

USE OF DAA CONCESSION STAND

POLICY NO: 09

ISSUED: June 2006

REVISED: SEPTEMBER 2006

PURPOSE:

The purpose of this policy is to fairly assign usage and to state the rules and regulations for usage of any DAA concession stand.

The DAA sports that choose to participate in the use of the concession stands located in Anne Arundel County athletic parks that are permitted to DAA (e.g., Davidsonville Park and Riva Area Park) are expected to abide by the following rules and regulations established by DAA.

PROCEDURE:

1) Eligibility for Use

- a) Any sport may sign up to use concession stand during the time period of the sport's regular playing season. A sport may also request usage of a concession stand during its off-season, but will only be granted permission if there is not any in-season sports requesting use.
- b) Any sport requesting to use a concession stand must attend a mandatory DAA scheduling meeting that will be held before each season. This meeting will determine which sports will be using the concession stands and during what time period.
- c) Any sport that participates in the use of the concession stand must have a representative attend the training session scheduled through the Anne Arundel County Department of Health prior to operating the concession stand. All health department guidelines will be strictly enforced.
- d) Sports are expected to account for expected concession profits in their budget.

2) Operations of a Concession Stand

- a) Concessions to be sold are those that are approved by the Anne Arundel County Department of Health.
- b) Each sport commissioner will assign a designated representative to purchase concession items. An inventory sheet will be filled out before and after each use of the concession stand.
- c) Each day when the concession stand closes, there must be two persons, who are not related, counting the cash received for sales. Both volunteers will be required to sign off on the deposit.
- d) Each sports commissioner or his/her designated representative will be responsible

to assign volunteers to work the concession stand.

- i) All volunteers must be 14 years or older to work a concession stand.
 - ii) If a parent chooses to employ help, the help must be 14 years or older and trained as a concession worker.
 - iii) Absolutely no children under age 14 years old will be permitted in the concession stand.
- e) If two or more sports use the concession stand at the same time, they will rotate weekly on restocking the supplies. This schedule will be established at the mandatory scheduling meeting.
- i) There must be at least two volunteers from each sport scheduled to work at all times the concession stand is open.
 - ii) Each sport must post a schedule weekly in the concession stand with each volunteer's name and phone number and the time they will be working.
 - iii) If a volunteer does not show up, it will be the responsibility of the sport commissioner to step in or find a replacement volunteer.

3) Deposits

- a) All deposits will be given by the sport commissioner or volunteer assigned by that commissioner to the DAA Treasurer within 48 hours after each use of the concession stand.

4) Penalties at Discretion of Sport Commissioner

- a) Each sport commissioner, at his or her discretion, may apply a penalty fee to parents who do not volunteer (or employ help) at the request of the sport commissioner or his or her designated representative (e.g., concession stand coordinator).