

PENFIELD GLOBAL BOOSTER CONCESSIONS POLICIES AND PROCEDURES

Updated March 2011

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 concession 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 also has been developed to ensure that the concession 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 concession stand. 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 Boosters, 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 representative will be the liaison with the Concessions Committee.

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 Concessions 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 in-season 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 (i.e. basketball tournament, football multi-team scrimmages, volleyball tournament, track invitational or sectional/county meets, etc.). This exception DOES NOT apply to events that routinely include more than one school, such as gymnastic meets, wrestling meets, swim meets, track meets, etc.
2. One-half (1/2) of the Varsity home events. The one-half number will be calculated based on the number of regularly scheduled home events, divided by 2, with the result rounded up to the nearest whole number (i.e. if there are 8 regularly scheduled home varsity events, 4 events can be reserved by the participating team; if there are 9 scheduled home varsity events, 5 may be reserved by the participating team).
3. League playoff games, league or sectional tournament games, etc.
4. For the fall season lottery, there will be indoor and outdoor concession opportunities available. (Outdoor events will be football, soccer and field hockey; Indoor events will be girls/boys volleyball and possibly swimming).

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 Varsity schedule for its own Booster program (and they must be represented at the lottery).

Once the reserved events have been identified, the names of the other in-season teams that do not have home events will be placed in a container and as names are drawn each team will select a date to work concessions. After all in-season teams have drawn, interested teams that are not in season may enter the lottery. If events remain, in-season teams that reserved half of their home events will then choose dates. If dates remain, all teams in the lottery will select dates based on the rotation outlined above.

Individual Booster programs can withdraw their names from the lottery at any time. 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 share policies and procedures with every Booster program rep during the lottery. A follow-up email will be sent with a confirmation of completed Concession (stand(s) schedule, along with rules, operating instructions and policies. Booster program representatives whose teams are working concessions MUST attend the training session at the beginning of each season. Policies and procedures, in addition to opening, closing, inventory of stock, handling of cash and deposits before the start of the Concessions stand season will be discussed. It will be the responsibility of the Booster program representatives to make sure their volunteers are trained in the proper procedures. Failure to attend the training session, or make other mutually agreeable arrangements, will result in the Booster program's loss of all scheduled concessions opportunities for that season.

5. Procedures

The Concessions Committee will establish and publish policies and procedures for the operation of the concessions at each event. The Concessions Committee also will establish a list of items to be sold, the selling price for each item. For each season, a volunteer buyer(s) will be responsible for ordering, stocking and restocking 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. At the end of the season, the volunteer buyer's team account will receive \$100 from the Global Booster account.

The individual Booster program is responsible for adequately staffing the concession stand during the applicable sporting event. The Concessions Committee will designate the minimum staffing level. Students age 14 (or in 9th grade) may assist in staffing the concession stand(s), but at least two (2) adults must be present at all times. If the individual Booster program is unable to fulfill its concession responsibility, a representative must notify the Concessions Committee chair(s) no later than five days prior to the event. Failure to adequately staff the concession stand or to provide the required notification will be referred to the Concessions 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, including money spent on pizza and driver tips, will be split equally between the Booster program selling concessions at an event and the Global Boosters. Funds from concession sales will be deposited in the Global Boosters Account, and once the required paperwork is submitted and deemed accurate by the Treasurer, the Booster program's portion of the concession sales will be redirected to that team's account.

Example:

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

Total Cash at end of the event	\$304
Total Spent on Pizza (4 pizzas and tip)	<u>\$36</u>
	\$340
Minus starting cash in cashbox	<u>-\$125</u>
	\$215
Field Hockey Portion (50 percent)	\$107.50
Global Booster Portion (50 percent)	\$107.50

7. Remedial Actions by the Concessions Committee

In addition to its other activities, the Concessions Committee will determine the appropriate remedies for any failure of 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 the concession stand or fail to provide the Concessions Committee with the required five(5)-day 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 sports season, and incur a \$150 fine, payable immediately to the Global Booster fund.

If a Booster program fails to follow opening or closing procedures or fails to notify the concession stand buyer about inventory shortages the day following their event, the program will be fined \$50, payable immediately to the Global Booster fund. These fines are to ensure that volunteers keep the stand(s) clean and adequately staffed at all times.

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 that 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.