

**2011-2012
STADIUM CONCESSION STAND
POLICIES & PROCEDURES
AGREEMENT**



Rocky Mountain Football Association, Inc.
1291 W Newfield Dr • Eagle • ID • 83616
A registered 501(c)3 organization

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FORMS:

REQUEST TO WORK CONCESSIONS FORM

Welcome!

A new building will soon be under construction and located on the northwest corner of the Rocky Mountain High School athletic field. This 28'x56' building will house all stadium field ticketing, concessions & apparel sales, and best of all restrooms.

The Rocky Mountain Football Association, Inc., the Booster Club of Rocky Mountain Football, is the sole operator of the stadium field concessions at Rocky Mountain High School. The concessions area is designed as a service to feed fans, and to channel and distribute money to other RMHS group programs. This agreement has been approved by RMFA and the Activities Director of Rocky Mountain High School.

Yes, there is a lot of work to do and RMFA is hoping these policies & procedures will take the guess work out of the process. As concessionaires, it's easy to worry about having too much of one item and not enough of another. **Just remember...enjoy yourself**, as far as we know; "Nobody has ever died because they didn't get a candy bar or popcorn." Keep in mind that sometimes a need for volunteers arises suddenly, thank you in advanced, for being willing to help on such short notice.

If you have any issues regarding the stadium field concession stand along with constructive solutions, do not hesitate to contact an officer of the Rocky Mountain Football Association.

Sincerely,

Sari Trompke, President

Van Carlson, Vice President

Carol Belnap, Secretary

Connie Thompson, Treasurer

*Let's work together
to make the
Stadium Field Concession Stand
a success!*

STANDARD POLICIES

Concessions will operate for Fall & Spring events and other RMHS Activities based on need and volunteer support. A "Request to Work Stadium Concessions" form must be received by AUGUST 1st for the group to be considered eligible to volunteer at stadium concessions for the following school year.

- ☛ A Concessions Calendar will be made available in AUGUST for all FALL events and then again in FEBRUARY for SPRING. These calendars are viewable on the RMFA Booster Club website at <http://rockyfootball.com/rocky-mountain/booster-club.html>
- ☛ Acceptable forms of payment are: Cash, Checks, or Grizzly Grub Wooden Nickels.
- ☛ Groups are strictly prohibited from soliciting tips. If a customer voluntarily offers a tip, group volunteers may accept it. However, groups shall not display any tip cups.
- ☛ All menus and prices are determined by the RMFA Booster Club. All groups who operate the concession stand must charge these standard prices.
- ☛ All other foods are prohibited unless pre-approval has been obtained by the Booster Club Concession Manager. Sales from these, other approved foods, are subject to terms within this agreement.
- ☛ The RMHS Principal has sole discretion to allow additional items to be sold by other groups under special circumstances. The RMHS Activities Director must notify the Concession Manager when these items have been approved and scheduled.
- ☛ Beverages and/or food items for RMHS Administrators are provided at no charge. Cost of goods for beverage and/or food items for field officials & other guests are charged back to RMHS at the end of each month incurred (grizzly grub wooden nickel system).
- ☛ Any equipment or fixtures that malfunction or are damaged should be reported to the Booster Club Concession Manager right away. Groups assume full responsibility for damage or loss of equipment or fixtures due to negligence or abuse, and will be charged for the cost of replacement or restoration to normal operating condition.
- ☛ Groups that pose repeated behavioral problems and/or who fail to show up for the agreed upon scheduled event become ineligible and forfeit any future events they're scheduled for. The ineligible group also forfeits any donation amounts that have accumulated.
- ☛ No free merchandise will be distributed at any time to any person.
- ☛ Courtesy is a must with fellow volunteers and customers at all times.

CONCESSION MANAGER

The Booster Club Concession Manager or designee will manage all operations of the concession stand during an event; including instructing and assigning duties to volunteers if necessary. Manager or designee is responsible for monitoring behavior of volunteers and is the sole arbitrator of disputes.

The manager is also responsible for ordering, receiving and monitoring inventory of all food & non-food products sold from the concession stand as well as supplies.

Posting of or revisions to any procedures for equipment or opening & closing of the concession stand will be evaluated on a as need basis.

TREASURER

The Booster Club Treasurer or designee will manage all monies related to operating the concession stand during an event; including the beginning money drop, making additional change, and the collection of monies at the end of each event.

- ☛ Beginning bank will arrive 30 minutes prior to the start of each event. Signing the cash slip transfers ownership from RMFA to the group. **Do not sign the cash slip until you have verified the beginning bank amount.**
- ☛ At the end of an event; all monies must be counted and documented on the "Cash Reconciliation" form. The form must be completed and signed by the Treasurer or designee and a member of the volunteer organization. **Do not sign the reconciliation form until you have verified the cash amount.**

The treasurer will also be responsible for communicating net sales figures to the RMHS Activities Director on a weekly basis.

SCHEDULING

Varsity games & outside events (*i.e. Optimist Football, Middle School Track Meets, etc...*) scheduling will be determined by a lottery draw per Fall & Spring seasons. Each draw will be performed by RMFA and the RMHS Activities Director. Any group not chosen for the current season will be placed on the waiting list and to be in the first lottery round for the next season. Rotations through the concession stand will be based upon the amount of interest of other groups.

Non-Varsity concession times will be offered to the team or group performing. If group declines to work their own concessions, these events will be entered into the lottery draw.

- 🐾 Groups may trade their assigned event slot within the current schedule only. All trades must be communicated with the Concession Manager ahead of time so the schedule can be updated.
- 🐾 72 hours notice is required for cancellations. No notice of cancellation may also result in being excluded from the next season's lottery draw.

COMPENSATION

For services rendered by groups and their volunteers, RMFA will make a donation to the group. Donation percentages are derived and paid from each season's accumulated total of net sales, less any penalties incurred by the group. "Net Sales" are *total sales, less any applicable cost of goods and sales taxes*.

Donation disbursements for FALL events will occur by DECEMBER 15th and then again by MAY 15th for SPRING. The Booster Club Treasurer pays donations to the group only; NOT an individual person, and each group has ten (10) days after the receipt of its donation to bring any discrepancies concerns to the attention of RMFA.

The donation percentages are evaluated yearly by the RMFA Booster Club and RMHS Activities Director. This year's percentage breakdown is as follows:

- 🐾 30% for Groups (*Dispersed equally between all groups volunteering.*)
- 🐾 70% for Rocky Mountain Football Association

PENALTIES

A group not scheduling enough volunteers requiring the RMFA Booster Club members to supplement is in violation of this agreement, and will result in a reduction of donation. For each supplemented volunteer, \$10 will be deducted.


A group not performing all items of the "Closing the Concession Stand" checklist is in violation of this agreement. Failure to properly clean the concession stand will result in a \$25 cleaning fee, which will be deducted from the donation.

VOLUNTEERS

The minimum number of volunteers required for an event will be determined by the Concession Manager. It is required that at least one volunteer be over the age of 18 and no one under the age of 14 is allowed. Rotation shifts, if desired, will be arranged and managed by group.

- 🐾 Gate admission will be waived for all working volunteers, simply give your name at the gate.
- 🐾 Volunteers must report to the stand 1 hour prior for varsity & outside events and 30 minutes prior for non-varsity events and stay to clean up. Opening and Closing Checklists are provided at each work station in the concessions area. If you have any questions or concerns, please seek clarification from the Concessions Manager.
- 🐾 One chosen volunteer will run the cash register and be required to end count monies for collection by the Booster Club Treasurer or designee.
- 🐾 Volunteers must try to minimize spoilage; large spoils have a direct effect on net sales.
- 🐾 Due to Health Department rules, volunteers are prohibited from eating any food products while working in the concession stand. Please step outside.

WORK ATTIRE

 It is suggested that volunteers observe the weather and dress appropriately for outside work conditions.

- Long hair must be restrained by a ponytail, baseball cap or hairnet.
- Facial hair must be neatly trimmed.
- Gloves must be worn when handling unpackaged food products.
- Shoes must be worn at all times.

ACKNOWLEDGEMENT

I acknowledge that I have read and comprehend the information contained in this document and to consult with any RMFA Officer if I have any questions concerning its contents.

I understand this agreement may be repealed or amended, or a new agreement may be adopted at any annual association membership meeting or at any special meeting called for that purpose.

The undersigned do hereby certify and approve the agreement on this 4th day of August, 2011.



RMFA Officer



RMHS Activities Director

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REQUEST TO WORK STADIUM CONCESSIONS

ROCKY MOUNTAIN FOOTBALL ASSOCIATION, INC.
1291 W Newfield Dr • Eagle ID 83616 • 208-841-5496

All requests must be received by AUGUST 1st for the group to be considered ELIGIBLE to earn money working through stadium field concessions for the following school year. Complete this form and submit to the RMFA Concession Manager at address listed below.

Group Name: _____

Representative: _____

Phone: _____

Email Address: _____

PLEASE INCLUDE US IN THE FOLLOWING LOTTERY DRAWS: (check all that apply)

- FALL VARSITY EVENTS FALL NON-VARSITY EVENTS FALL OTHER EVENTS
- SPRING VARSITY EVENTS SPRING NON-VARSITY EVENTS SPRING OTHER EVENTS

Comments: _____

MAIL OR EMAIL TO:

Rocky Mountain Football Association, Inc. (RMFA)
 Attn: Shawn Batis - Concession Manager
 2430 N O'Connor Ave; Meridian, ID 83646
shawnbatis@msn.com

By signing this statement, I acknowledge that I have received a copy of the stadium field concession policies & procedures agreement issued by Rocky Mountain Football Association, Inc. I acknowledge that it is my responsibility to read and comprehend the information contained in this document and to consult with the Booster Club Concession Manager if I have any questions concerning its contents.

Release of Liability – I acknowledge that there are certain hazards and risks inherent in this activity, and I understand and appreciate the nature of the risks. I understand that these hazards or risks could result in property damage, illness, bodily injury or death to my self, my volunteers, or my guests. I agree to fully explain these risks to my volunteers and my guests prior to the activity. I waive all claims of liability in case of accident, illness, or occurrence against the Rocky Mountain Football Association, Inc., its officers, members, and successors.

Representative's Signature

Date