

Orientation Information for Let It Shine

Welcome to your new job at Let Shine! Please look over all of the information to help you with the process of starting this new job.

LIS

- The Coaching Commitment at Let It Shine: Learning, Interaction, and Safety.
 - **Learning:** Here at LIS we are committed to providing the most excellent gymnastics experience. That comes from learning as a coach and constantly striving to have a greater impact on our students.
 - **Interaction:** A crucial part of the student's experience is how you engage with them.
 - **Safety:** Providing a safe atmosphere.

Programs at LIS

- Office Staff and Door Greeter
- Main Gym
 - Little Shininers
 - Pre Rec
 - High 5s
 - Girls Rec
 - Homeschool
 - Ninjastics
 - Pre Team- Hot Shots, Devo, Mighty Might
 - Boys Team
 - Artistic Gymnastics Teams
 - Compulsory
 - Optionals
- Tumble Gym
 - Parent Child
 - Preschool Tramp and Tumble
 - Tumble Program
 - Shining Stars
 - Xcel Team
 - Tramp and Tumble Team
- Camp
- Parents Night Out
- Birthday Parties
- Open Play

- Special Events / Field Trips

Staff Website

- [Employees \(google.com\)](https://employees.google.com)- make sure to save this site to your phone
 - Announcements - Home page
 - New Employees - Shirt Calendar
 - Training & Educational Courses - Concussion Test
 - Videos - Please watch all videos before your first day of working
 - Request Hours - You can see where help is needed and reach out by email
- Will want to visit the Website **DAILY** to make sure you don't miss any new announcements

Concussion Training

- **ALL Employees must complete the concussion training prior to working**
- <https://sites.google.com/lisgym.com/employees/employee-resources/training-educational-courses>
- Please click on the link and complete this training
- Certificates must be email to rachel.calhoun@lisgym.com

SLING

- Scheduling App
 - You can see your schedule for classes
 - Communicate with Director and other staff
 - Still message your director with their preferred method of communication (emails, text, or sling)
 - Make shifts available and apply for available shifts
 - Still need to message and look for a sub even if you make the shift available.
 - Make sure to still tell director what day you will be out and who is subbing for you,

PayCom

- ALL HOURS MUST BE LOGGED DAILY.
- Can NOT work more than 40 a week. MUST have written permission from Debbie if you might go over hours prior to going over hours.
- You can only Clock In and Clock Out at LIS, but can submit a Punch Request from anywhere.
- When you first login to Paycom, you will select the **DEPARTMENT** that you are working in, you will hit the **IN DAY** button- you are now Clocked In for the day.
- At the end of your shift, you will hit the **OUT DAY**, you will now be Clocked Out.

- If you are working in different departments without a break between them, you will type in the **NEW DEPARTMENT** that you are switching to and hit the **MORE** down arrow and hit **TRANSFER**. This will keep you Clocked In, and switch you to the new program.
- If you forget to Clock In, Clock Out, or make a change, You will click on the Submit a New/Missing Punch Request. It will pop up a screen where you can enter a Punch Request.
 - You must submit a separate request for every time stamp. Example: if you missed both In Day and Out Out, you have to submit, **2 Different Punch Request for both In Day and Out Day**
 - Make sure you select the correct day
 - Type in the correct time
 - Whether the Punch is IN DAY or OUT DAY
 - Make sure the Department is correct
 - Director will then need to approve the Punch Request. Once they approve it, then the Change will show up on her Web TimeSheet.
- Time Sheets are due every Friday. You must **APPROVE** your time card on the Web Time Sheet Page on the Friday that time sheets are due.
- The Monday after Time Sheets are due, you will get a notification about **APPROVING** your **Pay Check**. You need to do this **IMMEDIATELY**. Make sure everything look correct and hit **APPROVE**.
 - If not correct you can submit a pay check fit form on the same sheets.

Time Off

- Find Subs - You can request your shift in sling to give to someone else.
- It is **your Responsibility** to cover for your shift
- Make shifts available on Sling, message in group on Sling, message people individually, ask people in person. Do all that you can to reach out to others to find subs.
- When you need time off, make sure that you either email or message (some sort if WRITTEN form) to your director of what dates, times, and who your sub is.
- If you are not able to find a sub, let your director know and they can help get your shifts covered.
- Sick - Let Director know ASAP! - Also mark in sling, you never know who may pick up a shift.

Parking

- **ALL** staff must park in the Horn Parking Lot
- Enter through the **TUMBLE** Building driveway, drive past the building, and turn into the parking lot on the left.

- Must park either on the **back row by the trees** or park on the **side near the railroad track**
- **MUST** leave the parking lot by driving back through the **TUMBLE** building driveway.
 - **NOT ALLOWED TO USE HORN DRIVEWAY**

Appearance

- Attire
 - Shirt
 - Wear color shirt assigned that day
 - The shirt calendar can be found on the Employee Website
 - Shirt color changes everyday for every month
 - Shorts
 - **Fingertip length or longer**
 - Shorts have to be visible (shirt can't cover the shorts)
 - Leggings
 - See through parts- fingertip length
 - Hair pulled back
 - Athletic shoes
 - Hats must be **LIS hats only**
 - Jackets or Sweatshirts can **only LIS**, you can receive a FREE jacket on your first day.

Staff Expectations

- High energy
 - Smiling
 - Loud
 - Moving
 - Eyes on kids at all times
 - Encouraging
 - Loving, kind, caring
- Arrive on time
- Entertaining
- Working during Breaks between classes
- Take initiative
- POSITIVE attitude
- Subbing for others - if you don't sub for others no one will sub for you
- **Arrive 15 minutes early** before your scheduled shift- arrive on time
- **KNOW the LESSON PLAN BEFORE THE CLASS STARTS**- you director should send you a lesson plan prior to the classes. You need to look at it and know what

you are supposed to coach. Make sure to ask questions if there is anything that you don't understand.

Safety

- Basic
 - Trampolines - NEVER GET ON WITH INJURY - ONE AT A TIME - MAKE SURE YOU CAN SEE ALL TRAMPS AT THE SAME TIME
 - Pre - Rec - NO climbing on the railing
 - Rec Trampolines - ONE at a time - UNLESS YOU ARE SPOTTING, A COACH CAN BE ON WITH GYMNAST.
 - Go around rope swing
 - Tumble Gym - NO KIDS ON WHITE TRAMPS. Keep kids out of the nets
 - Double Mini - Jump over the red part. The part on the end will sling the kids off
 - Tumble Tracks - only flips on the end mats. Make sure you are walking up and down. IF you have return stations, stand on the side where you can see them.
 - Make sure that you **LEAD** you kids behind you
 - **NO CHILD IS ALLOWED TO WALK FROM BUILDING TO BUILDING WITHOUT A COACH.**
 - **Only Coach** allowed on the floor. If a parent or someone you don;t recognise comes on the gym floor either assist them off or find a director to remove them from the floor.

Injury

- **All coaches should be watching the entire gym during their class. A coach will come over before you even have to ask.**
- **Find a Director or Manager to help with any serious injuries**
- **Distract other kids in group away for the injury**
- Process
 - Keep the child still on the ground—**DO NOT** move child
 - Check over the child
 - Look around for help
 - Stop the rest of the group and have them sit down
 - Get ice, bandage, or any other supplies that you need
 - **TALK** to parent at the end of Class and tell what happened
 - Fill out Incident Report
- **RED BAG- see Coach Ben for details- for emergencies only**
- Broken Bone

- Keep area still with supports around area, cover area if need be
- Blood
 - Minor- cleanup child and bandaid
 - Major- gloves in First Aid areas, get towel/rag to help stop the bleeding
- Sprain or Rolled Area
 - Keep the injury still
 - Give ice
 - Rest until feeling better.
- Head, Back, or Neck
 - Keep the child laying still on the ground- Dont Not move until the child has been looked over and can move her/himself
- Tramp Safety
 - **NEVER** get on any tramp when there is an injury **DO NOT** ask the kid to get up right away
- Pit Safety
 - **DO NOT** get in the Pit with them if injured

Emergency Procedures

- **Fire**
 - In any event of an emergency, have your students stop class and line-up. It is important for everyone to stay calm.
- **Tornado**
 - In an event such as a tornado - all children and staff need to quickly and calmly. You will direct them to the designated safe areas. They are to remain in the rooms until an “all clear” is given.
 - Main Gym: Bathrooms and Party Rooms 1, 2 & 3
 - Tumble Gym: Sunshine Cafe, Tiny Tumbler bathrooms and stairwells
- **Active Shooter**
 - An active shooter is a person actively engaged in attempting to kill people in a confined and populated area. Let It Shine does have a security team in place that will deal with the shooter. Your job is to get as many kids out of the building as you possibly can. Exit the building through a door away from the shooter. It's imperative that coaches take their kindles/cell phones with them to ensure all students are present . Students must exit and move far enough away from the building to eliminate danger and allow sufficient room for all people to evacuate.
 - **Once outside, you will need to take your kids to either the far side of the Horn Parking (other side of staff parking lot) or by the buildings by the Stop light on Mallory Lane depending on where the active shooter enters the building.**

- Make sure to count and get your kids names

Sexual Conduct with Gymnast/Coaches and Coach to Coach

- Texting, Facebook, Instagram, Snapchat, Tiktok, and ALL other forms of social media are prohibited with students under the age of 18.
- Coaches may not have students of LIS join personal social media pages.
- Try to keep communications with an adult coach to a minimum age coach to a minimum, only about work related conversations, and use the Sling App to converse.

Bible Verse - One verse a month

- There is a new bible verse and word of the month that will be talked about in each class. LIS is a Christian gym. Our goal is to not only teach gymnastics but also spread God's words and show his love to everyone that enters the gym.
- Main Gym
 - Pre-Rec
 - Coloring sheet - Kids get a coloring sheet each week. Each week the kids bring it back they get \$1 LIS Dollar
 - All other classes - You talk about the verse and are given questions to ask each week. If kids can tell you the verse before the end of the month (not on day given verse) they will get \$5 LIS Dollars
 - Store:
 - The store is open the first full week of every month
 - Is upstairs - make sure someone from your program is up there
 - Combination for lock in 0516
- Tumble Gym
 - Preschool Tramp and Tumble
 - Coloring sheet - Kids get a coloring sheet each week. Each week they can bring it back colored for a Dum Dum from the treasure chest
 - All other classes- You talk about the verse and are given questions to ask each week. If kids can tell you the verse before the end of the month (not on day given verse) they can get a Dum Dum from the Treasure Chest
 - **COACHES ARE NOT ALLOWED TO EAT THE DUM DUMS**

Warm Ups

- Warm up needs to be Active and you need to participate in some way.
- It should only take about 5-7 minutes long
- Jobs during warm ups

- Calling kids out- at the door way
- Lead warm up
- Take roll
- Help the kids with the warm up
- Girls Rec- help with ankle bands
- Direct kids where to go
- **DO NOT SIT OR JUST STAND** around during warm ups. It's super important to be an ACTIVE COACH during the warm up. Helps get the kids ready and more excited about class.
- Make it fun or silly
- We are wanting more **ACTIVE** warm ups (running, jumping jacks, frog jumps, arm swings, ext...)- **AVOID JUST SITTING OR REACHING STRETCHES.**
- For Rec Classes, **ACTIVE** warm ups should only be roughly 5 mins
 - Examples of Warm Ups
 - NO Probs
 - Dice
 - Blocks
 - Hula Hoops
 - Balls
 - Bean Bags
 - Running
 - Dance/Song
 - Scarves
- After warm up, this is where you will finish taking roll, then doing the word of the month questions for that week.

Demonstrations

- Kids are sitting or standing in place where they can see all the stations
- Kids can be the demonstrators or you can show them. Be aware of time, if you are already behind on time, don't have a kid help on the stations.
- 2 coaches - 1 shows, other talks
- Fast, Loud, Smiling, Funny, Engaging with the kids (ask the kids, what is a lunge)
- Max of 2 mins, but also explain the stations, don't just say it
- Learn the names of the kids on your **SPOTTING** station. **DO NOT TRY TO LEARN THEIR NAMES BEFORE DEMONSTRATING.**

Expectations for Leading Groups

- Group Awareness
 - **Leading your group to event** (you may need to walk backwards so you know all the kids in your group are following you)

- **1 Coach** (you are the moving and spotting coach)
 - See all stations
 - Spot one station while communicating with all the other kids
 - If you need to move, stop your spotting station and go to child that needs help
- **2 Coach**
 - **One** demonstrates, **One** talks - switch at next event or group
 - Coaches should not be next to each other
 - **Moving Coach** - should hit every station and be engaging with every kid. Be hands on (help with spotting other stations) - loud, smiling, funny, **MOVING!!**
 - **Spotting Coach** - Stationary coach - (back handspring station) - still see everything, verbally talking to other kids at stations, incharge of rotating stations
- **Switching on Event**
 - Make sure that the Kids make it to all skills stations at least 1 time.
 - For spotting stations, spot kids on at least 2 or 3 times and then switch stations.
 - If you have extra time before rotating to the next event, you can
 - Go around a again all the way through
 - Pick one station for all kids to do a again
 - Have the kids pick one station of their choosing to show off
 - Make it a circuit and have the kids go through
- **Rotating Groups**
 - On time
 - Kids line up with the coach and coach leads them to the next event - (depends if you move with group or stay at event)
 - **Rotate with kids** - stay with the group for the entire class
 - Pre rec - Always
 - **Stay at Event (you should know before you go to events who is going to be the one rotating groups)** - One coach rotates all the groups. DON'T line up your group at the event and wait for someone to come get them. Keep working on your stations. Like we talked about before, you should be aware of everything that is going on around you. You can look to see if a group is headed your way. If you see them walking towards you. You can then line your group up.

Bathroom/Water Breaks - NO COACH IS ALLOWED TO HELP IN BATHROOMS

- Pre Rec

- Bathroom - 2 Options - Call front door greeter, or ask a group with 2 coaches to take your child
 - Water - After one of the floor stations a coach takes the whole group to the water fountain together.
- Main Gym
 - Bathroom and Water - you must tell the kid where to walk so they aren't running through another group - FOLLOW THE LINE - line by the rope swing.
- Tumble Gym- follow the yellow lines in the gym
 - Preschool
 - Bathroom and Water - After the second rotation, you will take them for a bathroom and water break. IF ONE NEEDS TO GO TO THE BATHROOM DURING A ROTATION, TELL THEM WHERE TO WALK
 - Older Rec - You must tell the kid where to walk so they aren't running through another group - FOLLOW THE YELLOW LINE
 - **DO NOT LEAVE YOUR EVENT TO TAKE THE WHOLE GROUP TO THE WATER FOUNTAIN. IT'S WASTING TIME AND IT'S TOO CROWDED.**

Dealing with Challenging Situations

- As challenging as these situations might be try to remain calm
- Situations
 - Crying
 - Behavior
 - Refusing to come out
 - Feeling sick or throw up
 - Handsy
 - Does not want to do anything
 - Bathroom accidents
 - Getting on equipment
 - For Preschool classes- you must let your director know after class- being potty trained is required for those classes.

Discipline for Behavior

- Step process
 1. Give warning or a reminder of correct action
 2. Give a talking to about their actions
 3. Have them sit out- must remain in your sight
 4. If it happens again, you might have to sit them out longer next time

- Let your Director know and either you or one of you need to talk to the parent after class about behavior and action taken.

Safety For Stations

● **Trampoline and Tumble Track**

- ONE AT A TIME AT ALL TIMES, unless for Space Ball
- NO STANDING ON THE MATS OVER THE SPRINGS
- NO JUMPING FROM TRAMP TO TRAMP - when rotating, have the kids walk off the tramp and move to the next one.
 - Trampoline Standards
 - Moving - You should constantly be moving from tramp to tramp to rope swing. DO NOT STAND IN ONE SPOT
 - Your back should never be to any child on tramp
 - Tumble Track Standards
 - Walk up and down and be able to see the Tumble Track and side stations. Help with side stations if need be.

● **Bars**

- **2 HANDS ON THE BAR AT ALL TIMES**
- **NEVER LET THE KIDS HANG WITH ONLY THEIR LEGS ON THE BAR**
- Don't let go of the bar while upside down with only waste on the bar
- No standing on bars without a coach
- Kids can not go underneath the bar while another kid is on the bar
- No flips without a coach
- Floor bars can easily fall over, so keep an eye on that
 - Front Supports
 - Kids will tend to lean forward, which will cause them to land on their heads
 - Pullovers
 - Must be done with a coach in Pre Rec and Beg Girls Rec
 - Glide Swings
 - Swing with legs straight and hands on the bar
 - **DO NOT** let the kids sit on the swing and swing back and forth

● **Beam**

- NO JUMPING from beam to beam
- NO Crawling under the beam
- Stand or move throw out the beams where you can see all beams
- Most of the REC beams are movable; the beams can fall over if kids shake them.

- Make sure that there is a mat for them to land on to if you are having the kids jump off the beams to protect their knees when they land
- Make sure partners on the stations are not standing too close, or they will get kicked in the face
- **Ninja Courses**
 - The children need to be either wearing athletic shoes or barefoot. NO JUST SOCKS!
 - Any Rings or Holds
 - Need to be higher than head level. Getting hit by one of these will HURT!!
 - Make sure that all clips are completely closed tight.
 - The kids should never swing the rings or hold onto the next person.
 - Pit/net
 - One person at a time
 - No one is allowed to climb the net if it is raised up. It needs to be lowered down before anyone is able to climb it.
 - Cargo Net
 - They must climb all the way back down the net if they go up it. NEVER let them just drop from the top or even half way up
 - Warped Wall
 - One person at a time running up the wall
 - Have them start at the purple/white lines - they don't need to start far away.
 - If they don't make it to the top, have them turn and side down the wall on their bottoms.
 - Stand at the bottom to the side of the wall, facing the cargo net.
 - If they make it to the top, have them climb down the giant gray cargo net to get down.

Spotting Basic Skills

- **Forward Roll**
 - **YOUR MAIN GOAL IS TO KEEP THEM OFF THEIR NECK**
 - Spot by Waist- Can spot a couple different ways
 - Arm across stomach to grab farther side hip, other hand goes on closest hip, lift with both hands to get child off his or her head, and help roll them down
 - Both hand on hips, lift by the hips to get them to roll

- One hand on the back of their leg/hip and the other hand goes on the back of their head to guide the head under.
 - This way works great for Dive Rolls
 - If they can do it alone - stand in front and have them reach for your hands - (do this once or twice and move on to the next child) -
CONSTANTLY MOVING
 - **WE DO NOT PUSH THEM OVER, WE GUIDE THEM**
 - Types of forward rolls
 - Regular
 - Straddle
 - Dive Roll
 - Roll up a wedge
 - How to change a kid that can do a forward roll alone?
 - Forward roll to stand
 - Forward roll to lunge
 - Forward roll on floor
 - Two forward rolls in a row
- **Backward Roll**
 - **YOUR MAIN GOAL IS TO PROTECT THEIR NECK**
 - Hand Placement
 - Have them start by sitting with hands by their ears.
 - Let them lay back on the mat, placing hands on the mat by their ears with elbows up
 - Place your hands around their waist to lift them up by their hips, to get their head off the ground, and land on their feet
 - **WE DO NOT PUSH THEM OVER, WE GUIDE THEM OVER**
 - Types of backward rolls
 - Regular
 - Straddle
 - Start from standing
 - Roll up a wedge
 - Landing in a push up
 - Landing flat on belly with straight arms
 - How to challenge a kid that can do a forward roll alone?
 - Backward roll to lunge
 - Backward roll on floor
 - Two backward rolls in a row
- **Cartwheels/Round offs**

- Cartwheel
 - Stand or kneel on the side of their favorite or front foot
 - The hand closest to the child goes on their hip and other hand starts up in the air
 - Once the child has put their hands on the ground, your hand in air reaches over and goes onto their other hip.
 - You then lift and guide their legs over over their body and place one foot at time on the ground
 - **Make sure that they are keeping their arms straight and staying off their head.**
- Roundoff
 - Spot similar to a cartwheel- the only difference is the ending. They land with their legs together at the end.
 - Can pause the child upside down to cause their legs to come together
 - Guide their leg to land of the ground at the same time
- How to change a kid that can do it on their own?
 - Do two in a row
 - Try doing it with the other foot in front
 - Add a hurdle before either a cartwheel or roundoff
 - Start with a run into it
 - Add a rebound out of the roundoff
 - Connect different skills together
 - One handed cartwheel
 - Put blocks on the opposite side of their front foot to get them to kick higher
- **NEVER LET THEM JUMP INTO A CARTWHEEL ON THE TRAMPS OR TUMBLE TRACK**
- **Back Handsprings**
 - With Barrel
 - Start the child with their feet on the floor and face away from the barrel.
 - For Pre Rec and Beginners- You can start them standing on a mat and then laying down on the barrel with their back on the barrel with their arms by their ears.
 - For Int and higher classes- you can have them start on the floor and have them jump back onto the barrel. You want their back to land on top of the barrel.

- Keep you hand or arm on their belly as you roll the barrel backwards
 - The child should have their arms straight and by their ears. Their legs should be together and straight.
 - Roll the barrel to where their arms touch the floor and make sure that their arms remain straight and tight
 - 2 Ways to spot them as they bring their legs over:
 - Each hand goes on both their hips and you lift and guild them to their feet.
 - Arm goes across their waist and you lift them up with your arm.
 - Once hands are on the ground, have them bring their legs over their head and land on their feet.
 - Hand Spotting
 - Start with you kneeling on the ground next to the child with one hand on their back and other behind their legs.
 - Child will jump or lean back, You support them with your hands.
 - Make sure the child's hands land on the ground.
 - Use your hands on their legs to help bring their legs over to land on their feet.
 - **Safety Elements to Remember:**
 - **KEEP THEM OFF THEIR HEAD AND NECK!!**
 - Arms need to be above their head and straight
 - Hands need to touch the ground before legs come over.
 - Legs stay together
- **Front Handsprings**
 - With Barrel
 - Child will place hands in front of the barrel and kick up to a handstand
 - One of your hands goes on the child's shoulder and the other goes on their waist or leg.
 - You guild them over the barrel to land on their feet.
 - Hand Spotting
 - Hand closest to the child goes on their shoulder area, other hand goes on their back
 - Or place both arms under child's back and lifts/keep them up to help them get over onto their feet
- **Bridges and Bridge Kick Overs**

- Bridges
 - Have child lay on back with knees bent and arms bent with “Pizza Hands” by ears
 - Place one hand on their upper back and other hand cupping their shoulder
 - Help to get head off the ground
- Bridge Kick Overs
 - Once on the bridge, have the child lift one leg.
 - One hand goes on back, other hand will help the leg that goes over
- **NEVER PULL CHILD UP FROM THEIR HIPS OR BACK**

- **Handstands and Donkey Kicks**
 - One arm goes on their hip or across their belly, the other hand goes on their leg that goes in first to help them kick.
 - KEEP THEM FROM GOING ON THEIR HEAD
 - Help them land back into a lunge

- **Ninja Holds**
 - Hands on around the child’s waist
 - Place hands over their hands to also help with rings
 - **NEVER HOLD THEM BY THEIR FEET or LOWER LEGS**, if they let go of the ring, they will land on their head

- **Pullovers**
 - You will stand the opposite side of the bar than that of the child
 - As the child lifts their legs up, you place one hand on their legs and the other on their back to help guide them to the bar
 - Once legs are over the bar, you will switch your hands over. The hand on their back moves to their legs. The hand on their legs moves to the arm to help support them on the bar.

- **Back Hip Circles**
 - Once they are on the bar, you still stand in front of them on the other side of the bar.
 - Place one hand on their arm and the other under the bar to help them cast.
 - Once they have done 3 casts, hand on their legs moves to their back and your hand on their arms moves to the child's legs to help them to swing around the bar.

- After their legs are over the bar, your hands switch again. Your hand on their legs moves back to the child's arm, and your hand on their back moves back to their legs.