



WELCOME



Introduction

The Let It Shine Employee Handbook presents each employee with a copy of the responsibilities, rules and regulations here at Let It Shine Gymnastics. This handbook is written to help assist each member to be aware of their role and allow them to become more knowledgeable of how their actions and attitudes will reflect on Let It Shine.

Parents are paying for their children to learn and have fun in a well-supervised, Christian environment. These parents expect our staff to be positive and professional, providing each student quality coaching as well as respectable role models for their children. We, at Let It Shine, strive to provide the BEST possible learning and growing environment for children. After all, the children are the reason we are here.

Let It Shine's Mission Statement

Let It Shine's mission is to provide exceptional gymnastics programs for children in a state-of-the-art facility instructed by staff that emulates the life of Jesus Christ. We want our members to have fun and develop their minds, bodies and souls in the safest manner possible to the glory of God. We acknowledge that we are not perfect, but we pursue excellence by seeking continuous improvements in every aspect of our business.



Letter From Owner and Operators:

Tim and Tanner Richards

We welcome and congratulate you on joining the Let It Shine family. Thank you for reading our manual, and for taking this information seriously to heart.

The Richards family opened Let It Shine in 1983 aiming to offer an excellent gymnastics program for families in the local community while committed to integrating fundamental business operations with the Christian faith. We have experienced the pleasure and blessing of having over 150,000 gymnasts to coach, and the opportunity to mentor hundreds of coaches over the years. Now *you* have arrived at Let It Shine as an employee - whether that be through a friend, formerly training here as an athlete, or simply through interest - and we believe the Lord has led us to work together in this season in a way that will honor and glorify God.

Gymnastics is a great sport, but ultimately gymnastics is *only* a sport and a small part of who we are at LIS. How blessed we are to be able to use gymnastics to teach, encourage, nurture and build relationships with God's children. We are in an environment that allows us to preach (teach) the Gospel; which in turn provides the opportunity for all of us at Let It Shine to have our actions speak louder than our words - to be true role models for all of these children.

We hope and pray that your time here at Let It Shine will be one of spiritual and personal growth, knowing that we have helped you to see and follow your giftings.

Welcome.

Now and Always,
The Richards Family
Let Your Light So Shine - Matthew 5:16



Our Goals

- To honor, glorify and remain accountable to God in all that we do
- To offer quality family programs in a Christian environment
- To give respect, honor and praise to our fellow staff
- To provide an exceptional and knowledgeable staff
- To demonstrate God's love by accepting, strengthening and challenging our students & staff members
- To maintain a clean, motivating and safe workout environment
- To pursue excellence by seeking continuous improvement
- To be debt free and profitable

7 Unifying Principles

1. RESPECT - It is the duty of each Let It Shine employee to genuinely and unconditionally respect all clients that walk through company doors.
2. TRUST
Trust is earned here at Let It Shine by being trustworthy in all things. Immediate destroyers of trust include lying, cheating, stealing and broken promises. More subtle destroyers include: that which serves to undermine another person; misrepresentation of facts or self; lack of follow through; hidden agendas; half-truths; avoidance of issues or people.
3. TEAMWORK
As a Let It Shine employee, you are bound to accomplish goals and resolve differences through cooperation. There are many wonderful people in this world who prefer to work alone; this is not the employee who is the right fit for Let It Shine.
4. FORTHRIGHTNESS
Communicate openly, as openness ultimately defeats guardedness. Communicate directly, never withholding unpleasant information; that information can serve to help improve a situation or resolve a conflict. Communicate positively, stating what you need or expect, rather than what you do not need. In disagreement, speak only with the person who can solve the problem; do NOT seek to validate your feelings by venting to others.



5. GROWTH

It is your duty to initiate change and growth at two levels: personally and professionally. We will encourage you and help you to grow in any way we can.

6. RESPECT FOR THE COMPANY

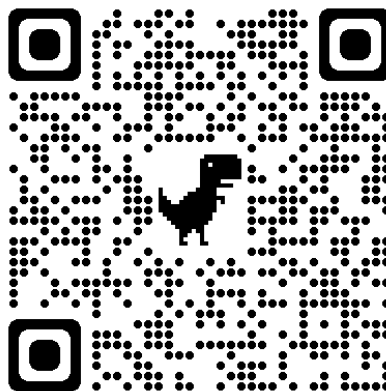
Thousands of people depend upon Let It Shine for their education and recreation (our clients) or for their livelihoods (our employees). As an employee, you are dutifully bound to defend and protect the company's (1) mission and principles; (2) image; (3) property and belongings.

7. BALANCE

Without balance, quality of life suffers. This is in conflict with living a happy, healthy and responsible life. Maintain a balance in your personal life and in your business life. Search and grasp the paradox that exists between living a principled life and a pragmatic life. In other words, your principles require balancing. Maintain a sense of humor.

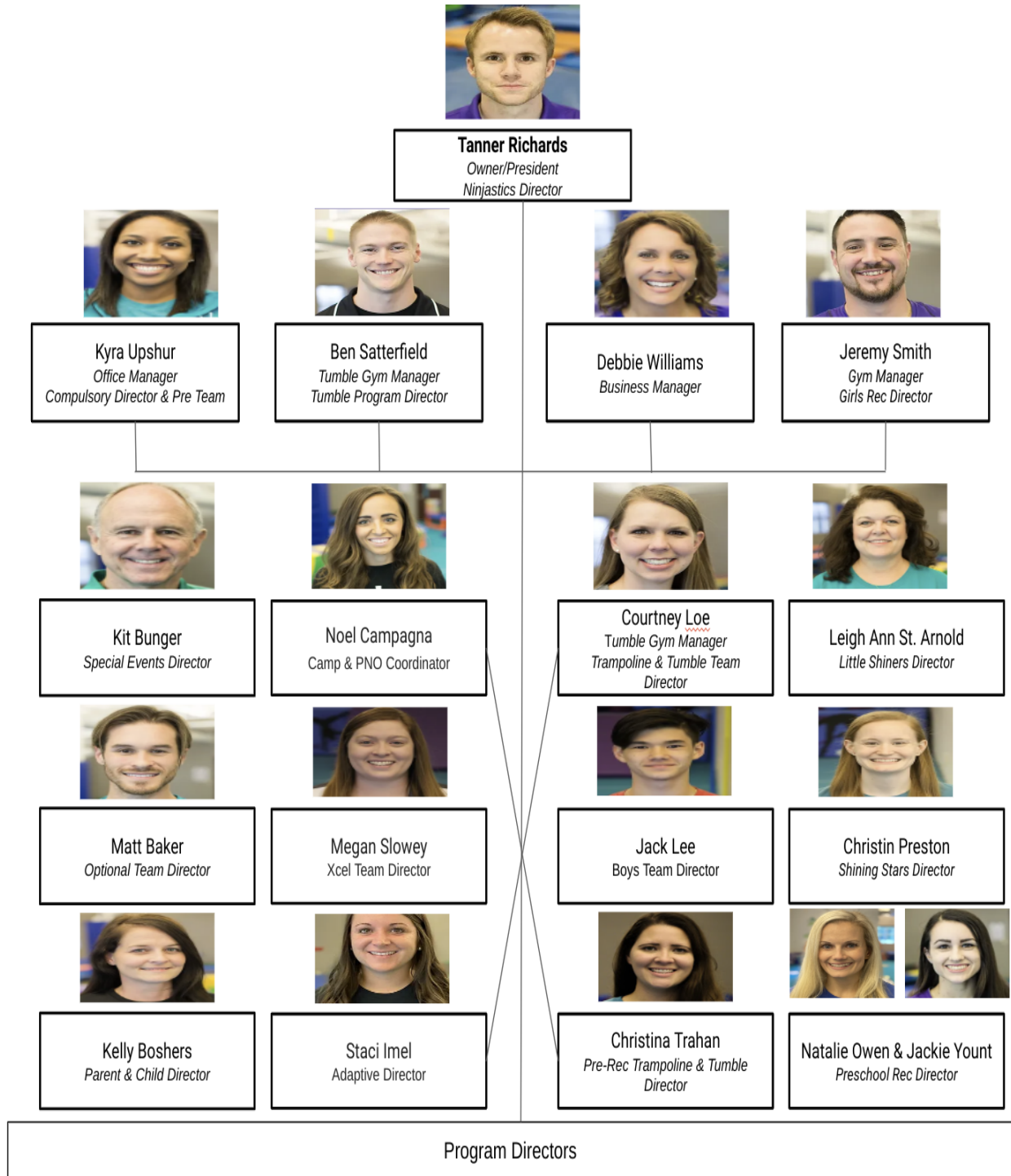
[Let It Shine Staff Website](#)

Scan the code below and bookmark the site for easy access to Let It Shine news and announcements. Training videos and additional coaching resources are available.





Let It Shine Leadership





Office Hours

Monday: 9:00 am - 8:00 pm
Tuesday: 9:00 am - 8:00 pm
Wednesday: 9:00 am - 7:00 pm
Thursday: 9:00 am - 8:00 pm
Friday: 9:00 am - 6:30 pm
Saturday: 9:00 am - 2:30 pm
Sunday: CLOSED

Holiday Schedule & Inclement Weather Closings

Let It Shine does not follow specific school closings. Never assume anything as closing decisions are made independently. In the event the decision is made to cancel classes or camp due to weather, all directors will call and/or email each of their staff scheduled for any shift that may be canceled that day.

Updated information is posted on our website www.lisgym.com, Facebook/Instagram page, channel 4 Snowbird report and voicemail at (615) 369-3547.

If the gym is to be closed for inclement weather, all full time employees that choose to voluntarily come in will be paid for the time they work as approved by a manager.

Let It Shine is closed on the following holidays:

Labor Day
Thanksgiving
Christmas Eve & Christmas Day
New Year's Day
Good Friday
Memorial Day
July 4th



EMPLOYMENT



Expectations

Most people find Let It Shine to be a great place to work, but not necessarily always an easy place. Not everyone is suited for our pace and way of doing things. Let It Shine was founded by people who understand and believe in self-reliance, cooperation and hard work. Working at Let It Shine requires: a willingness to do whatever it takes within ethical boundaries to get the job done; personal growth; the courage to do the right thing; helping with jobs that do not necessarily belong to you; and actively looking for ways to make Let It Shine a better place for clients and coworkers alike. Bottom line: folks with low energy levels or an “it-ain’t-my-job” attitude are best suited for finding other employment. That being said, we look forward to working with you.

Equal Opportunity

Let It Shine employment practices are based on job qualifications without regard to race, color, national origin, religion, age, sex, marital status, familial status, height, weight, handicap or any other protected classification. It is the policy of Let It Shine to comply with both the letter and the spirit of our nation's laws governing discrimination. All personnel decisions will be made without prejudice or discrimination in accordance with the principles of equal opportunity.

Employment At Will

Employment at Let It Shine is AT WILL; which means that the employee or employer may terminate employment at any time. This may be done with or without prior notice and with or without cause. This AT WILL employment cannot be changed except through a written understanding and agreement signed by the company’s president.



Let It Shine Code of Conduct

Teaching children brings responsibilities that extend into your public/social life. Although Let It Shine is not obligated, nor compelled, to control behavior outside of employed time. It is imperative that employees recognize that in Let It Shine's eyes, working with children necessitates above-reproach public behavior. It is the aim of the company to have its staff stand as exemplary women and men both within and without the walls of the gym. Children learn from example; therefore, the image projected by employees can directly impact how the company's mission [statement] is executed. Furthermore, as much as Let It Shine seeks to cultivate a familial atmosphere among the staff, maintaining a professional environment leaves little room for personal/private dealings to disturb business. Ultimately, when your private business is brought into the workplace, it becomes our business.

Alcohol/Drugs

Use of illegal substances is reason for immediate dismissal. Use of alcohol, while in the presence of students or while wearing a Let It Shine shirt, is prohibited. Supplying alcohol or other illegal substances to a student, or condoning its use, are terms for dismissal. The consumption or intoxication of alcohol or other illegal substances while on the job (including competitions, demonstrations, and any other special event outside of standard work schedules) is prohibited and cause for immediate dismissal.

Let It Shine may conduct random drug tests at any time. We have a zero tolerance policy! Be aware that you can be tested at any moment, without warning. All drug testing is done by an approved off-site screening service.



Electronic Communications & Social Media Policy

As part of Let It Shine's emphasis on athlete safety, all electronic communications of any kind between a coach and an athlete are strictly prohibited. Socializing is defined as being with a student (alone or otherwise) in an unofficial capacity. 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.
- Athletes and coaches may use email to communicate.
 - As with any communication, the content of any electronic communication should be observable and interruptible, readily available to share with the athlete's family.
 - At the request of the parent or guardian, any email, electronic text, social media, or similar communication will copy or include the athlete's parents or guardians.
 - All email content and texting between coach and athlete must be professional and only for communicating information about Let It Shine activities. Any email from a coach to any athlete should come from the Let It Shine Gymnastics email. Coaches are prohibited from communicating with an athlete through a personal email.
- No photos of any athlete may be on a coach's personal device. All photos and imagery taken on a Let It Shine Gymnastics site must be used for Let It Shine Gymnastics videos, posted on the Let It Shine Gymnastics website, or offered to the athlete's family. All videos and imagery taken at the request of the Communications Coordinator must be deleted from personal devices upon submission.

The LIS "brand" is a protected entity.

- Individual staff or athletes are not permitted to create LIS program content via social media platforms without the permission and guidance of the LIS Media Coordinator.
- All content will be curated by the Media Coordinator and program directors can facilitate LIS media platforms per the coordinator.
- All LIS media login and passwords belong to LIS, and any changes must be approved by the coordinator. Misuse of social media and electronic communications with athletes will not be tolerated and cause termination.
- The use of vulgar language is PROHIBITED.



Employee Discipline

If a situation arises, which is deemed as inappropriate conduct of a Let It Shine employee, a three-step disciplinary process will begin. Each step involves a meeting with a director and or manager, and will be documented via a Written Employee Warning Notice permanently filed. Three written notices can result in employee dismissal.

Examples Leading to Immediate Dismissal

- Breaching the Let It Shine Code of Conduct
- Treating a student, parent or coworker in a disrespectful manner
- Dishonesty
- Not being reliable in timeliness or attendance
- Disregard of our Mission or breaching any of the Let It Shine principles
- Disregard for safety
- Disregard for company security

Employee Status

Full Time

Employees are those who work a minimum of 30 hours per week on a regular basis. Full time employees are eligible for various benefits when requirements are met.

Part Time

Employees are those who work less than 30 hours per week. Part-time employees are eligible for some benefits when requirements are met.

Your director will communicate to you and determine exactly when you will need to arrive and leave for each day scheduled.

NOTE: This setup/breakdown allowance is NOT an entitlement. You must be present and productive in order to record that time. You may not record more time than what your situation specifically allows.



Being At Work

If you accept a work schedule, you are to prioritize your job first, for the scheduled time and day each week. If you are not able to prioritize as such, please do not accept this job.

Getting Substitutes

You have a responsibility to show up for work. If you cannot consistently show up for your scheduled time, Let It Shine may not be a good fit for you. It is for this reason that we place the responsibility of getting substitutes on the shoulders of the person to whom it belongs - you.

If you must be absent from work:

1. It is your responsibility to handle your problem and find a substitute. Be prepared. Allow yourself plenty of time. Finding substitutes can be difficult.
2. It is your responsibility to notify your Director of the details of your absence; why you need to be away and how you handled your situation.
3. Please make sure you do not schedule substitutes for your class unless they have been approved by the director. You must email your director in advance stating who will be subbing for you.

Being On Time

Timeliness is a critical issue in maintaining a professional and organized business. Being late burdens other staff members and damages client relations. We believe that being on time (or being late) is a habit. Like every other personal habit, Let It Shine is powerless to change it. This is why our position on being late is cut and dry; if you choose to be late rather than early, it is in your best interest that you do not accept employment here at Let It Shine. Being late may lead to a write-up by your director or a member of management.



“Not Needed” For A Scheduled Class

Occasionally, you will be scheduled to teach a class but not enough children show up. You are only paid for the classes you actually coach. If you are not needed at that time, ask your director if there is another class you can assist with or if there are any projects you can work on. If you are only needed to coach for one hour, as an employee, you are guaranteed at least two hours of work for that day. However, you **MUST** be working on projects, etc. for that second hour. If you are not needed and volunteer to go home early, you will not be paid for that hour. Ultimately, a staff member who is willing to coach, clean or carry mats is a staff member we want around - versatility and humility will go a long way at Let It Shine.

Staff Evaluations

You will be evaluated periodically by your director. These evaluations will be kept on file for validation of raises, improvements, warnings and dismissals. This evaluation is to be signed, dated and given back to your director before you leave the day of your evaluation. This system will improve communication between directors and staff. Please feel free to ask your director for an evaluation at any time.

Coaching Attire

Our appearance here at Let It Shine needs to be as professional as possible. We, as coaches, are the role models children look up to. Many will strive to be like us - even look and dress like us. How you dress while at Let It Shine is very important. The following is a list of the correct coaching attire requirements that all of our Let It Shine employees must follow.

- Upon hire, you will receive one set of shirts. Each additional shirt will be \$12.00. All Let It Shine employees must wear the correct color t-shirt for each day. A schedule may be found in your new employee folder and on our staff website. Please pay close attention to this schedule as the schedule changes each month. If you are seen wearing the incorrect shirt, you will be required to buy a shirt for that day. All t-shirts are \$12.00 and this amount will be deducted from your paycheck.
- Only athletic shorts/pants (i.e. Nike shorts, leggings, running pants, etc.) may be worn while coaching on the floor. All shorts must be below the middle fingertip in length. No cut-off or denim wear may be worn while coaching.



- All tattoos that are inappropriate as deemed by management in accordance to Let It Shine values, must be covered and not visible while in the facility.
- Hats, Jackets, Vests, Hoodies etc must be Let It Shine logo'd.
- All piercings (i.e. tongue, eyebrow, nose and lip) are not allowed to be worn on the Let It Shine campus.
- Shoes must be worn at all times while on the floor unless told otherwise.

ILLNESS & SICKNESS EXPECTATIONS

LIS's illness policies are subject to change, impacted by state and federal determinations. Unless otherwise directed, staff follow the requirements below:

- Always follow advice and direction given by your medical professional. A doctor's note will be required.
- Must remain fever free for 24 hours.
- Wash your hands throughout the workday.
- Sanitize equipment using provided cleaning agents.
- Properly distance yourself from other staff and athletes when possible.
- Contact Tanner Richards with questions or concerns.



Personal Belongings

Purses, jackets and other personal items are to be kept in your designated staff area or in your car. Each department has their own designated spot for personal belongings, see your director for further instructions. Please throw away your trash and keep the staff areas clean and organized. The staff office can be used to return phone calls, meet with the Let It Shine parents and other business needs. All Let It Shine computers are for business use only. There is to be no loitering in the front office this includes no eating and/or drinking.

Food & Drinks

There is to be NO food on the gym floor. Any drinks in the gym must have a screw-on lid and are limited to water only. There is to be no coaching with a drink of any kind in your hand. Furthermore, when chewing gum please do so properly while on the gym floor. Sunshine Cafe, located in the tumble gym, is available for all employees to use.

Parking

All staff must park in the designated staff lot connected by the paved driveway at 1886 General George Patton Drive. No speeding, littering or loitering on any Let It Shine properties. You must park on the back row furthest from the gym or row nearest the train tracks. You are to enter and exit the employee parking lot via our driveway at 1886 General George Patton Drive.

Bringing Children To Work With You

We ask that you only bring your children with you in the case of an emergency or due to unforeseen circumstances. No child should be kept at the gym if they are sick. If you do have to bring your children, they need to be in a supervised location. Please clean up after your children and do not leave any of their belongings in the gym. Please do not allow your children to eat while on the gym floor. If any of your children are in the gym during our busiest hours (4:00pm- 7:00pm) they must attend a class.



Friends & Family Visiting You At Work

“Friendly” is a common word used to describe the staff and facility at Let It Shine.

However, being sociable with both staff and clients is encouraged to the degree that it promotes relational growth, a welcoming environment and informative conversations regarding our services. A noteworthy concern revolves around Let It Shine staff spending their time diligently and not simply visiting with friends.

This policy also stands for staff that are socializing while working. There should never be a group of coaches socializing while students are to be supervised. Every customer who walks through our doors pays not only for our services, but our undivided attention as well. Friends may not be on the gym floor but may wait in the observation area.

Front Desk

The front desk is a constant hub of activity. Please do not distract the front office staff from their work. You are welcome to speak to the office staff, but please keep all conversations brief, professional and for the purpose of communicating information pertaining to your job. You may not loiter in the front office at any time. Please use the Sunshine Cafe during the afternoon/evening hours for business purposes.

Lock Up Procedures

There is a designated lock up director each evening. No employee is to be in the building during non-business hours unless they have received permission from management. NO ONE is to be on the equipment after hours. See Tanner Richards for “Building Lock Up Protocol” document



Employee Discounts

As an employee at Let It Shine, you are eligible for the following employee discounts:

If you work an average of:

5 - 15 hours/week, you will receive 25% off your monthly tuition.

16 - 29 hours/week, you will receive 50% off of your tuition.

30+ hours/week, you will receive 75% off of tuition.

Employees must keep their child's account up to date. Failure to do so will result in a written warning and the money will be deducted from your paycheck. *****We do NOT stack discounts (additional child rate + employee discount) we apply the highest discount.*****

Time Clocks & Payroll

Time clocks must be updated every day you work at Let It Shine. Management will verify each time card DAILY. You are paid in fifteen minute increments and all entries must remain current and accurate. Dishonest or inaccurate representations will result in a written warning.

You are NOT to "clock in" on with Paycom until the start of your work. Management must approve all administrative work before it is recorded on a time clock.

At no time is a staff member allowed to receive more than 40 hours per week unless WRITTEN permission has been given by Debbie Williams.

- **When do we get paid?** Every other Friday
- **Where do I get my paycheck?** You will enroll in Direct Deposit during the onboarding process
- **Can I get Direct Deposit?** Yes - Required

Discussing Pay, Wages or Other Compensation

Compensation is to be kept between you and company leaders ONLY! Comparisons about pay and paychecks are discouraged at Let It Shine.

You will be required to approve your paycheck the Monday prior to payday. If you find a mistake in your paycheck, please use the Ask Here option to get an answer to your discrepancies or questions. If your paycheck is lost or stolen, contact the business manager and a new check will be issued with a \$25.00 lost check charge.



Raises

Raises are based on merit and not based on tenure. Specifically, this means any contribution to the company's short term and long term financial health.

Initially, compensation is generally reviewed after six months of employment and annually thereafter. Be prepared to discuss your performance as defined by the factors contained on this page.

The following qualities make an employee valuable to Let It Shine:

- Actively contributed to the company's profit through the generation of new revenue or through reduction of expenses
- Endeared by the students/clients
- Has been helpful & friendly and interacted with parents
- Is dedicated to the Let It Shine mission and principles
- Has been at work as scheduled
- Has been to work on time
- Learned more about the job, grown, made personal changes
- Taken initiative/seized responsibility and leadership
- Is cooperative and flexible in personal work schedule
- Is helpful and has subbed for others when needed
- Attended trainings and continued education

Employee Birthday Bonus

Let It Shine would like to give you a special present on your birthday - something everyone loves - money! You will receive a \$20.00 bonus plus an additional \$5.00 for each year of service at Let It Shine. This is a reminder of how much you are appreciated. ***You will receive this bonus on the first paycheck of your birthday month.***



Class Conduct

Student Discipline

The disciplinary action Let It Shine uses for students in every class is the “time out” method. You are to sit the child down **in your view** and continue class for a length of time you deem necessary. Please do not forget the child and they should never be placed in time out for more than 5 minutes. We suggest sitting them out for a maximum of one minute for each year of age. So if the child is 5 years old, then they can sit out for 5 minutes. The child should then be asked if they would like to rejoin the group. Never send the child out of the gymnastics area. They are our responsibility for the entire length of the class. Parents are not required to stay in the facility while their children are in class. If a child is placed in time out, you must discuss this with the parents after class.

Class Roll Books

Staff designated by the director are allowed to take roll. If a child’s name is not on your roll sheet, a coach needs to go to the front office to confirm which class the child should be attending and/or write the child’s name on the roll sheet and the director will follow up with the office staff and family after class or the following day. This family may not be registered and may not have filled out a liability waiver. It is very important that roll be taken for every class. The office staff relies on this information for proper billing. Each roll book should be placed back in their designated locations after roll has been taken.

Dropping Classes

Our enrollment is done on a month to month basis. All cancellations must go through the Let It Shine office. Coaches **may not** cancel a class without approval from management.

Student-To-Coach Ratios

We try to maintain a student to coach ratio of 1:6 for all Pre-Rec classes and a 1:8 ratio for Girls Recreational, Ninjastics, Shining Stars, The Tumble Program, Pre-Rec Trampoline & Tumbling classes and our Parent’s Day Out program. Team ratios are 1:9.



Cell Phones

Cell phones are never to be used while coaching on the floor. We do hold an exception for emergency situations or with special permission. If someone needs to reach you while you are at work, they may call the front desk and ask for you. All cell phones must be OFF BODY while working. They can be kept in the designated staff area or in your car.

Student-To-Coach Interactions

As a part of Let It Shine's emphasis on athlete safety, the following prevention policies are in place and misconduct is cause for immediate termination.

One-on-one interactions are not permitted under any circumstance and apply to in-program and out-of-program contact.

Gifting

Personal or Individual gifts are not permitted to be given to athletes by employees. Programs with a reward system are allowed per management approval.

Student Bathroom Policy

Unless attended by an employee, athletes and students are permitted to use the bathroom *one at a time* per group. The aim is to prevent multiple children using the bathroom without adult supervision. Employees are not permitted at any time to be alone with an athlete in a bathroom, locker room, or changing area. All interactions in such areas must be observable and interruptible.



Emergency Procedures

In any event of an emergency, have your students stop class and line-up. It is important for everyone to stay calm.

In an event such as a tornado - all children and staff need to quickly and calmly move into the bathrooms (male and female respectively), Party Rooms 1, 2 & 3 in the main gym or Sunshine Cafe, bathrooms and stairwells in the tumble gym. They are to remain in the rooms until an "all clear" is given.

Active Shooter

What is An Active Shooter?

An active shooter is a person actively engaged in attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives. Individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in your facility
- If you are in the office, stay there and secure the door
- If you are in a hallway, get in a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him.
- Call 911 when it is safe

If there is a gunman in the neighborhood or parking lot:

- Coaches and office personnel will lock all doors and call 911. Tell them (if possible):
- The location of the active shooter and identity
- Inform 911 we have an armed security team
- Number of shooters and direction of travel or location last seen
- Physical description of shooter/s-race, sex, age, clothing, etc
- Number and type of weapons held by the shooter/s



- Number of potential victims at the location
- Wait patiently until a uniformed officer gives the “all clear”
- Notes: The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
- Do not respond to voice commands until you can verify with certainty they are being issued by a police officer.

How to respond when law enforcement arrives: Law enforcement’s purpose is to stop the active shooter as soon as possible.

- Officers will proceed directly to the area in which the last shots were heard.
- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment and may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation

How to react when law enforcement arrives:

- Remain calm and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Announce lockdown by telling the parents what is happening. Always tell the truth.
- Remove children from areas of doors and windows. • Remain with your students. Let the parents come into the gym and be with their children.

Evacuation of building:

If the police instructions are to evacuate the building, 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. Use all available doors. Follow these procedures even if it is raining or snowing. Get everyone out quickly.

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should be out of the active shooter's view and provide protection if shots are fired in your direction (i.e., an office with a closed and locked door) Do not trap yourself or restrict your options for movement

If the active shooter is nearby, silence your cell phone and/or pager. Turn off any source of noise (i.e., radios, televisions). Hide behind large items (i.e., cabinets, desks) and remain quiet.

If evacuation and hiding out are not possible:

Remain calm and dial 911, if possible, to alert police to the active shooter's location if you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by taking these actions against the active shooter:

Act as aggressively as possible against him/her, throw items as improvised weapons, yell aggressively to distract the perpetrator.

Safety Spot:

When evacuating from either building it is important to know where to go for safety. The more distance you can put between yourself and the threat, the better. Simply running outside and hiding behind the first tree you see may not be sufficient to ensure your safety.

Tumble Gym Evacuation

For most coaches and athletes in the tumble gym, the side and back door will be the fastest exit if a shooter comes in through the front entrance.

Spectators watching from the bleachers should evacuate through the main entrance on the opposite side of the shooter.

Once outside, everyone should make their way to the far side of the main gym across the parking lots and to the corner of Mallory Station Rd.

If the shooter comes in through the backdoor, everyone should exit out the side door or two main entryways and make their way across the parking lot to the far side of the employee parking lot.

If the shooter comes in the side door, the other three doors may be used to evacuate.



Those exiting out the back door should continue to move past the main gym while the others move to the far side of the employee parking lot.

Main Gym Evacuation

If a shooter enters through the back door by the pommel horse, the zipline door and main exits should be used for evacuation. If exiting out the zipline door, continue through the parking lot and to the corner of Mallory Station Rd. If exiting out the main doors, proceed to the far side of the employee parking lot.

If the shooter comes in the main entrance, use all side doors to exit and make your way to the far side of the employee parking lot.

If the shooter enters through the zipline door, all other exits may be used to evacuate and move toward the far side of the employee parking lot.

Emergency Evacuation

- Preschool students must exit out the side door next to the super slide and meet next door at the Pediatric Therapies office.
- Girls Recreational & Ninjastics classes must exit at any side door closest to them and meet in the covered sandbox pavilion.
- Boys' team should exit near the pommel horses and Girls' team should exit near the super slide. All teams must meet at Pediatric Therapies.
- All parents must exit out the front door.

There are detailed Evacuation and Emergency procedures next to each door in the facility. Please take the time to read one and get familiar with all four exits in the building.



Staff Insurance And Compensation

Group Health Insurance Coverage

You must meet the following criteria to be eligible for Let It Shine's health insurance plan:

- Work at Let It Shine for at least 30 days
- Be 18 years of age or older
- Consistently work 30+ hours/week as permitted by management

Let It Shine pays 50% of the full time employees' monthly premium. The employee will pay the remainder of the premium. This amount will be deducted from your paycheck each month. Please see the business manager for information regarding participation in the insurance plan.

Workman's Compensation

Every employee is covered by Tennessee State Workman's Compensation. See the business manager as soon as you are injured to fill out the appropriate paperwork to ensure you will be covered. This does NOT apply for Private Lessons. The law requires that you fill out a State of Tennessee First Report of Injury the SAME DAY you are injured.

Coaching Demonstration

Let It Shine discourages employees from demonstrating skills not previously approved by their director for the sole purpose of the weekly lesson plan. Any employee who chooses to disregard this policy does so at HIS/HER OWN RISK and WAIVES AND RELINQUISHES ALL RIGHTS TO WORKERS' COMPENSATION BENEFITS under Chapter 4123 of the Revised Code for any injury or disability incurred while engaged in demonstration for such skills.

Unpaid Activities Outside Scheduled Coaching

Employees of Let It Shine who use company premises, equipment or apparatus for training, fitness or recreation, do so VOLUNTARILY and WAIVE AND RELINQUISH ALL RIGHTS TO WORKERS' COMPENSATION BENEFITS under Chapter 4123 of the Revised Code for any injury or disability incurred while engaged in demonstration for such activities.



401K Plan/Simple IRA (Retirement Savings Plan)

Let It Shine has a Simple IRA (401K) plan that allows you to participate after 90 days of employment. You are immediately 100% vested in the program. Let It Shine contributes 100% of up to 3% of your gross income. However, if Let It Shine ever reaches financial difficulties, the matching portion may be temporarily modified or suspended.

Please see the business manager for more details on participation in the Simple IRA (401K Plan).

Paid Vacations

After one year of full time (30+ hours a week) employment at Let It Shine you are eligible for paid vacation. Your paid vacation must be scheduled in advance with your director. The number of vacation hours you receive per year is equivalent to an average number of hours worked during the previous calendar year. Our vacation year is based on the employee's anniversary year. Vacation must be used in the anniversary year after which it is earned and may not be carried over past the employee's next anniversary date. If you do not use accrued vacation during your anniversary year, it is forfeited. There is no "rollover" on vacation hours accrued. Employees are not entitled to pay in lieu of taking vacation time off. Upon termination of employment either voluntary or involuntary, all unused vacation time will be forfeited and will not be paid out.

Each full day of vacation will be counted as eight hours. Vacation time may be taken increments as small as one hour.

Amount of time employed full time - Vacation accrued

1 year = 1 week of average hours worked for the last calendar year

3 years = 2 weeks of average hours worked for the last calendar year

5 years = 3 weeks of average hours worked for the last calendar year

For purposes of this policy, the year begins on the employee's date of hire.



Holidays

Employees who work an average of 30 hours a week will be paid for the following holidays. You will be paid for the coaching hours that you normally work on that day of the week. *If you do not normally work on the day of the week of which the holiday falls, you will not be paid for that day.*

- Thanksgiving (Thursday)
- Christmas (2 days)
- Good Friday
- Memorial Day
- Labor Day
- July 4th

If Christmas or July 4th fall on a Sunday, you will be paid for the day the holiday is legally recognized.

Birthday Parties, Camps & Special Events

Along with classes, we also offer our clients birthday parties, holiday & summer camps and other special events. If you have an interest in helping with any of these extra events, please contact Tanner Richards.

Legal Responsibilities

The law requires coaches and others having responsibility for a student's safety to take reasonable precautions to prevent injuries to students entrusted in their care. If a coach, or other responsible party, fails to use proper care and an injury results, **the coach and other parties may be held personally liable and can be required to pay money damages to the injured student.**

When an injury occurs as a result of the fault of another, the law attempts to place the burden of loss on the party at fault. The law recognizes out of pocket losses such as



medical bills, as well as, less tangible losses such as loss of freedom from pain and suffering. The legal process attempts to put a monetary value on all of these losses. By placing the burden of loss on the party at fault, the law operates to deter unsafe conduct and encourage prudence when activities might injure others.

Basis of civil Liability:

Tort - a civil wrong, calling for compensation in damages.

Legal Duty - the legal obligation for the safety of another.

Standard of Care - reasonable care is that degree of care that a reasonably prudent person would exercise under the circumstances. In the case of a coach or summer camp staff person, the general standard would be the degree of care that a conservative professional in that environment would exercise to avoid a foreseeable injury to the individuals in their care.

Negligence - not following the generally acceptable standard of care for those in your care.

Possible questions which coaches must be aware of concerning negligence:

- Was written training and safety material on hand at the time or lack of such material?
- Procedures of the coach to prevent injury?
- Attitude of a coach concerning the safety of said individuals?
- Use of appropriate warnings or lack thereof?
- Training, expertise and skill of the coach?
- Events leading to or resulting in injury?

Let's think about these things before we begin a class or event:

- ❖ **Supervision:** Supervision is the most common claim of negligence against teachers, coaches and camp counselors. At Let It Shine, no camper or gymnast may be in the gymnastics area without a staff member present. When a coach sees anything that could endanger a student he/she must make immediate correction of that activity.
- ❖ **General Supervision:** Physical presence of a coach where participants are involved in one or more activities that are under general control.
i.e: Summer Camp/Field trips/Parents Night Out



- ❖ **Direct Supervision:** One on one, student coach interaction is usually found in activities that involve personal risk to the student. i.e. Gymnastics, spotting
- ❖ **Equipment:** It is the coach's responsibility to make sure equipment being used is appropriate for the activity being performed. Equipment must be used for its intended purpose. Specifically, in the gymnastics area the following equipment requires direct supervision: trampolines, mini-tramps, and tumble track. There is never an exception to this rule.
- ❖ **Program Development:** Know the objectives of the activity; understand the activity; teach in progression; have a clear understanding of acceptable conduct for participants; understand safety procedures and emergency medical procedures.
- ❖ **Performer Readiness:** Is this student physically and emotionally ready for this activity? If an instructor finds that the emotional maturity of a participant does not match the activity, it is the obligation of the instructor to make corrections to the program to meet the student's abilities and not to exceed them.
- ❖ **Duty to Warn:** The coach has a responsibility to warn participants of possible hazards of all activities and the potential consequences of not heeding the warning. The reason we give warnings is to give the student an appreciation for the activity and for potential injury.

Duty to Report Abuse

Adult employees must report child abuse immediately. This requirement begins when an employee learns of facts that give reason to suspect any child has suffered an incident of child abuse or when an employee is informed of an allegation of child abuse. Reports must be made immediately both to relevant government agencies and the Center.

Always document the date, time, name of the local police department contacted, name of the officer, and officer's badge number as confirmation of your efforts.

Visit the [LIS Staff Website](#) to find additional information and links to make a report.

Sexual Harassment

Sexual harassment is a violation of company policy, as well as illegal. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when one or more of the following applies:

- Submission to the conduct is made to be a condition for keeping your job



- Submission to or rejection of the conduct is used as a basis for other employment decisions affecting your job
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment

You may be permanently dismissed if this occurs.

Harassment

Let It Shine is committed to providing a work environment free of harassment and discrimination. Offending or any unwelcome actions, words, jokes or comments based upon an individual's sex, race, ethnicity, age, religion or any other legally protected characteristics will not be tolerated. We take an individual's right to dignity seriously and will take any/all necessary actions to prevent or immediately stop harassment on or by its employees. Harassment within the working environment can extend to contacts with customers, vendors or visitors on and off schedule working hours.

If you have been harassed:

1. Report the matter immediately to management.
2. Complaints will be investigated in a timely manner.
3. The company's investigation will normally include conferring with all the parties involved and any named or apparent witnesses.
4. Let It Shine will endeavor to assure confidentiality to the extent that confidentiality can be maintained consistent with the need of the company to investigate and take action.
5. Let It Shine will do its utmost to protect employees from coercion, intimidation, retaliation, interference or discrimination for the good faith reporting of harassment or for assisting the company in its investigation of any such claims.
6. If after the company's investigation it appears that the complaint is valid, the company will take prompt appropriate action to stop the harassment immediately and prevent its recurrence including disciplinary action against the employee found to have engaged in harassing conduct.



The Family & Medical Leave Act of 1993 (FMLA)
Let It Shine will handle all FMLA issues on a case by case basis. Please see the business manager to fill out the appropriate forms and refer to www.dol.gov/esa/whd/fmla/ for updated information

Safety

Injury Prevention

It is important to stress to all students while stretching, that they need to be careful and pay attention to keep unnecessary injury from occurring. Remember to assist students in proper body positioning instead of socializing with another coach. Remind students that some activities can be dangerous; however, scare tactics can create a volatile environment. Temper your words of caution with words of encouragement.

If an injury does occur, stop the activity and attend to the injured student. If the injury is minor and/or calls for a cold compress, have the student sit down while someone (another coach or a child in the class) is getting the ice, band aid, etc. **NEVER LEAVE AN INJURED STUDENT.** Stay with the child and stay calm. Always be attentive and concerned.

If you are alone, send a student to another instructor. In all cases, you must stay with the injured student. If the injury is minor you may continue with class while keeping the injured child in your sight.

Catastrophic injury or injuries that deal with the head, neck, spine or broken bones are very serious. Immediately send for a director. **DO NOT MOVE A CHILD WHO HAS LANDED ON THEIR NECK OR HEAD!** Remember, you are not a doctor and are not qualified to diagnose an injury. Above all, staying calm in a stressful situation is one of the greatest signs of a true leader. Once an injury has occurred the damage has been done. Your only job is to make sure the student is as comfortable and calm as possible



until medical help can arrive. It is very important that you express genuine concern for the injured child and their family. No injury is to be taken lightly.

Any coach who has a student that is injured at the gym and under their supervision must fill out an Accident Report that same day after the class. These forms can be found in the office. The instructor involved must fill out the form and return it to their director's office that same day. It is important every injury, no matter how small, be recorded.

The coach must communicate with their director and the director **MUST SPEAK TO THE PARENT BEFORE THE CHILD LEAVES THE GYM**. The director needs to explain to the parents the details of the injury that occurred. The director must follow up with a phone call to the parents the next day. If the injury is serious, you are to follow up with a phone call the night of the injury, and then another phone call the following day.

Preventing injuries is a lot less troublesome than having to deal with injuries. Staying alert during class is important to making sure there is a lesser chance of injuries occurring. Being strict in class (for a student's safety) does not suggest being mean, but it is to protect your students from harm which is conducive to a positive and safe learning experience.



Policy Manual Signature Page

I _____ have received and read the Let It Shine Staff Policy Manual. I understand that failure to abide by the guidelines set forth in this manual will result in a written warning and/or termination. I understand that this signed statement will be placed in my permanent file stating 'I have read the Let It Shine Staff Policy Manual'.

Signature

Printed Name

Date



Hiring Checklist:

- ☐ Complete new employee paperwork
- ☐ Submit copy of Driver's License and Social Security Card
- ☐ Review Policy Manual and submit signature form
- ☐ Receive Let It Shine staff shirts
- ☐ Complete Heads Up concussion training by going to:
<https://www.cdc.gov/headsup/youthsports/coach.html>
- ☐ Complete drug screening

Separation Checklist:

- ☐ Turn in policy manual
- ☐ Clean out all personal items
- ☐ Complete exit interview