



# BROKEN ARROW SOCCER CLUB

## ISSC Service Tech Job Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Phone: ( ) E-mail Address: \_\_\_\_\_

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

Position Applied for: **ISSC SERVICE TECH**

Have you ever volunteered for Broken Arrow Soccer Club? YES  NO  Have you ever worked in a setting requiring you to deal with the general public? YES  NO

### Professional References

*Please list two professional references which are not a relative.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: ( )  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: ( )  
Address: \_\_\_\_\_

### Current or Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your current or previous supervisor for a reference? YES  NO

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

# Position: ISSC Service Technician

## **Exhibit A – CONTRACTED SERVICES**

### **Definitions:**

*Complex grounds:* ISSC as utilized by BASC including Fields 26 and 27

*Complex Activities:* Scheduled activities at ISSC fields for regular season games, training sessions, scrimmages and all BASC and TSC Hurricane hosted tournaments, special events and tryouts.

*Tournament:* Events scheduled as a tournament by the scheduling authority with duration of multiple days and sanctioned by a governing authority recognized by the CLIENT.

*Service Months:* Commences from date the complex is open for activities to the date complex is closed to activities. Service months shall be February, March, April, May, August, September, October and November or as otherwise agreed upon in advance.

### **Client Representative:**

The ISSC Service Technician shall report to the CLIENT's representative the 2<sup>nd</sup> VP.

### **CONTRACTOR's Operational Duties & Responsibilities:**

- All regular season games, training sessions and scrimmages during service months - daily according to complex activities schedule and;
- All BASC and TSC Hurricane tournaments held at ISSC during service months Friday, Saturday, Sunday according to complex activities schedule and;
- All BASC special events according to complex activities schedule and;
- Any other tournaments which are hosted at ISSC will be paid at an agreed upon price by both parties.

#### **Regular season games, training sessions and scrimmages**

- Prior to the first activity of the day (30-45 minutes prior):
  - Unlock the complex restrooms
  - Turn on field lights as needed for scheduled activities
- After the conclusion of the last game of the day (30-45 minutes following):
  - Lock complex restrooms
  - Confirm gates are secured
  - Confirm HQ and concession buildings are secured
  - Survey fields/complex for vandalism, hazards and excessive trash
  - Pick up corner flags left out and place in appropriate storage room
  - Turn off field lights.

#### **Tournaments**

- Prior to the first activity of the day (30-45 minutes prior):
  - Unlock complex restrooms
  - Turn on field lights as needed for scheduled games
  - Put up corner flags on appropriate fields according to schedule
- After the conclusion of the last game of the tournament (30-45 minutes following):

- Taking down corner flags and placing in appropriate storage room
  - Lock complex restrooms
  - Confirm gates are secured
  - Survey fields/complex for vandalism, hazards and excessive trash
  - Confirm HQ and concession buildings are secured
  - Turn off field lights.
- A weekly report shall be submitted to the CLIENT as needed noting issues at the complex.
    - Any item requiring immediate action shall be submitted in a timely manner via phone or email.
  - Provide the CLIENT an invoice for services monthly.
  - Respond to requests for information from the CLIENT within two business days of receipt.
  - Physical ability to stand and walk for long time periods and be able to physically perform the required duties.
  - Appoint a suitable substitute (as indicated in the General Provisions of this Agreement) to perform services in the CONTRACTOR's absence.
  - When requested, attend BASC board meetings to report to the executive board a summary of ISSC Service Technician business and answer questions.

**Equipment, tools, materials and supplies provided by the CLIENT:**

- Use of BASC golf cart/trailer.

**Exhibit B – COMPENSATION SCHEDULE**

**Compensation Schedule:**

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

- For Service Months specified: February, March, April, May and August, September, October and November or as otherwise agreed upon in advance.
  - \$\_\_\_\_\_ per month of provided services (total of \$\_\_\_\_\_ annually)
- Other rate(s) for services provided as agreed upon in advance by both parties in writing.
- A mileage rate of \$0.54/mile shall be reimbursed for use of a personal automobile in performance of approved services only when pre-authorized by the CLIENT.
  - Travel to/from/within 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 ISSC SERVICE TECH 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](mailto: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 November 30, 2016.**