



---

# TEAM MEMBER HANDBOOK



## TABLE OF CONTENTS

### WELCOME

---

Welcome Letter	3
History	4
Venue Offerings	4
Mission & Vision	4

### WORK ENVIRONMENT

---

Parking	5
Bulletin Boards	5
Breakrooms/Lockers	5
Restricted Areas	5
Emergency Closing	5

### TEAM MEMBER INFORMATION

---

Teamwork	6
Work Schedules	6
Holidays	6
Time Clock	6
Meals/Breaks	7
Dress Code	7
Merit Increases	8
Discount Program	8

### TIME & LABOR LAWS

---

Child Labor/Work Permit	9
Final Pay	9
State Laws	9
Weapons Laws	10

### TEAM MEMBER RESPONSIBILITIES

---

Guest Services	12
----------------	----

### WORKPLACE SAFETY

---

Safety Procedures	13
CPR/AED	13

## **WELCOME TO THE TEAM!**

Congratulations! You are now part of the largest youth sports and recreation network in the nation. We are a first-class sports facility designed to serve as an integral part of the surrounding community by providing opportunity for sports, meetings, and special events. Whether our guest is here for an amazing tournament experience or participating in play every week, we are committed to providing the best experience in the industry every time they walk through our gates.

No matter your role today, if you apply your leadership with a focus on getting better each and every day, we know great things will happen within our team, and for you personally. We invite you to bring your best self to work, hold a high standard for your teammates, and join us in the effort to create world-class facilities that improve the lives of the guests we serve.

Expect challenges, there will be many, employ a solution driven mindset and challenges become small bumps in the road that are fun to solve. Understand that every single person and position is valuable, everyone deserves to be recognized and appreciated as a member of our team. No matter where your career journey might be, just starting out, a seasonal position between school years, an experienced professional or restarting your career, you will learn and grow personally and professionally.

The foundation of our culture is to inspire our members, guests, and each other. We will consistently demonstrate respect, treat others with dignity, embrace diversity, strive for excellence, and be accountable to those who have entrusted us with the honor of operating this great venue. As you'll see, we believe in our people and strive to have each Team Member's time be filled with growth and development. Your work here will open you to new experiences.

As part of our team, your influence will be made one person at a time by building dynamic relationships with guests and fellow Team Members. You will learn quickly that we hold high expectations for our Team Members and create long-term advancement opportunities for leaders who commit themselves to achieving results that support the mission. You have our trust. We now look forward to utilizing your unique skills, experience, and developing your capabilities further to contribute to our culture. Please take the time needed to fully review this handbook and learn more about our services, brand, and policies.

You have joined an exciting team! Best of luck in your new position.

Sincerely,

*Jonathan Besinaiz*

General Manager– Portland Sports Complex

## **HISTORY**

The Portland Municipal Park, established in 1968, has been a cornerstone of the community for decades. In 2017, it underwent major upgrades, enhancing its role as a premier recreational space with the addition of five baseball fields, a concession area, a basketball court, a playground, a splash pad, an outdoor exercise area and a half-mile walking trail. The park regularly hosts regional and national events, solidifying its importance as a well-utilized venue for both local and visiting athletes.

The Portland Sports Complex, also underwent major upgrades in 2017, expanding the city's sports infrastructure even further. This state-of-the-art facility features four softball fields, a concession area, a multi-purpose turf field, and a football/soccer field, and a splash pad also making it a prime location for hosting regional and national events.

The Portland Soccer Complex, established in the early 2000s, offers six multi-purpose grass fields, a concession area, a playground, an outdoor exercise area, and a half-mile walking trail. These amenities cater to various recreational needs and have helped position Portland, Texas, as a top sports destination in South Texas. Together, these three facilities have greatly contributed to the city's growing reputation for sports tourism.

## **VENUE OFFERINGS**

Portland Sports Complex is a 38-acre Sports Complex with four softball fields that are also suitable for baseball and soccer, a youth football field, suitable for a UIL (University Interscholastic League) soccer field, a multi-purpose turf field, concession areas, and a playground with splash pad. The artificial turf fields also feature sports lighting, covered spectator seating, scoreboards, dual-lane batting cages, and dugouts

## **MISSION & VISION**

To improve the health and economic vitality of the communities we serve.

## WORK ENVIRONMENT

### BULLETIN BOARDS

The purpose of the bulletin board is to provide a specific place where notices may be posted, including state and federal mandatory notices, and important communications from management. Information placed on the bulletin board is important. Team Members may not post any information on these bulletin boards without the express permission of a Human Resources Representative or General Manager. The bulletin boards are located near the concessions stand areas. You are expected to check it regularly.

### BREAKROOMS/LOCKERS

We request that you leave all personal belongings locked in your car or at home. The Company and Portland Sports Complex assume no liability or responsibility for your personal property, including personal injury, damage, theft, or other loss.

### RESTRICTED AREAS

Certain areas are off limits to unauthorized persons and non-working personnel. Failure to observe “off-limits” rules may result in disciplinary action, up to and including, termination.

Restricted areas include:

- Personal Offices
- Electrical and Maintenance Rooms
- Cash Counting Room

### EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt operations. In extreme cases, these circumstances may require the closing of our facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with Manager approval, Team Members may use available paid time off, if applicable. Team Members will be notified via message through the Paylocity App.

Inclement weather may impact a Team Member’s ability to reach the venue. In the event of serious inclement weather or other events that prevent a Team Member from safely traveling to work, the Team Member should notify the GM as soon as possible.

## TEAM MEMBER INFORMATION

### TEAMWORK

Teamwork is the single key to our success. All of us are team members working towards a common goal. There is no better feeling than being in an environment where the whole team is working hard together and producing something very special. The whole is greater than the sum of its parts. Part of your responsibility for teamwork is doing whatever is asked of you and assisting your fellow Team Members in any way possible, so that everyone's work flows more efficiently and smoothly. If a manager requests that you perform duties outside of your normal job description, it is essential that you cooperate to achieve common goals. If we all remain flexible in our approach to our work and "pitch-in" where needed, the outcome will be reflected in the growing and successful operation of Portland Sports Complex and a more enjoyable work experience for everyone.

### WORK SCHEDULES

You are responsible for the shifts you are scheduled to work. Work schedules are designed to be as flexible as possible to fit your needs. The corresponding department manager must be notified of and approve all schedule changes.

When necessary, managers will advise Team Members of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The scheduling of breaks is the responsibility of the department supervisors and/or managers. You will be required to break in/out for breaks shorter than 15 minutes, but it does not deduct from your pay.

Changing shifts with other Team Members is generally permitted if you trade shifts with another qualified Team Member from your department. All shift changes must be requested through Paylocity and approved by your direct department supervisor and/or General Manager. If this procedure is not followed properly, you will still be considered responsible for the shift and you will be deemed a No Call, No Show (NCNS), even if you asked someone else to take it for you.

To request time off you should make sure you update your availability in Paylocity with when you can and cannot work. Shifts are entered in Paylocity on an as-needed basis depending on the requirements of the event. If shifts are not picked up, then manual scheduling will occur. We will try to work around any requested time off but do not assume that you automatically have the requested time off. Be sure to check the app daily. As mentioned above, you are solely responsible for your scheduled shifts.

You must work at least one (1) shift per month to remain active. If you fail to fulfill this requirement without advanced notification in writing, your access will be disabled, and the situation deemed "job abandonment".

**HOLIDAYS**

The Portland Sports Complex observes 12 paid Holidays a year.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

- If the Holiday falls on a Saturday, the Holiday will be observed on the Friday before the Holiday.
- If the Holiday falls on a Sunday, the Holiday will be observed on the Monday after the Holiday.

**TIME CLOCK**

Hourly Team Members will clock-in/out using the Paylocity mobile app.

**MEALS/BREAKS**

Management will assign breaks as needed during shifts. All hourly Team Members are to clock out for breaks longer than 20 minutes. Morning and afternoon breaks of 15 minutes each are available to Team Members based on the venue needs.

**DRESS CODE**

Team Members are responsible for the upkeep of their uniforms and for the return of all uniforms upon separation of employment. Dress, grooming, and personal hygiene standards contribute to the morale of all Team Members and affect the business image of Portland Sports Complex. When representing Portland Sports Complex (on and off-site anytime in uniform), Team Members are expected to present a clean, neat, and tasteful appearance. Team Members should dress and groom themselves according to the requirements of their position. Without unduly restricting individual tastes, the following personal appearance guidelines shall be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards. Shoes must be worn at all times. Sandals and flip-flops are not allowed.
- Clothing deemed revealing, suggestive, or distasteful by facility management is prohibited (holes or ripped clothing are not permitted).
- Mustaches and beards must be clean, well-trimmed and neat.
- Hairstyles are expected to be in good taste; unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.

- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, must not be worn during business hours.
- Torso body piercing with visible jewelry, or jewelry that can be seen through or under clothing, must not be worn during business hours.
- Excessive or offensive tattoos should be covered during work hours.

Team Members should consult with their direct manager, General Manager, or Human Resources Representative if they have questions as to what constitutes appropriate attire.

### **MEERIT INCREASES**

In any year in which the Portland Sports Complex sets aside funds for merit increases, those increases, based on a percentage of the Team Member's current salary, may be granted based on their most recent annual performance review. Merit increases become effective only after review and approval by the GM. Merit increases are not used to recognize increased duties and responsibilities (a promotion) and are granted without regard to cost-of-living factors or longevity. Merit increases recognize exceptional performance and thus are granted in conjunction with the supervisor's recommendation and a performance evaluation of the Team Member.

### **DISCOUNT PROGRAM**

All Team Members who are scheduled to work four (4 ) hours or more in a shift are eligible for one complimentary meal during that shift only. The complimentary items per shift are limited to two (2) meal items and one (1) beverage per shift. Anyone who works more than eight (8) hours in a shift can receive an additional complimentary snack item. Meal items are hot dogs, sausage wraps, nachos, Frito pie, etc. Beverages included bottled water and fountain drinks only. Snack items are chips, pickles, pretzels, candy, pastries, cookies, etc. Specialty items are excluded. Team Members should request their meals during non-peak hours and while on a meal break. Meals should not be eaten while clocked in. Team Members will need to present their ID badge to receive their complimentary meal. This discount is reviewed quarterly for budgetary purposes and can be changed at any time.

## TIME AND LABOR LAWS

### CHILD LABOR/ WORK PERMIT

Candidates must be a minimum of 16 years of age to be considered for employment unless approved by a Company Account Executive or a Senior Leader in the Company’s Home Office. In certain situations where an exception is made, all state and local child labor laws including work permits will be adhered to.

During School Days 14-15 years old:

- Max 3 hours per day
- Max 18 hours per week
- Allowed work 7 a.m. to 7 p.m.

During Non-School Days (Summer or Holidays) 14-15 Years old:

- Max 8 hours per day
- Max 40 hours per week
- Allowed work 7 a.m. to 9 p.m.

### FINAL PAY

Under Texas law, team members who resign voluntarily must receive their final paycheck on the next regularly scheduled payday, while team members who are involuntarily terminated must receive their final wages within six calendar days. Texas does not require companies to pay out accrued but unused PTO at separation unless the employer’s policy or practice provides for payout. If company policy allows for unused PTO to be paid, it will be included with the final wages and issued according to the timing required for voluntary or involuntary separation. Team members who have questions about final pay or PTO eligibility should contact Human Resources.

### STATE LAWS

#### COURT WITNESS LEAVE

Companies must provide unpaid leave to team members to appear as witnesses in a court proceeding or to attend a juvenile court proceeding when required as parents or guardians.

#### EQUAL WORK, EQUAL PAY

A team member who performs public service for this state is entitled to be paid the same compensation as other team members as is paid to a team member who performs the same kind, grade, and quantity of service, and a distinction in compensation may not be made because of sex.

#### INTENTIONAL AI DISCRIMINATION

Beginning January 1, 2026, Texas will prohibit companies of *all sizes* from using artificial intelligence (AI) systems with the intent to discriminate against members of a protected class. Both federal and state law already prohibit discrimination against protected classes if an employer has *15 or more* team members (and using AI, or any other tool, to discriminate wouldn’t excuse it), but this new law applies to small companies as well.

## **JURY LEAVE**

Texas' jury duty leave law requires all companies to provide team members with time off for jury duty. Companies cannot take adverse action against team members for serving as jurors or grand jurors, or for attending or scheduling to attend jury duty service.

## **OVERTIME**

Texas companies covered by the federal Fair Labor Standards Act (FLSA) must comply with the FLSA's overtime requirements. Under the FLSA, companies must generally pay nonexempt team members one and one-half times their regular rate of pay for all hours worked over 40 hours in a workweek.

## **POLITICAL CONVENTION LEAVE**

SFC will provide Team Members with unpaid leave to attend:

- A precinct convention for which they are eligible to participate; or
- A county, district, or state convention for which they are a delegate.

Provide as much notice as possible of your need for leave.

Cyclone Ballparks will not discriminate or retaliate against Team Members who request or take leave in accordance with this policy.

## **VOTING LEAVE**

Texas Companies must provide Team Members with paid leave to vote if the polls are not open at least two consecutive hours before or after the Team Member's shift.

## **WEAPON LAWS**

Texas law allows Team Members to exercise the "Firearm Carry Act" of the State of Texas pursuant to this policy. Team Members who wish to carry a concealed handgun must adhere to the following regulations:

- 1) Prior to carrying a handgun during work hours:
  - a) The Team Member must notify the General manager of their intention to exercise the Firearm Carry Act; and
  - b) Must be pre-approved with the General Manager a method for securing the handgun if the Team Member's job duties require them to remove the handgun from their person while performing their duties. The General Manager is responsible for approving and documenting how from concealment on the Team Member's body.
- 2) The Team member may not alter the approved uniform, clothing policy or the method the clothing is worn to accommodate the concealment requirement of this policy.
- 3) The handgun must be carried in a holster with at least a thumb-break retention.
- 4) If a Team Member's job duties require them to remove the handgun from their person to perform any task:

- a) The handgun shall be placed in a secure manner during this period as preapproved with the General Manager in Section 2(b) above; and
  - b) The handgun shall remain in the holster while being removed from the person; and
  - c) The handgun shall be removed in a discrete method that is out of the public view.
- 5) Team Members must obey the Texas Penal Code Section 30.06 and any other applicable local, state, and federal regulations.
  - 6) Team Member's may not carry any other type of firearm or weapon that is not covered by the "Firearm Carry Act" (i.e. rifle, shotgun, hunting knife, etc.).

Any Team Member that violates this policy will be subject to disciplinary action, up to and including termination.

## TEAM MEMBER RESPONSIBILITIES

### GUEST SERVICE

We are a service business, and our success is dependent upon providing our guests with the best experience around. Every Team Member is a big part of that experience. You represent Portland Sports Complex in your actions and should always conduct yourself in a courteous and professional manner.

We want to be considered the “friendliest place in town.” To achieve that position, we have instituted the “Hospitality Zone”. You will be amazed at the reaction you will receive from guests.

- Within ten (10) feet you should acknowledge a guest by making eye contact, smiling, nodding, etc.
- Within five (5) feet you should initiate conversation. (i.e. “Welcome! How are you?”)
- You should always have the first and last word in a conversation. As a guest approaches, you should be the one to initiate conversation.
- Engage guests to help direct them, rather than waiting for them to come to you.
- As a guest leaves, you should always have a friendly word for them (i.e. “Have a great night! See you again soon!”).

Working in direct contact with the public can be enjoyable and rewarding, but it can also be challenging. Handling those challenges with care can make all the difference in our guests’ experience. Always consider yourself as being “on stage.” No matter what bothers you inwardly, a smile, eye contact, and sincerity will always be your most valuable assets.

Remember that the guests are never an interruption to our work. Their happiness and enjoyment IS our work. Make sure that you greet our guests with a friendly smile, eye contact, and make them feel welcome. If they ask a question that you can’t answer, say, “I’m not sure, but I’ll find out for you,” – then do so.

Never argue with a guest. If there is a problem that you cannot handle, that you feel is getting out of control, or is upsetting you and causing a confrontation with a guest, excuse yourself from the situation and seek a Manager for assistance.

Remember the following guidelines when dealing with a difficult situation:

- Let the guest speak; do not interrupt.
- Apologize for any inconveniences.
- Try to satisfy the immediate needs.
- Inform a Manager immediately.

## WORKPLACE SAFETY

### SAFETY PROCEDURES

Safety is very important. All Team Members are expected to be safety-conscious, follow safety rules, and to immediately alert management to any conditions in the workplace that are believed to be unsafe or unhealthy. Accident prevention is important to the well-being of our Team Members and guests. As you go through training for your position, additional safety procedures will be explained in depth. The following basic safety rules have been developed to protect Team Members and others from injury while on the job. Accidents can happen - but remember, safety is everyone's responsibility.

#### Team members should:

1. Learn their job and how to be safe in the workplace.
2. Know the location of fire alarm boxes, extinguishers, in case of a fire.
3. Promptly report all unsafe or potentially hazardous conditions:
  - Dangerous conditions related to playing surface/sports equipment
  - Wet or slippery floors
  - Cluttered or unsafe areas
  - Equipment left in aisles, walkways, or blocking exits
  - Exposed or unsafe electrical wiring
  - Careless handling of equipment
  - Defective or unguarded equipment
4. Follow all manufacturer recommendations when operating equipment.
5. Handle hazardous chemicals with care.
6. Use proper lifting procedures and get help when needed.
7. Wear safety glasses and protective clothing when necessary.
8. Immediately report all accidents to a Manager on Duty.

### CPR/AED

Team Members who work in certain areas of the facility are required to hold a current CPR, AED and/or First Aid certification at all times. If your position requires a certification, you are expected to maintain certification.