

**FENCERS CLUB**  
**EMPLOYEE & COACH HANDBOOK**

**I. INTRODUCTION**

**A. WELCOME**

It is with great pleasure and enthusiasm that we greet you and welcome you to Fencers Club (“FC”). We firmly believe that our strength is in our staff and close working relationship with our independent contractor coaches. The following handbook is designed to help you understand our policies, procedures and benefits.

**MISSION STATEMENT**

Fencers Club continually strives to be a club which is recognized as setting an international standard of excellence for fencing, community and outreach and whose members demonstrate an unswerving commitment to sportsmanship, hard work, and encouragement of others both on and off the fencing strip. As such, FC aims

- To provide the highest level of instruction and state of the art facilities for the sport of fencing.
- To promote the social and athletic interactions of our members through the sport of fencing.
- To inspire and assist our scholar-athletes to achieve at the highest levels in fencing and academics.
- To produce fencers of Olympic caliber through the active sponsorship of world-class training programs, competitions and teams
- To encourage participation in fencing by all athletes regardless of gender, disability, age and ability level, and ethnic, cultural and socio-economic background.
- To promote a culture of sharing and community outreach through fencing and academic activity.
- To broaden the base of support for fencing in the United States, and especially in New York City, by actively developing and offering fencing-related community outreach, scholarship and educational programs.

**B. ABOUT FENCERS CLUB**

The Fencers Club is the oldest continuously existing organization in the Western Hemisphere dedicated exclusively to teaching and promoting the sport of fencing. Since our establishment in 1883, we have remained at the vanguard, producing successive generations of National Champions and Olympians. As a highly diverse not-for-profit school, we promote the following activities:

- after-school, community outreach and college placement programs
- local, regional, national and international competitions
- seasonal training camps and national team camps in all weapons
- individual and group classes for beginners, recreational fencers and serious competitors of all ages — all contributing to our tradition of developing Olympic caliber athletes.

The Fencers Club is located in the lively Chelsea neighborhood of Manhattan. The club offers its members and guests a state-of-the-art facility, with shock-absorbent hardwood flooring and 19 grounded, electronically scored fencing strips expandable to a combination of 29 training and competition strips. It also features a conference room with a Wi-Fi connection, an exercise room, an on-site fencing equipment and apparel store, weapon repair facilities, and locker rooms with showers.

## **FENCERS CLUB EMPLOYEE & COACH HANDBOOK**

The Fencers Club's coaches are a talented and experienced group of internationally recognized Fencing Masters. Several of the coaches are National Team Coaches, shaping the national fencing weapons program and representing the United States in world championships. Many of the coaches are head coaches of major universities in the tri-state area. All of our coaches are dedicated to coaching students of all abilities and ages.

The proud patrimony of the Fencers Club includes more National Champions and Olympic Medalists than any other club in the United States, and is uniquely documented by our photographic and pictorial archives. Spanning over a century, they chronicle our greatest competitors, from Olympic Silver Medalist Joseph Levis to epeeist George Calnan, foilist Albert Axelrod and sabreur Peter Westbrook — Bronze Medalists in 1928, 1960 and 1984 respectively — as well as such legendary coaches as Chaba Elthes and Michel Alaux.

The Fencers Club is the birthplace and home of the Peter Westbrook Foundation, whose innovative programs geared toward inner-city youth have had a profound effect on the competitive landscape of American Fencing.

We welcome you as part of our dynamic tradition as we continue to make new history in the 21st century.

### **C. ABOUT THIS HANDBOOK**

This Handbook has been prepared to help acquaint you with Fencers Club and to provide a general summary of our personnel policies, procedures and benefits. While it is not all-inclusive, it is important that you read it carefully and learn its contents.

The Handbook is intended to serve as a useful reference throughout your employment with FC, but please note that this handbook is not intended to, nor does it, constitute or create the terms of any employment contract or any other legally enforceable obligations. FC adheres to a policy of employment “at-will,” which means that both you and FC are free to terminate the relationship at any time, with or without cause or reason.

This Handbook replaces all earlier staff member and coach Handbooks and takes precedence over all memorandums and oral descriptions of our personnel policies, practices and procedures. With the exception of the voluntary at-will employment policy, the guidelines contained in this Handbook are subject to modification, amendment or revocation in the sole discretion of FC, and any time and without advance notice.

We intend our personnel policies to be applied with flexibility and discretion. Exceptions may be granted in unusual circumstances when the staff member or coach’s interests will be served and those of FC will not be damaged, but exceptions should be recognized as such and do not establish any right or privilege in any staff member or coach. The Executive Director is the only staff member authorized to grant exceptions.

**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

If you have any questions or concerns about anything contained in the handbook, please contact the Executive Director.

**II. EMPLOYMENT POLICIES**

**A. EQUAL EMPLOYMENT and INDEPENDENT CONTRACTUAL OPPORTUNITY POLICY**

Fencers Club provides equal employment opportunities to all staff members and independent contractual opportunities in employment practices, including, but not limited to, recruiting, selection, hiring, promotion, transfer, termination, leaves of absence, training and compensation without regard to race, religion, color, creed, sex, sexual orientation, affectational preference, political belief, national origin, ancestry, citizenship status, age, veteran status, uniform-service member status, marital status, pregnancy, genetic predisposition or carrier status, disability or any other protected class or status, in accordance with applicable federal, state and local laws.

If a staff member or coach is currently disabled or becomes disabled during his/her employment and, as a result, is unable to perform any of the essential functions of the staff member or coach's job, the staff member or coach should tell the Executive Director so that FC can consider reasonable accommodations that may be provided to the staff member or coach. This self-identification process is voluntary and confidential. All information that the staff member or coach chooses to provide to FC regarding the staff member or coach's medical condition will be held in confidence and will not be disclosed to anyone without the staff member or coach's permission, except when required by law, necessitated by business demands and/or to ensure the safety of the workplace. FC reserves the right to request supporting documentation from a treating physician for any requested accommodation.

All staff members or coaches are responsible for possessing an in-depth knowledge and understanding of FC's Equal Employment Opportunity policy. Additionally, the Executive Director, managers and coaches are expected to apply this knowledge on an active and continuous basis, and they will be held accountable for their conduct in this regard. Failure to fulfill any of these responsibilities will not be tolerated and may result in disciplinary action, up to and including termination of employment.

If FC determines that there has been a violation of this policy, it will take appropriate disciplinary action against the offending party, which may include counseling, warnings, suspension and termination, though not necessarily in that order. Staff members or coaches who report violations of this policy in good faith, and staff members or coaches who cooperate with investigations into alleged violations, will not be subject to retaliation.

For any question regarding this policy, please contact the Executive Director.

**B. SEXUAL HARASSMENT POLICY**

## **FENCERS CLUB EMPLOYEE & COACH HANDBOOK**

Fencers Club is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, FC expects that all interaction among persons in the workplace and in any work-related setting outside the workplace, such as during business meetings and trips, and business-related social events, will be free of bias, prejudice and harassment. FC will not tolerate harassment of staff members or coaches in any form. Such conduct will result in disciplinary action, up to and including termination of employment.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, religion, color, creed, sex, sexual orientation, national origin, ancestry, citizenship status, age, uniform-service member status, marital status, pregnancy, genetic predisposition or carrier status, disability or any other class or status protected by applicable federal, state and local laws.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is defined under the Equal Employment Opportunity Commission (“EEOC”). Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose and effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

FC’s prohibition of sexual and other forms of harassment includes not only conduct which has been defined as unlawful by the EEOC and the courts, but goes beyond legal definitions and includes any behavior that is reasonably likely to create a hostile, intimidating or offensive work environment for others. Sexual harassment may include explicit sexual propositions, suggestive or persistent comments of a sexual nature, the display of obscene or sexually-oriented material, sexually-oriented kidding or teasing, or jokes about gender-specific traits, foul or obscene language or gestures and physical contact such as patting, pinching or brushing against another person’s body, and any similar behavior which is unwelcome or offensive.

This policy applies to all applicants and staff members or coaches (including temporary staff members or coaches), and prohibits harassment, discrimination and retaliation by any fellow staff member or coach or by someone not directly connected to FC (e.g., an outside vendor or guest).

FC strongly urges individuals to report all incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Staff members or coaches who believe they have experienced conduct that is contrary to this policy or who have concerns about such matters should make a complaint to their manager, the Executive Director or the President of the Board as soon as the conduct occurs.

Each staff member or coach has a responsibility to maintain a workplace free of harassment or intimidation. Any staff member or coach who becomes aware (directly or indirectly) of possible unlawful

**FENCERS CLUB**  
**EMPLOYEE & COACH HANDBOOK**

harassment must promptly advise the Executive Director or the President or Chair of the Board, who will handle the matter in a timely manner.

FC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of such a claim is a serious violation of this policy and, like staff members or coaches who harass or discriminate, individuals who retaliate will be subject to disciplinary action, up to and including termination of employment.

All complaints will be promptly investigated by the Executive Director or the President or Chair of the Board or any duly authorized agent. Good faith efforts will be made to conduct investigations with due regard for confidentiality to ensure – to the extent possible – the privacy of the complainant and the accused. To the extent required, appropriate remedial action will be taken, up to and including the termination of employment.

Staff members or coaches who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure in a timely fashion.

### **C. WHISTLEBLOWER POLICY**

#### **General**

Fencers Club requires its board members, staff members and coaches to observe high standards of business and personal ethics, as such personal ethics relate to the club, in the conduct of their duties and responsibilities. All staff members, coaches and representatives of FC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of school assets, or suspected regulatory, compliance or ethics-related issues, concerns or violations.

#### **Reporting Responsibility**

It is the responsibility of all board members, staff members and coaches to report in good faith violations or suspected violations of high business and personal ethical standards, as such personal ethics relate to the organization, and/or applicable legal requirements (“Violation” or “Violations”) in accordance with this Whistleblower Policy.

#### **No Retaliation**

No board member, staff member or coach who in good faith reports a Violation shall suffer harassment, retaliation or adverse employment consequence because of such a report. A staff member or coach who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable staff members, coaches and others to raise serious concerns within FC prior to seeking resolution outside of the

**FENCERS CLUB**  
**EMPLOYEE & COACH HANDBOOK**

club. Notwithstanding anything contained herein to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between FC and its staff members and coaches, nor does it change the fact that staff members and coaches of FC are staff members and coaches at will. Nothing contained herein provides any board member, staff member or coach of FC with any additional rights or causes of action, other than those provided by Section 1107 of the Sarbanes-Oxley Act of 2002.

### **Reporting Violations**

Questions, concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to Executive Director. Upon receipt of an alleged Violation, an investigation will be conducted.

### **Investigations**

The Executive Director and/or the Chair or President of the Board may delegate the responsibility to investigate a reported Violation, whether relating to accounting or auditing matters or otherwise, to one or more staff members or coaches of FC, or to any other individual, including persons not employed by the club, selected by the Board; provided that the Executive Director and/or Chair or President of the Board may not delegate such responsibility to a staff member, coach or other individual who is the subject of the reported Violation or in a manner that would compromise either the identity of a staff member or coach who reported the Violation anonymously or the confidentiality of the complaint or resulting investigation. Notwithstanding anything herein to the contrary, the scope, manner and parameters of any investigation of a reported Violation shall be determined by the arranged committee in its sole discretion and FC and its staff members and coaches will cooperate as necessary in connection with any such investigation.

### **Acting in Good Faith**

Anyone filing a complaint concerning a Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

### **Confidentiality**

In making a complaint or submission, a staff member or coach may request that such complainant be treated in a confidential manner (including that FC take reasonable steps to ensure that the identity of the staff member or coach making the complaint remains anonymous). Fencers Club takes seriously the responsibility to enforce this Whistleblower Policy and therefore encourages a staff member or coach reporting a Violation to identify him or herself so as to facilitate any resulting investigation. Staff members or coaches may, however, submit complaints on an anonymous basis. Reports of Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

**FENCERS CLUB**  
**EMPLOYEE & COACH HANDBOOK**

The Executive Director and/or President or Chair of the Board will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, but only to the extent the sender's identity is disclosed or a return address is provided. All reports will be promptly investigated; the scope of any such investigation being within the sole discretion of the designated committee, and appropriate corrective action will be taken if warranted by the investigation.

**D. IMMIGRATION REFORM AND CONTROL ACT**

In accordance with the Immigration Reform and Control Act of 1986, the Homeland Security Act of 2002, and applicable Federal regulations, Fencers Club is required to verify that all staff members and coaches are legally authorized to work in the United States. FC is further prohibited by law from employing persons who are not legally authorized to work in the United States or do not present appropriate documentation evidencing employment authorization.

Within three (3) business days of the commencement of employment, newly hired staff members and coaches will be asked to complete the applicable portion of the Employment Eligibility Verification Form I-9 and present for examination by FC appropriate documents establishing both identity and authorization to engage in employment.

Staff members and coaches who do not present a document that establishes both employment authorization and identity are required to present separate documents concerning those requirements.

Staff members and coaches who wish to determine what documentation may be presented should request further information from the Executive Director.

In the event a staff member or coach is unable to produce the required original documents within three (3) business days of the commencement of the employment, the staff member or coach is required to submit a receipt indicating that the missing documents have been ordered from the appropriate authority. Thereafter, the staff member or coach is required to supply the missing documentation within 21 days of beginning employment.

Pursuant to law, failure of a staff member or coach to produce the documents for inspection within the time periods stated above will result in termination of employment. FC is further prohibited by law from continuing to employ persons whose employment authorization has expired, and the expiration of employment authorization will result in the termination of employment.

**E. CHILD ABUSE POLICY**

Fencers Club is adamantly and unalterably opposed to any form of child abuse.

It is the policy of the Board to cooperate actively and fully with federal, state or local authorities (consistent with the rights of FC staff members, coaches and its students and families) in the investigation of any and all allegations, complaints or charges of child abuse involving children participating in any program operated or funded by Fencers Club. It is the responsibility of the President of the Board and the

**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

Executive Director to administer this policy. All allegations or complaints of child abuse will be directed, in confidence, to these individuals for their investigation.

New York State Law and New York State Department of Social Services Licensing Regulations require that all instances of suspected abuse be reported to appropriate New York State authorities. **All staff members and coaches are considered Mandated Reporters under the law and must report when they have a reasonable cause to suspect child abuse or maltreatment. Anyone who suspects child abuse should immediately contact the Executive Director or the Board.** For further information about FC's Child Abuse Policy, please contact the Executive Director.

Any act of child abuse, or failure to report an incident, immediately, in accordance with this policy, by any coach, staff member or volunteer of FC will be the basis for appropriate action including immediate removal, suspension or termination.

**1. Child Abuse Filing Procedures**

At Fencers Club, all filing of abuse reports will be done through the Executive Director. Any concerns of coaches or staff will be reported to the Executive Director. They will research the concern and make a decision about filing an abuse report for the club. If a coach or staff member disagrees with a decision not to file, he or she is mandated to file as an individual. All club abuse or maltreatment reports are kept in confidential file in the office of the Executive Director. Student files are noted but no confidential information is kept in the child's files in the main office. The Executive Director will follow the procedures as developed by the administration. The number used by mandated reporters to file a report is: The Children Abuse and Maltreatment Hotline – 1-800-635-1522.

**F. HIRING**

Fencers Club relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in FC's exclusion of the individual from further consideration for employment, or, if the person has been hired, may result in the termination of employment. All potential employees and contractors must submit to FINGERPRINTING BACKGROUND CHECK.

**III. WORKING HOURS, TIME OFF AND LEAVES OF ABSENCE**

Employees- Executive Director assign hours or work, time off based on the employee's position  
Independent contractor COACHES- determine own work hours but must coordinate the schedule with Executive Director to provide service to the members

**IV. WORKING AT FENCERS CLUB**

**A. PROFESSIONALISM**



**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

In the areas of punctuality, timeliness of tasks and dress, Fencers Club coaches and staff are expected to show the highest standards of behavior. FC maintains a model for its members and families of order, preparation and professionalism.

In keeping with these standards, staff members' dress and appearance should always reflect the highest standard of professionalism. The expectations for staff members dress are office casual. Coaches may wear appropriate athletic attire.

**B. CODE OF CONDUCT**

It is impossible to list all the specific forms of behavior what are considered unacceptable in the workplace. However, the types of behavior and conduct that are prohibited or considered inappropriate include, but are not limited to, the following:

1. Theft or inappropriate removal or possession of Fencers Club property
2. Fencing or working under the influence of alcohol or illegal drugs or any other violation of the FC Drugs, Narcotics and Alcohol policy as detailed below.
3. Unauthorized possession of lethal weapons on FC property or while on FC business, even if staff member or coach has a license.
4. Sexual harassment, other forms of unlawful harassment and/or discrimination or other unlawful or unwelcome conduct.
5. Insubordination or other disrespectful conduct
6. Falsification of FC records, such as expense reports.
7. Fighting, using obscene, abusive language, gestures or threatening violence in the workplace.
8. Excessive, unnecessary or unauthorized use of FC supplies, phones, email, Internet or other equipment for personal use.
9. Failure to maintain the confidentiality of FC or member information
10. Unsatisfactory performance or conduct.
11. Negligence or improper conduct leading to damage of employer-owned or member-owned property.
12. Boisterous or disruptive activity in the workplace.
13. Excessive or unauthorized absenteeism or tardiness.
14. Solicitation of money from staff members, coaches or members in connection with gambling or any other purpose.

Staff members or coaches who exhibit any of the above behaviors, as well as engage in any other conduct deemed unacceptable, including, but not limited to, violation of other policies in this Handbook, are subject to disciplinary action, up to and including termination of employment.

Because the employment relationship between Fencers Club and its staff members and coaches is "at-will," FC reserves the absolute right and full authority to take any employment-related action, up to and including termination of employment, without notice, reason or cause and without first having taken other disciplinary action with respect to the staff member or coach at issue.

**C. DRUGS, NARCOTICS AND ALCOHOL**

FENCERS CLUB • 229 W. 28<sup>th</sup> Street, 2<sup>nd</sup> Floor • NYC 10001 • [info@fencersclub.com](mailto:info@fencersclub.com) • 212.807.6947  
Fencers Club is a 501(c) (3) non-profit, tax-exempt organization and does not discriminate by age, color, disability, ethnicity/race, national origin, sex or veteran status.

**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

It is the policy of Fencers Club to maintain a workplace that is free from the effects of drug and alcohol use or abuse. Staff members and coaches are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs and narcotics or alcoholic beverages on FC premises. Off-premise use, sale or possession of drugs is also forbidden. Staff members and coaches will be subject to disciplinary action, up to and including dismissal, for violations of the policy.

Staff members or coaches who are experiencing work-related problems resulting from drug, narcotics or alcohol abuse or dependency may request, or be required to seek professional counseling, therapeutic and/or medical help. Any staff member or coach who is abusing drugs or alcohol may be granted an unpaid leave of absence to undertake rehabilitation treatment. Failure to cooperate with an agreed-upon treatment plan will result in discipline, up to and including dismissal.

**D. NO SMOKING**

In accordance with New York City's Smoke Free Air Act as enacted in April 1995, smoking is prohibited at all times inside and around Fencers Club premises. Staff members or coaches with inquiries, complaints or disputes about smoking in the workplace should contact the Executive Director. Any disputes involving the health concerns of any individual desiring a smoke-free area will be addressed promptly and appropriately. Staff members and coaches who exercise, or attempt to exercise, any rights granted under this policy are protected from retaliation. If a staff member or coach feels that any adverse action has been taken against him/her for exercising rights under the Smoke-Free Air Act, the staff member or coach should contact the Executive Director, who shall be responsible for investigating and appropriately resolving any such complaints.

**E. PERSONNEL FILES**

Fencers Club maintains a personnel file on each staff member or coach. The personnel file may include such information as the staff member or coach's job application, resume, records of training, performance reviews, salary history and other employment records.

Personnel files and records are the property of FC and FC will keep such files and records private and restrict access except as required by applicable law. In particular, with respect to the protection and privacy of individually identifiable health information, FC will comply fully with the privacy rules of the Health Insurance Portability and Accountability Act of 1996 and related regulations.

Further, staff member and coach records must be up to date and current. It is the staff member or coach's responsibility to notify the office immediately if any change in the following occurs: name, address, contact telephone number, marital status, number of dependents, emergency contact information or any benefit-related information.

**F. PURCHASING**

**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

Staff and Coaches must obtain approval ahead of time from the Executive Director or their supervisor for any petty cash expenditures. Reimbursements will not be made if approval has not been given ahead of time. All purchases should be made using the tax exempt certificate. Taxes paid will not be reimbursed.

**G. EXAMPLES OF UNACCEPTABLE BEHAVIOR BY STAFF MEMBER OR COACH WITH MINORS THAT COULD LEAD TO IMMEDIATE TERMINATION OR SUSPENSION**

- **Alone at the club**
- **Meet in a hotel room. If a coach or staff member must meet with a minor for official business, it must be done in a public place such as a hotel lobby (during competitions) or in presence of other adults**
- **Use drugs or alcohol**
- **Use of profane language**
- **Use of physical and/or emotional violence**
- **Public humiliation**

**H. HOUSEKEEPING AND CLEANLINESS**

All staff members and coaches should take pride in good “housekeeping” and make a special effort to keep Fencers Club premises as clean as possible at all times.

Staff members are expected to clean up their work area at the end of each day. All papers, books, etc. should be properly filed and cleared from desks. All coaches are expected to put away all of the equipment they used during their classes and lessons.

**I. PROPERTY**

**1. Fencers Club Property**

FC property includes all office materials and equipment such as computers, telephones, postage meters, facsimiles, copiers, as well as furniture and furnishings. FC property also includes, but is not limited to, all data, computer files, CDs, computer disks, documents, notes, files, records, client lists, books, forms and office supplies. FC reserves the right to monitor, access or record any information displayed, stored or transmitted through the use of FC property and equipment, whether or not the information is password protected.

FC provides staff members and coaches with certain equipment items to conduct business operations. Damage or loss of equipment due to negligence or theft is costly in terms of lost data and productivity, as well as to repair and replace equipment. Staff members and coaches are requested to exercise care in using FC equipment and to report any damage or loss immediately to the Executive Director. A staff member or coach who fails to safeguard FC property may be financially responsible for replacement costs if such property is lost, damaged or stolen. Upon termination of employment, the staff member or coach must return all FC property, equipment and documents in his/her possession or control.

**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

**2. Personal Property**

Fencers Club is not responsible for loss or damage to any personal property brought into the workplace. Staff members and coaches are urged to exercise care and judgment when bringing personal items to work.

**V. COMMUNICATIONS**

Fencers Club policies against harassment (including, but not limited to, sexual harassment) apply fully to all of its communication systems – telephone, voicemail, e-mail, internet and intranet – and any violation of the communications policies set forth below is grounds for disciplinary action, up to and including termination of employment. The communications systems are not to be used for soliciting political or religious causes, commercial enterprises, outside organizations or other non-business related activities.

**A. CONFIDENTIALITY**

Fencers Club respects the privacy of each staff member, coach, member and family. In conversations about events at FC, staff members and coaches should not use the full name of any child, family member of staff member. FC does not give out personal information about children, families or staff to any one without parental or staff permission.

**1. Staff Member and Coach Records**

All requests for staff member or coach information concerning current or former staff members and coaches, including references and employment and mortgage verification, should be referred to the Executive Director. With respect to former staff members and coaches, FC will limit disclosure to outside sources to only job title, dates of service and salary. With respect to current staff members and coaches, FC will limit disclosure to outside sources to confirmation of job title and dates of service, unless the staff member or coach has submitted prior written permission to a specific administrator to disclose specific further information, such as information necessary to obtain a mortgage. In no instance will FC disclose information concerning job performance to an outside source. Should a staff member or coach request a recommendation from an individual that is done on a personal level not representing the club. Upon written request, the Executive Director may write a recommendation or approve an official recommendation for the individual from the Club on Club letterhead.

**2. Media Relations/Publishing**

In the event a staff member or coach receives a media inquiry or request for an interview, the staff member or coach should refer the media request to the Executive Director for consideration. In the event of an incident or emergency, only one spokesman will be speaking to the press. The Executive Director will designate that spokesman after consulting with the Board. Any staff person who anticipates publishing an article or document making reference to FC must request approval from the Executive Director before the publication is final. All speaking engagements on behalf of the club or by current staff members must be approved by the Executive Director. The Executive Director will receive approval from the Board for any of his/her publications, interview or speaking engagements.

**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

**B. USE OF PHONE AND OTHER EQUIPMENT AND SYSTEMS**

Personal use of the fax machine, copier and the telephone for long distance and toll calls is not permitted, as is personal use of any other club equipment or system without prior approval.

Fencers Club places high value on the time our members spend at the club and interact with our staff. Staff member and coaches may use their cell phones during breaks, but are not permitted to use them during class hours. In the event of an emergency, staff members and coaches may ask someone to cover his/her class to return a call.

Personal long distance calls are not allowed on club phones. It is expected that coaches and staff will use professional discretion in use of the internet, copiers and phones for personal use.

**C. ELECTRONIC COMMUNICATIONS**

**1. General Electronic Communications Policy**

Fencers Club's technology and communications systems, including e-mail, have been installed solely to facilitate FC's communications. These systems are the property of FC.

Due to the nature of FC's operations, it will sometimes be necessary for the Executive Director or Manager to review staff member or coach communications. While FC does not wish to examine the personal information of its staff members or coaches, occasionally the school may need to access and monitor computer files and e-mail messages. Staff members and coaches should understand that they have no right to privacy with respect to any messages or information created or maintained on FC's technology resources, including personal information or messages. FC may, in its discretion, review all communications, files or messages on its resources at any time and for any reason. Further, FC may monitor its resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct or for any other club or business purpose. By using FC's technology, staff members and coaches are deemed to have understood and consented to this policy.

In addition, all staff members and coaches accessing the Internet via FC's computer system must adhere to the following guidelines:

The communications and Internet access system is the property of FC

All Internet usage shall be conducted according to the same professional standards established for other workplace activities

Professional judgment shall be exercised in the selection of Internet sites to be visited or accessed

Confidential information belonging to Fencers Club or its members and staff shall not be transmitted over the Internet without express permission of FC or the member. Staff members or coaches should never post pictures of members on the Internet without prior approval. Adequate measures should be taken to ensure the security of confidential information to be transmitted. Although FC has security in place to prevent

**FENCERS CLUB**  
**EMPLOYEE & COACH HANDBOOK**

unauthorized access to the club's systems, we cannot ensure the security of documents sent over the Internet:

In no event shall Internet access be knowingly used to obtain confidential information belonging to anyone, including FC members. FC staff and coaches should not use aliases or false identities to monitor members online or obtain information from them. If such information is inadvertently obtained, it shall be destroyed and not used.

Staff and Coaches may not download software, text or images that have been obtained illegally. They are also prohibited from copying and distributing copyrighted materials without authorization. They may not cut and paste certain images or text from other web sites, which could be considered copyright infringement.

Unless an internal e-mail states it is intended for public distribution, it may not be distributed to anybody outside Fencers Club or over the Internet absent prior permission by the Executive Director.

In no event should Internet access be knowingly used to obtain or retransmit sexually explicit materials or materials that could reasonably be perceived by fellow staff members or coaches as indecent or offensive.

Accessing, communicating or transmitting harassing, offensive, discriminatory, defamatory, pornographic or otherwise inappropriate material is prohibited. Staff members or coaches who receive offensive or inappropriate materials should immediately advise the Executive Director.

Fencers Club's e-mail and Internet systems may not be used to solicit or proselytize for charitable, religious, political or other non-business purposes.

As aforementioned, FC reserves the right to monitor its system at any time, without notice to the staff member or coach, to ensure that its computer network system is being used for business purposes only. Staff members and coaches do not have any expectation of privacy with respect to their e-mail or other Internet communications. Staff and coaches do not have a personal privacy right to anything that is created, sent or received on FC systems. These communications may be reviewed, used and transmitted by others within and outside FC consistent with applicable law.

Because of the forwarding capabilities of our e-mail system, copies of all communications are periodically stored. Thus, even where a staff member or coach initiates an e-mail message through our system and deletes it at a later point in time, the message may be stored in a back-up file. Among other things, this means that virtually any e-mail communication through the FC systems may be subject to discovery in the context of a lawsuit.

In order to safeguard the confidentiality and security of business communications, staff members and coaches must use their own individual password, which should be changed periodically. Staff and coaches should not disclose their passwords to anybody other than persons authorized by Fencers Club.

**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

Staff members and coaches are prohibited from gaining, or attempting to gain, access to another staff member or coach's e-mail or computer files without the staff member or coach first obtaining authorization from the Executive Director.

When a staff member or coach leaves the employ of FC for any reason, FC reserves the right to review all e-mail and computer files of the departing staff member or coach for any reason.

These guidelines apply to all uses of the Internet, including websites, electronic messages, chats, blogging or bulletin boards. Staff and coaches who violate this policy are subject to disciplinary action, up to and including termination. If staff members or coaches see a posting about FC or its members that may warrant a response, they should refer that information to the Executive Director.

**D. FIRST AID**

Fencers Club expects its staff and coaches to maintain current first aid and CPR certification. First aid supplies are available at the Front Desk. All staff and coaches should wear latex gloves to administer first aid and to clean up any vomit, waste or blood spills.

Medication should only be given to minors with parental consent. This includes Tylenol, Advil and any over the counter medications.

All medical information is considered confidential and shared with the staff members and coaches on a need to know basis. Staff and coaches are expected to keep medical information confidential as well.

**E. SECURITY SYSTEMS**

Fencers Club expects all of its staff members and coaches to familiarize themselves with the security systems in place on the premises. The building maintains fire alarms that are tested four times a year. FC expects all staff and coaches to participate in any requests the building managers have during this time. In event of an emergency, follow all directions provided by emergency personnel.

Staff members and coaches should be aware that FC has surveillance videos in place. If any staff member or coach needs to be at the club outside of normal hours they should obtain prior approval from the Executive Director.

**F. INJURY/INCIDENT REPORTING**

All injuries or incidents that occur at the club or a club sponsored event must be reported to the Executive Director. This should be done as soon as possible through an incident report, given to the Executive Director and followed up in person or by telephone as needed. This will be used for following up with staff, coaches or families and to identify trends or problems.

**G. VISITOR POLICY**

All visitors (regardless of status) must identify themselves at the Front Desk before entering Fencers Club's premises. Any FC staff member or coach expecting a visitor must coordinate the visit through the

**FENCERS CLUB**  
**EMPLOYEE & COACH HANDBOOK**

Front Desk. The escorting staff member or coach is responsible for the guests during their visit and for ensuring that the visitors are escorted back to the public area at the conclusion of their visit. For any visitors spending extended time at the club, special arrangements should be made with the Front Desk or the Executive Director.

**VI. PAY POLICIES AND BENEFITS**

COACHES- based on the independent contractual agreement with Fencers Club

EMPLOYEES- based on the contractual agreement with Executive Director

**VII. LEAVING FENCERS CLUB**

Fencers Club expects all staff and coaches provide sufficient notice for terminating employment to allow for a smooth transition to a new person. Coaches are expected to give at least 4 weeks' notice. At least 2 weeks' notice is required from staff. It is important to give FC sufficient time to make an orderly transition of the staff member or coach's workflow and to prepare the necessary paperwork associated with the staff member or coach's departure.

However, FC may, within its discretion, require that a staff member or coach's last day of active employment be the same day on which the staff member or coach has resigned and may bar the staff member or coach from FC's premises effective as of the staff member or coach's resignation, regardless of whether the staff member or coach has given advance notice of his/her resignation.

With the exception described below, final pay upon termination consists of the salary due through and including the last day worked by the staff member or coach.

In the event that a staff member or coach resigns, "the last day worked by the staff member or coach" will either be the advance notice termination date provided by said staff member or coach or, if at FC's discretion if FC requires that the staff member or coach's last day of active employment be the same day on which he/she had resigned, that day will be the last day worked for purposes of calculating final pay upon termination.

A staff member or coach whose employment has been involuntarily terminated (excluding involuntary terminations due to a workforce reduction, but including, and not limited to, termination for cause) will not receive any accrued, but unused, paid time off upon termination of employment.

Unless otherwise approved by the Executive Director, no accrued, but unused, paid time off will be paid to a staff member or coach who voluntarily terminates his/her employment. Final pay is delivered to the departing staff member or coach via manual check.

**A. EXIT PROCESS**



**FENCERS CLUB  
EMPLOYEE & COACH HANDBOOK**

Fencers Club’s policy on references will be explained an, in the event of a resignation, the staff member or coach will be able to communicate his/her views on his/her employment with FC. All staff members and coaches will be invited to attend an exit interview prior to the date of their termination, whether voluntarily or involuntarily. The Executive Director shall arrange such a meeting. Upon completion of the exit process, FC will complete and submit the necessary forms and filings for submission to government and regulatory agencies, as applicable, relating to the staff member or coach’s departure from FC.

**B. EQUIPMENT RETURN**

Upon termination of employment with FC, the staff member or coach must return all FC property (as described earlier in the Handbook) prior to departure. The staff member or coach should coordinate with the Executive Director for the equipment return of any FC-issued equipment, and to determine the period, if any, which e-mail will be forwarded.

**RECEIPT FOR FC STAFF/COACH HANDBOOK**

I acknowledge that I have received a copy of the Fencers Club Handbook. I agree to read it thoroughly and familiarize myself with its complete contents, including the statements in the Introduction describing the purpose and intent of this Handbook. I understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from **the Executive Director**. I understand that this Handbook states Fencers Club’s policies and practices in effect on the date of the publication, and that the policies and procedures may be amended, modified or terminated at any time by Fencers Club in its sole and absolute discretion, without prior notice to staff members and coaches.

ADDITIONALLY, I UNDERSTAND THAT THE INFORMATION CONTAINED IN THE STAFF/COACH HANDBOOK DOES NOT CONFER ANY CONTRACTUAL RIGHT TO, OR AGREEMENT FOR, EMPLOYMENT, PROMISE OF FUTURE BENEFITS OR BINDING AGREEMENT FOR ANY OTHER PURPOSE, EITHER EXPRESSED OR IMPLIED, WITH FENCERS CLUB. FURTHER, I AGREE THAT I AM A STAFF MEMBER/COACH AT-WILL, WHICH MEANS THAT MY EMPLOYMENT MAY BE TERMINATED BY FENCERS CLUB OR ME AT ANY TIME, WITH OR WITHOUT NOTICE, REASON OR CAUSE.

Please sign and date this receipt and return it to the Executive Director.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_