

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, unbiased actions and 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 **MUST** attend trainings for all sports they wish to officiate and are expected to attend all trainings if available
 - 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. Other duties as assigned