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# **RAINCROSS BOXING ACADEMY STAFF HANDBOOK**

Instilling discipline, mentorship, and accountability within  
the Riverside community.

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# RBA TUTORING PROGRAM

## Staff Responsibilities

- Staff are required to make sure students are participating in educational activities (reading, homework, etc.)
- At least **2** staff members are required to be working with/observing students at all times
- Staff must be social and check in with students in case of any tutoring help needed
- In the case of students not finishing homework in time for the workout, 1 staff member (or more as needed) will stay in the tutoring room to help them finish
- Any students that are having behavioral issues are to be separated from the other students. Further incident will require staff to take down the student's name and description of incident to bring to **Assistant Director** and **Head of Student Development**

**Note:**

***\*If there is any confusion on the rules and regulations of RBA, please refer to the handbook to respond accordingly\****

<b>Tutoring Schedule</b>	Monday	Tuesday	Wednesday
5:00PM	Tutoring Opens	Tutoring Opens	Tutoring Opens
5:30PM	Cut-Off for completion	Cut-Off for completion	Cut-Off for completion
6:00PM	Tutoring Ends	Tutoring Ends	Tutoring Ends

**Note:**

***\*Any students who arrive after the cut-off time will be required to stay in until completion\****

# SIGN-IN REGULATIONS

## Sign-in/Visitors

### Staff Responsibilities

- 1 Staff member is required to work at the front desk **AT ALL TIMES**
- All members of the gym must sign in within their respective areas
- There are no exemptions for friends, family members, coaches, etc.
- Staff are expected to be friendly and welcoming to all members
- Staff are expected to be well versed in RBA's mission and must be able to communicate this with any new members or visitors

#### **Note:**

***\*For a complete list of regulations regarding sign-in, refer to RBA Handbook***

### Important things to remember

- Our top priority will **ALWAYS** be the safety of the kids in our program
- Anyone who refuses to sign in will be removed from the premises
- Anyone who enters the gym will have a sign-in area
- Visitors over the age of 18 are **NOT** allowed to enter gym without being screened by the **Upper Staff**
- If there are any issues with outside guests or fighters not wanting to sign in, inform the **Director** or **Assistant Director**, do not let them past front desk
- Refrain from getting involved in verbal arguments and **NEVER** make physical contact with a disorderly individual
- *"We are a youth program under the Riverside Police Department and we have regulations. If you cannot follow these regulations, then I will have to ask you to leave."*
  - Any further issues will be handled by **Director** or **Assistant Director**

## Sign-in Sections

RBA Students	Visitors	Pro Fighters and Coaches	Volunteers
<p>-Current RBA Students</p>	<p>-Parents and/or relatives of students</p> <p>-Friends and family of coaches, fighters</p> <p>-Fighters and coaches visiting from other gyms for sparring etc.</p> <p>-Speakers for RBA Program</p> <p>-Representatives from other community organizations</p>	<p>-Fighters that are training under Coach Henry Ramirez</p> <p>-Coach Henry Ramirez</p>	<p>-All RBA Students that have progressed from program</p> <p>-RBA Volunteers over the age of 18</p> <p>-College Orgs that volunteer within program (Highlander Gloves, Salsa)</p>

# TRAINING/BOXING REGULATIONS

## Purpose

Raincross Boxing Academy is a free boxing program that allows students from any background, neighborhood, or identity to learn the sport of boxing. The volunteer coaches that work as a part of this program work endlessly to ensure the physical, mental, and emotional growth of each RBA student.

## Strength and Conditioning Workouts

### Staff Responsibilities

- Workouts will begin Monday-Wednesday at 6:00PM sharp
- Workouts will be scheduled every week by the **Student Coach** and trainers
- A set of workouts are expected to be prepared **before** the week for more clear organization
  - Workouts for Monday, Tuesday, and Wednesday must be presented to **Assistant Director** every Monday
- Staff are expected to prioritize the safety and learning of each student
  - Pace workouts depending on skill level but do not let the kids get lazy!
- There is a zero-tolerance policy for bullying and or hazing etc.
  - Any students caught partaking in these actions must be removed from workouts immediately and brought to **Assistant Director** if needed
  - Coaches are free to resolve situation if possible but must inform the **Assistant Director** of what took place
- Staff must have students use the bathroom **before** workouts. Students are not allowed to use bathroom breaks during workout except in the case of an emergency

# Boxing Training

## Staff Responsibilities

- All new students are required to participate in beginner classes until trainers approve their progression to intermediate, advanced, etc.
- Mitt work is up to the discretion of trainers and how many kids they can work with
- Students are not allowed to spar until they have moved up to the advanced level or have the approval of the **Student Coach, Director, or Assistant Director**
- Students are not allowed to use any heavy equipment without staff approval

**Note:**

***Refer to RBA Handbook for in depth requirements for students and training schedules***

- Any students that wish to progress pass advanced training will be working with either Coach David Ortiz or Coach Henry Ramirez
- For a student to progress from advanced to amateur training, we require
  - Continuing dedication for RBA program as well as training
  - High level of respect for RBA Staff, Coaches, and Volunteers
  - Passing Grades in school (2.0) Minimum
- Amateur Training is not guaranteed and is ultimately up to the discretion of the Director as well as each amateur coach

**Note:**

***Schedule and routine are subject to change based on student's skill level as well as trainer preference***

# Training Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 PM	-Strength and Conditioning Workout	-Strength and Conditioning Workout	-Strength and Conditioning Workout	-Open Gym	-Open Gym
6:20 PM	-Cool-Down	-Cool-Down	-Cool-Down	-Open Gym	-Open Gym
6:30PM	-Beginner Class  -Intermediate Training  -Advanced Training	-Beginner Class  -Intermediate Training  -Advanced Training	-Beginner Class  -Intermediate Training  -Advanced Training	-Open Gym	-Open Gym
7:00 PM	-Free Workout	-Free Workout	-Free Workout	-Open Gym	-Open Gym



# STAFF EXPECTATIONS

## Accountability

### Scheduling

- All staff are expected to prepare a schedule of their availability Monday-Friday
  - Schedules will be digitalized and given to Volunteer Coordinator
  - Schedules must include time in and out. Staff are expected to arrive at the times they are marked down for
  - A list of possible schedules will be given out based on current needs
- Any changes in schedule must be **immediately** communicated to **Volunteer Coordinator**
- Days needed off in the future are expected to be communicated in a timely manner
  - We will never ask you to skip school or an important job for RBA
- All staff are expected to check-in at the front desk when they arrive and leave the gym everyday
  - This will be done using new computer system

#### **Note:**

***\*We understand that everyone is a volunteer but to grow our organization, we must be organized, and everyone will be held to the same regulations\****

### Assignments

- Staff members will regularly be assigned jobs within the gym that can range from daily jobs to event planning
- All assignments are expected to be completed to the best of everyone's ability
  - If there are things you don't know how to do, just ask!
- Staff are expected to be on task always during normal gym hours (there are always things we can be working on)
- When assigned jobs for event planning, weekly updates are expected based on each assignment. (Example: *Assigned a flyer Monday, expected update by next Monday*)
  - Update requirements are subject to change based on due dates of items

# Conduct

## Staff Interaction

- All staff are expected to act with professionalism within RBA program
- Respect for **ALL** staff is expected always
- Upper-Staff assignments are expected to be completed without arguments or attitude
  - Any interpersonal conflicts must be brought to **Director**
- A positive attitude is needed always. This is especially true when running or planning events

## Within RBA program

- Staff are expected to act as examples for our students
  - R-Rated Discussion is not permitted among students or other RBA members
  - Keep swearing to a minimum when around RBA Students
  - Maintain a positive attitude when interacting with all RBA members

### **Note:**

***\*RBA Staff makes up the face of our program in all interactions. Think about your actions when you are in the gym and act accordingly\****

# Events and Community Participation

## Gym Events

- All staff are expected to attend Gym Events
  - Exceptions will be made based on work/school schedule
- All staff will be assigned jobs leading up to events
- Staff shirts are always required at all gym events
  - Staff will be informed of events requiring professional attire
- Professionalism is expected in all events

## Community Participation

- Upper Staff are expected to attend as many Community events as possible
- Professionalism and interaction is very important especially when communicating with sponsors and donors

- Newer staff members are encouraged to attend community events, but it will not always be required

## GYM OPENING/CLOSING

### *Staff Requirements*

- Staff are required to arrive at least **30 minutes** prior to program opening (4:30PM) in order to prep for the day
- At least **two** staff are required to open and close everyday
- Upon opening, staff are required to double check sign-in system, tidy up tutoring room, and prep front desk
- Upon Closing, staff are required to ensure the following
  - The gym is clean
  - The tutoring room is clean
  - Equipment is put away
  - All Staff materials are locked up in staff room (laptops, chargers, expensive items)
  - All doors and gates are locked
- If students are still in the gym at past the program end time (8:00PM) attempt to contact the parent/guardian
- Staff are not expected to give rides to students. However, if you absolutely must give a student a ride home from the gym or an event, follow these instructions
  - 1. Attempt to contact a parent/guardian to obtain permission to drive student
    - If this fails and the student has no way of getting home, take them while following these precautions
  - Call and report to director before and after dropping off the student
  - Ensure another staff member follows you to the student's home
  - Document the following
    - Time beginning and ending
    - Mileage beginning and ending

**Note:**

***These precautions are MANDATORY to ensure the safety and accountability of the entire program as well as staff***

# INFRACTIONS

## Regulations and Expectations

- Staff are expected to continually display a high level of respect for gym members as well as other staff members
  - Staff are expected to treat students as well as parents with a high level of courtesy and respect
- Multiple conflicts that are caused by the same individual could result in removal from program
- Disrespect for sponsors and donors is never acceptable
- Staff members should be aware of what they post on social media due to its ability to reflect on RBA
- Failure to follow regulations listed throughout handbook will result in disciplinary action

# VOLUNTEERS

## Outside Members

- Any outside individuals over the age of 18 must complete **Mandatory** Volunteer Service
- Duties include but are not limited to:
  - Gym cleaning/maintenance
  - Training RBA Students as needed
  - Tutoring RBA Students as needed
  - Event volunteering
- Volunteers are also **required to obtain a background check** before joining program
- Rules and regulations apply to all volunteers
- Outside guests are not allowed without signing up for program and being approved by staff
- College students that are not signed up with either RBA or Highlander Gloves are not allowed to work out or train

**Note:**

***\*Any individuals that do not follow these regulations are subject to removal from the program\****

# CONFLICT

## *Parents and Gym Visitors*

- Staff are expected to act with professionalism at all times
- If there are parents or other individuals causing a disturbance, calmly state the rules regarding the situation
- If this fails, contact **Director** or **Assistant Director**
- Guests that are not following regulations are not allowed to enter the gym
  - This includes picking up a student, belongings, etc.
  - Make sure guests are always kept in front office

## *Students*

- Any developing arguments between RBA Students are to be resolved immediately
  - Separate students involved
  - Find out the problem
  - Act Accordingly
- In the case of bullying, bring conflict to **Assistant Director** and **Head of Student Development**
  - If you witness a bullying incident, separate the students involved and immediately contact Assistant Director
    - Assistant Director will privately meet with any students involved in order to resolve situation

### **Note:**

***\*There will never be two of the same situations. Be prepared to learn and understand that we cannot avoid all issues\****

# INCIDENTS

## *Injury/Sickness*

- Isolate injured individual from RBA members
- Any students with the following injuries are **NOT** allowed to train until cleared by a doctor's note:
  - Fractures, Sprains
  - Infectious Diseases (Flu etc.)
- Students who complain of a stomach ache are not allowed to train and must remain in tutoring room
- Staff must be present at all times with sick students
- Students who are absent due to sickness must bring a doctor's note upon return to program
  - Students are allowed as many days as needed in order to get healthy again and will be excused

## *Serious Injuries*

- Serious incidents that involve RBA members require staff to be calm, collected, and prepared to act accordingly
- Incidents involving the following but not limited to:
  - Head injuries
  - Fainting
- In any of these scenarios any present staff must immediately contact the **Director**
- Additionally, any staff present at the time of incident must write a 1 paragraph report on the details regarding the incident. Once completed, the report will be given to the **Director**
- **In the event of any life-threatening incidents call 911 right away**

## *Unwanted Guests, Intruders*

- In the event of any unwanted and potentially dangerous individuals (homeless, gang members etc.) that are around or near RBA Property, take the following precautions
  - Lock Front Door and Back Gate
  - Do not allow members in or out of program
  - **Contact Mario Dorado: (951)-232-4365**
  - After contacting Mario, report to **Director: (951)642-9632**
- **In any emergency or serious event, immediately dial 911**



# Raincross Boxing Academy Organizational Tree

