

alpha  omega  
gymnastics etc.  
*Inspiring Life-long Adventures*

Course  
104

Staff Member  
Responsibilities



# Staff Member Responsibilities



## Preparation and Planning

It is imperative that all Staff Members show up to work with the right mindset ready to prepare and plan for their day. Equipment and work stations should be prepared before class starts and Staff Members should know their daily rotations and lesson plans before starting their first class.

## Cell Phone/Business Telephones

Staff Members should use common sense regarding personal calls. Phones are for business use and need to remain free for our customers and office personnel. Phones in the gym are there for emergencies only. Cell phone are not allowed on the gym floor and must be switched off or put in meeting mode once entering the building. Staff Members should never use any phone when teaching a class. Furthermore, they should not take calls during class time.

# Staff Member Responsibilities



## Computer - Internet

The Company's computers, email and voicemail systems are business tools owned by the Company and are therefore the Company's property. They are provided for Staff Member's use in the fulfillment of their work duties. Users are expected to use common sense and exercise good judgment regarding the reasonableness of personal use of the Company's information systems and assets.

## Confidentiality

Alpha Omega Gymnastics categorizes different types of information and how it will be protected based on its value and sensitivity. Sensitive, personally identifiable, and customer information are classified as confidential and must be kept within the organization. This information is accessible only to those Staff Members who need such access in order to perform their jobs. Any data or intellectual property created by the user, including voicemail and electronic messages, remain the property of Alpha Omega Gymnastics and should not be removed, copied or shared with any person or entity except as part of the user's normal job responsibilities.

# Staff Member Responsibilities



## Social Media

Social networking tools (blogs, online social networks, Facebook, Twitter, etc.) provide an open exchange of information and a means to establish relationships with colleagues and members of the public. These tools represent a communication model where a fine line exists between business and personal statements. Staff Members who choose to participate in social networking technologies are personally responsible for the content they publish on Internet blogs, social networking sites such as Facebook and Twitter, or on any other site for user-generated media, such as YouTube. Staff Members should protect theirs and the Company's Privacy and should be mindful that anything published will be there for a long time. Confidential or proprietary information, of Alpha Omega Gymnastics, is not to be shared. Staff Members should check with their manager if they have any questions about what is appropriate to publish or say online.

# Staff Member Responsibilities



## Non-Fraternization

It is Company policy to promote efficient and business-related operations. Caution should be exercised if Staff Members partake in dating, pursuing, or engaging in romantic relationships with other Staff Members. At the Company's discretion, additional restrictions on such relationships between Staff Members may be appropriate, based on individual Staff Member's specific roles and responsibilities.

Under no circumstance are Staff Members allowed to engage in any type of pursuit, dating, or romantic relationship with a student. Anyone who violates this policy will be subject to disciplinary action, up to and including immediate termination.

## Smoke-Free Workplace

Smoking or other use of tobacco or tobacco-like products (examples include but are not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) is prohibited on company property. The Company does not discriminate against individuals on the basis of their use of legal products, such as tobacco. However, such use must occur during non-working time and not on Company property.

# Staff Member Responsibilities



## Music

Appropriate music must be played at all times. Any music played during any class time or other gym activity must be approved by the appropriate Manager.

## Cleanliness of Facility

It is everyone's responsibility to keep the gym free from clutter, and equipment promptly returned after use. No food or drink are to be taken onto the gym floor. If a Staff Member makes a mess, then they should clean it up. If they see a mess and didn't make it, they should clean it up as well.

## Communication

Any memo sent home must be approved by the appropriate manager before distribution. Copies of any such memo should then be placed at the front desk before it is handed out.

# Instructor Responsibilities



## ➤ Instructor Responsibilities

- Challenge each child to reach his/her full potential
- Create a safe, fun, positive learning environment
- Provide positive, constructive discipline
- Directly supervise, being attentive, staying in control, & keeping kids on task
- Be loving & caring, boosting each child's self-esteem
- Be organized & prepared
- Be enthusiastic & energetic
- Maintain a neat, professional appearance
- Keep lines of communication open with students & parents
- Smile & have fun

# Code of Conduct



## ➤ Code of Conduct

- Use of alcohol, drugs, or tobacco on Company property is forbidden.
- Use of alcohol, drugs, or tobacco in the presence of students is forbidden.
- Showing up or being at work in an inebriated (drugs, alcohol, etc.) state is forbidden.
- Supplying alcohol, drugs, or other substances to a student is prohibited.
- Use of vulgar or inappropriate language is prohibited.



# Causes for Immediate Dismissal



## ➤ Causes for Immediate Dismissal

- Breaching the Code of Conduct.
- Not cooperating in the administration of a drug test, or in the failing of a drug test.
- Not fulfilling requirements during the probation period.
- Dishonesty
- Disregard for safety
- Not being reliable and punctual - Excessive tardiness or absence from work
- Treating a student, parent, or other Staff Member in a disrespectful manner
- Engaging in any type of pursuit, dating, or romantic relationship with a student
- Being in the building after hours without permission
- Sexual harassment with another employee or customer

# Course 104

## Staff Member Responsibilities



Thank you. You have completed this course. We hope that you valued the content as you continue to grow your acumen in order to be the Team Member that you and AOG desire!

Click on this link in order to return to the AO University Home Page



[AO University Course Catalog](#)