



Concession Stand Procedures and Policy Amended: 5/14/2011

*Concession stand duty is **MANDATORY FOR ALL**. Exception are those players that are on U19 Girls or Midgets that have completed High School, and have parents or guardians that do not live in the immediate county.

*Concession must be open for all practices. It is not optional. Coaches are not authorized to change this rule. **(Bantams, U14 Girls, Midgets and U19 Girls do not have concession during their scheduled practices Monday through Friday but do on the weekends)**. All teams are responsible for concession stand during their games.

*The **penalty** for individuals not performing their volunteer duties of working the concession stand are:

Any individual that does not work their regularly scheduled practice, game, tournament or a special events concession duty will be fined \$25 for each occurrence. The special events concession duty can be defined as those events such as, but not limited to, the City's Christmas Skate, Open Skate, Figure Skating, Try Hockey for Free or any other special events.**

In the event that the regularly scheduled, game, tournament, or special events concession duty is shared among teams and both individuals do not work their volunteer duty each individual will be fine \$25 each for each occurrence.**

**A second offense, and those thereafter, to the above marked penalty will result in an additional fine of \$50 per occurrence.

*All fines must be paid within one week of receiving notice from the board, otherwise child will be removed from the ice until paid in full.



*Popcorn must be made and available at all times. Selling one bag of popcorn and having to give the rest away at the end of the day pays for itself.

*Procedures are documented and are in the Concession Stand. The Director of Concessions is responsible for maintaining the procedures and postings around the concession stand. Procedures are based on Michigan State Law. The concession stand is licensed by IRHA and all law infractions will be paid by IRHA so it is imperative that all procedures be followed.

*If parents need training for the Concession Stand please contact the Director of Concessions for the training. Especially, instructional mite and mite parents.

*Team parents MUST be in the concession stand when the ZAMBONI hits the ice (two people for the changing of the guards.) When the next parents show you can leave or follow closing instructions if no practices or games are scheduled after your time. (See above for exclusions)

*No one under the age of 16 is allowed in the concession stand. Exceptions to this rule are on a case by case basis. Contact the IRHA Board President.

*Stock must be put away and items inventoried – everything is labeled and if you need something, ask the Rink Attendant for the key and check upstairs in the storage room. If supplies are low please write down what needs to be ordered so the head of concession can order.

*ABSOLUTELY no money comes out of the till to buy things for the concession stand. We have an account at Jim's Jubilee in Ishpeming if you run out of something – Check all places first – back room in the cupboards and upstairs in the storage room where the supplies are kept. If not an emergency write down what needs to be ordered so the head of concession can order.

*Do not provide change from the till. Vending machines are the responsibility of the City of Negaunee. Direct those requesting change for the vending machines to the Rink Attendant. The quarters and dimes that you give away may leave the till without change for our paying customers.

*CLEAN UP – directions are posted. This is not optional

*Put invoices into the concession stand mailbox. The head of concession will take care of the invoices.

*Check the scheduling board to know when to close the concession stand. The Bantams, U14 Girls, Midgets and U19 Girls do not work the concession stand for practices Monday through Friday. They only do it on the weekends or weekday games. If they are next on the board, you must close the concession stand. If there is no one scheduled for

Concession Stand Procedures and Policy

5/14/2011

Page 2 of 6



the rest of the day including open skate or figure skating then you must clean and shut down the concession stand. Each team must work during their games.

*Everyone must sign their name, date and times worked in the concession sign in booklet.

*If you are sick do not work the concession stand this is State Law. You must find someone to replace you.

*Donuts, Pizza Bites, Pizza or any other prepared food is not allowed in the concession stand. We have a menu and must abide to this. We can not re-heat or keep hot any food. Requests should be made to the Director of Concessions.

Tournaments and High School Games-

Due to health department regulations the new rules for the concession stand license we should let the coordinator for each of the levels (i.e Bantam Tournament Coordinator) know that they should run their ideas by the Director of Concessions before implementing if they fall outside of the bulleted points below.

- 1) The menu for the concession stand will not change. Special licenses would be required, including health department inspections for each instance.
- 2) We can not provide home prepared items in the concession stand for sale as we have in the past like bars.
- 3) Any food brought into the "hospitality room" is not related to the concession stand and should not enter the concession stand area. This includes storage in the refrigerators or heating in microwaves or stove. Prepackaged items such as yogurt, juices and fruit are ok.
- 4) Food and beverage offered in the "hospitality room" can not be charged for. We don't want any confusion as to the relation between the "hospitality room" and the concession stand.
- 5) Only items on our menu, which has been approved by the health department, can be in the concession stand. For example, pizza and breakfast pasties can not be purchased and resold in the concession stand. We are unable to maintain correct temperatures and time management to prevent food borne illnesses. Adding to the menu requires attention to #1 above.

Head of Concession Responsibilities-

Concession Stand Procedures and Policy

5/14/2011

Page 3 of 6



Director of Concessions is responsible for the overall running of the concession stand from the beginning of the season to the end. Work begins approximately two weeks before season putting together the stand along with ordering all items required for start up.

Each week overall inventory ordering must be done. It is important that all concession volunteers do their daily inventories and document so the head of concession can make appropriate orders.

The Director of Concessions will take into account any special events such as tournaments or special occasions that may require ordering additional items.

The Director of Concessions is responsible for documenting all procedures and making sure that they are posted and documented. Also, will be available for Marquette County Health Department Inspections.

Responsibilities may include answering questions of concession volunteers and/or making special orders and travel is required as many items are picked up at GFS in Marquette.

The Director of Concessions is responsible for the concession stand menu and will notify the health department if any permanent menu change occurs. In the event of special occasions the Director of Concessions will fill out necessary paper work for a special event and do all the necessary work that would pertain to the special licensing required.



APPENDIX

POST IN CONCESSION STAND
INCLUDE IN TEAM PARENT'S MEETING
USE FOR TRAINING

Concession Stand Reminders (See concession stand procedure for more details)

*Procedures are documented and are in the Concession Stand. Procedures are changing based on Michigan State Law. The concession stand is licensed by IRHA and all law infractions will be paid by IRHA so it is imperative that all procedures be followed.

*If your parents need training for the Concession Stand please contact the Director of Concession for the training.

*Your team parents MUST be in the concession stand when the ZAMBONI hits the ice (two people for the changing of the guards.) When the ZAMBONI is done, the person in there before can leave.

*Put stock away and inventory – everything is labeled and if you need something, ask the Rink Attendant for the key and check upstairs in the storage room. If supplies are low please write down what needs to be ordered so the Director of Concession can order.

*ABSOLUTELY no money comes out of the till to buy things for the concession stand. We have an account at Jim's Jubilee in Ishpeming if you run out of something – Check all places first – back room in the cupboards and upstairs in the storage room where the supplies are kept. If not an emergency write down what needs to be ordered so the Director of Concession can order.

*CLEAN UP – directions are posted.

*Put invoices in the red container in the back room.

*Check the scheduling board to know when to close the concession stand. The Bantams, U14 Girls, Midgets and U19 Girls do not work the concession stand for practices during the week. They only do practices on the week-ends. They do have concession duty for all games. If they are next on the board, you must clean and close the concession stand unless additional practices or games come later. Remember that during open skate the concession must be open.

*It is not an option to open the concession stand. It must be open at all times. Coaches do not determine if the concession stand is to be unmanned.

Concession Stand Procedures and Policy

5/14/2011

Page 5 of 6



*Everyone must sign their name, date and times worked in the concession sign in booklet.

*Donuts, Pizza Bites, Pizza or any other prepared food is not allowed in the concession stand. We have a menu and must abide to this. We can not re-heat or keep hot any food. Requests should be made to the Director of Concessions.

Tournaments and High School Games-

Due to health department regulations the new rules for the concession stand license we should let the coordinator for each of the levels (i.e Bantam Tournament Coordinator) know that they should run their ideas by the Director of Concessions before implementing if they fall outside of the bulleted points below.

- 1) The menu for the concession stand will not change. Special licenses would be required, including health department inspections for each instance.
- 2) We can not provide home prepared items in the concession stand for sale as we have in the past like bars.
- 3) Any food brought into the "hospitality room" is not related to the concession stand and should not enter the concession stand area. This includes storage in the refrigerators or heating in microwaves or stove. Prepackaged items such as yogurt, juices and fruit are ok.
- 4) Food and beverage offered in the "hospitality room" can not be charged for. We don't want any confusion as to the relation between the "hospitality room" and the concession stand.
- 5) Only items on our menu, which has been approved by the health department, can be in the concession stand. For example, pizza and breakfast pasties can not be purchased and resold in the concession stand. We are unable to maintain correct temperatures and time management to prevent food borne illnesses. Adding to the menu requires attention to #1 above.