

Oxford Wildcat Booster Club, Inc.

Policy and Procedures

Proc: .04. Concession Stand Staffing

Teams/programs winning the concession stand lottery shall be prepared to fully staff their selected stand.

- 10 adults for the main (front) stand
- 16 adults for the secondary (back) stand

Staffing Policy

Each team/program is to provide the designated number of volunteers to staff their awarded concession stand. Volunteers are to be a minimum of 18 years of age per Oakland County Health Department.

Sign up Genius

- A Sign Up Genius site will be created and sent to coaches approximately 4 weeks prior to the football season starting.
- Approximately 3 weeks prior to a team's awarded game, Boosters will check the Sign Up Genius site confirming the correct number of volunteers have signed up. If not, Boosters will contact the coach and give them one additional week to fill the volunteer assignments.
- If open volunteer assignments still exist 2 weeks prior to the team's awarded game, the next team on the lottery's waiting list (Alternates) will be given the opportunity to fill the vacancies.
 - ❖ If the awarded team/program is able to produce $\frac{1}{2}$ of the desired staff, Alternate #1 will be given the opportunity to staff the remaining concession positions. Profit percentages from the stand will be split between the teams.
 - ❖ If the awarded team/program is able to produce less than half of the desired staff, Alternate #1 and Alternate #2 will be given the opportunity to staff the entire concession stand and will keep the profit percentages. The original team/program will forfeit their opportunity for the school year.
- 1 week prior to the team's awarded game, Boosters will touch base with the coach to go over instructions, timing, Health Department requirements, etc.
- In the event that a team cannot adequately staff the concession stand, the Booster Executive Board will fill the vacancies and keep the profit percentages.

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Eligible teams/programs are selected via annual lottery to staff main or secondary concessions stands for sporting/special events in an effort to gain monetary funds for their team/program.

It will be determined at the annual planning meeting held in April which teams/programs are eligible to enter the concession stand lottery for games the following school year.

Each team/program is asked to send a representative to each monthly general meeting of the Oxford Wildcat Booster Club, Inc. The representative(s) is responsible for communicating to the team/program parents, coaches and players for the purpose of sharing knowledge and obtaining volunteers for Oxford Wildcat Booster Club, Inc. fundraising projects/events. A team/program who sends a representative to a minimum of 5 general Oxford Wildcat Booster Club, Inc. meetings in a school year (it does not have to be the same person), will be eligible to enter the annual concession lottery. **If you do not have a representative attend 5 meetings in a year (May to April), you will not be eligible for a football lottery entry.**

- A person may only represent one team at a time at a meeting.
- Official attendance and program designation is made by completing a sign in sheet that will be circulated at each meeting.
- The official attendance record and sign in sheets will be maintained by the secretary who will present periodic review at general meetings.

Lottery will be conducted at the annual planning meeting held in May including all eligible teams/programs.

Vice President 2 shall report to the team/program coaches the lottery results by the end of May each year.