

Concession Stand Procedures

Notification to Coaches/Team Representative

The Concession Stand Coordinator (CSC) will outreach to all coaches/team reps in advance of the season to inform them that concession stand sign up is available. All teams using the indoor or outdoor concession stand will be required to attend training.

Fall Sports - coaches will be notified late July/early August with training held late August.

Winter Sports - coaches will be notified late October with training held late November/early December.

Spring Sports - coaches will be notified early to mid February with training held in early March.

The coach is responsible for identifying and notifying the team representative of these training sessions.

Each team has first choice for all their home games. Any games not selected by the home team will be available for another team to open the stand. Open dates will be communicated at the monthly Sports Boosters meeting.

Concession stand trainings will be held prior to the start of each season. Teams using the concession stand are required to send at least 2 parents to the training. This applies to both indoor and outdoor stands.

Use of stand

Full - Team request stand to sell items during a game and only sells items stocked by Sports Boosters (drinks, candy, etc.). Teams must notify the CSC via email aghssbconcession@gmail.com of their request for stand use. Event will be added to Concession calendar and the team rep will be notified of confirmation. While this is considered a fundraiser, approval from the VP and AD is not required. All volunteers must have proper clearances and be approved by the school in advance of the event. See Booth Staffing section below for more information.

Cash box - Contact the deposits treasurer via email at agsportsboostersdeposits@gmail.com in advance of event for a cash box.

Deposits - Please complete the **Deposit form Concession Stand** sales form on the Sports Boosters website (see link above) and submit with your deposit.

Note typically a copy of the deposit form is provided in the cash box.

All money collected at the event must be deposited.

No money should be taken from the cash box to reimburse purchases made. A Payment/Reimbursement request must be submitted to the Payments treasurer.

Partial** - Team requests use of concession stand to sell items during a game but the team provides **all** items to sell. Teams must also provide plates, cups, napkins, etc. A **\$25 fee** will be charged for use of the stand by Sports Boosters. An **AGHS Sports Boosters Fundraising Request** form housed on the [Sports Boosters](#) website under Forms must be submitted as this is considered a fundraiser event and requires VP and AD approval. All volunteers must have proper clearances and be approved by the school in advance of the event. See Booth Staffing section below for more information.

Cash box (optional) - Contact the deposits treasurer via email at agsportsboostersdeposits@gmail.com in advance of event for a cash box.

Deposits - Please complete the **Deposit to AGHS Sports Boosters form** on the Sports Boosters website (see link above) and submit with your deposit.

No money should be taken from the cash box to reimburse purchases made. A Payment/Reimbursement request must be submitted to the Payments treasurer.

Small Stand - Team sets up table at event and provides all items to sell. An **AGHS Sports Boosters Fundraising Request** form housed on the [Sports Boosters](#) website under Forms must be submitted as this is considered a fundraising event and must be approved thru Sports Boosters and the AD. All volunteers must have proper clearances and be approved by the school in advance of the event. See Booth Staffing section below for more information.

This type of stand is intended to be for teams that do not have access to the concession stand given that their events are not held in the gym, the main athletic field. Proper food handling is required (gloves) and homemade goods are not to be sold.

Cash box - Contact the deposits treasurer via email at agsportsboostersdeposits@gmail.com in advance of event for a cash box.

Deposits - Please complete the **Deposit to AGHS Sports Boosters** form on the Sports Boosters website (see link above) and submit with your deposit.

No money should be taken from the cash box to reimburse purchases made. A Payment/Reimbursement request must be submitted to the Payments treasurer.

****Note** - During the regular season the concession stands will not be available for Partial use. In the fall it will be available for use prior to the start of the regular season (play dates in August). In the spring the concession stand cannot be used until the water and electricity has been turned on.

Please remember that all concessions guidelines must be followed and adhered to when using the concession stand in any capacity. Any misuse of the stand can result in Sports Boosters being held liable and the stands being shut down.

Booth Staffing

Proper staffing of the stand should be maintained at all times from setup to closing. Staffing numbers should correspond with each team's normal game attendance. This number will be decided prior to a particular season. At no time should there be less than two parents operating the stand. If the stand is not properly staffed, it will be shut down. **All volunteers must have proper clearances and be approved in advance by the school.** Refer to Board Policy 916. List of volunteers must be submitted to the Athletic Office at least 7 days in advance of the event. Students are not permitted to work the concession stand.

Link to Volunteer Forms:

https://www.google.com/url?q=http://www.avongrove.org/Downloads/Volunteer%2520Tag%2520Sign-Out%2520Sheet6.pdf&sa=U&ved=0ahUKEwimzNK9_qLKAhVHox4KHcAtCXwOFggNMAO&client=internal-uds-cse&usg=AFOjCNEdcccO09rz3U6OB2fdg37jVUEQwWw

Notification of Items needed

Before the season begins, the CSC's will stock the concession stand with starter products and supplies based on last year's records.

What we expect from the team reps is the following:

At least 24-48 hrs before the event, an email needs to be sent to the AGHSSB Concession stand email address aghssbconcession@gmail.com with the following information:

- How many hot dogs are being requested (this is for outdoor concession stand only)
- How many pretzels are being requested and time of pickup
- How many pizzas are being requested and time for delivery

If the request seems excessive the CSC can suggest modifying the order. We want to make sure what is being ordered/cooked is all being sold.

After the end of the event, we ask that you fill out the Tracking Sheet that documents how many items were sold for the evening. Filling out these forms, will help us to forecast how much to order and prepare for future events.

Concession Stand Tracking Form

Please record how much food is prepared and how much was sold as this will help us to forecast how much to order and prepare for future events. We also ask for the team reps to email aghssbconcession@gmail.com if the concession stand is low on any items. The CSCs are checking inventory on a regular basis but this notification will help to get items ordered more timely especially if multiple events in the same week.

Menu

All food and supplies are stocked and ordered by Sports Boosters. At no time should any food other than that authorized by Sports Boosters be brought into the stand except if a Partial Stand. Only pre-packaged/purchased items can be brought into the concession stand. Crockpots and food made at home are not allowed. It will be the team's responsibility to pick-up and take deliveries at designated times unless other arrangements have been made with the CSC in advance.

If a team should run out of something before their varsity game start time please contact the CSC so we can order additional food. Sports Boosters will not pay for any orders placed without the knowledge or permission of the CSC.

Other Important Information

Each team representative will be asked to sign a form acknowledging that they have been instructed in safe food handling and the proper cleaning and care of the concession stand equipment as well as the concession stand guidelines.

It is the team representative's responsibility to train and supervise their parents of the proper cleaning and care of the concession stand equipment and the concession stand guidelines as this is a requirement of our license with the Chester County Health Department.

Keys

Arrangements to obtain and return concession stand keys must be coordinated with the CSC. Keys must be returned in a timely fashion given the number of teams using the concession stands. If a team loses the key they will be charged the replacement cost.

Weather/Cancelled Games

In the event of bad weather please keep in contact with the CSC for game cancellations or delays. If the JV game is cancelled and the varsity game time is moved up there are three options.

1. You may choose not to open the stand however you must get approval from a CSC.
2. You may choose to reduce your order. CSC must be notified prior to the timeframes noted below.
3. You will open but only serve drinks, candy, and possibly pretzels.

The final decision should be made between the CSC and the team parent. If you want to reduce the order you will need to contact one of the CSCs **24** hours in advance of the game for pretzels and hot dogs. For pizza, **4** hours in advance. For delays or cancellations please **call** one of the contacts below versus sending an email. If the game is rescheduled and you want to open the stand on the rescheduled date please contact the CSC as soon as possible to make those arrangements.

Concession Coordinator Contact

Name	Phone
Heidi Huntington	610-656-2430

Concession Stand email: aghssbconcession@gmail.com

All correspondence must be sent to the concession mailbox.