PERFORMANCE EXPECTATIONS FOR COMPETITIVE SPORTS EMPLOYEES

Purpose:
The purpose of this policy is to explain the expectations that each employee is held to.

Scope:
This policy applies to all employees in the Competitive Sports program

Policy & Procedure:

I. PERFORMANCE EXPECTATIONS
   a. All employees of the competitive sports program are held to a high standard while working and participating in our programs. Employees are held but not limited to the following expectations:
      i. Work hard, be proactive and complete their daily tasks in a timely and efficient manner
      ii. Have a positive attitude, be focused and ready to work
      iii. Treat all participants, coaches, spectators and coworkers with respect
      iv. Demonstrate fair and unbiased actions and to treat participants respectfully
      v. Take initiative to solve problems
      vi. Work cooperatively with coworkers and other Recreational Sports staff
      vii. Be professional at all times
      viii. All Site Managers and Supervisors must attend all officials trainings
      ix. Officials are highly encouraged to attend all officials trainings, however, they MUST attend trainings for all sports they wish to officiate
      x. Employees must arrive to a shift on time, dressed appropriately
      xi. If an employee is running late, they need to contact the Site Manager immediately
      xii. Employees must know and exemplify the department’s Mission, Vision and Values at all times
      xiii. If an employee is finding a cover for their shift they must find someone who is of equal or greater experience
      xiv. All employees should know the rules of the sport they are working
      xv. Employees must approve their time each week if they wish to be paid
      xvi. Other duties as assigned