

Position: BASC Games Scheduler

Exhibit A – CONTRACTED SERVICES

Definitions:

Scheduling activities at ISSC fields which may include fields 26 and 27.

Client Representative:

The Games Scheduler shall report to the CLIENT's representative the BASC Games Commissioner.

CONTRACTOR's Operational Duties & Responsibilities:

- Schedule any soccer match or activity requiring ISSC field assignments. This includes, but is not limited to the following:
 - BASC Closed League games
 - 3rd Party Leagues
 - BASC tournament games scheduled for play at ISSC
 - BASC scrimmages
 - ECNL Training
 - SRPL games
 - OPL games
- Ensure that all games/activities are accurately reflected in Facilities Management
- Ensure that all applicable fees have been collected by office staff prior to the scheduling of fields
- Be available in person, via phone, email or other means of communications to address issues for each scheduled or rescheduled game at ISSC or appoint a qualified substitute.
- Physical ability to stand and walk for long time periods and be able to lift/carry boxes or items weighing 30 pounds or more.
- Inform the CLIENT of general games scheduling issues.
- Communicate with the CLIENT and referees via telephone, emails, and meetings to promote efficient and timely scheduling for games.
- Respond to requests for information from the CLIENT within five business days of receipt.
- When requested, attend BASC board meetings to report to the executive board a summary of referee assignor business and answer questions.

Exhibit B – COMPENSATION SCHEDULE

Compensation Schedule:

The CLIENT shall compensate the CONTRACTOR according to the following schedule:

- \$_____ for provided services. **(Please place bid.)**
- A mileage rate per IRS regulations of the current year shall be reimbursed for use of a personal automobile in performance of approved services only when pre-authorized by the CLIENT.
 - Travel to/from a regular work location is not considered reimbursable mileage.
 - A detailed submittal of dates, times, locations, purpose and mileage shall be submitted to the CLIENT.

BID FOR 2017 BASC GAMES SCHEDULER POSITION

Bids and application for this contract labor position may be sent in writing via email, fax or USPS to Broken Arrow Soccer Club. Email to: info@bascok.com Fax to: 918-516-0664 or mail bid to: BASC, P.O. Box 872, Broken Arrow, Oklahoma, 74013.

Bids will be received through January 1, 2017.