

# Employee Handbook



## 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 Program Instructors, Camp Directors, Coaches, ASP Staff, 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 children a positive youth programming experience.

[www.otathletics.com](http://www.otathletics.com)

## **INTRODUCTION**

Overtime Athletics is a company specializing in youth athletic programming for elementary and middle school students. The company's inception revolves around the basic idea that athletics serve as a vehicle for fitness, self esteem, team work, and a variety of other ideas and concepts that today's youth need to embrace before embarking on healthy teenage and adult years. Today's youth climate demands at the very least, participation in some level of physical activity. Too often school students are distracted from or simply avoid participating in any kind of exercise. Overtime Athletics strives to be a fun and safe alternative to less healthy youth activities.

Overtime Athletics is a company that has grown quickly. We must prepare for continued success as we grow in the future. Commitment, professionalism, and trust have brought us to this point. Our future depends on continuing this tradition and improving levels of efficiency to the highest standards.

The purpose and goal of this employee handbook is to communicate to our organization the policies, which need to be followed so that we can work as a team toward a common goal: To serve our customers.

This handbook is intended as an outline and summary of the policies and procedures of the Company. These policies and procedures may be modified, amended, deleted or otherwise changed by the Company at any time. They are intended only as a broad outline of internal guidelines.

## **MISSION STATEMENT**

***To give HIGH FIVES!***

**H**Health  
**I**nvolvement  
**G**rowth  
**H**appiness

**F**un  
**I**nstruction  
**V**alue  
**E**nrichment  
**S**afety

The policies set forth 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.

## **Introductory Period**

All Instructors serve an introductory period. It allows the opportunity to evaluate whether Overtime Athletics fits into your goals and it also provides Overtime Athletics with a period during which it can assess whether your involvement satisfies our present needs. This introductory period will last the duration of the first 4 programming sessions an individual participates in as a program instructor. Throughout your introductory period, Management will meet with you periodically to discuss your performance and answer any questions you may have. Your attendance and punctuality are an important consideration in the successful completion of your introductory period.

## **Classification**

Instructors of Overtime Athletics shall be hired as part time employees. Agreements shall be for the duration of a programming sessions (i.e., fall, winter, spring, summer) and can be extended at any time.

## **Job Description**

The Instructor position for Overtime Athletics is one that demands organization, punctuality, professionalism, and patience. Each Instructor shall be responsible for the implementation of the program that Management designates. This requires the Instructor to master the Overtime Athletics curriculum for the specific activity they are assigned. Each Instructor will be responsible for cultivating the relationship between Overtime Athletics and the customer (i.e., Students, PTA representatives, schools, parents). Instructors are required to take care of any Overtime Athletics equipment or property. Instructors are required to create a positive environment that is full of encouragement for program participants. Instructors are required to follow all procedures outlined in the Overtime Athletics Handbook's as well as any policy designated by Management.

## **Background Checks**

Employment is contingent upon successfully completing and clearing a criminal background check (to include sex offender background check). This policy is for all employees without exception. Depending on location, the clearance process may vary.

## **Training**

It is mandatory to attend and complete all training sessions and requirements. This will include the onboarding process, online exercises, in-person meetings, and on-site training. Training is unpaid. Training Session Dates are subject to change and you will

be notified on such occasions. Training is an extremely important process of our Staff Preparation and attendance as well as completing training segments properly and on time is a requirement of employment.

## **Personal Appearance**

Maintaining a professional appearance (for an athletic and youth programming environment) is an essential component to our customer service strategy. We define professional appearance for this setting as adhering to our Dress Code Policy, high standards related to grooming and cleanliness, as well as avoiding any impeding items to safety such as jewelry. We cannot overstate the role this plays in our participating families being comfortable and confident in their decisions to be a part of our program session.

## **Dress Code**

Staff will be required to wear the uniform shirt they are issued for their particular program. These uniforms may not be altered in any way. Uniforms do not just play a role with regards to professionalism, but a role in safety as well. Identifying adult supervision and appropriate individuals to be on-site is extremely important. Athletic shorts/pants and athletic shoes are also required by our Dress Code Policy. Staff are responsible for the proper maintenance and laundering of all uniforms. Replacing uniforms should be discussed with a direct supervisor.

## **Attendance and Punctuality**

It is critical for the safety of our youth 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. All absences and lateness will be reported to the office and tracked in payroll and employment files.

You must be at the programming site and ready to work at the designated start time provided to you during training. You must sign in at your arrival and sign out at your departure.

Approval for time off is required and should be requested prior to the session, but not less than two weeks in advance. Absences for emergencies must be confirmed with doctor's note or another supporting document to confirm the emergency should it be unrelated to a personal health matter. Text messaging and Emailing are NOT acceptable methods of communicating absences or tardiness. Employees must call the designated number they have been given during training to notify the OTA team of their situation.

Any employee who "No Call" or "No Show" to work are subject to termination for job abandonment effective immediately.

## **Inclement Weather**

Should there be suspicion that programming may be canceled due to inclement weather, Instructors must contact Management to find out if programming is canceled. Management will also make every effort to contact Instructors as soon as they know if programming has been canceled for inclement weather or if programming is canceled for any other reason.

## **Hours**

With regards to after school programs, Instructors should plan to work 1 and ½ hours per programming day (if you are required to stay longer for dismissal, please notify the Program Director). Hours vary with regards to camps, clinics, leagues, and birthday parties.

## **Paydays**

Staff are paid by 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 program site. You MAY NOT pick up your paycheck in the office. Each paycheck will include all earnings for all work performed through the end of the previous payroll.

## **Cell Phone/Smart Phone Restriction**

Use of a cell phone by our Instructor Team is strictly prohibited during the program. Staff may not carry their cell phones on their person during program operations. Cell phones should be left in a bag or the OTA Instructor Backpack.

## **Tobacco Use / Vaping / Drugs or Alcohol**

Overtime Athletics has been declared to be a drug free work place. It is Company policy that unlawful manufacture, distribution, possession or use of a controlled substance, is prohibited in the work place. The goal of this policy is to ensure a safe drug-free workplace, which, in turn, will reduce accidents in our operations. The Company earnestly solicits the understanding and cooperation of all Instructors in implementing this policy. Tobacco use in any form is prohibited at all programs and hosting sites. Vaping in any form is prohibited at all OTA locations. Possession or use of drugs and alcohol is prohibited at all programs.

**Reasonable Cause:** The Company may require staff to submit to a drug or alcohol test when it believes it is necessary to determine whether an instructor is under the influence of alcohol or drugs or has used or possessed alcohol or drugs on Company property or at work. This may arise in a variety of circumstances.

## **Privacy**

Overtime Athletics takes the privacy of our players, campers, program participants, participating families, and staff seriously and will not tolerate any infringement on privacy while attending or working OTA Programs. 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 participant, players, camper, employee, camp activity, program game or contest, 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.

## **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 youth participants with dignity and respect always. We require all interactions with program participants to be appropriate whether it be verbal, physical, emotional, and behavioral circumstances.

Staff members are expected to maintain professional relationships with participating families that meet the industry standards of youth professionals and child care services. There should be no interaction between staff and youth participants and/or families outside of the program premises during the session. Instructors should never be corresponding with youth 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. Youth 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.

## **Standards of Conduct**

Overtime Athletics prides itself on being a leader in its field. One principle has been enforced without exception: top quality performance. This philosophy has motivated the continued growth and success of Overtime Athletics. Your continued involvement with Overtime Athletics is dependent upon living up to this high standard in your job.

Whenever groups of people work together, there must be standards of conduct and attendance for common guidance and efficiency. It is impossible to define in detail every standard for every circumstance, and Overtime Athletics tries to keep rules to a necessary minimum. Your common sense will guide you as to the proper thing to do in most cases.

What has been outlined in this handbook should not be considered an all-inclusive list of our expectations or standards.

If you have any questions about these standards of conduct and attendance, or about what to do or not to do in a situation, please contact Management.

Overtime Athletics will make every effort to deal with any misconduct through verbal counseling or a written warning. However, Management reserves the right to terminate employee without notice if, in the judgment of Management, the misconduct warrants such action.

## **Major Offenses**

If you follow simple common sense guidelines you will avoid major offenses such as, but not limited to, the following:

- Unsatisfactory work performance.
- Violation of a safety, fire prevention, health, or security rule, policy or practice.
- Neglecting to keep Management informed of activities and developments.
- Neglecting to keep Management informed of changes in any means of contact.
- Theft or damage to any Overtime Athletics equipment or property.
- Threatened or actual physical violence.
- Using profane or abusive language.
- Engaging in any outside employment with a competitor of Overtime Athletics.
- Showing up late, or not at all, to a programming class.
- Failure to maintain the highest standards of a criminal background check.
- False, fraudulent, misleading, or harmful statements, actions, or omissions involving another Instructor, a client, or Overtime Athletics.
- Carrying any weapon while on Overtime Athletics business, programming site, premises or property.
- Bringing onto Overtime Athletics programming sites or premises, having possession of, being under the influence of, or using, transferring, selling or attempting to sell, at any time, any form of narcotic, depressant, stimulant, or hallucinogen, the possession, use transfer, or sale of which is prohibited by law.

## **Equal Opportunity Employment**

Overtime Athletics is an equal opportunity employer. It is the policy of the Company to make all personnel decisions without discriminating on any legally prohibited basis including race, creed, color, age, religion, marital status, sex, sexual orientation, national origin, citizenship or physical or mental handicap unrelated to employment.

We require that all Management and Instructors understand and practice equal employment opportunity. This applies not only in dealing with other Instructors, but also in dealing with third parties with whom you may come into contact in the course of your

job, including customers. Acts of discrimination, including illegal harassment, will not be tolerated and will be subject to disciplinary action up to and including discharge. We ask that everyone add his or her support to achieving our objective in equal opportunity employment.

In addition, Overtime Athletics is committed to the policy of fair treatment of men and women in all aspects of the working relationship. In keeping with this commitment, the Company will not tolerate the existence of sexual harassment at any level.

### **Illegal Harassment (including sexual harassment)**

All Instructors are entitled to treatment with dignity and respect. We are therefore committed to providing a work environment free from sexual harassment and all other types of harassment, intimidation, threats and coercion based on race, gender, religion, national origin, age, disability or any other classification protected by applicable law. Such behavior is inconsistent with our philosophy of mutual respect for all employees. Any employee who engages in such behavior will be subject to disciplinary action up to and including discharge. Any instructor who believes that he or she is or has been illegally harassed or otherwise discriminated against should report that fact immediately to Management so that the Company may take appropriate action. The Company will promptly and thoroughly investigate any allegations of illegal harassment or discrimination.

### **Commitment**

In order for us to properly plan for the supervision of the children in our care and to honor the expectation of having consistent Instructors working the same programs, it is important to understand that accepting this position is an intended commitment to work the entire programming session so that we can achieve our goal of providing the highest quality of youth athletic programs. We approach each session independently and will look for a renewed commitment at each point during our programming year, after the fall, the winter, the spring, and the summer.

### **Common Courtesy**

We view service to each other and to our customers and business family as one of our most important responsibilities. You are expected to help us carry out this policy by extending every courtesy and all assistance necessary, not only to customers, and your fellow co-workers, but also to any callers or program visitors. If someone asks you for assistance that you are unable to give, contact Management so that they may provide assistance.

## **\*OTA “Do Your Job, PLEASE” Program\***

It is our mission to provide the highest quality of youth athletic programs. In order to meet our goals instructors will be monitored closely to ensure their performance adheres to the job description for OTA’s program instructors. You have accepted employment, and in doing so you will be compensated. Failure to execute the duties of your job, will affect your employment status.

*Fair is Fair... Just do your Job, please.*

- **Don’t STRIKE OUT!** Depending on the severity of the infraction, a violation of any of the following (but no more than 3) during a Programming Session will result in being terminated.

LATE CALL IN
LATE TO CLASS
NOT FOLLOWING PROCEDURE FOR BEING LATE TO CLASS
NOT WEARING UNIFORM
NO PROGRAMMING DAY CARD
NO ATTENDANCE SHEET/ROSTER
FORGETTING EQUIPMENT
NOT RUNNING THE CORRECT ACTIVITY (TYPE OF PROGRAM)
COMBINING DIFFERENT CLASSES THAT SHOULDN'T BE
NOT FOLLOWING PROCEDURE FOR REPORTING INJURY/BEHAVIORAL INCIDENT
PTA OR PARENT COMPLAINT ABOUT INSTRUCTOR
LEAVING BEFORE ALL CHILDREN ARE PICKED UP
PUTTING A CHILD IN YOUR CAR
MISSING A STAFF MEETING OR TRAINING SESSION
SCHOOL COMPLAINT ABOUT CONDITION PROGRAM SPACE WAS LEFT IN
FAILURE TO RESPOND TO MANAGEMENT CALLS OR EMAILS
NOT GOING OVER THE RULES AT THE BEGINNING OF CLASS
BRINGING A NON-STAFF MEMBER TO CLASS
INCORRECT TIMESHEETS
NOT BRINGING INSTRUCTOR FOLDER TO PROGRAMS

### **\*WARNING**

**DO NOT CALL OUT ON A DAY YOU ARE SCHEDULED TO WORK, IT WILL EFFECT YOUR EMPLOYMENT STATUS.**  
**CALLING OUT IS A RESULT OF EMERGENCIES ONLY!**