



Staff Rules and Regulations

All Ritmo staff must be aware and agree to the following rules and regulations:

Training Environment:

- Aspire to 100% attendance for all designated practices. Notify the director and other coaches (if applicable) in advance when an absence is planned. Head Coach must ensure a substitute coach of the proper certification level is present when required. Unexplained absences (without sufficient reason) are unacceptable and will result in a warning the first time and a termination of employment the second.
- Bring all necessary equipment as required. Notify the Director when equipment is needed (ie stereo, music, first aid kits, apparatus if needed)
- Proper coaching attire should be worn to all classes. Avoid clothing with profanity and the promotion of alcohol.
- Arrive at least 10-15 minute early for each class to ensure a timely start.
- Advise Director and Head Coach of any injuries or other incidents that have occurred, whether personal or involving athletes.
- Cell phones may be used to video skills and play music. Coaches should refrain from using phones (for texting, emailing, posting on social media) until all athletes are on break or after class.
- Monitor and ensure all athletes and parents are following their specific program regulations as well as the Ritmo Code of Conduct.

Competitions/Performances:

- All coaches are assumed to be attending the respective competitions and performances that their athletes have committed to. Reasonable travel expenses will be reimbursed by Ritmo Gymnastics when applicable. In the case of multiple coaches for one class/program the Head Coach will be the first to be funded, with as many other coaches funded as the budget will allow.
- When travelling or attending events all coaches must wear appropriate Ritmo apparel as designated by the Director.

Communication

- Staff will maintain communication with each other in a timely matter (instant responses are not expected) using Slack.
- All communication going out to the club will be sent out by the Director via email. Mail Chimp will be utilized for mass and promotional emails.
- Certain communication for program/class specific items will be sent out from the Director to the corresponding coach, who will then be responsible for sending to their class/team.

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- If a program has more than one coach, staff must work together to ensure all athletes are receiving communication. The Head Coach of the program or class should approve all communication being sent out to the team.
- Social Media: All staff will have access to social media accounts and can post freely as long as posts are conducive to Ritmo Gymnastics philosophy and are appropriate for the targeted audience. The director has the right to remove any posts deemed improper.
- Any concerns or questions should be brought to the Director/Head Coach's attention as soon as possible. An open and honest team is the key to a productive work environment.
- Regular staff meetings will be held and all coaches are expected to attend if their schedule permits.

Professionalism

- All coaches must maintain a professional demeanor when working for Ritmo Gymnastics, including when talking to athletes, parents, and members of the RG community. Personal social media posts should also be kept in mind as everything posted stays on the Internet-especially if staff has athletes on Facebook as friends.
- All coaches should be aware of the Ritmo Code of Conduct and act accordingly.