

Macklin Arena Booth Policy 2022-2023

Information for Booth Leaders and Workers

Hours of Booth Operation

Monday / Thursday / Friday	3:45 pm – 7:00 pm
Tuesday	3:45 pm – 7:30 pm
Wednesday	3:45 pm – 8:00 pm
Saturday	9:00 am until the last team has left the rink
Sunday	9:30 am until the last team has left the rink

Please note: 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 but needs to be open for public skate.

- 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 most of the time but 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.

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/public skate	1 worker
Hockey Tournament/skating test day	2 workers plus 3 supplied by the group hosting
Provincial Hockey Games	5 workers
Public Skating	1 worker

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 have a copy ready to submit to the coordinator by the Monday prior to the week you are working. We would like the workers to have at least one week notice of their hours. We are aware that hours may change at the last minute, giving them as much notice as possible keeps everyone happier.

Make each workers' hours as even as possible. If you have group members who are new to the organization, please ensure they feel comfortable with the duties of working in the booth.

Submit a copy of your schedule to Joy at joylenevolk@me.com prior to sending to your workers. Please text her at 306-753-4370 to ensure she received your email.

Coop Pick Up

- The Coop order of cinnamon buns are ready for pickup by 8:30 am every Saturday. Please call the Coop at 306-753-2221 prior to picking up so that someone can meet you at the front doors as they are not open until 9.

**** 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.

Booth Float

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

Hiring out of Shifts

- **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 so 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.**
- A list of booth workers for hire will be attached.

IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT SHALL YOU NOT BE ABLE TO WORK YOUR SHIFT. THERE IS A \$35 HOUR FINE FOR EVERY HOUR NOT WORKED.

Please note: We are a public food service, and 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.

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!

If you have any questions regarding booth scheduling, please call Joy Volk @ 306-753-4370