

Employee Manual: Coaching Staff at Hoopsphere Basketball Academy

Welcome to Hoopsphere Basketball Academy! As a valued member of our coaching staff, your role is crucial in providing exceptional training and support, ensuring our academy's success. This manual introduces our policies, procedures, and expectations. Please read it carefully and refer to it as needed. Reach out to your supervisor with any questions you may have.

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1. Introduction

Mission Statement: Hoopsphere Basketball Academy is committed to providing quality basketball training and fostering a love for the game among youth of all skill levels.

Vision: To establish ourselves as a premier basketball academy renowned for exceptional coaching, player development, and fostering community spirit.

2. General Policies

Equal Employment Opportunity: Hoopsphere is an equal opportunity employer and prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Anti-Discrimination and Harassment: We are committed to maintaining a workplace free from discrimination, harassment, and retaliation. Employees are expected to treat each other with respect and professionalism at all times.

Confidentiality and Privacy: Protecting the privacy and confidentiality of our customers, athletes, and employees is paramount. All staff members are required to adhere to confidentiality agreements and handle sensitive information responsibly.

Attendance and Punctuality: Prompt and regular attendance are essential for the efficient operation of our academy. Employees are expected to report to work on time and notify their supervisor in advance of any absences or tardiness. All absences, whether for full or partial shifts, must be submitted online using the time off request sheet available at hoopsphere.com/staff.

Clocking In and Out: All breaks and working hours must be accurately recorded using the Deputy app. Clock in and out promptly to ensure accurate timekeeping records. The grace period for clocking in and out is 5 minutes.

Breaks: Rest breaks are 10 minutes long and are paid. Lunch breaks are unpaid and a minimum of 30 minutes, depending on your schedule. Ensure you take your lunch breaks as scheduled.

Sick Days: Sick leave accrues at a rate of 1 hour for every 30 hours worked, capped at 40 hours per year. Please record your sick leave accurately and follow company policies regarding notification and documentation. For more details, refer to the employee handbook or consult with your supervisor or HR department. Note: PTO and medical benefits are not offered for hourly employees.

Workers' Comp: Any injuries that occur during work hours must be reported immediately so the incident is documented, and workers can promptly file for their workers' compensation benefits.

Scheduling: For changes in your scheduling needs and shifts, please use the forms available at Hoopsphere Staff Forms. Information regarding available shifts can be accessed via WhatsApp, email, and the scheduling tool Deputy. If you need assistance with these tools, please contact your supervisor.

Unpaid Time Off: Unpaid time off is capped at 8 days per trimester before disciplinary action is considered. Manage your time off responsibly and communicate any needs for unpaid leave to your supervisor in advance. Excessive unpaid time off may lead to performance reviews and potential disciplinary measures.

Dress Code: Coaching staff are expected to maintain a neat and professional appearance suitable for a sports academy environment. This includes:

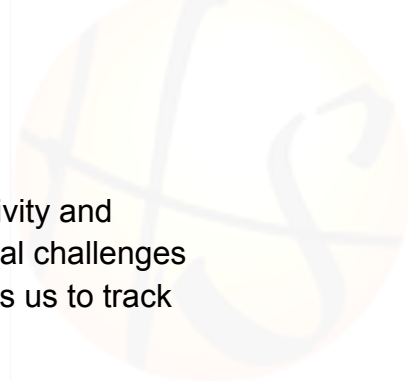
- **Attire:** Wear comfortable athletic gear that allows for ease of movement during training sessions, including moisture-wicking shirts, shorts, and sweatpants or athletic leggings. While on the clock, you should be wearing a branded Hoopsphere top, shirt, or hoodie. Please check with your supervisor to ensure you are equipped with the appropriate attire.
- **Footwear:** Closed-toed athletic shoes are required. They should provide adequate support and grip for both indoor and outdoor activities to ensure safety and comfort.
- **Accessories:** Avoid wearing excessive jewelry or accessories that could interfere with coaching activities or pose a safety risk.

Workplace Safety: Ensuring a safe working environment is a shared responsibility. Employees must comply with all safety protocols and report any safety concerns to management immediately.

3. Roles and Responsibilities

Coaching Staff Responsibilities: Coaching staff are responsible for delivering high-quality basketball training, mentoring athletes, and maintaining the standards of the academy. This includes planning and executing training sessions, providing feedback, and supporting the overall development of players.

Teamwork and Collaboration: Collaboration among coaching staff is encouraged to ensure effective communication and teamwork across the academy. Working together will enhance our training programs and improve the athlete experience.



Communication: Effective communication is vital in maintaining productivity and achieving our objectives. Share updates, changes in protocols, or personal challenges openly within the team. Regular communication on project statuses allows us to track milestones and address any issues promptly.

Roll Call: Taking roll at the beginning of every class and camp is essential. If a participant is present but not listed on your roster, please obtain their name and document it in the notes. Submit this information to the admin office for further action. This ensures accurate records and helps address any registration or attendance discrepancies. If a student is regularly absent or if their parents have questions about class cancellations or schedule changes, please direct them to the admin team.

Student Evaluations: Periodically, you are required to submit student evaluations and/or progress reports for your students. Your supervisor will provide more details on this process.

Injuries: Report any student injuries immediately and assess for symptoms of a concussion. Promptly inform your supervisor of the injury and complete an incident report. Evaluate the student for concussion symptoms such as headache, nausea, dizziness, sensitivity to light, confusion, or memory issues. If symptoms are present, remove the student from physical activity and notify your supervisor. Document all details in the incident report, including the injury, symptoms, actions taken, and medical advice. Submit the report to the admin office and monitor the student's condition, following recommended protocols for their return to activity. Ensure all follow-up actions are documented and communicated appropriately.

5. Technology and Equipment

Computer and Software Use: Use academy-provided computers and software for work-related purposes only. Follow security protocols and report any technical issues.

Internet and Email Usage Policy: Use the internet and email in accordance with academy policies. Exercise caution when accessing and sharing information online.

Equipment Maintenance: Maintain office equipment in good working condition and report any issues to the appropriate department.

6. Training and Development

Orientation: New employees will receive comprehensive training to familiarize themselves with academy policies, procedures, and systems.

Team Meetings: Coach team meetings are held once per trimester and attendance is mandatory. Exceptions may be made for scheduling conflicts; please consult with your supervisor if you need to request an exception.

7. Employee Benefits

Holidays: Our designated office holidays include Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Please note that we do not offer holiday pay for days when our operations continue as usual on other holidays. Thank you for your understanding and cooperation.

Overtime Rules: Adhere to federal and state regulations. Overtime must be pre-approved by your supervisor. Unauthorized overtime may result in disciplinary action. Record all hours worked, including overtime, using the Deputy app. Consult your supervisor or HR department for specific guidelines.

8. Performance Expectations

Performance Reviews: Regular performance evaluations will be conducted to assess job performance, provide constructive feedback, and set goals for professional development.

Coaches receive monthly feedback from parents and students. Consistently low scores or management evaluations may lead to a reduction in hours or termination. We expect high-performance coaching and use this feedback to help you improve and excel.

Goal Setting and Feedback: Actively participate in goal-setting discussions with supervisors and seek constructive feedback to support growth and achievement.

By signing below, you acknowledge that you have received and read the Hoopsphere Basketball Academy Employee Manual. You agree to abide by the policies, procedures, and expectations outlined herein.

Signature: _____

Date: _____

Note: This employee manual is intended as a general guide and does not constitute a contract of employment. Policies and procedures may be updated or revised as needed. Employees are encouraged to refer to the most current version of the manual and seek clarification from management if needed.