



INTERNATIONAL SPORTS ORGANIZATION TERMS OF EMPLOYMENT

Overview

Welcome to our team at International Sports Organizations! We are pleased to have you join our team.

As an organization we offer cricket opportunities to community centers, schools, and parks in the Montgomery County area. When you become a part of our team, you are trained on proper cricket etiquette and how to responsibly and safely work with the youth learning or participating in the class. This contract explains what is expected of employees, proper conduct with children, safety procedures, and all other necessary policies and procedures that employees NEED to know before starting work with International Sports Organizations.

Terms of Employment

International Sports Organization, LLC Terms of Employment
[Effective as of May 5th, 2023]

Welcome to the International Sports Organization Employee Terms of agreement. For purposes of this agreement, "Site" refers to the Company's website, which can be accessed at <http://realiso.us/>. "Service" refers to the Company's services accessed via the Site, in which users can apply for a cricket representative position or access the cricket organizations and opportunities we offer. The terms "we," "us," and "our" refer to the Company. "You" refers to you, as a user of our Site or our Service.

The following Terms of Employment apply when you view or use the Service [via our website located at <http://realiso.us/>].

Please review the following terms carefully. By accessing employment with us, you signify your agreement to these Terms of Use. **If you do not agree to be bound by these Terms of Employment in their entirety, you may not access employment from this organization.**

PRIVACY POLICY

International Sports Organization respects the privacy of its employees. Please refer to the Company's Privacy Policy below, which explains how we collect, use, and disclose information that pertains to your privacy. When you access employment, you signify your agreement to the Privacy Policy as well as these Terms of Employment.

- The only information we collect is email, phone number, W-9 Form, and Driver's License.
- International Sports Organization will never use your personal information provided to us for any other use other than background checks (paid for by our organization), and employee payroll.
- When applying we ask that you call instead of email, trust can be established more easily, and less information is needed to be exchanged.

ABOUT OUR SERVICES

The Service allows you to work for an international organization that is helping children of all backgrounds gain athletic and leadership skills by teaching cricket.

RULES FOR CONDUCT AND EMPLOYMENT

You need to be at least 18 years old and a resident of the United States to apply for a Cricket Coach position and access the organization.

If you are interested in applying to be a Cricket Coach for our organization, you will email or call the number provided on the website, and set up an interview. Phone calls are preferred. You agree to notify us immediately of any unauthorized use of your employment. The Company will not be responsible for any liabilities, losses, or damages arising out of the unauthorized use of your member name and/or employment as a coach.

EMPLOYEE RESTRICTIONS AND PROCEDURES

Your continued employment is conditioned upon the following rules and guidelines, posting and conduct restrictions:

You agree that you will not under any circumstances:

- Coaches must be on time, pay will be deducted after 5 minutes after shift time
- collect or harvest any personal data of any user of the Site or the Service
- Disrespect or inappropriately touch kids
- Raise voice at kids
- Gossip or expose personal information of kids
- Expose personal information of other employees or yourself

You agree that you WILL under any circumstance:

- Notify organization 36 hours before shift if you are not coming
- Let administration know a week in advance if terminating coach position
- Access employment for any unlawful purpose or for the promotion of illegal activities;
- Distribute any part or parts of the Site or employment without our explicit written permission (we grant the operators of public search engines permission to use spiders to copy materials from the site for the sole purpose of creating publicly-available searchable indices but retain the right to revoke this permission at any time on a general or specific basis);
- use the employment for any unlawful purpose or for the promotion of illegal activities;
- attempt to, or harass, abuse or harm another person or group;
- provide false or inaccurate information when applying or turning in proper forms (such as W-9 Form and Driver's License) for employment

SAFETY PROCEDURES:

- In the case of a fire emergency, follow the emergency protocols of the school or facility
- If kids are injured, follow proper first aid kit procedure
- In case of a external threat to the school or facility environment, follow code red or blue procedures provided below:

CODE GREEN, YELLOW, RED, & SEVERE WEATHER PROCEDURES:

Emergency Response Guide

WHAT YOU HEAR & WHAT YOU DO



Code Green

A Code Green (All Clear) is used when another emergency response is canceled, such as a Code Red, Code Yellow or Severe Weather Alert. Code Green is the normal (safe) condition we are in every day.

Activation method: Intercom announcement

What you will hear: **CODE GREEN: ALL CLEAR** (followed by additional instructions)

1. Wait for additional instructions from a recognized administrator or emergency responder.
2. Resume normal school activities only when directed to do so.



Code Yellow

A Code Yellow (Shelter in Place) is used when an incident is occurring outside near the school that requires police, medical or fire response.

Activation method: Intercom announcement

What you will hear: **SECURITY ALERT: CODE YELLOW**

1. If students are outside the school, bring them inside.
2. Close and lock exterior doors and windows. Place signage on main entrance to inform visitors that the school is currently in Code Yellow.
3. Continue normal school activities as scheduled unless otherwise directed via intercom.
4. Remain inside the building until Code Green "All Clear" announcement.



Code Red

A Code Red is used when an unauthorized intruder is threatening school safety.

Activation method: Intercom announcement

What you will hear: **SECURITY ALERT: CODE RED**

1. Immediately implement 4E intruder procedures (educate, evade, escape, engage).
2. If **Escape** option is chosen (run):
 - a. Leave belongings and exit the building as quickly and safely as possible.
 - b. Once outside, go to nearest Rally Point and begin taking attendance. Wait for further instructions from first responders.
 - c. Prepare for transportation to family Reunification Point.
3. If **Evade** option is chosen (hide):
 - a. Lockdown in nearest room. Close and lock doors/windows, lower blinds, turn lights off.
 - b. Place cabinets, tables or desks in front of door, and move everyone away from doors/windows. Remain quiet and alert.
 - c. If door has a window, go where you cannot be seen through the window.
 - d. Take attendance including anyone missing.
 - e. Do not allow anyone to leave and do not open the door for anyone, even if the fire alarm sounds. If it is a true fire emergency, an announcement will be made over the intercom to evacuate the building.
 - f. Wait for Code Green followed by further instructions via intercom, or until police arrive at your door using proper identification.
4. If **Engage** option is chosen (fight):
 - a. Assertively use all means possible to disrupt or distract intruder.
 - b. Use noise, movement, distance or improvised weapons to your advantage and escape if safe to do so.
 - c. If able to overpower the intruder, hold the person down until help arrives.
 - d. Disarm intruder if possible, but do not attempt to use the weapon. Place in secure location such as trash can until police arrive.



Severe Weather

A Severe Weather Alert is used when students and staff need to take cover due to severe weather such as a Tornado Warning.

Activation method: Intercom announcement

What you will hear: **SEVERE WEATHER ALERT: PLEASE TAKE COVER**

1. Proceed immediately to designated severe weather shelter locations.
2. Do not allow anyone to stop for personal items, restroom use, etc.
3. Last person out of the room must close the door.
4. Once in shelter location, teachers take attendance and report any missing, injured or additional students to a school Crisis Team member.
5. Unless otherwise directed, instruct students to "duck and cover" under desks or facing a wall.
6. Remain in shelter location until Code Green "All Clear" announcement.

IF IT'S AN EMERGENCY, REMEMBER TO CALL 911.

MCPS LOCKDOWN, EVACUATE, SHELTER PROCEDURES:

MCPS Prepares for Emergencies LOCKDOWN • EVACUATE • SHELTER

Lockdown—Evacuate—Shelter (LES)
The new program will use the terms lockdown, evacuate, and shelter to identify the response that has been implemented during an emergency.

▲ **Lockdown** is an emergency alert and response to imminent danger in the school or on campus. Students, staff, and visitors report to the nearest securable location under adult supervision. An administrator ensures that 911 is called to request immediate assistance. Students, staff, and visitors remain secured until police have controlled the situation.

▲ **Evacuate** is an emergency alert and response called by an administrator when it is too dangerous to remain in the building. During a fire evacuation, students, staff, and visitors must leave by the nearest exit and go to a location at least 50 feet away from the building. In other than a fire emergency, an administrator may call a directed evacuation which requires students, staff, and visitors to move to a location that is at least 300 feet away from the building.

▲ **Shelter** is an emergency alert and response called by an administrator when it is too dangerous to leave the school. There are three types of shelter alerts:

- **Public Safety Shelter** is used if there are public safety actions occurring in the community near the school. Exterior doors are secured, and classroom instruction continues. Public safety officials will notify the school when the situation is under control.
- **Severe Weather Shelter** is used when a high wind warning has been issued for the community near the school. All students, staff, and visitors—including those located in

relocatable classrooms—are brought into the school's main building. Everyone in the building reports to the designated weather-safe areas. Staff monitors the weather reports.

• **Outside Hazardous Materials Release** requires students, staff, and visitors to be brought into the main building; however, relocatable classrooms are evacuated to the main building only if safe to do so and in consultation with public safety officials. Exterior doors and windows are secured. Ventilation systems are shut down. Public safety officials will notify the school when the situation is under control.

Parent/Child Reunification Guidelines

The MCPS Parent/Child Reunification Plan guidelines are important information that parents and guardians need to know before there is an emergency at your child's school.

A school may experience an emergency that requires that students be dismissed from school other than the usual time or location. In these rare instances, MCPS will use a procedure known as the Parent/Child Reunification (PCR) Plan. This plan is designed to be a safe and orderly procedure used to reunite students and parents in the event of an emergency. Depending on the situation, the PCR plan could be implemented at your child's school or at an off-site location if the school building is unsafe.

When a PCR is necessary, MCPS will use several means of communicating the necessary information to the parents and guardians by using Connect-ED phone calls, QuickNotes, press releases, Twitter accounts, and the MCPS website. During an emergency, the child's parent may not be available

to pick up the child; therefore, it is prudent for parents and guardians to obtain from their school an Authorization for Release form. The parent or guardian can complete this form, in advance of an emergency, in order to authorize a family member, friend, neighbor, etc., to pick up the child in case the parent or guardian is not available to do so. Be sure to notify whomever you have authorized to pick up your child.

In addition, parents, guardians, and authorized individuals can help facilitate a safe and orderly PCR by adhering to the following procedures:

Subscribe to the communication tools on the MCPS website: <http://www.montgomeryschoolsmd.org>.

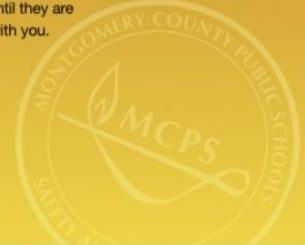
Come to school only after MCPS has notified you that the school is ready to begin the PCR process.

Bring personal identification to assist school staff who will be identifying people that have been approved to pick up students. Custody issues remain in effect.

Park only in approved areas—do not park in the bus loop; do not block entrances or exits.

Follow instructions from school staff members as you enter and leave the building.

Safety and security is an MCPS priority. Your child's school always will take precautions to prevent an emergency; however, if an emergency does occur, MCPS staff members will protect and shelter your children until they are reunited with you.



I agree to the Terms & Conditions of Employment stated above:

Signature of Employee _____

Signature of Employer _____