

Macklin Arena Booth Policy 2017-2018

Information for Booth Leaders and Workers

Hours of Booth Operation

Monday, Thursday, Friday 3:45 – 7:00 p.m.
Tuesday 3:45 – 7:30 p.m.
Wednesday 2:45 – 7:00 p.m.
Saturday 45 minutes before first game of the day until the last team has left the rink
Sunday 45 minutes before first game of the day until the last team has left the rink

*Please note that when a game or event is occurring the booth shall remain open until the event has concluded or both teams have left the rink. The booth does not have to remain open for recreation hockey.

If you are unsure whether you should stay open or close early due to slow activity – always stay open! Workers during slow periods can stock supplies, wipe down appliances, cupboards, walls, organize drawers, roll coin etc. This booth is run by volunteers – the more we can accomplish, the easier it is on everyone! If there is a break between games send all but one booth worker home until half an hour before the next game.

Only one adult family member is required to work each shift the majority of the time. During a busy week it may be necessary to have two family members per shift. All workers must be 16 years of age. No person under 16 years of age is to be in the booth at ANY TIME no exceptions! Workers under the age of 18 must be accompanied by an adult. You must be 18 to open and close the booth. A minor hockey/figure skating parent is required to pick up or drop off the float. If you are sending a family member to work your shift they must be willing and capable of doing all jobs in the booth.

If you are hiring out your shift, it is your responsibility to let the booth group leader know in advance. There is no set wage for hiring out your shift. When hiring out your shift ensure that whomever you hire is capable and willing to perform all booth duties. Booth duties are posted in the booth.

As we are a public food service it is important when working the booth you follow proper hygiene procedures and be dressed appropriately. People are watching you prepare their food so appropriate handling of food is essential.

IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT SHALL YOU NOT BE ABLE TO WORK YOUR SHIFT. THERE IS A \$20/HOUR FINE FOR EVERY HOUR NOT WORKED.

In addition to your booth week, each family will be expected to work a special event (such as the bones weekend or other fundraiser) approximately once every two years. You will be contacted prior to the event you are scheduled to work.

Macklin Minor Sports/Macklin Skating Club are not responsible for any injuries that occur in the booth. Thank you for your continued cooperation and volunteering!

EXTRA NOTES FOR BOOTH LEADERS

Event	Number of Workers required
Minor Sports Hockey Games(Initiation – Midget) and Skating Carnival	4 workers
Senior Mohawk Games	4 workers
Hockey practice/figure skating	1 worker
Hockey Tournament/skating test day	2 workers plus 3 supplied by the group hosting
Provincial Hockey Games	5 workers

Events are posted two weeks ahead of time on the screen at the arena (check daily for changes when scheduling your week). Note that we have a website “macklinminorhockey.com” that you can check for updates. Double check the website with the screen.

When making your schedule for the week, please try to give workers at least one week notice of their hours. We are aware that hours may change at the last minute but giving as much notice as possible keeps all the volunteers happier. Make each workers’ hours as even as possible. **Submit a copy of your schedule to Cynthia at cjweinkauf@gmail.com prior to sending to your workers.**

The North Park order of cinnamon buns are ready for pickup by 8:30 am every Saturday. The group leader is responsible for delegating the pick-up of this order. The order will be charged to the booth at the time of pick up.

Money bag is to be grabbed each week day from the Credit Union. On weekends the group leader shall make arrangement for the transfer of the money bag and booth key.

Please ensure that your workers receive a copy of the first page of this information so as to help the booth run as smoothly as possible.

If you have group members who are new to the organizations please ensure they feel comfortable with the working of the booth. They can contact Lori Cosh @ 306-753-9230 if they would like her to show them how things work.

If you have any questions regarding booth scheduling please call Cynthia Weinkauf @306-753-9138.