



Rules of Engagement

Staff Essentials to Know Before Heading to Site

The Rules of Engagement represent select highlights from the [Seasonal Team Guide \(link\)](#) that we believe are especially important to your day-to-day success, as well as the success of camp as a whole.

You received the Seasonal Team Guide as part of your offer package, attached to the email.

At Headfirst, we aim to set everyone up for success by clearly communicating rules and expectations up front, and then working together to ensure those guidelines are applied consistently.

We trust you'll join us in this effort.

As we continue to grow, the need may arise to revise, supplement, or rescind the policies in the Seasonal Team Guide, in whole or in part, and we reserve the right to do so as we deem necessary or appropriate.

Last updated 01/2023

Expectations of Personal Appearance

- **Tattoos:** While representing Headfirst Summer Camps, any visible tattoos that contain profanity, nudity or anything that can be offensive must be concealed.
- **Piercings:** Team members should use their discretion about removal of piercings or jewelry that could impact their safety while working with children in an active setting.
- Team members should maintain personal grooming befitting an individual responsible for the care and coaching of children while at work.

Dress Code

- You will be provided with a role-specific Headfirst shirt.
- You must always be in a clean, complete uniform that matches the role-specific guidelines detailed in pre-season training.
- You are also required to wear a watch and sneakers (not provided by Headfirst) meeting certain specifications.

Pre-Camp Expectations

- Attendance is mandatory at all pre-season and in-season trainings necessary for your position.
- You are required to complete Headfirst's online training webinar series, all onboarding paperwork, and pass the background screening process prior to your first day of work.

Cell Phones & Wearable Technology

- Cell phones and headphones (including earbuds) must be put away and stored during all parts of the camp day, including daily preparation.
- You are not permitted to use your cell phone or smartwatch to make calls or access the internet during work hours unless otherwise instructed by camp leadership.
- If you are using a smartwatch, it must be turned to 'Do Not Disturb'.

Attendance & Punctuality

- You are expected to be at your assigned workplace at your designated start time (found in your offer letter) each scheduled workday.
- You are responsible for clocking in as scheduled at the beginning of each scheduled workday and clocking out at the end of each scheduled workday.

Prohibited Substances

- Our facilities are tobacco- and smoke-free, including all e-cigarettes and vaporized aerosols (vapes).
- You are strictly prohibited from being on campus under the influence or in possession of any prohibited substances. "Prohibited substances" include alcohol, marijuana, inhalants, and other substances as fully defined in the Seasonal Team Guide.

Social Media

- You may not take, keep, or share any pictures, videos, or other information/images of any camper or camper family member on your personal device.
- You may not take, keep, or share any pictures, videos, or other information/images of any Headfirst team member or business partner on your personal device without their permission.
- You must follow the Social Media Code of Conduct found in the Headfirst Seasonal Team Guide regarding use of any social media platform.