

Announcements & Reminders

AUGUST 2026

WORDING AND TONE WITH STUDENTS: Great job to our newer coaches on your progress with class flow and spotting! As you continue to build confidence, focus on your verbal delivery.

- Some kids are not visual learners and may need to hear an explanation. Don't just show a station, be able to explain it. Be clear and concise with your station explanations.
- Stay engaged. Be sure to give positive feedback and helpful corrections - don't just watch the stations.
- Coach, don't buddy: Keep your tone warm and encouraging, but maintain your role as the coach. Clear instructions, firm boundaries, and confident direction help your gymnasts feel safe, focused, and ready to learn. If you act like the coach, they will treat you like the coach.

SKILLS UPDATED: Please remember to mark off skills tested or achieved at least once a month. There are several classes that really need updated. We've also had a lot of instructor changes, so I'm sure several of you have taken over classes that haven't had skills updated in some time. Please don't feel like you have to test everything in one week, but try to get a few things for each student updated over the next couple weeks. We've had several parents call asking why skills haven't been updated. Thanks!

TRIAL CLASSES: I've noticed we have quite a few trial classes and new students scheduled. Please be sure you are introducing yourself to the student and the parent and make them feel welcome and excited about class. Thanks!

STAFF BIO FORM: Mina needs a staff bio form for ALL STAFF. If you already have a staff bio and do not want a new one, put N/A in those fields. There are some new questions that we need answered.

TIME OFF/SUBS: We are now enforcing the disciplinary steps listed in the handbook when the sub/time off procedure is not followed properly. Please keep in mind that sub requests are due at least 10 days in advance. If you need time off with less than 10 days notice, please text me in addition to putting in your time off request (I need to have it on my radar that there is a last minute shift that needs covered). The request is approved through the app so that the sub shift is available to claim, but the time off is contingent on you finding someone to cover your shift. Your shift is your responsibility. You are responsible for finding a sub if you need a day off. If you do not find a sub, you must work the shift. If you are not present for the shift, nor have a sub, that is considered a no-show for your shift and will result in termination.

ROTATIONS: Please let me know if there are any concerns with space and rotations as we adapt to the school year team schedule.

CLEANING ASSIGNMENTS: Cleaning assignments have been updated. Please check to see if you have an assignment and be sure it is completed properly before you clock out.

LABOR DAY CLOSING: We will be closed Saturday, September 5 through Monday, September 7.

JUNE 2026

FALL SCHEDULING: Please complete the Rec Schedule Request Form (link shared in the app chat) as soon as possible. I want to ensure you all have your hours before hiring others.

DEHUMIDIFIER UPDATE: If you have the “Gym” cleaning job or you are subbing for someone with that job, please complete the normal duties and also point the two fans at the beams and leave them on overnight.

A/C SETTINGS CHANGE: We are having trouble with humidity in the gym, and especially with the beams getting wet. At this time, we are setting all A/C units to 76 degrees and leaving that temperature set the same during open and close to see if that helps.

SKILL SHEETS: Skills for each class type are being reviewed this month and will be changed over the summer. For now, I deleted a couple minor skills to keep the checklist more manageable on some classes. PLEASE UPDATE ALL SKILLS. We are getting an average of 3 complaints a night that skill sheets aren't current. I was going to individually text coaches who are behind on skill checks, but there are multiple coaches that need updates. Please take this next week to get all skills updated for all classes (no exceptions). I will reach out to those missing skill checks the following week.

DEHUMIDIFIER BUCKETS: I cannot stress enough the importance of monitoring and properly maintaining the dehumidifier buckets. When you neglect your assignment or do nothing when you see them filling, it not only creates an inconvenience on other people (it's extremely heavy and difficult to maneuver), but also causes huge spills and overflows. We have had to cut out carpet and now have mats that are ruined. It's a combination of issues: assignments being ignored, staff not noticing throughout the day, the hose dripping or being left out, not putting the lid on when you move it, etc. I have added specific assignments throughout the day so that they are dumped more often and it's specified who is responsible. Please be sure to stay on top of this.

-Turn off the dehumidifier and shake the water out of the hose and into the bucket

-Cover with the lid before carrying to avoid spills & dump out of the garage doors

-Place hose back in the bucket and turn back on

PRESCHOOL COACHES: There is always a theme decorated on the preschool window for the 2-week setup cycle. Please always check the window and incorporate the theme in your warm up and rotations.

CLEANING ASSIGNMENTS UPDATED: End of shift cleaning assignments have been updated and are posted on the staff lounge bulletin board. If you have a cleaning assignment, your shift end time should have already been changed. Please check the bulletin board to confirm which job you have been assigned, as some have changed.

OPEN GYM STAFF: Ric and Amy have both separately mentioned to me that we seem to have an issue at Open Gym with workers standing together at the red block and talking all night. It's happening regularly, not just with specific people, so I wanted to share with everyone. At one point, the coaches were at the red block and kids were all over the pit, and there were two kids jumping on the trampoline at the same time. Safety is the biggest issue at open gym. Please be sure to separate. Someone should always have eyes on the pit. You are welcome to rotate and trade areas, and of course we know you may talk on occasion through the night...just really need to avoid standing together talking for lengthy periods of time. Thank you!

ROTATIONS: With team summer schedules changing, please let me know if you have any rotation issues or conflicts right away.