

BRIGHTON YOUTH ASSOCIATION FOOTBALL LEAGUE CONCESSION STAND POLICY (v.2013)

Effective 2014 Season

1. Concessions/Apparel will be coordinated by the Concessions/Apparel Director, in conjunction with the Concession/Apparel Committee.
2. Concession/Apparel inventory and will be maintained by the Concessions/Apparel Director and Concession/Apparel Committee. The Concessions/Apparel Director will coordinate the ordering, inventory, and pricing of concession goods and will comply with all vendor agreements. Apparel design, physical inventory and website sales will be the responsibility of the Concession/Apparel committee. The Concession/Apparel Committee will coordinate payments for inventory purchases and shift work.
3. Concession/Apparel stand cash boxes/drawers will be maintained by the Concessions/Apparel Director and BYAFL Treasurer. The Concessions/Apparel Director will meet prior to and after each concessions event with a designated group liaison to review concessions operations and deliver the cash bag. Groups will sign off on cash bag contents and count sales proceeds according to the provided count sheet to ensure accuracy.
4. All Brighton Youth Association Football League (BYAFL) teams, and cheer squads will have the opportunity to earn funds through staffing qualifying event concessions:
 - a. One shift pays a total of approximately \$50 towards the football team, or cheer squad working the concessions event. This amount is subject to change due to number of games on at the fields, but is fully disclosed prior to the event.
 - b. One shift is defined as a 4-5 hour block of time containing three workers; (2) adult workers and (1) student worker or another adult.
 - c. The number of shifts required by each concessions event will be determined by the Concessions Director and the Concession/Apparel Committee, based upon the anticipated volume at the event.
 - d. Shifts cannot be broken up into parts to be partially worked. If your group commits to work an event, they must work the entire 4-5 hour shift from start to finish.
 - e. Concession events in whole may be broken up between more than one group at the discretion of the Concessions/Apparel Coordinator; for example if an event required 2 shifts, 1 team can work the morning shift and another can work the afternoon shift. This is not desirable, will be the exception, but may be needed for extraordinary circumstances.

- f. Shift revenue will be deposited into to the BYAFL Concession bank account, and designated to the appropriate football team or cheer squad.
5. Payments will be tabulated, reported, and designated no later than the conclusion of each football/cheer season.
6. Payments will be designated following a team request for designation following guidelines:
- a. Application of funds designation will be completed and sponsored by a BYAFL team or Cheer Squad activity, (for example: team end of year party, team building activities). Individuals are not allowed to participate in designation of funds.
 - b. The request must benefit the entire football team/cheer Squad.
7. The Concessions/Apparel Director and Concessions/Apparel Committee will coordinate the staffing of concessions events by publishing a qualifying concessions event calendar prior to the start of the season. Not all games or events will have concessions available. Concessions events assignments will be posted well in advance of the event, at minimum two weeks in advance when possible. The Concessions/Apparel Director will designate, assign, and communicate with the groups that have applied for events.

CONCESSION EVENT SIGN-UP PROCEDURE

1. The Concessions/Apparel Director will publish, post on the BYAFL web site, and email the available concession events on a master calendar to all football teams and cheer squads (notice will be directed to Head Coaches).
2. One identified group liaison will submit to the Concessions/Apparel Director, via email, their request to fulfill a designated shift.
3. The Concessions/Apparel Director and Concession/Apparel Committee will fulfill requests according to published deadlines. The BYAFL's goal is to balance between football and cheer participation when accepting shift requests. The Concessions/Apparel Director and Concession/Apparel Committee will strongly consider the group's application history and performance; their ability to meet deadlines, communicate according to expectations and maintain high concessions standards when working. In cases where there are more applications than shifts, a supervised lottery/drawing will be used.
4. An email will be sent to team liaisons communicating the schedule and the staffing duties and responsibilities.
5. It is the responsibility of the football team and cheer squads to assign, coordinate and commit their own people to work the concession events - this is not the responsibility of the Concession/Apparel Committee. The group liaison will provide the Concessions Director with a complete staffing

acknowledgement by published deadlines. Not fulfilling an assigned obligation to a concessions event will have a negative impact on that group's future ability to be assigned events.

6. The concession events calendar will be updated regularly by email and by posting to the BYAFL website showing what events are filled and open.

7. The Concessions/Apparel Director will publish information in the concession stands detailing operating procedures, such as preparation, clean up expectations, and price lists.

8. The football team/cheer squad assigned to a particular concession event is expected to staff that same event if the date/time changes during the season for any reason.

9. Failure to fulfill a shift may result in the disqualification from the balance of the assigned concession shifts for that season.

CONCESSION END OF SEASON PROCEDURE

1. The Concessions/Apparel Director and Concessions/Apparel Committee will inventory, clean, and secure the concession stand for the winter at the end of the season.

2. The Concession stand equipment will be secured as the stand is used by Platte Valley Soccer League during offseason.

3. The Concessions/Apparel Director or BYAFL Treasurer will report to the BYAFL Board and BYAFL Members (as defined in bylaws) the profits of the concession stand. They will also report the earnings that were paid out to football teams and cheer squads.

4. The procedure for end of season funds that remain in the concession bank account are as follows.

a. Start-up funds of \$2,000 will be maintained in the account until the following season.

b. Remaining profits will be split 50/50 between the Football checking account and the Cheerleading checking account.

Any changes to this policy must be voted on by members or BYAFL as defined in the bylaws. Notice will be posted of a first reading of any said changes allowing time for discussion at a public meeting of members at a regular meeting of the BYAFL. A second reading and vote will occur in the following month.