



## OTA Staff: Rules of Engagement

### Welcome to Our Team

Our mission is To Give H.I.G.H. F.I.V.E.S. Every member of our team, whether it be Camp Directors, League and Clinic Coaches, Program Instructors, or Counselors, understands that to achieve the themes of “HIGH FIVES”, we must all adhere to a set of expectations that helps facilitate a fun and safe experience for our participating families. What follows has been designed so that everyone on our team embarks on the program session with a shared understanding and focus for how we can best achieve our goal of giving participants a positive experience.

### 2021 Program Sessions

The **POLICY HIGHLIGHTS** below have been developed and implemented in order for OTA to provide the highest quality of youth athletic programming. These rules are conditions of employment. Accepting the offer to be a part of our team indicates your understanding of the policies outlined and your willingness to follow them completely.

#### 1. Background Checks

Employment is contingent upon successfully completing and clearing a criminal background check (to include sex offender background check).

#### 2. Training

It is mandatory to attend and complete all training sessions and requirements. Training is unpaid. Training Session Dates are subject to change and you will be notified on such occasions.

#### 3. Personal Appearance and Dress Code

Maintaining a professional appearance (for an athletic and youth program environment) and wearing an OTA Uniform is an essential component to our customer service strategy.

#### 4. Attendance and Punctuality

It is critical for the safety of our participants and the performance of our staff team that every employee attend each scheduled workday and be on time for each scheduled workday, without exception. Absenteeism and lateness will impact your employment status with Overtime Athletics. Employees may not EVER leave the program site during operations without prior approval.



#### 5. Cell Phone/Smart Phone Restriction

Use of a cell phone by our Instructor Team is strictly prohibited during work.

#### 6. Privacy

Overtime Athletics takes the privacy of our participants, participating families, and staff seriously and will not tolerate any infringement on privacy while attending or working OTA Programs and Camps. Employees may not take or post on any website or social media platforms (including but not limited to Facebook, Instagram, Snapchat, Twitter). This includes videos, pictures, images of any camper, employee, camp activity, or Overtime Athletics programming site. Changing Areas, Restrooms, Locker Rooms: The possession of a camera or smart phone with photo capabilities in an area where children change or use the restroom is a serious matter and any staff member's device found in those areas will be detained by management and if circumstances dictate, reported to the proper authorities.

#### 7. Paydays

Staff are paid bi-weekly. Direct Deposit is encouraged. Anyone not signed up for Direct Deposit will have their paycheck sent in the mail. You MAY NOT request your check to be delivered to your campsite. You MAY NOT pick up your paycheck in the office.

#### 8. Tobacco Use / Vaping / Drugs or Alcohol

Tobacco use in any form is prohibited at all campsites. Vaping in any form is prohibited at all campsites. Possession or use of drugs and alcohol is prohibited at all campsites.

#### 9. Workplace Conduct

Staff members should treat each other with dignity and respect always. We require a professional business environment and supervisors are responsible for maintaining this standard. Staff members should treat participants and parents/families with dignity and respect always. We require all interactions with participants and parents/families to be appropriate whether it be verbal, physical, emotional, and behavioral circumstances. Instructors should never be corresponding with participants or families via email, phone, texting, social media unless has been authorized by Management because such contact is necessary and has been granted permission. Participants should never be inside staff vehicles and no transporting of children should ever take place unless permission has been granted by management to accommodate some sort of extreme situation.