



## Macklin Arena Booth Policy 2024-2025

### IMPORTANT NOTE:

**Changes to the scheduling of the booth workers. Information highlighted below.**

**The booth week is Friday - Thursday for the 2024-2025 season unless otherwise posted due to closure of the rink.**

**Percentage of workers for the longer weeks works out to the same as a standard week.**

**Ensure you get the float and booth key to Saturday morning worker.**

### Hours of Booth Operation

Monday – Friday	3:45 pm – 7:45pm
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.
- Volunteers run this booth – 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
3 on 3	1 worker
Hockey School	3 workers

For the 2024-2025 season the schedule will be done by the coordinator and sent out to the workers no later than 1 week prior to your scheduled week.

Please keep in mind that there could be last minute changes to the schedule, but the coordinator will give as much notice as possible.

The coordinator will try their best to ensure hours are distributed fairly throughout the week however, sometimes this is not possible.

### Coop Pick Up

- The Coop order of cinnamon buns and other good will be ready and need to be picked up **FRIDAY after 2pm**. Please check the schedule to see who is responsible to picking this up.
- 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 one of the workers will be delegated to arrange for the float and booth key to be picked up Friday and Saturday nights.

### Hiring out of Shifts

- **If you are hiring out your shift, it is your responsibility to ensure your worker is aware of the schedule and any duties assigned.**
- 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. IF YOUR SHIFT IS NOT COVERED AND THERE IS A NO SHOW, YOU WILL BE FINED \$35 PER HOUR 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

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## **Daily Deposit Instructions**

### **Friday/Saturday**

- Put all monies including quarters, loonies, twonies, 5's and 10's in blue bag along with booth key and pass along to the person(s) scheduled for the first A.M. shift the next day
- Put 20's, 50's, 100's into white plastic bag, seal and mark "Arena Booth" and drop off at the Credit Union night deposit. ***This needs to be done every night.***

**\*\*\*One Weekend night workers will be assigned the duty of taking the booth money bag and key home.**

**DO NOT deposit the blue deposit bag at the bank on Friday and Saturday nights.**

### **Sunday - Thursday**

- Put all money, including quarters, in blue deposit bag as well as booth key and drop off at Credit Union night deposit.

**\*\*\*This needs to be done every night so the float can be straightened out for the next day\*\*\*.**

If for some reason it does not get deposited contact Brandi and let her know where it is.

**Make sure the booth key is in the bag.**

For any questions contact Brandi Johnson  
306-753-9393

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