

**2019-20**  
**Thomas Worthington High School**  
**Concession Stand Rules and Policies**

**I. Concession Stand Guidelines**

- A. The Varsity Team scheduled to play in the Stadium or the Main or Auxiliary Gym is required to operate a Concession Stand for their games during the season per district expectations and during tournament play per OHSAA expectations.
  
- B. Scheduled Varsity Support Group may partner with other Support Groups in operating concessions for Varsity, JV and/or Freshman games. CARDS, Inc. can provide contact information for other Support Groups if needed, but CARDS, Inc. is not responsible for coverage.
  
- C. If the scheduled varsity event takes place using athletic facilities where there isn't a Concession Stand available (for example: Tennis, Softball, Swimming, and Water Polo)
  - i. Support Group for that sport is encouraged to set up and operate a simple concession stand without any oversight from CARDS, Inc.
  - ii. Support Groups are required to report all sales as per the TWHS Co-Curricular Handbook and the Ohio Auditor's Regulations.
  
- D. CARDS, Inc. owns and maintains all equipment located within the outside (Stadium) and inside (Main or Auxiliary gym) Concession Stands. Groups must go through the Concessions Manager to use the equipment.
  
- E. There is a 20% markup fee (hereafter referred to as "usage fee") on all core items to use the Concession Stand and its equipment. This fee covers the cost of paper supplies, condiments, equipment, and Concessions Manager salary.
  
- F. CARDS, Inc. will review the 20% markup each school year to ensure Support Groups are able to make money on their fundraising efforts. If it's determined group (s) didn't make money, CARDS, Inc. will work with the president of that Support Group(s) to make any adjustments.
  
- G. ALL TWHS support groups and ALL outside parties wanting to operate concessions in the Stadium or Inside Concession stands must purchase their food and beverages from CARDS Inc

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core menu and incur the usage fee to cover the cost of equipment maintenance, paper products, condiments and concession manager assistance with opening and closing, NO EXCEPTIONS.

## **1. II. General Operations**

- A. The Concession Stand will close for business 15 minutes prior to the anticipated end of game play time (not regulation clock time). An announcement of pending closure should be made.
- B. Each Group must designate at least one person as Concessions Point of Contact (POC)
  - i. Provide their contact information to the Concessions Manager.
  - ii. Be trained in the operation of the Concession Stand.
- C. No one under the age of 14 will be allowed to work in the CARDS, Inc. Concession Stand.
- D. All volunteers **MUST** wash their hands at the beginning of the shift and upon return to the Concession Stand from a break.
- E. Due to Health Department rules, volunteers are prohibited from eating any food product while directly working in the Concession Stand. Please step outside or to a designated area.
- F. Long hair must be restrained by a ponytail, baseball cap, or hairnet. Facial hair must be neatly trimmed.
- G. Gloves must be worn when handling unpackaged food product.
- H. Shoes must be worn at all times. Shoes that expose feet (ie. flip-flops) are not permitted.
- I. No sleeveless shirts are authorized to be worn by volunteers working the concession stand.
- J. The Concessions Manager is the sole arbitrator of disputes. Each Support Group's Concession Leader is responsible for monitoring their group's volunteers.
- K. All sales will be counted immediately after the Concession Stand is closed for business and documented on the support groups electronic receipt (google doc) form. In situations in

which the Concession Stand is open continuously for more than one game the reconciliation will be done after the final game.

- L. Equipment or fixtures that malfunction or are damaged
  - i. Report to the Concessions Manager immediately
  - ii. Groups assume responsibility for damage or loss of equipment or fixtures due to negligence or abuse
  - iii. Will be charged for the cost of replacement or restoration to normal operating condition.

### **1. III. Concession Stand Support Group Policies**

- A. Recommended Support Group provide a \$100-\$150 cash drawer for all activities except:
  - i. Football (\$600-\$900)
  - ii. basketball (\$200-\$300)
- B. Recommended sports with JV and/or freshman teams operating concessions.
- C. Volunteers must report to the Concession Stand
  - i. 1 hour prior to a football game
  - ii. 30 minutes prior for all other event
  - iii. must stay to clean up until released by the Concessions Manager.
- D. Gate admission will be waived for all working volunteers (except OHSAA events). A gate list of volunteers must be submitted to the Concessions Manager 24 hours before the event date. Volunteers will give their name at the gate to obtain entrance.

- E. Only individuals working a concession event shall be allowed in the Concession Stand.
- F. Recommend persons working the Concession Stand wear TWHS logo items.
- G. CARDS, Inc. and the Support Group operating the Concession Stand shall not be held responsible for individual's belongings when the Concession Stand is in operation.
- H. Support Groups that pose repeated behavioral problems and/or who fail to show up for the agreed upon scheduled event may be charged an additional fee to be determined by CARDS, Inc.
- I. A Support Group not scheduling enough volunteers, thus requiring the Concessions Manager to supplement staffing, will be charged an additional fee to be determined by CARDS, Inc.
- J. Support Groups are permitted to drive a vehicle to the Stadium Concession Stand to facilitate loading and unloading. The vehicle must be moved prior to the game.
- K. Competing with other Support Groups: Remember that your Support Group cannot compete with another Support Group. in the operation of concessions. This may include special fundraisers that involve food or hospitality events. Please contact the Concessions Manager prior to your event to coordinate all food sales.
- L. Accounting for Cash: CARDS, Inc. and the Support Groups shall operate the Concession Stands in a manner consistent with the Guidelines found in the TWHS Co-Curricular Student-Parent Handbook, 2015-2016 and in the Ohio Auditor of State Guidelines for Student Activity Programs.
- M. Support Groups offering concessions for non-OHSAA games (ex. special events/ fundraisers) will be directly assessed the Concession Manager Fee. This will not be covered by CARDS, Inc. Concession Manager fees are as follows:
  - i. \$25 fpr single game
  - ii. \$50 half day event/tourney
  - iii. \$100 all day event/tourney

## **2. IV. Support Group Concession Stand Clean Up Procedure:**

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- A. Clean the Concession Stand after the game
- B. Turn off all machines and clean according to the procedures listed by the machines.
- C. Wash all dishes, clean all countertops and sanitize.
- D. Sweep and/or mop the Concession Stand floor.
- E. Bag and empty trash cans located in the Concession Stand and place in the dumpster.
- F. Police the grounds and area around the Concession Stand.
- G. Failure to properly clean the Concession Stand after use will result in a \$25 cleaning fee which will be deducted from the earnings.

### **3.**

## **V. Vouchers/Hospitality**

- A. Vouchers will be issued for the game officials and bus drivers at TWHS. The face value of these vouchers will be limited to \$3.00, relative to the expense of a drink and a sandwich. The entity operating the Concession Stand during the contest shall incur this as an expense.
- B. As a Division 1 school in Ohio Capital Conference there is an expectation for the host school to provide a minimal level of hospitality to the officials that help run the games. Support Groups are urged to honor the vouchers issued to game officials and to interpret the \$3.00 face value to refer to the actual cost of the items rather than to the selling price. This will allow a \$2.00 voucher to cover the cost of a drink and a hot dog/burger, for example.
- C. Support Groups need not honor requests from voucher holders for high, fixed-price items such as: Chick-fil-A or pizza.
- D. Vouchers will be issued unless the Support Group contacts the Athletic Director in advance of the season.

## **4. VI. Concessions Manager**

- A. CARDS, Inc. has contracted a Concessions Manager (hereinafter "Concessions Manager") for the Concession Stand. The Concessions Manager will act on behalf of CARDS, Inc. and all Support Groups are required to work through the Concessions Manager.

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- B. The duties of the Concessions Manager include, but are not limited to, the following
- i. Collect and deposit the usage fee and payment for Core Menu items.
  - ii. Open and close the Concession Stand.
  - iii. Order core food and beverages for the Support Groups.
  - iv. Stock and replenish concession items as needed.
  - v. Maintain an ongoing inventory of all concession items.
  - vi. Institute and coordinate operating policies for the concession stands.
  - vii. Make recommendation to the Support Groups number of volunteers needed
  - vii. Train support group concession leaders

## 5. VII. Menu Policies and Procedures

- A. The Concessions Manager is responsible for pricing, ordering, stocking, and inventorying the Core Menu items each week. Unsold items are the property of the Support Group and can be stored securely in the Concession Stand for use in future contests.
- B. Concessions orders must be received by **Noon on Sunday** the week before your game or event. Please contact the Concessions Manager, **Machelle Tribble (614) 365-0938 or [twhsconcession@gmail.com](mailto:twhsconcession@gmail.com)**. She will send confirmation.
- C. Support Groups need to supply their own propane if they wish to use the grill; some Core Menu items will require the use of the grill.
- D. The only beverages that can be sold through the Concession Stand are those on the Core Menu and ordered through the Concessions Manager.
- E. All groups using the concession stand must purchase core items through CARDS Inc and incur the usage fee in order for CARDS Inc to be able to provide the equipment, disposables, paper products, condiments and manager assistance.
- F. Non-core menu items are allowed to be sold at the concessions only with prior approval from CARDS Inc and similar products to the core items will not be allowed.
- G. We require that all Support Groups follow the CARDS, Inc. suggested selling prices in order to maintain uniformity and fair price levels for the guests at our sporting events.
- H. The Concession Stands will provide a secure area, both refrigerated and non-refrigerated, for the storage of a reasonable amount of inventory between games. It is up to the Support Groups to

store their inventory safely and securely. CARDS, Inc. is not responsible for lost, stolen, or spoiled inventory.

- I. The Concession Manager will collect the cost of food and beverage sales associated with contest.

**6. CARDS, Inc. Core Menu 2019-2020**

<b>Item</b>	<b>Sell Price</b>	<b>Actual Prices*</b>	<b>CARDS, Inc. 20% markup**</b>	<b>Profit</b>
Hamburgers/ 1/3 lb Cheeseburger,	\$4.00	\$1.57	\$0.31	\$2.12
Beef hot dogs	\$3.00	\$0.76	\$0.15	\$2.09
Nachos and cheese	\$3.00	\$0.74	\$0.60	\$1.66
Soft pretzels	\$2.50	\$0.63	\$0.13	\$1.74
Soft pretzels w/cheese	\$2.50	\$0.63	\$0.13	\$1.74
Popcorn (med box)	\$2.00	\$0.35	\$0.07	\$1.58
Popcorn (sm box)	\$1.00	\$0.18	\$0.04	\$0.78
Candy Bars (avg)	\$1.50	\$0.63	\$0.13	\$0.74
Chips	\$1.00	\$0.47	\$0.09	\$0.44
Coffee (12 oz)	\$1.00	\$0.10	\$0.02	\$0.88
Hot cocoa (12 oz)	\$1.00	\$0.21	\$0.04	\$0.75
Water (20 oz)	\$2.00	\$0.35	\$0.07	\$1.58
Tea (16 oz)	\$2.00	\$0.90	\$0.17	\$0.93
Soda (20 oz)	\$2.00	\$1.00	\$0.20	\$0.80
Gatorade (20 oz)	\$2.00	\$1.00	\$0.20	\$0.80

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\* Actual price includes bun, cheese, cup, and condiments where applicable. Actual prices subject to change.

**7. Concessions Policy Acknowledgement**

*Complete this form and submit it to the CARDS, Inc. Executive Board*

Support Group Name \_\_\_\_\_

Point of Contact Name \_\_\_\_\_

Point of Contact Mobile Phone \_\_\_\_\_

Point of Contact Email \_\_\_\_\_

*By signing this statement, I acknowledge that I have received a copy of the Concession Stand Rules and Policies agreement issued by CARDS, Inc. I acknowledge that our Support Group has discussed, read and comprehends the information contained in this agreement. The Concessions Leader will consult with the Concessions Manager if the Support Group has any questions concerning its contents.*

*Release of Liability – I acknowledge that there are certain hazards and risks inherent in this activity, and I understand and appreciate the nature of the risks. I understand that these hazards or risks could result in property damage, illness, bodily injury or death to myself, my volunteers, or my guests. I agree to fully explain these risks to my volunteers and my guests prior to the activity. I waive all claims of liability in case of accident, illness, or occurrence against CARDS, Inc. I acknowledge that I have read and comprehend the information contained in this document and to consult with the CARDS, Inc Executive Board if I have any questions concerning its contents.*

I understand this agreement may be repealed or amended, or a new agreement may be adopted at any annual association membership meeting or at any special meeting called for that purpose.

The undersigned do hereby certify and approve the agreement on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Point of Contact Signature \_\_\_\_\_

Concession Manager Signature \_\_\_\_\_

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