with fellow employees.

**Drug screening at the discretion of Orlando Metro Gymnastics can be issued. There may be random drug screening tests during employment at Orlando Metro Gymnastics.**

*Thank you for choosing Orlando Metro Gymnastics!*





