



## **FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION CONCESSION POLICY**

---

The Fort Saskatchewan Minor Sports Association (FSMSA) has developed this policy to ensure that it meets its commitments to the City of Fort Saskatchewan as part of its contract to operate the food concession services at the Jubilee Recreation Centre (JRC) and Sportsplex arenas, and reflects the procedures for the management of the concessions.

This policy was adopted at a general meeting of the FSMSA Board of Directors on July 4, 2007, as part of its Policies and Procedures. This policy will apply to the management of the concession, and as appropriate to the Minor Sport programs that benefit from its profits.

### **Management Structure**

The FSMSA Board of Directors shall appoint a Concession Committee to oversee the management of the food concession services, and will report to the Board. Its membership shall include one representative from the Board, as well as one representative each appointed by Minor Hockey and Ringette.

The Concession Committee shall annually review salaries, review and amend as appropriate the agreement for the position of Concession Manager, review applications and conduct interviews for this position, and make recommendations to the Board, as well as review the operations and make recommendations on bonuses, etc. throughout the season.

The FSMSA Board of Directors shall enter into an agreement with the City of Fort Saskatchewan for the operations of the food concessions services at the JRC and Sportsplex arenas, and enter into an agreement with the Concession Manager.

Minor Hockey and Ringette shall be responsible for ensuring that sufficient volunteers are available in order to share in the profits from concessions.

### **Profit Sharing**

The net profits for the concessions are determined at the end of the season once all income and expenses have been finalized. This is usually complete by the FSMSA's fiscal year end of July 31<sup>st</sup> annually.

Expenses include all licensee fees payable to the City of Fort Saskatchewan for operating the concessions, food purchases, salaries and any related expenses, equipment repairs and purchases, taxes, etc.

The three groups involved in the operation of the concession as follows shall split these profits as follows:

- Minor Hockey – 70%
- Ringette – 15%
- FSMSA Administration – 15%

## **Employees**

The Concession Manager will be hired by the FSMSA on an annual basis.

Each concession will be staffed by a minimum of one paid employee for each shift that the concession is open; volunteers from Minor Hockey and Ringette will provide the remainder of the assistance. The paid staff, a minimum of six individuals, will be hired by the Concession Manager on behalf of the FSMSA.

## **Staff Responsibilities**

### The Concession Manager shall:

- hire, and fire if appropriate, all part-time staff for the concession facilities at the Jubilee Recreation Centre (JRC) and the Sportsplex;
- ensure that all staff hired to work in the concessions submit to a Criminal Record Check as a condition of their employment before beginning work;
- prepare work schedules for all staff;
- prepare, verify and submit concession employee timesheets on a bi-weekly basis;
- advise the FSMSA of any problems experienced with Minor Sport volunteers;
- prepare and submit weekly concession deposits, including a signed balance sheet confirming the deposit;
- order, purchase, receive and/or pick up all supplies for the concessions at both arenas;
- conduct month-end inventory of all supplies;
- ensure the concessions are kept tidy, clean and in sanitary condition;
- remove all garbage to designated disposal bins, and flatten all cardboard containers and place in designated locations on a daily basis; and
- monitor, report and recommend repairs or upgrades to concession equipment to the FSMSA.

### The Concession staff shall:

- submit to a Criminal Record Check as a condition of their employment and submit the certificate generated to the FSMSA prior to commencing employment;
- work in the concession areas as scheduled;
- be responsible for preparing the hot food on the grills;
- cash out at the end of the day, balancing to the cash register tape;
- clean the concession area, including the grills, to ensure it is sanitary, clean and tidy;
- refill food displays and pop machines as required;
- maintain a good relationship with the volunteers who are very capable of performing all tasks within the concession area; and
- ensure the volunteer staff know where everything is located and how the equipment works.

### Minor Hockey and Ringette shall:

- ensure that sufficient volunteers are available from the teams playing to assist in the concessions, especially during busy periods;
- be responsible to supply the concession with volunteers during intermissions during regular season and playoff games, as well as during tournaments;
- in cooperation with the FSMSA and the Concession Manager, develop and provide a roster of volunteers for all hockey games and other special events at the JRC (roster to be handed out to parents at the start of the season and posted beside the concession booth at the JRC; teams are assigned games); and
- not prepare food using the grills or clean the grills.

# **FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION CONCESSION PROCEDURES**

## **Preamble**

The Fort Saskatchewan Minor Sports Association (FSMSA) recognizes the need to provide procedures for the proper management of the food concession services facilities at the Jubilee Recreation Centre (JRC) and Sportsplex arenas.

## **Cleaning**

- The concession areas and storerooms will be kept clean and orderly.
- The equipment must be wiped down on a daily basis.
- The grill must be cleaned at the close of each day.
- Other general clean-up can be undertaken as time allows, but at all times the facilities must be kept clean and sanitary.

## **Daily Cash Reports**

- All sales must be rung into the cash register. If it is extremely busy, a cash tray may be set up outside of the cash register, and the amount of money taken in during the busy time rung into the cash register in a lump sum.
- A \$300 float will be provided by the FSMSA for each arena.
- At the end of each day, concession staff will:
  - ring off each cash register each day it is open;
  - count the float and return it to the safe;
  - record the balance onto a daily cash sheet (the balance should equal the total on the cash register tape);
  - record all shortages or overages on the daily cash sheet as appropriate; and
  - place the daily income, cash sheet with corresponding cash register tape stapled to it, in a small bag and secure in the cash box.
- The income from the concessions, and associated paperwork, will be picked up each Monday for deposit.

## **Inventory**

- The Concession Manager will be responsible for producing a list of inventory on hand on the last day of each month; the list be picked up during regularly scheduled income pick-ups.
- All inventory in the concession booths and storage rooms must be included in the inventory count. Items that do not appear on the inventory form should be written in and counted.
- Supply orders should only be required once a month, and should not be excessive at any time, but specifically near the end of the season.
- The Concession Manager will order all supplies for both concessions.