

# **PENFIELD GLOBAL BOOSTER CONCESSIONS POLICIES AND PROCEDURES**

## **1. Goals and Principles**

The Concessions Policy has been developed in order to provide individual sports Booster programs (“Booster program”) an opportunity to staff the concessions sales at sporting events conducted on the Penfield High School campus and to generate revenue to benefit both the Booster programs and the overall Penfield Global Boosters (“Global Booster”). The Concessions Policy treats each individual Booster program equitably, and is intended to establish consistent policies and practices to be followed by each Booster program in relation to the sale of concessions.

The Concessions Policy has also been developed to ensure that the concessions sales at sporting events played on the Penfield High School campus are conducted in a manner so as to reflect positively on Penfield High School and the Penfield community in general. Thus, courtesy, cleanliness and exemplary conduct will be expected of everyone staffing any concessions sales. Concessions are a highly visible face of Penfield athletics to the Penfield community and guests from other schools, therefore inappropriate behavior will not be tolerated and will be handled appropriately.

The Concessions Policy does not apply to individual team’s tournaments or other fundraising activities by the Booster programs, regardless of whether such fundraising is conducted at home sporting events or at other times and locations. The Concessions Policy therefore does not apply to the sale by Booster programs of items such as clothing and souvenirs.

## **2. Eligibility**

Any individual Booster program which is a member in good standing of the Global Booster is eligible to participate in the sale of concessions, as described in these Policies and Procedures, unless restricted pursuant to Section 7 (below). Each individual Booster program must designate one (1) or more individuals who will be the Booster program’s designed liaison with the Concessions Committee of the Global Boosters.

## **3. Distribution of Concessions Opportunities**

### **a. General**

Concessions opportunities will be allocated season by season (i.e., fall, winter, and spring). Prior to the commencement of each season, the Global Booster Concession Committee will obtain the season’s schedule from the Penfield High School Athletic Department and will develop a schedule of contests to be held on the Penfield High School campus. If they so choose, the participating team will have the right to sell concessions at certain selected events as described below; all other events will be available to other Booster programs through the lottery procedure described below. If more than one contest is scheduled on the same day, the “stadium” program will be considered the participating team.

b. Reserved Events

The participating team's Booster program will have the opportunity to sell concessions at certain selected events, if they elect to do so. The reserved events will be limited to:

1. Tournaments and/or scrimmages hosted by the Penfield team which include more than one other school (e.g., basketball tournament, football multi-team scrimmages, volleyball tournament, etc). This exception DOES NOT apply to events which routinely include more than one other school, such as gymnastics meets, wrestling meets, swim meets, etc.
2. One-half (1/2) of the home events. The one-half number will be calculated based on the number of regularly schedule home events, divided by 2, with the result rounded up to the nearest whole number (e.g., if there are 8 regularly schedule home events, 4 events could be reserved by the participating team, if there are 9 scheduled home events, 5 could be reserved by the participating team.
3. League playoff games, league or sectional tournament games, etc.

Any question regarding the reservation of events will be decided by the Global Booster Concessions Committee.

c. Lottery

The Global Booster Concessions Committee will conduct three (3) lottery nights, one in advance of each of the three sports seasons. Prior to the lottery, the Concessions Committee will review the applicable season's calendar and identify any reserved events, described in paragraph 3.b.1 (above). Copies of the remaining calendar of events will be distributed to individual Sports Boosters program representatives prior to the lottery.

In order to have the opportunity to sell concessions at a home event, the individual Booster program must be present at the lottery. At the commencement of the lottery, the schedule will be reviewed, and each participating team may, if they desire, reserve up to 1/2 of the home schedule for its own Booster program (they must be represented at the lottery).

Once the reserved events have been identified, the remaining events will be distributed by means of a lottery among the Booster programs present. The name of each Booster program present at the lottery will be placed in a container, and drawn one at a time. The first program drawn will have first choice of events. The process will continue until either all the programs have been drawn, or all of the events are exhausted. If all the programs present have been drawn before all events are exhausted, the names will be placed back in the container, and the process repeated until all the events have been allocated. If the events are exhausted before all the program names are drawn, then the names will continue to be drawn, and the programs will have first choice of

events, as per lottery rules, during the next sports season, in the order the programs names are drawn.

Individual Booster programs can withdraw their names at any time from the lottery. The lottery will continue until either:

- a. There are no events left, or
- b. There are no Booster programs interested in selling concessions at any of the remaining events.

4. **Training.**

The concessions Committee will conduct a training session at the beginning of each season to inform the representatives of the individual Booster programs of the procedures to be followed regarding opening, closing, inventory of stock, handling of cash receipts, etc. Each individual Booster program which is scheduled to sell concessions during the season at a home event **MUST** attend the training session. Failure to attend the training session, or make other mutually agreeable arrangements, will result in the Booster program's loss of all schedule concessions opportunities for that season.

5. **Procedures.**

The Concessions Committee will establish and publish policies and procedures for the operation of concessions at each event. The Concessions Committee will also establish a list of items to be sold, the selling price for each item, and will assume responsibility for ordering, stocking and restocking of all concession items other than hot food. A procedure will be established and documented to track the on-hand inventory and to re-stock when a predetermined minimum stock level is reached.

The individual Booster program is responsible for adequately staffing the concessions sales during the applicable sporting event. The Concessions Committee will designate the minimum staffing level. Students age 10 or older may assist in staffing concessions sales at an event, but at least two (2) adults must be present at all times. If the individual Booster program is unable to fulfill their concession responsibility, they must notify the designated member of the Concessions Committee no later than 48 hours prior to the event. Failure to adequately staff the concessions sales or to provide such notification will be referred to the Concession Committee for remedial action, as outlined in Section 7 (below).

6. **Distribution of Revenues.**

The Concessions Committee will establish selling prices for each item to be sold, based upon the cost of the particular item. The gross revenues from concessions will be used to pay the cost of the items sold and the applicable sales tax, both of which will be paid by the Global Boosters. The remaining net revenues will be split equally between the Booster program selling concessions at an event and the Global Boosters. Funds from concessions sales will be deposited in the individual Booster program's account as shown in the example below. The Global Booster's portion of the funds from concessions sales will be added to the Global Booster's general fund.

Example:

Field Hockey Booster program sells concessions at a Boys' Basketball game.

Total Revenues	\$ 300.00
Minus starting cashbox	-\$100.00
Profit	\$200.00
Field Hockey Portion (50% of profit)	\$100.00
Global Booster Portion (50% of profit)	\$100.00

7. **Remedial Actions by the Concessions Committee.**

In addition to its other activities, the Concessions Committee will determine the appropriate remedies for any failure by an individual Booster program to adequately staff its assigned sporting event, or any inappropriate behavior of any sort. Specific remedies will be agreed upon in response to inappropriate activities by any member of an individual Booster program. Should a Booster program fail to adequately staff concessions, or fail to provide the Concessions Committee with the required 48 hours notice, the Booster program will lose all remaining concession opportunities during the applicable sport season and be ineligible for the lottery of events during the next sport season and incur a \$150 fine, payable immediately to the Global Booster fund.

8. **Dispute Resolution.**

Any issues, concerns or disputes arising from this Policy will initially be reviewed and decided by the Concessions Committee of the Global Boosters. Issues, concerns and/or disputes which are not adequately resolved by the Concessions Committee will, unless otherwise specified in this policy, be referred to the Executive Committee of the Global Boosters.