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# TEAM MEMBER HANDBOOK



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## **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 opportunities 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,

*Tony Thiry*

General Manager– Woodman's Sports & Convention Center

## HISTORY

The Woodman's Center, spanning roughly 140,000 square feet, is designed to attract sports teams, regional and national companies, and organizations for meetings, conferences, and trade shows. In addition to large-scale events, the center will host regular youth and adult sports programming — from leagues and drop-in sessions to tournaments and training — making it a vibrant hub for community recreation year-round.

This state-of-the-art facility will play a vital role in driving economic growth by creating jobs, revitalizing the area, and promoting sustainable resource use, all while boosting local property values and tax revenues. It will generate new opportunities for local businesses and improve the overall quality of life in Rock County and Wisconsin through increased activities and investment.

## VENUE OFFERINGS

A year-round ice arena will provide a hub for hockey, figure skating, and other on-ice sports, alongside community events. The Center will also feature a 25,800 square-foot flexible space, designed to transition from conference setups to hardcourt sports for youth. Additionally, the multipurpose arena will serve as an ice rink for part of the year, converting into dry courts for basketball, volleyball, pickleball, futsal, and expanded conference space when needed.

With its diverse offerings, including ice rinks, turf fields, sport courts, meeting rooms, and event spaces, the Woodman's Center truly has something for everyone.

## MISSION & VISION

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

## WORK ENVIRONMENT

### PARKING

Team members should park on the west side of the parking lot along Milton Avenue.

### 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 in the Team Member break room. 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 Woodman's Sports & Convention Center 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 of an emergency closing via phone call or text message from their Department Manager.

### LOST AND FOUND

Lost and Found is located behind the Guest Services Counter.

## 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 Woodman's Sports & Convention Center 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 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".

### TIME CLOCK

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

**HOLIDAY SCHEDULE**

New Year's Day	Thanksgiving Day
Friday Before Easter	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

**MEALS/BREAKS**

Management will assign breaks as needed during shifts. All hourly Team Members are to clock out for breaks longer than 20 minutes.

Wisconsin employers are encouraged, but not required, to provide brief rest periods, coffee breaks, or meal periods to adult team members (those age 18 and over). Employers are also encouraged, but not required, to provide breaks of at least 30 minutes at times reasonably close to the usual meal period. Employers are discouraged from scheduling shifts of more than six consecutive hours without a meal period. Such matters are to be determined directly between the employer and the team member.

The employer must pay all team members for on-duty meal periods, which are to be counted as work time. An on-duty meal period is a meal period where the employer does not provide at least 30 minutes free from work. Any meal period where the team member is not free to leave the premises of the employer will also be considered an on-duty meal period.

**Minors**

**Meal Periods**

No minor under 18 may be employed or permitted to work more than six consecutive hours without a meal period. At least 30 minutes must be allowed for each meal period, which must commence reasonably close to 6 a.m., noon, 6 p.m., or midnight, or approximately midway through any work period or at times deemed reasonable by the Department of Workforce Development.

**Rest Periods**

Any 16- and 17-year-old minor who works after 11 p.m. must have at least eight hours of rest before the end of one shift and the start of the next.

**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 Woodman's Sports & Convention Center. When representing Woodman's Sports & Convention Center (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.

## **DISCOUNT PROGRAM**

Team Members enjoy free admission and skate rental to open skate, open hockey, open stick, and puck time as well as free admission to open courts for any sport during open drop in. Additionally, Team Members receive a 20% discount on all programs, such as Learn to Skate, Learn to Play, Leagues, and Clinics for both ice and sports offerings. Team Members also receive 40% off all concessions, excluding alcoholic beverages.

## 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 VP of Venue Management 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.

Children aged 14 and 15 may work but are limited in the hours and occupations that they work. Children aged 16 and 17 may work but cannot be employed in industries the Department of Labor determines to be too hazardous. Minors 14 and 15 years of age are required to provide a "Work Permit" prior to starting. The employer is obligated to reimburse the minor by their first paycheck the \$10 fee for permit costs.

Minors who are 16 or 17 do not have restrictions on the hours they may work, except that they may not work during school hours and must have at least eight hours of rest before starting their next shift if they work past 11 p.m. Minors working in canning or freezing establishments have specific requirements.

Minors age 14 and 15:

- May not work during school hours.
- Can work no more than eight hours in a day when school is not in session.
- Can work no more than 40 hours in a week when school is not in session.
- Can work no more than three hours in a day when school is in session.
- Can work no more than 18 hours in a week when school is in session.
- Can work only between 7 a.m. and 7 p.m. during the school year. However, between June 1 and Labor Day, they may work between the hours of 7 a.m. and 9 p.m.

### FINAL PAY

Under Wisconsin law, when a team member separates from employment, whether voluntarily or involuntarily, the final wages earned through the last day worked must be paid on the next regularly scheduled payday.

Wisconsin law does **not require payment of unused accrued Paid Time Off (PTO)** upon separation unless the Company's PTO policy specifically provides for such payout. If the Company's policy allows for the payout of accrued PTO, it will be included in the final paycheck; otherwise, any unused PTO will be forfeited.

### STATE LAWS

#### ACCOMODATIONS FOR NURSING MOTHERS

Woodman's Sports & Convention Center will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in the company refrigerator located in the breakroom. Sufficiently mark or label your milk to avoid confusion for other Team Members who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt Woodman's Sports & Convention Center operations.

You are encouraged to discuss the length and frequency of these breaks with your supervisor. The Woodman's Sports & Convention Center will not discriminate or retaliate against Team Members who express breast milk in the workplace in accordance with this policy.

### **BONE MARROW AND ORGAN DONATION LEAVE**

Woodman's Sports & Convention Center will provide eligible Team Members up to six weeks of unpaid, job-protected leave in a 12-month period for the purpose of serving as an organ or bone marrow donor. Leave may only be taken for the period necessary to undergo the donation procedure and to recover from the procedure.

You are eligible for this leave if you have worked for the Woodman's Sports & Convention Center for 52 consecutive weeks and have worked at least 1,000 hours during those weeks.

If you intend to take leave under this policy, you must:

- Make a reasonable effort to schedule the bone marrow or organ donation so as to not unduly disrupt Woodman's Sports & Convention Center operations, subject to the approval of your health care provider.
- Provide the Woodman's Sports & Convention Center advance notice of the need for leave in a reasonable and practicable manner. Notice should be provided to your supervisor.

As a condition of approving leave, the Woodman's Sports & Convention Center may require medical certification stating all of the following:

- That the donee has a serious health condition that necessitates a bone marrow or organ transplant.
- That you are eligible and have agreed to be a bone marrow or organ donor for the donee.
- The expected amount of time necessary for you to recover from the donation procedure.

The Woodman's Sports & Convention Center will maintain your group health insurance during the approved leave if you had coverage under the plan immediately prior to leave. Upon return from leave, you will be returned to your former position, or if that position is not vacant, you will be returned to a position with equivalent pay, benefits, working shift, hours, and other terms and conditions of employment. If you wish to return to work prior to the end of the scheduled leave, you will be returned to work within a reasonable time.

When taking donor leave, you are not entitled to any right, employment benefit, or position to which you would not otherwise have been entitled had leave not been taken. You are also not entitled to the accrual of any seniority or employment benefit during a donor leave.

Upon mutual agreement, you may be allowed to work in an alternative employment position while recovering from your procedure. Any period of time that you work in alternative employment does not reduce your leave entitlement.

The Woodman's Sports & Convention Center will not retaliate against Team Members who request or take leave in accordance with this policy.

### **CIVIL AIR PATROL LEAVE**

Woodman's Sports & Convention Center will provide eligible Team Members with unpaid Civil Air Patrol leave to participate in an "emergency service operation" of the Civil Air Patrol, as defined under applicable law.

To be eligible for Civil Air Patrol leave, you must:

- Be a member of the Civil Air Patrol; and
- Prior to the emergency service operation, notify the Woodman's Sports & Convention Center in writing that you are a member of the Civil Air Patrol.

You may take no more than five consecutive workdays of leave and no more than 15 total workdays of leave in any year.

Leave must not unduly disrupt the Woodman's Sports & Convention Center's operations. If the emergency service operation begins before you are required to report to work, the Woodman's Sports & Convention Center may require you to provide a written statement from your commander, or the designated representative of your commander, certifying that you were participating in an emergency service operation at the time of your absence from work.

If the emergency service operation begins after you have reported to work, you must also secure permission from the Woodman's Sports & Convention Center to leave work before responding to the emergency service operation.

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment. The Woodman's Sports & Convention Center will not retaliate or discriminate against Team Members who request or take leave in accordance with this policy.

### **ELECTION OFFICIAL LEAVE**

Woodman's Sports & Convention Center will provide Team Members who have been appointed as election officials with unpaid leave to fulfill their duties on Election Day. Leave is for the entire 24 hours of each Election Day.

You must provide at least seven days' notice of your need to take leave. The Woodman's Sports & Convention Center may request verification of your appointment as an election official from the municipal clerk.

## **EMERGENCY RESPONSE LEAVE**

In Wisconsin, employers must allow employees who are emergency responders to be late or absent from work to respond to emergencies. The employee needs to be a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a non-profit corporation. The reason for being late or absent must be because the employee is responding to an emergency that begins before the employee is required to report to work.

In order for employees to be late or absent, they must do the following:

- No later than 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submit to the employer a written statement signed by the chief of the volunteer fire department, etc., notifying the employer that the employee is such a volunteer. When this changes, the employees are to notify the employer.
- When dispatched to an emergency, make every effort to notify the employer that they may be late or absent due to the emergency. If prior notice cannot be made, submit a written statement from the chief explaining why prior notification could not be made.
- When late or absent from work, upon request from the employer, provide a written statement from the chief that the employees were responding to an emergency at the time of the lateness or absence, and indicating the date and time of the response to the emergency.

Employers may not discharge or discriminate against employees for exercising their rights under this law.

## **EQUAL PAY RECORDING**

The Company provides equal pay for equal work, without discrimination based on sex or other protected characteristics. Pay records are maintained to ensure compliance with applicable laws.

## **MEALS & BREAKS**

Wisconsin employers are encouraged, but not required, to provide brief rest periods, coffee breaks, or meal periods to adult employees (those age 18 and over). Employers are also encouraged, but not required, to provide breaks of at least 30 minutes at times reasonably close to the usual meal period. Employers are discouraged from scheduling shifts of more than six consecutive hours without a meal period. Such matters are to be determined directly between the employer and the employee.

The employer must pay all employees for on-duty meal periods, which are to be counted as work time. An on-duty meal period is a meal period where the employer does not provide at least 30 minutes free from work. Any meal period where the employee is not free to leave the premises of the employer will also be considered an on-duty meal period.

Minors

Meal Periods

No minor under 18 may be employed or permitted to work more than six consecutive hours without a meal period. At least 30 minutes must be allowed for each meal period, which must

commence as reasonably close to 6 a.m., noon, 6 p.m., or midnight, or approximately midway through any work period or at times deemed reasonable by the Department of Workforce Development.

#### Rest Periods

Any 16- and 17-year-old minor who works after 11 p.m. must have at least eight hours of rest before the end of one shift and the start of the next.

### VOTING LEAVE

Woodman's Sports & Convention Center encourages all Team Members to exercise their right to vote. Generally, Team Members are able to find time to vote either before or after work. If you are unable to vote during your non-working hours, the Woodman's Sports & Convention Center will provide you with up to three consecutive hours of unpaid leave to vote.

You must provide written notice of your need for leave prior to Election Day. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

### WISCONSIN FAMILY & MEDICAL LEAVE (WFMLA)

Woodman's Sports & Convention Center will provide eligible Team Members with leave in accordance with the Wisconsin Family and Medical Leave Act (WFMLA).

To be eligible for WFMLA leave, you must:

- Have been employed with the Woodman's Sports & Convention Center for more than 52 consecutive weeks; and
- Have worked for the Woodman's Sports & Convention Center at least 1,000 hours (including paid time off) during the preceding 52 weeks.

WFMLA leave may be taken for the following reasons:

- The birth or adoption of a child.
- To care for a covered family member with a serious health condition.
- To take care of your own serious health condition.

*Covered family member* includes your spouse, domestic partner, parents (including parents of a spouse or domestic partner), or child.

*Child* means a biological, adopted, or foster child, stepchild, or a legal ward who:

- Is under 18 years of age; or
- Is 18 years of age or older and incapable of self-care because of a serious health condition.

A *serious health condition* is a disabling physical or mental illness, injury, impairment, or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.

In a 12-month period, you may take up to two weeks of leave for your own serious health condition.

## **OVERTIME**

Wisconsin's overtime rules require covered employees are paid one and one-half the regular rate of pay for all hours worked over 40 hours per week. Employers have the legal right to set the schedule of hours to be worked, and the employee does not have the right to refuse to work unless otherwise negotiated in a collectively bargained agreement.

### **SHIFT CUTS or UNEXPECTED CLOSURE**

With certain exceptions, businesses employing 50 or more persons in the State of Wisconsin must provide written notice 60 days before implementing a "business (plant) closing" or "mass layoff" in the state.

## **WITNESS LEAVE**

Woodman's Sports & Convention Center will provide leave to Team Members who are subpoenaed to testify in court.

You must provide notice of your need for leave under this policy on the first business day after receiving the subpoena.

The Woodman's Sports & Convention Center reserves the right to require Team Members to provide proof of the need for leave to the extent authorized by law.

Leave under this policy is generally unpaid; however, leave will be paid if you are subpoenaed to testify in an action or proceeding resulting from:

- A crime against the Woodman's Sports & Convention Center; or
- Your involvement in a work-related incident.

The Woodman's Sports & Convention Center will not retaliate against Team Members who request or take leave in accordance with this policy.

## **WORKPLACE VIOLENCE or SUSPICIOUS ACTIVITY**

State law protects workers from harassment in the workplace because of their race, color, creed, ancestry, national origin, age (40 and up), disability, sex, arrest or conviction record, marital status, sexual orientation, or membership in the military reserve.

Harassment may include verbal abuse, epithets, and vulgar or derogatory language, display of offensive cartoons or materials, mimicry, lewd or offensive gestures, and telling of jokes offensive to the above protected class members. The behavior must be more than a few isolated incidents or casual comments. It involves a pattern of abusive and degrading conduct directed against a protected class member that is sufficient to interfere with their work or create an offensive and hostile work environment.

State law does not protect workers from general workplace harassment or bullying unconnected with some characteristic under the law.

The statute of limitations for filing a complaint is 300 days from the date the action was taken or the individual was made aware the action was taken.

## 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 Woodman's Sports & Convention Center 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 inconvenience.
- 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's 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.