

**YouthField.com - 2302 E Birch, Enid Ok. 73701 (580) 478-3353
Policy and Procedure / Risk management (4-1-17)**

- 1. All Employees and volunteers must read and comply with these policies and procedures.**
- 2. The property located at 2302 E Birch is owned by anewchurch.tv and leased to youthfield.com**
- 3. The field is aprox 275 feet by 150 feet.**
- 4. Paintball, archery, and misc sporting gear must be clean and stored in trailer daily.**
- 5. Tanks (Co2 and HPA) must be secured and refilled weekly.**
- 6. The grounds must be cleaned before and after each days activity.**
- 7. Any broken or lost gear must be reported to manager daily.**
- 8. All participants must sign waiver / release form.**
- 9. All participants must be registered with name, address and phone.**
- 10. All activities must have referee on site.**
- 11. No drugs, alcohol, profanity, fighting will be tolerated.**
- 12. Registration table will be staffed at all times.**
- 13. Background checks are mandatory for all employees and volunteers.**
- 14. Safety must be the priority at archery range and paintball field.**
- 15. Any defiance or arguing with staff will result in removal of participants from the field.**
- 16. Any accident or injury will be documented and emergency response will be called if necessary.**
- 17. Employees, volunteers, and participants will use the field at their own risk. They are responsible for personal medical insurance.**
- 18. All money exchanged and credits will be documented and written daily report will be emailed to the manager.**
- 19. Safety videos are required to view prior to paintball and archery.**
- 20. Use of personal gear for paintball and archery is an assumed risk of the owner.**
- 21. Use of rental gear is expected to be returned in same condition.**

signed _____ date _____