

Dixie Youth World Series: Team Check-In & Coach Responsibilities

Welcome to LaGrange College! We hope that you enjoy your stay here while participating in the Dixie Youth World Series. In order that we may more adequately serve during your stay, we ask that you follow these set guidelines:

Liability Release and Indemnification:

- LaGrange College does not carry insurance coverage for off-campus participants, and therefore is not held liable for injuries that may occur while using the facilities. As a result, LaGrange College requires each organization to carry its own insurance. The sponsoring organization will be held responsible for the conduct of its participants and all insurance of participants including liability and hospitalization.

Licensing Clause:

- Customers must obtain proper license for all music played, computer programs, recordings, or plays that are reproduced for their events. Any customer wanting to sell products at their event must acquire permission from Campus Services. LaGrange College will not be held responsible for unauthorized screenings of films or media of any kind.

Notice of Risk:

- LaGrange College recommends that the sponsoring organization have individual participants sign a liability waiver. Conference/camp participants who are under eighteen years of age should ask their parents to sign the form on their behalf.
- The sponsoring organization must notify all participants of potential risks that may exist with Camp Housing and the group's activity at LaGrange College. This notice must also be given to the parents/guardians of participants who are associated with their group's activities. With respect to general risks, participants should be cautioned; 1) not to go out alone or with strangers, 2) to always keep possession of their keys, identification, and valuables (or keep them safely locked up), 3) not to drink alcohol, take unlawful drugs, or abuse any medical substance (prescribed or otherwise), and 4) to comply with group guidelines, LaGrange College policies, and federal, state and local laws.

Dormitories & Keys:

- Room changes are only permitted upon written authorization from Campus Services. Unauthorized room changes will require that the persons involved vacate the occupied room and move back to the original assignment. Additional charges for cleaning will apply.
- Sponsors have 24 hours to report any discrepancies regarding condition of the rooms. The sponsor is held responsible for any changes in the condition of the rooms assigned to the conference and their furnishings. Damages refer to those things outside of normal use and depreciation. If damages do occur, it is the sponsor's responsibility to pay the charges and collect the amount from the responsible individual(s). The damage amount, including labor, will be reflected in the group's final bill. Charges for loss of or damage to equipment, or defacement of LaGrange College property in any common area (such as lounges, game rooms, hallways, elevators, and bathrooms), will be charged to the conference sponsor. Damages are determined by comparing prior and post-group room and common area conditions. Charges are determined by Campus Services personnel and reflect the labor and material costs to affect the necessary repairs.
- Local telephone service is available in conference participants' and chaperone's rooms at no additional charge. Telephones are not provided. Long distance is available with the use of a calling card. Wireless internet is available in all campus dormitories.
- Participants must report lost room or suite keys immediately. Head Coaches will be given a building master key so that he can unlock his players' rooms. LaGrange College asks that each Head Coach employ whatever means necessary to secure this key, as it affects the security of the entire building as a whole. Replacement of a lost key will also result in re-coring all the locks in the building. A cost of \$90.00 *per core* will be assessed to the team for *each* core replaced. Keys may not be duplicated.
- Individuals and group sponsors are reminded that use of a residence hall room is strictly conditioned on compliance with the requirements of, all policies of the College, and all residence hall regulations. LaGrange College and residence hall regulations are published in the Code of Student Conduct and are available from

Campus Services, and upon request. LaGrange College and Residence Life staff reserves the legal authority to terminate this use at any time if a camp participant does not abide by residence hall and College policies. Camp participants must comply with all local, State and Federal laws. In addition to the policies described previously, the following are also enforced:

- Occupants of LaGrange College residence halls are expected to conduct themselves in a manner that is consistent with the rights and needs of other individuals on campus. Group sponsors are charged with the responsibility of supervising their participants in such a fashion that the safety, security, or privacy of other residence hall occupants is not disturbed.
- Group sponsors must provide Campus Services with the names of adult supervisors who will live in close proximity to their group. These supervisors must remain in the building where the group is assigned and be available to Campus Services staff during evening hours.

Security:

- Dormitories will remain unlocked during the times players and/or coaches need access to the buildings. Each building will be locked down at 11:00pm each night and will be re-opened the following morning at 7:00am. Players and/or coaches locked out of a dormitory should use the lobby telephone to contact '911' to unlock the building. An officer must first make contact with the Head Coach before leaving the building.
- In the event of an emergency, please follow the following procedures:
 - Fire/ Severe Weather – If you hear the fire alarm or smell smoke, evacuate the building immediately! DO NOT use the elevator, find the stairs and head for a clear exit. It is the responsibility of each Head Coach to have a meeting place for his team. If you hear the local area severe weather sirens move to the lowest, centermost point of your building. It is the responsibility of the Head Coach to get his team to safety.
 - General Emergency – CALL 911! The City of LaGrange Police Department is the security for LaGrange College and should be called in the event of an emergency. Be sure to inform the dispatcher as to your whereabouts (Dormitory, Floor, and Room #).

Housekeeping:

- Each day after 10:00A.M., Housekeepers will begin cleaning rooms and making beds. In order to allow enough time for housekeeping services, we ask that all teams depart promptly for breakfast and/or team meetings. Please notify at Check-In if additional time will be needed.
- Any maintenance or additional housekeeping requests should be reported to Campus Services at (706) 880-8296. After hours maintenance or housekeeping needs should contact Campus Services at (706) 416-8627.

Linen (Large Towel & Washcloth):

- Linen will be collected and refreshed daily. It is the coaches' responsibility to make sure their players put all personal linen in vinyl bags handed out at check-in. Any linen left in rooms will not be taken up and new linen will not be distributed to that particular room. We ask that used linen be placed in dormitory lobbies before going to breakfast. DO NOT leave used linen in community/private bathrooms or building hallways!

Dining Hall Hours of Operation & Guidelines:

- Breakfast 7:00am – 9:00am
- Lunch 11:00am – 1:00pm
- Teams will be credited for each meal they attend for the number of players and coaches on each team.

Check-Out Rules:

- A team is expected to immediately leave following elimination or final victory. Coaches and/or players should leave the dormitory rooms as they found them. It is the Coaches' responsibility to check all his players' rooms to ensure nothing is left behind. Any damages should be reported at Check-Out, if not before.
- Master Keys are NOT to be left in rooms. Each Head Coach MUST return his Master Key to a representative of National Management Resources at LaGrange College. Head Coach must call Campus Services at (706) 880-8546 or (706) 523-2704 to have a representative meet his team in their dormitory lobby. Any deviation from these Check-Out policies will incur a \$100.00 penalty.

**2008 Dixie Youth World Series
Team Check In**



Statement of Acceptance and Understanding: I hereby verify that I have read and understand the foregoing contract and agree to all terms and conditions as set forth below and in the attached terms and conditions. I further agree to abide by and be responsible for the enforcement of all rules and regulations set forth herein and those of the College. I also affirm by my signature that my organization carries its own insurance. I further agree to indemnify and hold the College harmless against any and all liability for damages arising from accidents or torts based on negligence by any agency, our employees, or our agents while your scheduled event is being conducted on the LaGrange College Campus.

Team State/Name

Contact Phone Number

Head Coach's Name (Print)

Head Coach's Signature

Date

Assistant Coach's Names