# OAK HILL YOUTH SPORTS ASSOCIATION

## Team Manager - Concession Duty Hand Out

**Concession Director Contact: Mary Mazurek – 301-1218 / 965-2138 or email: emazu5@gmail.com**

**Role of the Team Managers and Volunteers**:

**Be there on time**:- 10 minutes prior to your shift so that concession directors can review procedures with you. Please keep in mind that punctuality is very important to keep things running smoothly and you could be replacing a team who may have a game to go to.

**Have FOUR VOLUNTEERS for each shift**.

Two people are just not enough no matter how experienced you are at running the stands. With four you can have 1 running the register, 1 for the food, 1 for drinks and 1 for food preparation/stocking/all around help. It's a lot more enjoyable when you are fully staffed. **HELPFUL HINT:** Asking for volunteers and getting them is ideal, unfortunately that does not always work. It is highly recommended that you assign time slots to your parents and give everyone a copy; if there are any conflicts they can work it out among each other. It is easier for parents to schedule something. Pre-scheduling has worked very well in the past.

Give your volunteers a couple of reminders and confirm the day before.

The coach may get a call from the one of the Directors the night before your team's concession duty as a reminder. We are just trying to ensure everything runs smoothly during our shifts.

**Check the bathrooms periodically** and notify the director if they require attention.

**No children under the age of 14 allowed in the stands**. If you have kids you are watching while running the stands they must remain outside.

Phone #'s are provided for each of the Concession directors if a problem develops on your shift. Please call the director on duty that night.

**Role of the concession director on duty**:

Each director has a specified night, for which they are responsible. Duties include:

Opening the stands by preparing initial concessions such as sausage, hot dogs, popcorn, pretzels etc.
Ensure there are adequate supplies in both stands.
Train volunteers as they arrive for their shifts.
Troubleshoot both stands / restrooms throughout their specified night.
Clean, close and prepare stands and restrooms for next day.

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| Spring Schedule: | Mon - Fri | Front stand (near Bronco Field): Opens 6:00 Closes 9:00 |
| | | Back Stand (near Softball Fields): Opens 5:30 Closes 8:30 |
| | Saturday | Front Stand: Opens 10:00 Closes 7:00 |
| | | Back Stand: Opens 9:30 Closes 6:30 |
| | Sunday | Back Stand: Opens 1:30 Closes 5:30 |
| Fall Schedule: | | Front Stand: Opens 1:00 Closes 8:30 |
| | | Back Stand: Opens 12:30 Closes 8:00 |

| Concession Directors | Home Phone | Cell Phone |
|---|---|---|
| Thelma & John Maline | 301-1946 | 970-7282/658-9476 |
| Meredith & Jaime Vasquez | 301-1383 | 619-5340/619-5347 |
| Mary and Eddie Mazurek | 301-1218 | 965-2138/965-2137 |

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