



## KEARNEY SOCCER CLUB, INC. INSTRUCTIONS FOR TEAM CONCESSIONS COORDINATORS

*The Kearney Soccer Club provides the opportunity for teams to earn fundraising dollars by working concessions stands at WLW and Baldwin. KSC is responsible for having those stands open during all sporting activities at those locations year round. Working concessions provides a direct method of assisting players in off-setting costs of Select soccer.*

*Hours are divided evenly for each select team (U11-U14) over the course of the season. Teams are assigned 15-30 hours to cover in the stand. This results in parents working 2-4 hours per season.*

### **Team Responsibilities**

1. Each KSC Select team is responsible for identifying one individual to serve as Concession Stand Coordinator.
2. This person is required to:
  - a. attend a Team Concessions Coordinator (TCC) training meeting each fall to provide training and answer questions regarding concession stand procedures.
  - b. provide accurate and up-to-date contact information to KSC Concessions Coordinator.
  - c. Works with team manager, coaches and treasurer to determine concession working policy for team. This policy must be in writing and shared with all families who have a child on such team. Items we *suggest* be included in the policy:
    - i. Scheduling –
      1. You may use a sign-up genius and provide 2 days for parents to sign-up to work and then assign hours
      2. You may assign hours and require families to work out the details
    - ii. Families are accountable to the team.
      1. If a family does not work concessions, it is up to the team whether they receive fundraising benefits or not.
      2. You may choose to have a “buy out” or not... it is up to the team managers and coaches to determine this policy.
      3. Please note, individual families may contact the KSC concessions coordinator and pay them to work for them.
  - d. The KSC Concession Stand Coordinator will email each team concessions coordinator their required work schedule as soon as they are available. This does not always happen in a timely manner due to schedule releases. It is the coordinators responsibility to have a short turn-around time in scheduling their families.
  - e. It is the responsibility of the coordinator to manage the schedule, money handling and deposits. This information will be provided, in detail, at the TCC training.

**Questions** If you have any questions, please email

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