1. “Who are we?” “What do we stand for”
	1. We aim to improve the customer experience of the parent coaches
		1. Help the parents coach kids - skill/technique
		2. Kind engagement and enthusiasm
	2. We inspire players by making volleyball fun
		1. Praise progress and encourage in failure
		2. Passing and serving are the most important skills to develop (Serve receive)
	3. We empower (mostly young women) with the opportunity for Professional Development/business experience
		* 1. Like a school, we aim to encourage young workers to learn responsibility through sports tech business opportunities
2. Come Prepared
	1. Meet your coach at the mandatory Coach’s Kickoff Meeting
		1. Exchange contact information with your parent coach
			1. Name
			2. Email
			3. Phone number
		2. Have your picture taken by the LMYA Volleyball Crew Leads
	2. What to bring to practice
		1. Time Card
			1. A parent coach needs to sign this every hour that you work in order to get paid. You can find a printable version of this on the lmyavolleyball.com website.
		2. Bonuses
			1. Be assertive and tell the coach at the beginning of practice that they can give you one stamp bonus for a job-well-done at the end of practice
		3. Drills (Club / High School) / Practice Plan
			1. Come to practice with some drills &/or a practice plan ready to help the coach as a guide and/or as a player, should they need it.
		4. Always wear your uniform (lmya shirt)
			1. It is important to always wear your [uniform](https://drive.google.com/open?id=0B62LTrNov3U_cUhrVDMyRWdoOFQ1NnJlRDRyUlhiTmxVSXg0) to practices and LMYA events.
3. Main Job Requirements
	1. This is a Job. Despite it being a lower commitment per week, we expect trainers to take it seriously and come ready to their slots the entire season (unless missing is unavoidable, then find a sub).
	2. Teaching correct volleyball technique to kids
	3. Communicating efficiently and proactively with Eric, the Crew Leads, and your Coach
	4. Being enthusiastic and engaging at practice
4. When / Who to Contact
	1. Contact Eric Standring 925-588-9190
		1. If someone is injured or hurt.
		2. If a parent &/or coach is being difficult / abusive
		3. You are unsure of how to handle a situation
	2. Contact the Crew Lead for that gym
		1. Stanley: Megan Go of Acalanes (925) 785-1091
		2. JM: Kimya Peyvan of Campo (925) 528-8001
		3. A team &/or coach doesn’t show
		4. You need a backup (to cover your practice slot) and can’t find one
		5. If the other trainer does not show
		6. If the trainer in the next time slot after you does not show up
5. Nets
	1. Nets MUST be taken down, or LMYA receives a fine of $200.
	2. How long before / after practice should you be there?
		1. Arrive 15 minutes early to your shift
		2. Always wait in the gym 5 minutes after your shift to make sure that the following trainer has come for their shift. This is so that if there was a last-minute cancellation the net is not left up.
		3. If you have the first shift of the evening expect to be there 15 minutes early to set up the nets.
		4. If you have the last shift of the evening expect to stay an extra 15 minutes after your shift to take down nets.
6. Important Forms
	1. Job Application
		1. Has to be completed in order to be hired so they can send your paycheck.
	2. Preferences
		1. Must be completed in order to assign hours
		2. You will have a permanent position with a selected team and coach
		3. If you are unable to make your assigned team practice for a specific week, please immediately contact the crew lead for the given gym for a replacement as far in advance as possible and not within 24 hours.
	3. W-4
		1. Necessary tax form to be completed, and can be found on the lmyavolleyball.com website
		2. Must fill out before season and send it in to get paid
7. Time Card
	1. Submit every 2 weeks
		1. Do NOT send them all in the last week.
	2. Bonus Stamps - Advocate for yourself as a woman
		1. If you feel that you did an exceptional job, **Bonus** Stamps should be requested by you to the parent coach (not more than 1/practice)
		2. Each stamp represents $2, and will be automatically included in the paycheck for that time card.