UCLA Department of Campus Life

UCLA Martial Arts Program

Leadership Handbook

Volume 1

Paul McCarthy
Martial Arts Program Coordinator
Instructional Programs Office, Suite 2350A
pmccarthy@recreation.ucla.edu
Office: (310) 206-5612
Cell: (812) 320-4084
Fax: (310) 825-6321
www.uclaclubsports.com/martialarts
www.ucmalt.weebly.com

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UCLA MARTIAL ARTS: OVERVIEW

Program Description
The UCLA Martial Arts program offers more than 25 different styles of Martial Arts from over 10 different countries. It is made up of many different types of programs, including: Instructional Classes, Club Sports, Bruin Self Defense Program, Custom Workshops & Seminars, Youth Summer Camps, Athletic Team Training, Active Shooter & Department Safety Programs and the Martial Arts Leadership Team. It is largely considered one of the largest and most diverse Martial Arts programs in the country with thousands of UCLA students, faculty, staff, and alumni participating each year.

Organizational Structure
The UCLA Department of Campus Life reports to the Assistant Vice Chancellor of Campus Life Mick Deluca, who in turn reports to Vice Chancellor of Student Affairs Janina Montero. The Martial Arts Program Coordinator supervises all of the Martial Arts programs under the direction of the Director of the Competitive Sports Unit.

UCLA MARTIAL ARTS PROGRAM MISSION STATEMENT
The UCLA Martial Arts Program exists to provide opportunities for the UCLA community to participate in a diverse array of martial arts styles, activities and arenas. It’s goal is to provide an avenue for participants to expand their knowledge in martial arts for a variety of reasons (self-defense, self-awareness, competition, fitness, social health etc...). We aim to establish a nationally recognized program via its diversity of offerings, excellence in quality of instruction/coaching and development of martial arts in the modern day world. We will do this via programming a diverse set of martial arts classes and programs, hiring and training of the highest quality instructors via their qualifications, experience and character and applying the martial arts to academic research, university safety and athletic performance.

UCLA MARTIAL ARTS PROGRAM VISION STATEMENT
UCLA Martial Arts aims to be the most diverse, progressive and developed martial arts program in the world. We will achieve this via programming that provides experiences to UCLA students, faculty and staff that lead to lifelong involvement in martial arts.
VISION EXPLAINED FURTHER;

**Diverse** - Our aim is not to be a MMA or Fight Gym, nor to be a Combatives/Military training center, nor to be a traditional Dojo. All of these types of programs are incredibly important in martial arts development history and application, UCLA Martial Arts encompasses a little of all of them in our programs. For us diversity in martial arts means we will strive to find a happy balance of traditional arts, hybrid arts, defensive arts, offensive arts and competitive arts. All martial arts are welcome at UCLA in the right context and timeframe. While we cannot host space/programming/funding to all martial arts that exist, we can analyze the most popular trends and accommodate our populations via open minded development of all opportunities that are presented to us.

**Progressive** - For many of the instructors that teach at UCLA Martial Arts, being a practitioner and teacher of the arts has changed their lives in a very positive way. We want to be able to continue changing lives via a very progressive ethos in how martial arts are presented to the world. While the foundation and core of our program is in the instruction and coaching of martial arts we are also highly involved in cutting edge research, we are respected collaborators of safety programs on campus and we apply our combative training to increasing the performance of NCAA Division 1 athletic teams and athletes (including the very recent Men's Water polo National Champions!).

**Developed** - Our program will never be static, we will always be looking for ways to improve, whether that is through continued research of pedagogical principles, trends and principles or just through opportunities presented to us via University programs we will always be developing the program to fit the needs to today's participants. The development of martial arts to us can be described in a variety of ways; ensuring that an art does not disappear from society, taking martial arts and utilizing them in a different way, packaging certain arts differently to attract different populations or creating programs that are available to anyone and everyone.

**Providing experiences that lead to lifelong involvement** - Because of the great benefits that we have received via being highly involved in martial arts we want to provide the same opportunities and experiences that can lead to a life as beneficial as we have had. We anchor these experiences using the True Bruin Values - Respect, Accountability, Integrity, Service, Excellence. We believe that these values are inherent in many of the martial arts philosophies that we offer. Click Here to read about how the design of the UCLA Martial Arts Logo compares some of our martial arts to a basic list of 5 values/principles/tenets etc...
INSTRUCTION AND COACHING WITH UCLA MARTIAL ARTS

Many of you come to UCLA Martial Arts with a wealth of teaching experience in your respective martial arts. It is very important to understand the dynamic of any new institution/dojo/dojang/academy that you teach at. A university program is quite unique from a regular commercial school, also we like to think (with great pride!) that UCLA Martial Arts is unique among university Martial Arts programs. Our customers are varied from Professor to student to athlete. Our set-up and structure is very different to a commercial school, we do not have an unlimited training model or a 5/10/20 class package. We compete with hundreds of other opportunities just in our own Department and thousands of opportunities these students have on campus and in the surrounding community. Each of us is responsible for the recruitment and more importantly retention of students that walk through the doors to find out about your program.

INSTRUCTOR INFORMATION

Instructor/Coach Positions & Descriptions;

Within the UCLA Martial Arts Programs there are two main categories of employees. Instructors are those employed predominantly to teach our progressive instructional martial arts classes and other custom programs. Coach are predominantly employed to coach a certain Martial Arts Club. Some employees do both, but understand that they are separate positions managed in very different ways.

To aid in understanding your role with UCLA Martial Arts each type of position is described below. These titles are fluid and dynamic, sometimes employees fit in several categories. This structure is not meant to be fixed nor final. It is just a way to organize and understand employees different roles;

Instructor Roles;

- **Full Instructors** - A Full Instructor is any instructor that has approved certification/qualification in the art they teach in and has been approved by the Martial Arts Coordinator to lead programs with UCLA Martial Arts.
  - **Full Lead** - These instructors are the lead instructors for on-going classes within the UCLA Martial Arts Program. They are responsible for curriculum, lesson planning and the majority of instruction week to week.
    - Tiers of instructor levels;
      - Apprentice
      - Associate
      - Senior
- **Full Custom** - These instructors can lead certain custom programs. The major difference is that they are not required to come up with quarter/year long curriculum for these programs. Custom programs are typically one off programs for various entities on campus.

- **Requirements:**
  - Must have a teaching certification or equivalent in the respective arts they are teaching. Copies of this certification must be on file with the UCLA Martial Arts Office and updated as necessary.
  - Approved by the UCLA Martial Arts Coordinator to lead programs.

- **Assistant Instructors (AI's)** Al's are either assigned to a particular Martial Arts class or they assist in custom programs that UCLA Martial Arts offers. Most Assistant Instructors come from the Martial Arts Leadership Team, but some are from the community that just want to get extra experience in teaching or help out with different programs. Some Assistants have certifications/qualifications in the arts they teach but are not ‘Full’ instructors with the program. They are employed as valuable assistants because of their ability to teach.

**Coach Roles:**

UCLA Martial Arts Club Coaches are hired by the department in a collaborative model which includes the Competitive Sports Director, Martial Arts Coordinator and Officer leadership of the Martial Arts Club. A coach is only hired if all three approve the choice. Once they are hired their basic administration is managed by the club officers (payroll, scheduling etc…) and their performance is managed by the Martial Arts Coordinator and the officers together. Regardless of the officers opinions if the coach does not perform adequately as a UCLA Martial Arts employee they can have specific duties removed depending on their performance.

Each club must have a Head Coach. Depending on their needs they may other coaches, outlined below are the different Coaching roles available to UCLA Martial Arts Clubs. The level of coach does not determine whether volunteer or paid, those details should always be determined with the club’s officers.

- **Head Coach (HC)**
  - The Head Coach is a Lead Coach designated to be Head Coach by the Club Officers.
  - They are responsible for the overall curriculum, training plans and competition preparation/scheduling.
  - They are responsible for communication with any and all other coaches with regards to content and practice plans.
• Lead Coach (LC)
  ○ A lead coach is someone with appropriate coaching experience and certifications in the specific martial art they coach.
  ○ They can lead club practices on their own and are responsible for following the head coaches curriculum and plans for the club athletes.
  ○ This position requires industry standard qualifications/certifications and experience in coaching the martial art.
  ○ All Lead Coaches are interviewed and approved by MA Coordinator and Competitive Sports Director.
  ○ Any lead coach can be the head coach or co-head coach. Clubs are permitted a maximum of 2 head coaches depending on need. For example The UCLA Taekwondo Club may have a head forms coach and a head sparring coach.

• Assistant Coach (AC)
  ○ An Assistant Coach may or may not have coaching certifications/experience, but should be considered a senior student in the specific martial art they are coaching.
  ○ If the AC did not qualify for the position via the Martial Arts Leadership Team they will need to participate with MaLT for at least one quarter prior to being an approved AC. Participation means regular attendance at MaLT training times.
  ○ AC's can lead infrequent practices without head coach present
    ■ Not on a regularly scheduled basis. Must communicate all subs with Martial Arts Coordinator prior to coaching.
  ○ Must teach basic curriculum that has already been shown by Head Coach. They are not permitted to show anything that the head coach has not approved.
    ■ Head coach approves lesson plan for the substituted practice
  ○ Assistant Coaches should be striving to reach whatever level is required to become a Lead Coach whether that is attaining a certain rank/certification or gaining coaching experience to a level that satisfies the Martial Arts Coordinator to approve them to be a Lead Coach.

• Apprentice Coach (ApC)
  ○ An apprentice coach is any student of the club that wishes to gain experience in coaching in their respective Martial Art.
  ○ If they are a UCLA Student they must be a member of the Martial Arts Leadership team and train regularly with them until they are ready to become an Assistant Coach.
  ○ They cannot lead any part of practice without Head Coach present
  ○ They assist in coaching, teaching, supervision of club practices and can assist wherever needed with regards to competition, seminar/workshop preparation.
The Role of Assistant Instructors/Coaches

As described above you may have Assistant Instructors/Coaches (AI’s/AC’s) in your programs. In many cases, Full Instructors and Head coaches recruit assistants directly from their programs; however, referrals come through the Martial Arts office as well. In either case, all assistants MUST be approved by the Martial Arts Coordinator prior to instruction. There should never be a member of a class or club instructing that has not been approved by the Martial Arts Coordinator.

Assistants can be either volunteers or paid in addition to the main instructor/coach. The type of class, availability of instructors, fiscal viability, and participant feedback in classes will dictate which AI’s will be paid and the Club budget and officer decisions will dictate which coaches are paid. All assistants that are not hired by the department must complete a volunteer application form. This covers program liability, and also provides worker’s compensation benefits should the volunteer become injured on the job. If you teach a Martial Arts Program and you would like to have a UCLA student assistant, it is mandatory that they are enrolled with the Martial Arts Leadership Team.

Please ask the Martial Arts Coordinator for details on this program. Non-students are welcome to go through the program, but may not receive all the privileges that UCLA students do. Approval, hiring and assignment of assistants is the responsibility of the UCLA Martial Arts Program Coordinator. **You cannot approve or assign an assistant yourself.** Paid and volunteer assistant are bound by the same policies and procedures outlined in this handbook and will receive this handbook.

Assistant Instructor Responsibilities

Any instructor/coach assisting in a UCLA Martial Arts Program has the following responsibilities:

1. To assist with the taking of attendance, signing of waivers and start of class procedures.
2. To prepare any facilities/equipment etc. that the head instructor/coach may need to use for the class.
3. To prepare with the instructor both in advance of the course’s start and briefly before each class meeting. To be aware of the agenda for each day, particularly the roles each instructor is to perform. Such roles will differ with each course; however, assistant instructors should be prepared for any of the following:
   - To demonstrate or model skills, movements or routines.
   - To instruct participants on an individual basis: this includes correcting errors and providing motivational reinforcement.
   - To assist with the preparation of equipment or apparatus necessary for the class (focus mitts, thai pads, sticks/weapons etc...)

4. To be knowledgeable of departmental policies and procedures. This is particularly important in dealing with injuries, insurance, and eligibility rules. Questions regarding these and any other employment responsibilities should be brought to the attention of the Martial Arts Program Coordinator.

**Martial Arts Leadership Team**

The Martial Arts Leadership Team (MaLT) is a program that is designed to provide Leadership opportunities in the UCLA Martial Arts Program to any and all who are interested. Within the Martial Arts Leadership Team are opportunities to become Assistant Instructors and Coaches within the program. The only requirement to join is to be a registered participant in a UCLA Martial Arts Program (class or club). There is no requirement or expectation of Martial Arts ability, it is open to beginners and experts alike.
The cost is $40 a quarter which will include; (cost waived if Martial Arts Club Officer, although open mat privileges not available via this opportunity);

- Training twice a week in the Inosanto Method of Martial Arts. This includes training in:
  - Jeet Kune Do
  - Kali/Escrima
  - Grappling
  - Silat
  - Boxing
  - Muay Thai
  - Savate
- Membership into the Open Mat times in the Blue Room
- Opportunities for employment;
  - Open Mat Supervisor
  - Assistant and Full Instructors
  - Assistant and Lead Coaches
  - Martial Arts Program Supervisor
- Discounts on Seminars/Workshops
- Opportunity to earn a Martial Arts Leadership T-shirt and Patch!
INSTRUCTION/COACHING PHILOSOPHIES

• **What are you providing?**
  
  o The interaction you have with your students will directly influence their continued involvement in your class, in instructional programs, and possibly their future interest in recreational activities. Therefore, it is important that you foster a sense of belonging in your students that allows them to enjoy and appreciate their leisure time. While your talent, skills, and knowledge are valuable qualities as an instructor, even more important are your personality, personal philosophy of recreation, movement, wellbeing and teaching style, which will strongly influence your students’ reception to you as their teacher.

• **Focus on your students’ needs**
  
  o **Build lessons appropriately**: Take students’ differing skill levels and physical abilities into account when planning and executing your lessons, making sure to include everyone and to encourage participation.
  
  o **Have fun**: Having fun with your class allows your students to relax, to feel more comfortable while trying something new, and to establish more of a relationship with you as a person.
  
  o **Don’t talk too much!**: Remember it is very likely that these students have spent most of the day being lectured to. While giving them information is key it should never be the majority of the class. Spread your talks out between energizing drills. We have seen most success with this type of instruction.

• **Teach effectively**
  
  o **Dress appropriately**: For instance, baggy clothing may obstruct students’ view of your demonstration or may even be dangerous for the activity at hand. Overly revealing or distracting clothing will also hinder learning and detract from your ability to teach.
  
  o **Use the right tone and language**: Imperious, condescending, or impatient tones discourage learning and receptiveness. In addition, using specific language to identify certain moves, body parts, etc., will add another dimension of teaching to your demonstrations and lectures.
  
  o **Keep your cool**: Be confident and sure of yourself when teaching, but also take care to be patient with your students, especially when teaching them something for the first time.
Teaching Tools: Below are some teaching tools to assist you with your instruction;

- Whole - Part - Whole method. Demonstrate what the entire technique/drill is at normal speed. Break it down into less than 7 parts. Teach each part separately. Put back together and practice. At any time there may be a need to break a certain part down again. Noticing which part is a valuable skill in teaching.
- Show technique/drill from various angles, at various speeds and using various different terms to describe movement. Having a generic understanding of movement terms that the students can easily understand is very helpful.
- Give time for questions and determine whether the question should be answered for the whole class or just that student while the rest practices. Every class will have a variety of skill levels in it so be aware of your class time and how much you give to each student or skill level.

Grow with your students

- Broaden horizons: Your students come from not only all levels of academia but also all walks of life. While carefully acknowledging differences in age, abilities, and interests, encourage your students to engage and interact with one another so as to broaden their cultural and recreational experiences.
- Evaluate yourself and the class: Your lesson plan should incorporate a self-evaluation in which you review not only the material you present, but also how you present it and your effectiveness as an instructor and role model to your students.
Basic instructor responsibilities

As an instructor with the UCLA Martial Arts Program you have the following responsibilities every time you teach:

- To establish a professional rapport with students in an energetic, enthusiastic, cordial and committed manner.
- To work effectively without close supervision, be regular and punctual in attendance, and respond favorably towards work conditions, including establishing a positive rapport with all departmental personnel.
- To develop the course curriculum completely. This will be submitted within your syllabus, which should include: a class description, learning objectives, and a weekly outline of skills to be taught. All materials are to be reviewed by the Instructional Programs Coordinator prior to the first week of classes.
- To adequately prepare for each class meeting. Planning should include a timetable and methodology for skill explanation and demonstration, appropriate drills or practice sessions, organization of play, and daily evaluation. As part of the review process, the IP Coordinator may review these materials with you on a periodic basis.
- If appropriate, to conduct planning meetings with an assistant/volunteer instructor, accompanist, co-instructor or any other aide that you have for your class.
- To arrive at least 10 minutes before class is scheduled to start to allow for set-up and preparation. Class should begin promptly at the designated hour and end on time. As a courtesy to your students, fellow instructors and other facility users do not go beyond the designated class time.
- To effectively and appropriately enforce facility use and safety policies and to exhibit a working knowledge of personnel policies and procedures outlined in this handbook.
- To be available for periodic instructor performance reviews by the Martial Arts Coordinator. Such topics as instructor proficiency and attitude, teaching methodology and curriculum adaptations will be mutually discussed at these meetings.

Your input as an instructor is important to the program. Please discuss any problems, ideas, or needs of any kind with the Martial Arts Coordinator or the Program Director. The UCLA Martial Arts staff are here to assist you in reaching your potential as an instructor.
Preparation Curriculum

Instructors and Coaches are expected to conduct competently prepared and executed lessons. Class instructors are required to submit a basic syllabus prior to the start of the quarter and this will be made available to the participants. Classes should stick to the plan laid out in the syllabus, but unexpected occurrences may change some details. Be sure to communicate these changes with the participants in a timely manner. Coaches should be prepared to consistently assess and evaluate where their club members are with regards to the goals of the club. All performance and club goals should be discussed at length with the officers of the club.

When developing a syllabus, consider your expectations concerning the participants. Ask yourself these questions:

- From where do your expectations come?
- Are your expectations valid for all of the participants in your class?
- How do you know what their expectations are? Spend time at the beginning of the quarter asking them and getting feedback.
- Do you think that the participants have their own expectations of you? What do you think they might include?

As you develop your curriculum remember the following points:

- The most comfortable and appropriate way of enjoying a recreation class is in a relaxed environment.
- The class should be safe and feel secure, with options and choices for each participant.
- The more input the participant has, the more they will enjoy the experience. Let the participant be involved. Structure with certain freedoms is a good combination.
- Participants can bring much to the class even if you define certain limits for them.
- Consider having participants share with others in small groups and explore how to use the skills they have learned, and then perhaps demonstrate to the rest of class.
Lesson Planning

Teaching is not just talking about what you know. Planning each lesson out is key; in fact, a lack of preparation will make you look as though you know very little about what you are teaching. A good lesson plan will solve this problem before it happens. Lesson planning need not be terribly involved or time consuming. By remembering some simple concepts you can teach much more confidently and effectively. Lesson planning should be a five-step process.

1. **Set a general goal**
   
   A general goal is a long term wish for the class. For example, "To effectively move upper and lower body effectively" would be considered a general, long term goal for a beginning Boxing class.

2. **Set specific objectives**
   
   Your objectives for each class session should serve as building blocks that you use to move toward reaching your general class goal. For instance, the following objectives might be set to achieve the general goal of "To move upper and lower body effectively" for a beginning Boxing class:
   
   - Slip Left & Right
   - Bob and Weave
   - Duck
   - Sway Back
   - Step and slide (4 directions)
   - Slide and step (4 directions)
   - Quarter turns
   - Shadow Box movement

3. **Decide on the best teaching methods**

   After setting the objectives of the course, you should then determine the best method(s) by which to teach them. There are several teaching methods available to each of us, which include:
   
   - Lecturing (talking about the key concepts of the skill or technique).
   - Demonstration (showing what it looks like when performed correctly).
   - Student participation (allowing participants to try and providing feedback, OREO style, *positive, negative, positive!*).
   - Repetition (have students practice until it becomes almost autonomous).

   UCLA Martial Arts programs provide a unique opportunity to utilize several of the above teaching techniques. This will enable you to offer your students an interesting and fun experience while learning the skills of the class. For example, teaching students the basics of break falling may include a short 5 minute lecture at the beginning of each class session. Then, you may spend some time demonstrating each type of fall. The class could end with the students practicing on their own while you provide individual feedback, or with a game or fun type of activity.
4. **Organize the content of the course**

The content of your class should be organized in a logical progression to achieve your objectives and goal. This should be done in two parts: a) a general course outline and b) individual lesson plans. The best approach for putting together a recreation class where skill acquisition is usually the focus is to organize material from the simple to the complex. In other words, start with the easily understood or mastered, and move onto the more difficult.

5. **Evaluate the attainment of objectives and goal**

Due to the non-academic focus of our classes, we are not interested in formal evaluation of student progress. However, as an instructor, you should be interested in how effective your teaching has been. In addition, your students will be interested in seeing how much they have progressed from the beginning of the class. This can be done in an informal and non-threatening manner. Here are some suggestions:

- Observe your students, noting their progress during each class session and over the course as a whole.
- Devise testing drills or activities which will show you and the students the progress they have made. These should be fun yet challenging. Yes, these can even be paper and pencil quizzes if you feel they are worthwhile (maybe for game rules, etc.).
- When appropriate, set up games and/or tournaments. However, please do not promote the "winning is everything" attitude, as this is not what Instructional Programs is about.
- If you would like to construct a specific survey for your classes, the Instructional Program can send out an online survey to your students either midway through or at the end of your class. Contact the Martial Arts Program Coordinator to start working on the survey.

These guidelines are just that, guidelines. You may tailor them to the demands of your specific program as you see fit. Also, you may find that your plan has to be altered over the course of the quarter due to a number of factors including student interest and skill level, equipment/facility breakdown etc... These factors are good reasons to have alternate plans available. Remember, course preparation takes some time, but if you don't plan ahead it will be obvious to your students and to UCLA Martial Arts staff evaluating these programs.
Communication & E-Mail Etiquette

Communication between the Martial Arts Program staff and the instructors/coaches is very important to the running of the Instructional Programs Unit. The Martial Arts Coordinator will communicate with you primarily through email. It is important that if you have information or requests/questions that you send them via email. Voicemails may not be received in a timely manner, so please do not leave important messages at his number, (310) 206-5612. If you speak with the Martial Arts Coordinator in the hallway, after your class, or in passing anywhere, then any important information from that conversation will need to be followed up on with an email. As there are 20+ instructors and coaches, and 60+ professional staff within the UCLA Recreation Department, email is the only way that the Martial Arts Coordinator can filter and prioritize those topics that need to be taken care of in a timely manner.

To be clearer our expectations of communication from you see the bullet points below:

- Email is the first form of communication. I expect you to check the email address you gave us every other day.
  - Simple questions that do not specifically require the Martial Arts Coordinator’s input can be sent to instruction@recreation.ucla.edu
- The Martial Arts Coordinator’s personal cell number (812) 320-4084 should only be used in an emergency (injuries in class, you are unable to make your class that day etc...)
- Texting the Martial Arts Coordinator first is always best (I may not be able to answer a call). Include your name in the text in case I do not have your number saved.
- Conversations on the phone and in hallways or corridors MUST be followed up with an email.
- If you receive an email that requires action from you, I expect that to be followed through in a timely manner.
- If you receive an email that requires a reply and/or I expect that reply in 3 business days or sooner and the action step within the timeline discussed.

What you can expect of UCLA Martial Arts Staff:

- We will do our best to respond to questions/requests in a timely manner. Please feel free to re-contact if you do not hear back within 3 business days.
- Sometimes you will respond to a request from us and we will not confirm that response. With over 20 employees this is not always feasible.
There is not always someone in the office; we do not have staff that work the entire business day. During the quarter the Martial Arts Coordinator is rarely in the office in the afternoon due to teaching and other meetings/programs. Keep this in mind when attempting to contact us.

Positive and courteous communication on all issues is expected. If you do not receive this from anyone, please let the Martial Arts Coordinator know.

Email Etiquette

Today, business e-mails have become a routine in the work schedule. Writing a professional e-mail is not difficult, but it is highly important to follow proper e-mail etiquette so that your e-mail conveys the necessary information without any misunderstanding. Remember that business e-mails are different from your casual e-mails. They should be precise, crisp, to the point, and easily understandable by the recipient. A badly written e-mail may hamper not only the image of the individual sending it, but also of the organization they belongs to. It cannot be stressed enough how important e-mails are in the workplace. It is used on a day-to-day basis throughout all units of UCLA Recreation. Here are some pointers to help you write effective emails:

- **Write a meaningful subject line**
  - This helps when searching for the email at a later date and for putting context to the email, if you reply to an old email remember to ensure the subject line is pertinent to the main body of the message.

- **Identify yourself and the purpose of the e-mail clearly**
  - Remember that professionals in every field usually get hundreds if not thousands of emails per week, and they need to be able to get what information they need from your email quickly and concisely.

- **Avoid large attachments**
  - Sometimes large attachments clog up email accounts. If you can turn the file into a link (using several online programs) or show them where to look for the file itself, sending large emails can be avoided.

- **Proofread**
  - Take the time to make your e-mail look professional and structure it so that is can easily be read.

- **Respond promptly**
  - 3 business days is typically the max it should take to respond to an email, unless it has a longer deadline for the action items. If the email just requires a quick response, then this becomes a shorter time frame.
  - Instructors are expected to check their email every other if not every day.

- **CAPS**
  - Do not use all capital letters in an e-mail, as it is the equivalent to yelling or shouting.
• **Thank You**
  ○ Remember to thank someone if they have provided you with any service/information or help. This is imperative when working closely with various departments or different people.

• **Stick to one topic**
  ○ Sometimes this is hard when you want to send a lot of information. It is best to spread out various topics into separate emails with different subject lines.

• **Writing a letter**
  ○ While the improvements in technology have made communication a lot quicker and much more efficient, when sending a professional email try to think of how you would write a letter.
    ▪ Start the email with a greeting to the recipient and introduce the topic, structuring it so action items or important information is clearly seen.
    ▪ Clearly state your objectives/questions in the main portion of the email.
    ▪ Ask if there are any questions or concerns.
    ▪ Finish the email with a farewell and thank you.
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INSTRUCTIONAL PROGRAMS IMPORTANT NUMBERS

Competitive Sports Program Director
Brian Smith - brsmith@recreation.ucla.edu 310 206-8338

Martial Arts Program Coordinator
Paul McCarthy - pmccarthy@recreation.ucla.edu (310) 206-5612

Martial Arts Supervisor
Emily Lopez - instruction@recreation.ucla.edu

CRA FACILITIES
CRA Main Office (310) 825-3701
   UCLA Cultural and Recreational Affairs
   2131 John Wooden Center
   Los Angeles, CA. 90095-1612

John Wooden Center, Front Desk (310) 206-8307
Sunset Canyon Recreation Center (310) 825-3671
FitWell Desk (at John Wooden Center) (310) 206-6130

Emergency Contact Information
Off-Campus Emergency 911
On-Campus (UCPD) Emergency 911 (1491 # not to be used anymore)
UCPD Dispatch (non-emergency) (310) 825-1492
UCLA Emergency Info (310) 825-1234 or (800) 900-8252
INSTRUCTIONAL PROGRAMS: POLICIES AND PROCEDURES

HIRING AND QUARTERLY PROCEDURES

Hiring Procedures (instructors only, coaches see Club Sports Manual)

You are (or will be) an employee of the University of California. The Martial Arts Coordinator will initiate the hiring process; however, you will need to make an appointment with the Hiring Manager. You can make the appointment by calling (310) 206-9250 to complete the process as soon as possible. Should you have any questions regarding your employment status, please contact the Martial Arts Coordinator. Prior to working for UCLA Martial Arts, you must tell the Martial Arts Coordinator if you work for any other UCLA Department. A form needs to be filled out by UCLA Recreation and approved by the individual’s home department. Some departments do not allow working for multiple departments.

All instructors and coaches must have the following on file or completed with the Instructional Programs Office:

- UCLA Recreation Employment Application Form or Volunteer Application form
- Resume
- Bio and Picture
- Current contact details (email, phone, address)
- Syllabus of classes taught*
- Instructor/Coach Agreement for current quarter

*Lead instructor for progressive instructional classes only

All program instructors are considered “part-time casual employees” and are hired on a quarterly basis. Continued employment is based on popularity of classes, student and supervisor evaluations, facility availability, and fiscal feasibility. Instructors will be notified of their employment status as soon as decisions have been finalized. Part-time casual employees are not eligible for university health benefits, vacation, or sick leave unless they accumulate a specified amount of hours per pay period.

Instructor/Coach Agreements

Prior to the quarter beginning you will be emailed your Instructor Agreement (coaches will receive them with their online training). You will need to reply to that email confirming the details set forth in the agreement. Notify the Martial Arts Coordinator if you have any questions regarding the agreement. If you do not submit your instructor agreement before your class you may lose your classes for the present or future quarters. Please keep in mind that instructors may be removed from the program at any time if policies are not followed.
Summer Rehiring

UCLA Recreation employs over a thousand employees, due to the dynamic nature of the department and its staffing, there is a lot of turnover. To ensure correct record-keeping and to keep costs low (as we are taxed for everyone that is on our payroll system), we “clean house” every June, and only those employees who may work over the summer are extended through to the next year. If you take a break from working at UCLA Recreation, you will be separated from our system and will need to be “re-hired” before you can start back up again. Re-hiring requires that you schedule a meeting with our personnel department and provide I-9 identification documentation (see appendix).

Please contact Lara Javate at ljavate@recreation.ucla.edu - (310) 206-9250 for all hiring and payroll questions or Kanoa Roman at kroman@recreation.ucla.edu – (310) 206 5880 for all worker’s comp, benefits and other HR/personnel issues.

DAILY POLICIES AND PROCEDURES

Room Folders

For each room we have programs in (Yates and Drake are held in the Martial Arts office) there is a folder containing your rosters. You should collect your roster from these folders before each class and return them to it afterwards.

Rosters

You MUST record everyone who attends each of your classes (this will be monitored).

- Check off all participants on the roster for every class (DO NOT just let them do it, you need to monitor this)
- If they are not on the roster they can participate in the 1st WEEK (THIS IS A CHANGE FROM PREVIOUS QUARTERS) by signing a waiver.
- Ensure they have signed the group waiver BEFORE participating. WAIVERS CAN ONLY BE GIVEN OUT FOR THE FIRST WEEK. (If they are on the roster, they have signed it electronically).
  - All classes will use group waivers, consisting of the waiver cover sheet (DO NOT WRITE ON THIS) and the group sign in sheet, they must write their name legibly.
  - Make sure that the class information and date are on the sign-in sheet prior to anyone signing it.
  - Have the participants sign and date the sign-in sheet. Up to 12 people can sign on one sheet.
  - Turn completed waivers into Blue/Gold room folders or if at a different location into the Yates/Drake folder in the Martial Arts office.
- Every instructor is responsible for making sure that participants have registered for their class.
- After the FIRST WEEK, if they are not on the roster, they cannot participate unless they have a sales receipt confirming their purchase of the class (CHECK THIS CAREFULLY). If they signed up late or had problems with registration, they must resolve them with Sales and Cashiering or the Martial Arts Coordinator before they can participate.
● Every roster will have a colored cover sheet attached with directions about what to do with the roster and/or waiver.
  o Pink - Temporary roster (TURN IN AFTER CLASS), allowed to sign waivers
  o Blue - Temporary roster (TURN IN AFTER CLASS), NO waivers allowed
  o Green - Final roster (TURN IN AFTER CLASS, Keep until end of quarter)

ALL ROSTERS SHOULD BE RETURNED TO THE FOLDERS AFTER EVERY CLASS. INSTRUCTORS SHOULD NOT KEEP THEIR
ROSTER WITH THEM ANY LONGER.

Please see the frequently asked questions below for additional information about your rosters.

1. What if there is not a roster in the folder?
   a. If you do not receive a roster you must call/text/email the Martial Arts Coordinator immediately so they can get one to your class. Until then, you must take note of everyone that attends the class and ask each one to make sure they have registered for the class.

2. What if someone claims they signed up for the class but they do not show up on the roster?
   a. Ask them when they signed up. If it was only a day ago or less, the roster may be out of date, in which case their name might not be listed. If it is within the first week, then they can sign a waiver. If it is after the first week, they will need to wait until their name shows up on the roster. If they have a sales receipt that they can show you, that confirms their purchase and they may participate.
   b. If they are not happy with this, give them the Martial Arts Coordinator’s business card from the Instructor Folder and tell them to contact them directly to discuss the policy.

3. How do I mark attendance if my class is twice a week?
   a. Use two different kinds of markings, one for the first class of the week and one for the second. For example for the first day mark the box from top left corner to bottom right corner, for the next day in that week cross the first mark (from top right corner to bottom left corner).

4. What if someone transfers into my class and they are not on the roster?
   a. We will try to get you a new roster every time there is a change; however, many students transfer or drop their classes throughout the quarter, usually 20+ per day. If this situation arises you must ensure that the participant can verify that they have registered for the class (if they have a receipt for that specific class), or you can contact the Martial Arts Program Coordinator (via cell phone), who can advise you on what to do in the absence of a receipt. If they do not have a receipt and you are also unable to contact the coordinator, they cannot participate in the class. If you need an updated roster turn in your roster, to the completed rosters box, with the names of the added people written on the bottom.
**Group Waivers**

Waivers are necessary when there are individuals who have no proof of enrollment in the class. All individuals who do not appear on the given roster must sign the waiver to participate *(ONLY FOR FIRST WEEK)*, even if they have already signed one for a prior class meeting. Please have those students sign their name and date on the group waiver before allowing them to participate in the session *(make sure everything is legible!)*.

**After the 1st WEEK, no student may participate in the class if they are not on the roster.** No waivers can be given out for participation after the 1st WEEK; participants **MUST** pay for the class at Sales and Cashiering or online if they would like to join the class (if they wish to do this right away, make sure they show you a receipt before they can participate).

The group waivers must be turned into Blue/Gold room folders or if at a different location into the Yates/Drake folder in the Martial Arts office. The group waivers should have your class information on it, so all the participants need to do is sign and date the group sign sheet.

If you need more of the waiver sign sheets, there are extras in your Instructor Folder as well as the IP front office. **Please put your class information on these extra sheets prior to anyone signing.** If for some reason you don’t have any group sign-in sheets and cannot get any, please have each participant fill out an individual waiver. **Do not write on individual waivers.** Take the completed waivers, paper clip them to your temporary roster, and **write your name, class, and date onto a post-it.** Then place them in the Completed Rosters/Waivers box.

**Add Slips**

Add slips are only required if someone would like to join your class when it is already full. Your roster will tell you whether or not your class has reached its maximum capacity. If your class IS NOT full, participants may register at any time at the regular full price. If your class IS full, the following steps must be taken to obtain an add slip and register:

- You and the Martial Arts Program Coordinator will meet to discuss the possibility of increasing the capacity of your class. Class enlargement is NOT guaranteed simply because more students wish to participate.
- If class enlargement is approved, you must send the names of the participants you wish to add to the Martial Arts Coordinator. He will fill out and sign the appropriate add slips and leave them at his office door, which is accessible at any time. All add slips must be signed by the Martial Arts Coordinator, otherwise they are invalid and will not be accepted by the Sales and Cashiering Office.
- Your participant must take the add slip to the Sales and Cashiering Office to register. Only then will they be able to participate in your class for the remainder of the quarter.

Please keep in mind that **the add slip policy does not at any time override the waiver policy.** After the 1st WEEK, if a participant’s name does not show on the roster, they **CANNOT** participate simply by signing a waiver. They must first register for the class at Sales and Cashiering. If your class is not full, they will not need an add slip. If the student has already purchased the class but is not appearing on the roster, please ask to see a receipt and request an updated roster from the Martial Arts office.
Timesheets

Your timesheets* for Instructional Programs are recorded and submitted online through the Online ‘Time Reporting’ System (TRS) found at www.payroll.ucla.edu.

This online system allows you to input your hours, leave comments and submit your timesheet to the Martial Arts Payroll Supervisor as well as allowing you to look at previously submitted and late timesheets. Timesheets are due online by **Mondays at noon** the Monday following the current **pay period end date (PPE)**. Please note that saving a timesheet **does not** mean it has been submitted. Only submit timesheets once you have taught all your classes – as you no longer have to submit timesheets in advance, feel free to add classes as you complete them, but please still **remember to submit them on time!** If you realize you have made a mistake in a timesheet already submitted you must notify the Martial Arts Coordinator ASAP to have the timesheet returned to you. If you submit hours that you have not taught and do not notify the Martial Arts Coordinator in a timely manner (24-48 hrs), it can be construed as payroll fraud and your employment may be terminated.

You will have as many timesheets as you have pay rates (your pay rates can be found on your instructor agreement) Most instructors will have at least a timesheet for their regular instructional rate and another for training, and some instructors will have a third timesheet for private and/or custom instruction. All instructional class hours will go into the Martial Arts Instructor timesheet, and all hours that you teach private lessons will go under Private Instruction; **do not** overlap your hours.

Each timesheet has a comments box under the area in which you input your daily hours. If you have taught your regularly scheduled class with no missed classes and no extra hours then this can be left blank. If there are any changes to your regularly scheduled classes (subs, cancelled, make-ups etc…) then you will need to put the details in the comments box. For privates you must put the name of the participant that was taught in the comments box along with the details of the session (date and time).

**IMPORTANT** – The comments box is not independent to each timesheet. Anything you write in your comments box will show up in all timesheets comments boxes. You must prepare what you need to comment upon whether it is classes, privates, cancellations etc… and submit it in all comments boxes. Changing the comments in one timesheet will change them in all timesheets. We recommend that you draft your comments for all information needed for all your timesheets in an email or Word document then copy and paste in when you are ready to submit.

If your timesheet is incorrect it will be returned to you, common reasons a timesheet is returned;
- Submission of non-regularly scheduled hours with no comments
- Private instruction hours submitted on your class timesheet

Once a timesheet is returned to you it is still your responsibility to correct it and submit it by the deadline, if that deadline has passed you are not guaranteed to be paid in that pay period.

Further information on how to access and use TRS can be found in the Appendix of this handbook.

* Except for monthly paid employees
**All training meetings will be paid at the standard training rate of $9.00.
Paychecks
You will be paid every two weeks. **Payday dates can be found in the APPENDIX of this handbook.** Paychecks can be picked up at the Membership Desk, which is located on the second floor at the John Wooden Center. For direct deposits, you can view online statements, change your address, change your tax withholdings, verify employment, and view your W-2 at the following website: [http://atyourservice.ucop.edu](http://atyourservice.ucop.edu). Check the APPENDIX for details on pay dates, pay periods, and other important dates and information. If there are any questions or problems, please contact the IP Coordinator.

Class Meeting Procedures
The following must be completed at every class meeting:
1. Take roll. **Attendance must be submitted** at the end of each class (when you are provided with temporary rosters) or at the end of the quarter (when you are provided with a final roster). If a participant is not on the roster, they will need to sign a group waiver (first two classes only, refer to Group Waivers, page 11).
2. Ask if anyone has any injuries. You should advise anyone with an injury not to take part.
3. Check to see that no one is wearing jewelry or accessories that could cause injuries with your activity.
4. Record any accidents or incidents that occur during class with the accident/incident forms in the Instructor Folders.
5. Submit your timesheet for the period every other week. Check the pay period schedule (in the appendix of this handbook, IP office) for specific dates. Remember that timesheets are due before midnight on the Tuesday prior to the end of the pay period.

Evaluations
All programs are evaluated on an on-going basis. UCLA Recreation staff may come be registered in your class. The Martial Arts Coordinator may drop in and students provide feedback to the Martial Arts office.

Uniforms
Instructor uniforms and apparel are an important part of UCLA Recreation’s public image. Uniforms serve to immediately identify instructors to participants and facility staff and also help to set the appropriate tone for instructional programs. Most instructors will receive some item(s) of apparel (appropriate to their program) as a uniform. Instructors are required to wear all appropriate pieces of the UCLA Recreation uniform provided while instructing—this includes during class times as well as private training sessions. If a uniform is not provided because the nature of the program requires specialized gear or apparel, then instructors will use their discretion to wear what is appropriate for the class. As the public face of UCLA Recreation, instructors are expected to wear clothing that is consistent with Bruin colors (shades of yellow or blue) or neutral (grey, black or white). If a necessary article of clothing or gear falls outside of this color scheme, it should be provided to the Martial Arts Coordinator for approval. All clothing or gear should be consistent with Bruin Values. Overly provocative clothing or clothing bearing alcohol, tobacco, drug, profanity, sexual, or discriminatory references is never appropriate.

Facility Arrangements
UCLA Recreation is a large department with many concurrent activities. Generally, the rooms that you teach in will be ready for you to hold your class by the scheduled time, but if you need specific setup, consult with the Martial Arts Coordinator regarding your particular class needs and responsibilities. Occasionally a scheduling conflict may arise without notice, or your room may not be completely set up as you had expected. Should this occur, please do your best to resolve the problem with the other person and notify the Martial Arts Coordinator.
If they are unaware of prior arrangements, you should inform them of your needs, be open to compromise, and avoid confrontations, particularly if they cannot meet your immediate needs as you would like.

Your first priority is to make sure that your class has a place to meet and that you can reasonably teach that day's lesson as scheduled. **Prior to class, instructors are required to inspect the facility and class equipment.** Should you notice damage or unsafe conditions, notify a building supervisor immediately at the front desk of the facility. Do not teach if the area is not safe for participants. Please be sure that the room is in the same condition as before your class starts when you are done. Audio carts should be closed before and after the class, lights should be turned back on if they were turned off for the class, and the room should always be left clean.

**Keys**
Consult with the Martial Arts Coordinator regarding facility access and key check-out. Instructors with classes scheduled in the JWC or in satellite facilities may require key access to storage areas and audio-visual equipment.

**Equipment**
If your class requires equipment that is stored in a CRA facility you must have your Bruin Card to show to the supervisors of that facility to gain access to it. Only you can access this; a student or participant in your class will not have access to the storage areas.

**Audio Carts**
If you require the use of the Audio Carts, you will need to be trained by the Martial Arts Coordinator in how to use the different kinds in each room.
UNIVERSITY POLICIES AND SERVICES

Personal Use of Recreation Facilities

Instructors are permitted to enter the John Wooden Center as long as they show their Bruin Card at the entrance. All employed instructors are required to get a Bruin Card for entry into their respective facilities. Some instructors may already have Recreation Membership Cards or old Bruin Cards. If you do, you are still required to get a new Bruin Card, and there is no cost associated with getting a new one. Your Bruin Card allows you entrance to not only the John Wooden Center, but also to other buildings and facilities, as well as access to some campus and university events. You can get this card at 123 Kerckhoff Hall, and if you have any questions concerning the Bruin Card, please call (310) 825-2336, or email bruincard@finance.ucla.edu.

Conflict of Interest

Because the University of California is a public institution, there are restrictions on the type of activities and topics that are permissible to be performed and/or discussed while you are teaching your classes. A conflict of interest occurs when an individual is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. While there may be many ways in which conflict of interest may occur in the sphere of you teaching a class, please see below for descriptions of the more common ones.

- Selling of any equipment or services to students in the class
  - Instructors are not permitted to receive payment during the class time from any of the enrolled participants; this includes cash, checks, and/or credit card numbers, etc.
  - Instructors are not permitted to sell anything to their participants. While they may guide them to certain vendors to purchase items that are useful to participation in the class, they may not “hard sell” any item or vendor. They are not permitted to accept cash/checks/credit cards for anything whatsoever. In addition, it is the instructor’s responsibility to ensure that participants in their classes are not breaking UC policy by selling equipment or clothing in UCLA Recreation facilities.

- Requiring equipment for the class
  - No instructor can mandate or require any equipment or clothing/uniforms for their class. If you feel that there is a safety factor with a certain piece of equipment or clothing, that shall be discussed with the Martial Arts Program Coordinator, and the policy will be dictated by UCLA Recreation, not the instructor. They must allow anyone that is registered for the class to participate unless it affects the safety of themselves and/or other participants in the class.
• **Private Instruction**
  
  o Please be advised that University of California policies **prohibit unauthorized use of facilities, services, and equipment for personal financial gain.** **All private instruction or other on-campus classes must be approved by the Martial Arts Coordinator and all participants must register and pay fees through the Department of Cultural & Recreational Affairs.** In addition to conflict of interest issues, arranging unauthorized sessions/workshops on campus creates liability risks for the instructor as well as going against facility policies. Instructors who participate in non-authorized activities will forfeit all University and Campus Recreation support, and their future employment with the Instructional Program may be in jeopardy.

• **Promotion and recruiting**
  
  o While instructors can discuss their own interests and pursuits, it is not permissible to promote programs outside of the university and/or to recruit students into programs in which instructors have a financial or personal gain at stake.

  o Instructors may not advertise that they offer private instruction or any other kind of instruction that is not a part of the UCLA Recreation programming schedule during their class or to their enrolled students.

**Videoing and Photography Procedures**

No one (including instructors) is permitted to videotape or photograph any of the classes or UCLA facilities without prior written permission. UCLA Recreation administrative employees may photograph or video a class for use within the specific program. These individuals should identify themselves to you prior to filming and get your permission first also. The UCLA policies on filming and photography can be found at the link below. The fees associated with using footage or photos from a UCLA program external to UCLA (Facebook, personal websites, YouTube, etc.) are upwards of $2,500-$5,000. **At no point can any participant in the class take video or photographs for any reason (even a class project).** All requests to video or photograph during the class must start with the Martial Arts Coordinator; requests must be at least a minimum of 3 business days in advance of the date of filming. The UCLA policies on filming and photography can be found at the following link: [http://www.adminpolicies.ucla.edu/app/Default.aspx?id=863](http://www.adminpolicies.ucla.edu/app/Default.aspx?id=863)

**Campus Escort Services**

The UCLA Police Department provides a free walking escort service every day of the year from dusk until 1 a.m. They are available to walk students, faculty, staff members and visitors to and from anywhere on campus, in Westwood Village and in the village apartments. CSO Safety Escorts are uniformed students who have received special training and are employed by the UCLA Police Department. To obtain an escort, please call (310) 794-3755. Please allow 15 to 20 minutes for your escort to arrive.
Worker’s Compensation Benefits for Instructors

Instructors are not eligible for coverage under UCLA medical insurance plans. However, if you are injured while teaching a class for the UCLA Recreation Instructional Program, you will be covered by worker’s compensation. You should inform the Martial Arts Program office immediately of your injury. You will be directed to the Employee Health Office on campus for treatment (10833 Le Conte Avenue, 67-120 CHS (the old hospital). Appropriate forms must be completed to insure that you can be compensated for medical expenses and for any loss of earnings due to the injury. If you do not inform the Martial Arts Coordinator or do not follow the procedures given to you by the Martial Arts Coordinator then the benefits may be denied.

Sexual Harassment

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of physical and/or sexual harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

ADDITIONAL INFORMATION

Parking

Parking passes are available to instructors who commute to their facility to teach their classes. Permits are dispersed according to how many times you must come to the facility to teach. For instance, an instructor for a standard 8-week, once-a-week class will receive 8 parking permits for the quarter. Parking permits are NOT available for any student instructors. Please notify the UCLA Martial Arts staff that you will need permits, and we will arrange a time for you to come and pick them up. It is the responsibility of the instructor to request and collect their parking permits, and any parking costs incurred cannot be reimbursed. Unfortunately parking is not provided to any UCLA students that are employed by UCLA Recreation.
Private Instruction

Instructional Programs offers Private Instruction in any of the classes we offer. Please see below for Private Instruction procedure/timeline:

1. Participant pays for instruction.
2. Paperwork is processed and sent to the Martial Arts Coordinator.
3. Martial Arts Coordinator contacts the participant and puts them in touch with the appropriate instructor.*
   - **NO Private Instruction is to be given without a confirmation email from the IP Coordinator.**
4. Instructor contacts participants and schedules available days and times.
5. Instructor contacts Martial Arts Coordinator and requests time slots for the appropriate facility.
6. Once facility is confirmed by the Martial Arts Coordinator, instruction may take place at the specific time and facility.
7. Instructor indicates how many hours and for whom** the instruction took place on their timesheet for the appropriate pay period. You do not get prep time for private instruction.
8. It is the instructor’s responsibility to track how many hours each private instruction participant is getting. If the hours on their timesheet do not match the hours paid for, the timesheet will not be submitted and they will not be paid for that period.

** Instructor will not be paid if the name of the participants does not match the Martial Arts Coordinator’s records. No instructor is allowed to schedule Private Instruction without permission from the Martial Arts Coordinator.

Instructor Absences

If you are unable to make it to your class, you must call the Martial Arts Office at (310) 206-5612 or the Martial Arts Coordinator at (812) 320-4084 (text is the best form of contact for this number). If you cannot contact the Martial Arts Coordinator you are permitted to call the JWC Front Desk at (310) 825-3701 to inform them that you are unable to make your class that day and that you cannot contact the Martial Arts Coordinator, but only as a last resort. So that a consistent and effective teaching program can be maintained, substitutions and unannounced absences are strongly discouraged. Absences from class are acceptable only in unavoidable or emergency situations. You are expected to work each class period as designated on your schedule invitation. Repeated absences severely affect the learning environment and can be cause for loss of classes.

In the event that you cannot teach a particular class, it is your responsibility to locate a suitable substitute instructor currently employed by the UCLA Martial Arts Program, then contact the Martial Arts Coordinator for approval.

In addition, you must notify the Martial Arts Coordinator of your impending absence, well in advance - no later than 24 hours prior to your class. All substitutes are to be officially hired by the program.

Never make arrangements to pay the substitute yourself. Instructors need to coordinate with the substitute in advance of the class to familiarize him or her with lesson plans and the class format. If you are the only instructor for your activity it is unlikely that we will hire someone else to sub for you unless it is an extended period of time (which is not usually accepted during the quarter). We have a structured volunteer program which allows certain non UCLA Recreation employee instructors to teach while a Full Instructor supervises. Please contact the Martial Arts Coordinator if this very rare situation arises.
In cases where a substitute is not available, the program staff may decide to cancel the class or substitute a qualified instructor at their discretion. **No instructor may cancel a class themselves.** The only exception to this policy is in those emergency situations after 5:00pm, or on weekends, where you have been unable to contact the Martial Arts Coordinator and your class is due to begin shortly. If this should occur, and in this instance **only**, contact the facility staff and ask them to post "class cancelled" signs at the door. You must notify the Martial Arts Program Coordinator of any absence from your regularly scheduled class within 24 hrs. Your timesheet must reflect the absence; you will not be paid for any class that you did not teach. If you do not mark the absence clearly on your timesheet you may be asked to meet with the Martial Arts Coordinator, as the University of California regards this as payroll fraud and a reason for instant dismissal.

**New Class Proposals & Class Outline**

If you are interested in teaching a class that is not already offered, you must submit a class syllabus including the following to the Martial Arts Coordinator.

- 8-week outline of lessons
- Learning objectives for participants
- Level of the class (beginning, intermediate, advanced, mixed)
- Approximate costs of the class (including instructor costs, equipment costs, etc.)
- Any special facility or equipment needed for the class

**Class Make Ups**

Due to our Martial Arts classes only running for eight weeks out of the ten-week UCLA academic quarter, make up classes should not be common. Make up classes are only necessary if holidays interfere with the eight-week course, and the Martial Arts Program will inform instructors at the beginning of the quarter. We encourage instructors to maintain attendance to avoid the rescheduling of classes and facilities. No make up classes will take place during finals week.

**RISK MANAGEMENT**

**Overview**

It is the responsibility of each instructor to provide a safe learning environment. Your curriculum should progress in such a way as to provide minimal risk to participants as they learn skills appropriate to their abilities. You need to do everything you can to prevent dangerous situations which could promote accidents. This includes moving potentially dangerous obstacles, setting up equipment correctly, visually checking the operational condition of such equipment, maintaining order in class, and keeping close supervision of each person as he or she participates in the class activity. Unavoidable injuries may still occur. A careful program of risk management can, however, significantly reduce the likelihood of such accidents and subsequent lawsuits. Risk management is essentially a process of identifying and understanding those circumstances in which accidents are most likely to occur and taking appropriate steps to minimize their occurrence.
1. **Supervision** - While supervising a class, you should be immediately accessible to all participants and should be constantly alert for deviations from normal procedure or hazardous conditions. While it may be impossible to see all participants all the time, this is the ideal to strive for. Move about the room, being careful to maintain the best field of vision. You should be aware of the physical condition of participants and look for signs of distress.

2. **Conduct of the Activity** - While there is always risk of injury, very few sports or recreational activities are regarded as unsafe. In the event of accidental injury, the question is not whether the activity was safe, but whether or not it was conducted properly. Proper conduct includes:
   a. A selection of skills and tasks which are reasonable and appropriate for the age and ability levels of the participants;
   b. Providing instruction which is factually correct and sufficiently detailed to ensure participant success;
   c. Warning participants of potential hazards & telling them how they can be avoided; and
   d. Providing protective measures & safety equipment where needed.

3. **Environmental Conditions** - The facility and equipment must be safe and appropriate for the activity. You should inspect the teaching facility for potential safety hazards. Immediately notify the facility supervisor and program staff of any such conditions. Use good judgment if an environmental hazard cannot be removed or corrected before your class. Adjust the scope and activity of the class to compensate. Work with the facility supervisor to mark the hazard clearly and keep participants away until it can be corrected, or arrange for use of another facility.

4. **Supervisory Judgment** - Supervisory judgment encompasses a variety of circumstances in which one is required to use common sense or prudent judgment. Two areas which require careful supervisory judgment include the handling of injuries and the selection of appropriate activity for participant ability. Be sure you understand and follow the program guidelines for injuries. Monitor participants carefully and introduce new skills only when they are ready to progress. Take steps to avoid mismatching of participants where physical contact is likely (volleyball, fencing, etc.).

Despite our best efforts, accidents may happen. Many injuries can be prevented if reasonable care is used. Follow closely the guidelines included in this handbook. Careful preparation and thoughtful actions are essential to reduce liability. The safety of the participant is your responsibility.

**Emergency Action/First Aid and CPR Certifications**

In any kind of emergency, you will need to send a participant to the front desk of the JWC or SCRC to get a supervisor to help you with the situation. Use the important phone numbers sheet at the beginning of this handbook to call the MA Coordinator. If a participant has been injured, you will need to ensure that the area is safe and that no one else can be in danger. You are permitted to conduct CPR or First Aid only if you have your current certifications on file with the MA Office. Please contact the Martial Arts Coordinator to ensure that your certifications are on file (you must submit copies of your up to date certifications to be permitted to conduct CPR or First Aid). **CPR and First Aid certification is mandatory for all Instructional Program Instructors that teach in satellite facilities (Sycamore, SCRC Tennis Courts, IM Field etc.) in 2012. UCLA offers programs that allow instructors to be certified for a much lower cost than other commercial programs. For more information see the following link:** [http://www.studentgroups.ucla.edu/uclacpr/index.html](http://www.studentgroups.ucla.edu/uclacpr/index.html)
If you are not CPR/First Aid certified, then you must wait until the building supervisor arrives and aid them with as much information as you can give them. Once the building supervisor has stabilized the participant, and they have either recovered or emergency services have been called, they will complete an accident report form, and you will need to give your details as a witness to the accident/incident. You must notify the MA Coordinator if any accident or incident form is completed in any of your classes, private instruction, or specialized programs within 24 hrs. **Non-notification of any type of accident or incident is unacceptable** and may result in loss of classes.

**Accident/Incident Reports**

**Accident:** *Any injury situation* that occurs must be reported, and reports must be filled out by the instructor or a UCLA Recreation staff member. When filling out the form, please be as detailed and descriptive as possible. If you complete the form, hand it into the MA Coordinator within 24 hours; if a UCLA Recreation Staff Member completes the form, please ensure they make a copy and submit it to the Martial Arts Coordinator. Make sure to contact the MA Coordinator any time there is any accident, regardless of who completes the form.

**Incident:** *Any situation that is not injury-related*, but involves a situation that needs immediate supervisory attention requires an incident report (i.e. any form of altercation, whether it is verbal or physical, any unsafe or unhealthy conditions, etc). These reports must be filled out thoroughly and submitted to the MA Coordinator’s office within 24 hours.

**Online Ethics Training**

Ethics training **must be completed** by every non-student instructor otherwise you will face separation from the program. For a full list of steps to access and complete the course online, please see the Appendix. If you are unsure of your current status on this training, contact the MA Coordinator immediately.

**Behavior & Disciplinary Guidelines**

**Dealing with Inappropriate Behavior in the Classroom**

Although exceedingly rare, it is possible that you may encounter a behavior problem with a participant in the classroom. Instructors must be aware at all times of safety in the class. Should the actions of a participant jeopardize the safety of his or herself or others, you need to take immediate action to correct the situation. An example of such behavior might be a student who continues to practice a martial arts maneuver after you have specifically directed him/her to stop (either because you have turned your attention to another part of the gym and cannot supervise the activity, or perhaps because you do not feel that the person is ready to safely complete the activity). Other examples might include inappropriate use of equipment; loud, boisterous behavior which interferes with the conduct of your class; or a participant whose performance is impaired due to suspected use of drugs or alcohol.

Common sense and simple explanation of the problem are the best tools to use.

1. Quietly draw the participant’s attention to the inappropriate behavior and state your reasons for concern. Ask the person to stop the behavior. If the behavior continues:
2. Stop class activity in the immediate area where you feel the safety of other participants is endangered. Again, discretely express your concerns to the individual. Inform the person that you cannot allow the conduct to continue as it endangers either his or herself or others. Tell the person that you will have to ask them to stop participating in the class activity, or perhaps leave the classroom. If the behavior continues:

3. Stop the class activity once again. Draw the person aside if possible. Inform them that they are not allowed to continue to participate with the class that day. At your discretion you may choose to have the individual sit out the activity and remain in the classroom, or you may recommend that the person leave the class for the day. If you recommend that the person leaves the room and they fail to do so, and if you feel that the person is in danger of harming his or herself or others or will disrupt the class to a point where you cannot teach, then:

4. Contact the facility manager (see important numbers) for assistance and explain the situation. If necessary, you may contact the UCPD (310-825-1491) for assistance in having the person counseled and/or removed from the classroom. Also please contact the MA Coordinator and let them know about the incident.

5. An incident report form must be submitted within 24 hours of the incident.

**Disciplinary Actions**

In addition, each incident will be addressed by the MA Coordinator and the following penalties may be implemented:

1. Oral and written warning by the Martial Arts Coordinator.
2. Suspension from the class meetings for the rest of the quarter.
3. Suspension from the specific recreation class in which the violation occurred for the remainder of the academic year.
4. Expulsion from all classes offered by the Recreation Instructional Program for the academic year.
5. If the individual is a student, there may be a referral to the Dean of Students' Office for further disciplinary action.
6. Non-students will be referred to the Associate Director of Programming Operations and/or the Director of Cultural & Recreational Affairs.

All disciplinary decisions may be appealed sequentially by the individual as follows:

1. Martial Arts Coordinator
2. Instructional & Youth and Family Director
3. Associate Director - Programming
4. Director, Cultural and Recreational Affairs
5. Dean of Students' Office (registered students only)
RESOURCES INFORMATION & APPENDIX
Ethics Training Guide

1. You will need a UCLA logon ID in order to access the training site and module.
   - If you do not have one, please go to https://logon.ucla.edu/activate.php to activate your logon.

2. Go to the UC Learning Center, lms.ucla.edu, and log in. If you have an ad blocker, please disable it to allow popups.

3. In the far right corner of the main page, click Profile.

4. Under the section marked “General,” there is a section called Manager.
   - Select the Browse button, which will open a popup window, and in the search field, input McCarthy (not case sensitive).
   - Select Paul McCarthy and click OK, which will close the popup window.

5. Go to the bottom of the page and click OK, otherwise your manager selection will not be saved.

6. Return to the main home page by clicking Home in the upper left corner of the page, under the blue menu bar.

7. There will be a box called “Catalog” in the main part of the screen, comprised of three columns. In the rightmost column, under UC Essentials, click Ethics.

8. Make sure the 2010 Compliance Briefing: UC Ethical Values and Conduct is selected (not Business Ethics), and click Start.

9. On the next page, a popup window that contains the module will open. (If you are using Firefox or another browser that automatically blocks popups, you may have to give permission to the website to open popups. In the case of Firefox, click “Options,” then “Allow popups” from the dropdown menu.)

10. Click Next and follow all on-screen instructions to complete the module.
    - When you reach the last page, click the Next arrow, then press OK on the new popup screen that opens in order to finish.

11. When you have completed the training in full, you will receive a confirmation email that will list your completion date and time. You must forward this to the MA Coordinator in order to receive completion credit for the training.
Direct Deposit Services
If you use direct deposit, you can go to the following website to access the following services:
http://atyourservice.ucop.edu

- View your earning statements
- Change your address
- Change your tax withholdings
- Verify employment
- View your W-2

How to log in:
1. Sign in to My Accounts
2. Default username: social security number
3. Default password: birth date (e.g. if your birth date is Jan 17, 1980, then your password is 01171980)

If your employment begin date is more than 30 days ago, or if you have any other problems logging in, please call (310) 794-8754 to reset your account.
# I-9 Document Verification

LIST OF ACCEPTABLE DOCUMENTS TO USE IN YOUR HIRING MEETINGS

YOU MUST BRING ORIGINAL DOCUMENTS OF YOU WILL NOT BE HIRED (NO COPIES)

Bring one document from List A OR one document from List B AND one document from List C

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport (unexpired or expired)</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
</tr>
<tr>
<td>3.</td>
<td>An unexpired foreign passport with a temporary I-551 stamp</td>
</tr>
<tr>
<td>5.</td>
<td>An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
</tr>
<tr>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
</tr>
<tr>
<td>3.</td>
<td>School ID card with a photograph</td>
</tr>
<tr>
<td>4.</td>
<td>Voter’s registration card</td>
</tr>
<tr>
<td>5.</td>
<td>U.S. Military card or draft record</td>
</tr>
<tr>
<td>6.</td>
<td>Military dependent’s ID card</td>
</tr>
<tr>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
</tr>
<tr>
<td>8.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>9.</td>
<td>Driver’s license issued by a Canadian government authority</td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

| 10.    | School record or report card |
| 11.    | Clinic, doctor or hospital record |
| 12.    | Day-care or nursery school record |

<table>
<thead>
<tr>
<th>LIST C</th>
<th>Documents that Establish Employment Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)</td>
</tr>
<tr>
<td>2.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</td>
</tr>
<tr>
<td>3.</td>
<td>Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</td>
</tr>
<tr>
<td>4.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>5.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>6.</td>
<td>ID Card for use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>7.</td>
<td>Unexpired employment authorization document issued by DHS (other than those listed under List A)</td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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Time Reporting System (TRS) Training Guide

1. **IF YOU DO NOT HAVE A BRUIN LOGIN:** Go to [https://logon.ucla.edu/](https://logon.ucla.edu/) and click “Create UCLA Logon ID.”
   - Click the check box at the bottom to agree to the terms.
   - Click “UCLA Faculty Member or Staff Member” checkbox.
   - Complete your information and click next.
   - You will only be able to do this once you have been hired and have received your Bruin ID number.

2. Go to [www.payroll.ucla.edu](http://www.payroll.ucla.edu), and under the Payroll Services header bar, click **Time Reporting System** in the right-hand column.

3. On the next page, click “Log in to the Time Reporting System” or the button that says “TRS Login.”

4. On the new page that opens, click the left-hand “UC LOS ANGELES” button with the picture of UCLA.

5. From the blue box labeled Access TRS, click “Employees.”

6. You will see the following:

   ![Time Reporting System](image)

   - Under “Open Timesheets,” click the page icon (boxed in red above) to open the current time period’s timesheet.
     - For every different rate at which you teach, there will be a corresponding timesheet that you will need to fill out for that class or activity. This is important for people who teach private instruction or custom classes/seminars at a rate different from that of the regular instruction rate. Your regular timesheet will include in the title IP INSTRUCTOR and the CLASS TYPE (ie. Dance).
     - Example: If you teach your normal weekly Instructional Programs class and did private instruction as well, you will:
       - Fill out the time sheet that has your class type on it with ONLY the instructional class.
       - ALSO fill out the other time sheet that says PRVTS with only the hours of your private instruction.

7. When you open a timesheet, you will see the following:
• To add time, click the “Add…” button on the proper day and click “Work Hrs.” from the drop-down menu that appears. A small pop-up box will appear:

![Time In/Out Hours]

**Hint:** click on the am/pm text to change the hour label. Use the trash can icon to delete.

- New Shift Add to Time Sheet

• In the case that you are only teaching one class or are teaching with no breaks in between, you will input your hours in the “Time In” and “Time Out” areas. If you are teaching numerous classes with breaks in between, click “New Shift” at the bottom to add the hours for your other classes.
  - As with the old time sheets, you can add 15 minutes of prep time per time taught (not per class) – so please factor this into the total class duration and not separately
• Click “Add to Time Sheet” once you are done adding hours for that particular day.
• **Always click SAVE at the bottom to save your recorded hours before closing the window!**
• Please **DO NOT** submit your time sheet until after the very last class you teach during the time period. As you no longer have to predict for the week ahead, you can input your hours as they happen.
• **Submit your final time sheet by the deadline indicated above the TimeSheet Calendar – we recommend submitting it right after you have taught and inputted the hours of your last class for the week. The deadline is always noon of the Monday following the current biweekly time period.**

8. In the blue “Timesheets Comments” box at the bottom of the main TimeSheet Calendar page, be sure to include the following information:
  - Any substitutions (Class, date, and who subbed for you/who you subbed for)
  - Cancellations (Class, date)
  - No-shows (No participants show up to class) – You can submit 15 minutes wait time and your 15 minutes prep for these situations.
  - Private instruction (Name of participant, date/time)
  - **TENNIS INSTRUCTORS ONLY:** Specific details for all of your classes (class and date: i.e. 3/12/12 ADV Workout Sec. 1; 3/14/12 Group Lesson BEG Sec. 3 & INT Workout Sec. 3 etc....)
Payroll Dates

<table>
<thead>
<tr>
<th>Pay Period Beginning</th>
<th>Pay Period Ending</th>
<th>Monday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/27/2015</td>
<td>10/10/2015</td>
<td>10/12/2015</td>
<td>10/21/2015</td>
</tr>
<tr>
<td>11/22/2015</td>
<td>12/5/2015</td>
<td>12/7/2015</td>
<td>12/16/2015</td>
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<tr>
<td>12/6/2015</td>
<td>12/19/2015</td>
<td>12/21/2015</td>
<td>12/30/2015</td>
</tr>
<tr>
<td>1/17/2016</td>
<td>1/30/2016</td>
<td>2/1/2016</td>
<td>2/10/2016</td>
</tr>
<tr>
<td>1/31/2016</td>
<td>2/13/2016</td>
<td>2/15/2016</td>
<td>2/24/2016</td>
</tr>
<tr>
<td>7/17/2016</td>
<td>7/30/2016</td>
<td>8/1/2016</td>
<td>8/10/2016</td>
</tr>
<tr>
<td>7/31/2016</td>
<td>8/13/2016</td>
<td>8/15/2016</td>
<td>8/24/2016</td>
</tr>
</tbody>
</table>

PAYROLL NUMBERS (TO BE USED ONLY WHEN THE MARTIAL ARTS COORDINATOR CANNOT ANSWER ANY OF YOUR PAYROLL QUESTIONS - DO NOT CALL TO SCHEDULE HIRING APPOINTMENTS)

KANOA ROMAN – (310) 206-5880
LARA JAVATE – (310) 206-9250
Automated External Defibrillator (AED) Locations

- **Ackerman Union**
  A-level - East of University Credit Union; above extinguisher
  1st Floor - NW entrance; fire alarm

- **Ashe Center**
  1st Floor - Near Room 121
  2nd Floor - Clinic Station, near Room 232
  3rd Floor - Near Room 321
  4th Floor - Near Room 411

- **Faculty Center**
  Admin office - Right of copy machine

- **Fit Center South (Rehab)**
  Entrance - Next to front desk

- **John Wooden Center**
  1st Floor - West of Sales & Cashiering
  1st Floor - West of Fitwell Services
  2nd Floor - Near central NW stairwell

- **North Pool**
  East of lifeguard, Room 1070

- **Pauley Pavilion**
  1st Level - Gate 1
  Arena Level - Next to Pauley tunnel

- **Spieker Aquatic Center**
  Outside men’s locker room

- **Student Activities Center**
  Information Desk

- **Sunset Canyon Recreation Center**
  Park Pool - Next to locker rooms
  Family Pool - Outside lifeguard room (130)