

PENFIELD PATRIOT BOOSTER CLUB CONCESSIONS POLICIES AND PROCEDURES

1. Goals and Principles

The Concessions Policy has been developed in order to provide individual sports booster clubs (“Sport Boosters”) 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 Sport Boosters and the overall Penfield Patriot Booster Club (“Patriot Booster”). The Concessions Policy treats each individual Sport Booster Club equitably, and is intended to establish consistent policies and practices to be followed by each Sport Booster Club 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 other fundraising activities by the Sport Boosters, 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 Sport Boosters of items such as clothing and souvenirs.

2. Eligibility

Any individual Sport Booster club which is a member in good standing of the Patriot Booster Club 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 Sport Booster Club must designate one (1) or more individuals who will be the Sport Booster Club’s designed liaison with the Concessions Committee of the Patriot 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 Patriot Booster Concession Committee will obtain the season’s schedule from the Penfield High School Athletic Department and will develop a schedule of events 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 Sport Boosters through the lottery procedure described below.

b. Reserved Events

The participating team's Sports Booster Club will have the opportunity to sell concessions at certain selected events, if they elect to do so. The restricted 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-third (1/3) of the home events. The one-third number will be calculated based on the number of regularly schedule home events, divided by 3, with the result rounded down to the nearest whole number (e.g., if there are 8 regularly schedule home events, 2 events could be reserved by the participating team, if there are 12 scheduled home events, 4 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 Patriot Booster Concessions Committee.

c. Lottery

The Patriot Booster Concessions Committee will conduct three (3) lottery nights during the school year, 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 interested Sports Boosters prior to the lottery.

In order to have the opportunity to sell concessions at a home event, the individual Sport Booster Club 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 1/3 of the home schedule for its own Sport Booster Club (which 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 Sport Boosters present. The name of each Sport Booster Club present at the lottery will be placed in a container, and drawn one at a time. The first club drawn will have first choice of events. The process will continue until either all the clubs have been drawn, or all of the events are exhausted. If all the clubs 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 club names are drawn, then the club names will continue to be drawn, and the clubs will have first choice of events during the next sports season, in the order the clubs are drawn.

Individual Sport Boosters 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 Sport Booster Clubs 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 Sports Boosters of the procedures to be followed regarding opening, closing, inventory of stock, handling of cash receipts, etc. Each individual Sports Booster Club which is scheduled to sell concessions during the season at a home event MUST attend the training session. Failure to attend the training session will result in the Sport Booster Club'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 Sports Booster Club 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 Sport Boosters must notify the designated member of the Concessions Committee no later than 48 hours prior to the event. A Sports Booster Club's 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 Patriot Boosters. The remaining net revenues will be split between the Sport Booster Club selling concessions at an event and the Patriot Booster Club in a ratio of approximately 4:1, as illustrated in the example below. For each item sold, the Concessions Committee will establish an amount to be paid to the individual Sport Booster Club and the Patriot Booster Club. Funds from concessions sales will be deposited in the individual Sport Booster Club's account as shown in the example below. The Patriot Booster Club's portion of the funds from concessions sales will be added to the Patriot Booster Club's general fund and used as determined by the Patriot Booster Club.

Example:

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

Total Revenues:		\$ 300.00
Less:		
Sales Tax (8%)	\$ 24.00	
Cost of Items Sold	<u>\$135.00</u>	
Total Cost	\$159.00	-\$159.00
Profit		\$ <u>141.00</u>
Field Hockey Portion (80% of profit)		\$112.80
Patriot Booster Club Portion (20% of profit)		\$ 28.20

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 Sport Booster Club 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 Sport Booster Club. Should a Sport Booster fail to adequately staff concessions, or fail to provide the Concessions Committee with the required 48 hours notice, the Concessions Committee will issue a warning notice as a result of the first such occurrence. A repeat occurrence shall result in the Sport Boosters loss of all remaining concessions opportunities during the applicable sport season, and ineligibility for the lottery of events during the next sport season.

8. Dispute Resolution.

Any issues, concerns or disputes arising from this Policy will initially be reviewed and decided by the Concessions Committee of the Patriot Booster Club. 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 Patriot Booster Club.