

Broken Arrow Girls Softball League
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January, 2009

TO: ALL BAGSL TEAMS, AND THEIR RESPECTIVE MANAGER & COACHES, DESIRING
TO WORK TOURNAMENTS.

FROM: BAGSL, INC. BOARD OF DIRECTORS

SUBJECT: LIST OF RESPONSIBILITIES FOR TEAMS WORKING BAGSL TOURNAMENTS
(ATTACHMENT "A")
LIABILITY RELEASE (ATTACHMENT "B")
TOURNAMENT LIST AND DATES (ATTACHMENT "C")

Please read the enclosed information carefully and if you have any questions, contact Keith Whitman @ kwhitman@bagsl.org or the BAGSL office at 251-0868 or softball@bagsl.org.

Teams desiring to work a tournament at either Arrowhead Park or Central Park must obtain a food handlers permit before being allowed to work a tournament. This food handlers permit can be obtained through the Tulsa County Health Department and is free.

The list of responsibilities, Attachment "A", is the Board of Directors estimate of responsibilities and activities which each team will be required to perform during a tournament. These will vary with the specific tournament and the team working the tournament must remain flexible regarding specific requirements and activities to be performed. Please remember your team and the Tournament Director are working together for the best interest of both your team and BAGSL, Inc. so before signing up to work a tournament, review the list of responsibilities with your team parents, this way everyone is aware of the work and responsibilities.

Liability Release, Attachment "B", is for the release of the BAGSL, Inc., its Board of Directors, Officers, Board Members and the City of Broken Arrow from any and all injuries which the group may sustain while working the tournament. It also acknowledges that the group is an independent contractor, which means they are not covered by Workers Compensation, and not drawing a wage or salary.

Again, this information has been compiled for your use and information. If your team desires to be considered for working a BAGSL, Inc. hosted tournament, please sign and date one copy of this memorandum indicating that you have received, read, and understand this information. Also, please sign and date the liability release enclosed and complete the "Tournament List" form, Attachment C, indicating the tournament(s) you desire to be considered for working. If you mark more than one tournament, rate your preference by indicating 1-2-3rd choices.

Return Attachments B & C of the package to the BAGSL office or mail to: P. O. Box 2112, Broken Arrow, OK 74013.

Each team that works a tournament is being evaluated by the Board of Directors. This evaluation will determine if the team/teams will be allowed to work future BAGSL tournaments.

Thank you.
BAGSL
Board of Directors

LIST OF RESPONSIBILITIES FOR TEAMS WORKING BAGSL, INC. TOURNAMENTS
Attachment "A"

During the week prior to the tournament the Manager/Coach of the team that will be working the Tournament may be required to meet with the Tournament Director to explain: start up cash, souvenirs, concession stand, percentage break down, review of rules and regulation of team working and when they will receive their money for working the tournament.

Assist the Tournament Director in anyway as needed to prepare for the Tournament.

Some of the duties are as follows:

Allow sufficient time to prepare the fields, gate and concession stand before the first game of each day. Starting the field workers arrive 1 hour before the first scheduled game time. Gate and concession should arrive 2 hours before first scheduled game time. **Under no circumstance are kids under the age of 16 to be on any field equipment.** Remember, teams will be arriving at least 1 hour before their game.

Concession:

Please keep children under the age of 16 out of the concession stand. There is to be no eating in the concession stand. This is a requirement of the Tulsa County Health Department. If we are found to be in violation of this rule, the concession operation could be closed. Clean every day of the tournament and after the final game. Refer to cleaning guide posted in the concession stand for cleaning guidelines

Restrooms:

Check and clean sink area and empty all trash cans several times during each day of the tournament. Stock toilet paper, towels, and soap as required. Clean and empty trash cans daily and after the last game.

Fields:

Rake and level the batters boxes, pitchers circle and other areas of the field which may require fine grading to smooth the playing surface, before each game. Mark fields to be used including batters box, pitchers circle, on deck batters circle, foul lines, coaches boxes, and first base running lane, before each game. Wet down specific areas of the fields as required. Help retrieve foul balls and return to the appropriate field.

Souvenirs:

BAGSL will provide league souvenirs, such as t-shirts and logo pins for retail sales by the team working the tournament.

Each team is required to adequately staff all areas of responsibility. The recommended minimum number of adult workers is as follows:

Field Workers: 6 adults or 4 adults and two persons over the age of 16, at all times.

Concession: 4 adults at Central Park and 6 adults at Arrowhead Park at all times, 16 year and over may assist with 3 adults at all times.

Gate: 2 adults or a 16 year and over with 1 adult at all times.

Souvenir Sale: 1 adult at all times

Floater: 1 adult at all times

Again, these are the minimum numbers of adult workers which are required at all times. Children may assist the adults, however, adults must supervise. **Also, children under the age of 16 are prohibited by the Tulsa City-County Health Department Rules and Regulations from working in the concession stand.** Field workers should be especially careful when working in the areas near teams warming up before a game, especially pitchers. When pitchers are warming up it is recommended that children not be permitted on the fields to help with the field work.

Pick-up all trash in the walkways, under bleachers, on the fields etc. After the last game every day, pick up all trash in the park including under the bleachers and in the dugouts. Empty all trash cans, trash barrels and trash containers into the dumpsters located in the parking lot as required and every night after the last game. Evenly distribute the empty trash receptacles throughout the walkways.

In general, watch children on the fields who are helping, especially when pitchers or teams are warming up. Do not pay the umpires. BAGSL pays the umpires at the end of each tournament. Umpires are allowed to have all of the cups of ice water they desire, free of charge. Umpires are allowed to have one free soft drink after each game they work.

Obviously, there are other items that will come up during the course of a tournament which the team working the tournament will be responsible for doing. There will always be a Tournament Director, during the tournament, which is responsible for counting all monies with a team representative. All monies are to be kept separate such as concession, miscellaneous concession, gate, BAGSL souvenirs, and again, this is the responsibility of the Tournament Director in conjunction with the working team's manager or designated helper.

Per City contract there shall be no practice by the team working the tournament at anytime at Arrowhead or Central Parks.

Teams selling or fundraising items during the tournament must be BAGSL Board approved prior to tournament.

Please cooperate with and assist the Tournament Director. The tournaments hosted by the BAGSL are fundraisers for the association and ball games for our teams. We should all work together so the tournaments are well organized and profitable, for both the team and BAGSL, so both local and traveling teams will continue to support each of our tournaments.

Thank you.

Tournament Director

RELEASE OF LIABILITY
Attachment "B"

Liability Release for: _____
(name and dates of tournament to be completed by the Tournament Director)

The undersigned manager and/or coach of the _____ (team name), hereinafter referred to as "team", on behalf of the coaches and/or manager and representatives of the team and/or team's parents and families (hereinafter coach(s), manager(s), team and/or team's parents, children and family collectively referred to as "group") in consideration for the privilege of working a Broken Arrow Girls Softball Association, Inc. hosted invitational tournament(s) noted above, hereby releases and forever discharges and agrees to hold harmless the Broken Arrow, Girls Softball League, Inc., its directors, officers and members (hereinafter collectively referred to as "BAGSL") and the City of Broken Arrow from any and all damages, liability(ies), claims, loss(es), expenses and compensation whatsoever, (hereinafter collectively referred to as "claim") which the group may accrue by account of or in anyway out of any and all unknown, and/or unforeseen, and/or unintentional harm, including but not limited to, bodily, personal and/or mental injuries to any member of the group which resulted from the group working the BAGSL, Inc. hosted tournament.

Further, the group also agrees to indemnify and make whole the BAGSL for any claims which the BAGSL may suffer due to the group working the BAGSL hosted tournament. Indemnification shall include but not be limited by the actual monetary loss incurred by the BAGSL including costs of defending such claims.

The group further understands that they will perform work as independent contractor of BAGSL, and that they have no relationship as employees or otherwise within the City of Broken Arrow.

The group further declares and represent(s) that no promise, inducement or agreement not herein expressed has been made to them, and that this Release is voluntarily given by them.

The undersigned have/has read the foregoing release and fully understand(s) it.

Executed this _____ day of _____, 20_____.

Team Manager Signature: _____

Team Manager Print Name: _____

BAGSL Tournament Director: _____