

# The University of Dayton Arena Volunteer Concession Program

2013-2014 Season



Program details are straight forward and provide your nonprofit or not for profit organization with great opportunities to raise funds. The program includes all Arena and Sports Complex events. The program is right for small and large organizations alike.

BARRYSTAFF has been selected by The University of Dayton to manage this program for the 2013-2014 season. As do participating organizations, BARRYSTAFF serves at the pleasure of The University of Dayton. Our commitment includes the highest level of service to the Flyer Faithful and all event guests. Anything short of that places all of us at risk.

**Your organization and all volunteers will be expected to consistently deliver a high level of service.**

As the Organization Contact, you are responsible for the dissemination of all information to your volunteers. Throughout the season you will receive notifications of program changes that you must communicate to your members on a timely basis.

Policy adherence is a must and the program does not provide for variances. The Concessions Department and BARRYSTAFF welcome all suggestions to improve our operation but insist no change be made until an implementation order is issued. Please direct your suggestions to your on site BARRYSTAFF representative, Jerry M Buening.

### The University of Dayton Arena Personnel

Mr Tim O’Connell Executive Director, UD Arena

Mr Ronald “Rocky” Houck Assistant Director of UD Arena/Concessions

Mr Larry Staub Operations Coordinator/Concessions

### BARRYSTAFF Personnel

Mr Doug Barry, President

Mr Jerry Buening, Program Director

### Opportunities include

Small Crews & kiosks	2 or 3 volunteers
Small Stands	5 or 6 volunteers
Medium Stands	8 volunteers
Large Stands	12 volunteers
Stand Hawkers	30 volunteers

**Program Participation:** Requires the organization have and maintain a nonprofit or not for profit status as determined by the Internal Revenue Service. A copy of your IRS Determination Letter or certificate **MUST** be attached to your signed agreement to participate. Should your organizational status change or be rescinded during the season, you are required to notify BARRYSTAFF immediately. An IRS 1099 will be filed annually as required by law.

**Reporting:** Your organization must report at the date and time specified with the correct number of volunteers. BARRYSTAFF reserves the right to blend stands to achieve the minimum staffing required. Non performance charge back(s) may be assessed.

**Dress/Appearance Code:** Personal appearance and grooming is important to the success of the program. Team identification (other than approved University of Dayton) and corporate logoed apparel is **NOT** permitted during events. Volunteers are required to wear collared polo shirts and black, navy or khaki slacks, socks and rubber soled, closed toe shoes. Jewelry, make up and body piercings must be in good taste. **NO jeans, shorts or open toed shoes are permitted.** Be clean, comfortable and appropriately dressed. BARRYSTAFF reserves the right to refuse participation in the program for non compliance.

**Parking /Entrance:** Car pooling is highly recommended. You are permitted to park in **Lot D (far northeast corner)** for no fee. You will be asked your group's name and the Gate D traffic guard will direct you to the northeast corner of the lot. Please respect their direction as this is monitored closely. Handicapped placarded vehicles are asked to park in the handicap signed spaces on the west side of Welcome Stadium. Enter through the solid blue steel doors marked "Employee Entrance" on the Welcome Stadium side of the Arena or other Sports Complex sites as directed. At the arena, sign in with the security staff, proceed across the hall to coat check (Concessions Operation office). Purses and/or outerwear **CANNOT** be taken to any stand. (fanny packs are highly suggested for ID and medications). The University of Dayton and BARRYSTAFF are NOT responsible for loss, theft or damage to personal property brought on the premise. **Anyone entering the premise is subject to search and proof of identification is required.** Proceed to your assigned station.

**Training:** Group orientation and "in stand" training will be provided by BARRYSTAFF. Classroom setting and online methods may be available when appropriate. This training will familiarize your volunteers with sales practices, product selections, **TiPS** (Training for Intervention Procedures) and the **ServSafe** food handling program. These operational standards are put in place to provide the best food service experience for our patrons.

**Recordkeeping:** It is your organization's responsibility to complete all required paper work. Each volunteer must sign in with security, record their presence on the Volunteer Register document located at their assigned stand/ kiosk. Each volunteer will enter their arrival time and departure time and indicate the volunteer hours completed. The Stand Captain will total the group's hours and record the sales activity for the event. The Stand Captain will retain the pink copy of this document for reconciliation with receipt of your donation check. Also the Stand Captain will be responsible for the cash set up and close out using the Reconciliation Form provided. The Stand Captain will insure the pre and post event inventory counts including volunteer complimentary food/beverage consumption report are completed.

**Prohibited Activities:** NO product, other than those provided by the University of Dayton, may be served. NO modification(s) to product or services is permitted. NO product can be removed at the event conclusion. AT NO TIME IS ANY ON SITE ALCOHOLIC BEVERAGE CONSUMPTION OR ILLEGAL SUBSTANCE USAGE PERMITTED while participating in the VCP. DO NOT attempt any repair to equipment or facilities. Report all equipment malfunctions to The University of Dayton concession personnel. Violations may jeopardize the Group's ongoing participation in the program and may result in appropriate prosecution.

**Participation Standards:** Each group will ensure the appropriate balance of all volunteers operating their assigned stand/kiosk . No one **under 18** years of age can participate in the program. Volunteers must be at least 19 years of age or older to dispense, sell and/or handle alcoholic beverages as set forth in the Ohio Revised Code and the regulations of the Alcohol Beverage Control Act. The assigned group MUST provide a TiPS & ServeSafe certified person(s) during the entire event. **Should a required certified TiPS and/or ServeSafe volunteer not be available, BARRYSTAFF will satisfy this University of Dayton requirement and charge back the group \$75.**

In the event BARRYSTAFF is required to place personnel in your assigned stand to meet stand staffing minimum requirements, costs associated with those placements will be deducted from your donation.

Your group shall take reasonable care in the use of products, equipment and premises provided by The University of Dayton and BARRYSTAFF. Your group agrees to monitor its operation and activities and use its best efforts to prevent negligence, by action or omission, by any of its volunteers in the conduct of the Group's operation hereunder.

BARRYSTAFF has NO control over event delay or cancellations and will not be held responsible. BARRYSTAFF will communicate all event status changes to parties set forth in the agreement after notification from The University of Dayton. An alternate contact is required for each organization participating in the program.

BARRYSTAFF is an equal opportunity employer and does not discriminate and will not discriminate against any group or individual on the basis of race, color, religion, creed, age, sex, disability or any other classification protected by law.

Your organization acknowledges all members are considered volunteers by virtue of this agreement and shall not be considered employees of BARRYSTAFF. Organization members are volunteering their time for a donation to their tax exempt organization. No individual compensation can nor will be paid.

Your organization declares they are voluntarily participating in The University of Dayton Volunteer Concession Program (VCP) operated by BARRYSTAFF and all participants waive and relinquishes all right's to worker's compensation benefits under Chapter 4123 of the Revised Code for injury or disability incurred while participating in the Volunteer Concession Program ( VCP).

This agreement is terminable at any time by either party at either's sole discretion, by delivering written notice of its decision to terminate.

**Volunteer Roster Requirement:** A roster of event volunteers must be submitted to BARRYSTAFF, not later than 48 hours prior to each scheduled event date. (This information is now required by the arena security department) Simply complete the provided template and email to BARRYSTAFF for consolidation and presentation to The University of Dayton Arena Security Department. Last minute volunteer changes are understandable, but must be communicated to BARRYSTAFF. BARRYSTAFF reserves the right to levy a charge against donation check(s) for lack of timely performance.

**Volunteer Donations:** The VCP at The University of Dayton guarantees a donation of \$5.50 per scheduled hour worked or a 10% donation on net sales (gross sales minus sales tax) whichever is greater. Stand shortages (cash and/or inventory) will be deducted from your donation check. Your donation check will be mailed approximately 45 days by BARRYSTAFF after receipt of activity paperwork from The University of Dayton.

**VOLUNTEER CONCESSIONS PROGRAM (VCP) AGREEMENT**

2013-2014 Season

This agreement is executed between BARRYSTAFF 22 South Jefferson Street Dayton, Ohio 45402 and

Group Name \_\_\_\_\_ Group Contact \_\_\_\_\_

Federal Tax ID \_\_\_\_\_ Contact telephone \_\_\_\_\_

**Attach IRS document with agreement**

Contact email \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Alt telephone \_\_\_\_\_

**SELECT STAND SIZE**

- Small Crews & kiosks 2/3 volunteers
- Standard Stand 5 volunteers
- Stand Hawkers
- Medium Stand 8 volunteers
- Large Stand 12 volunteers

**ACCEPTANCE OF TERMS:**

I hereby acknowledge that I have read the foregoing agreement. I understand the complete terms of this agreement, and that my signature constitutes the Organization's agreement to be bound by the terms of this agreement and that I have the authority to sign on behalf of the named organization and to do so binds the Group to this agreement.

Group Name \_\_\_\_\_

Accepted and agreed to: \_\_\_\_\_ Title & Date \_\_\_\_\_

Email address: \_\_\_\_\_

**BARRYSTAFF Acceptance:**

\_\_\_\_\_ Title & Date \_\_\_\_\_

**Donation Check Processing Information:**

**Checks will be made payable to your tax exempt organization only.**

**Mailing Information:**

c/o \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zipcode \_\_\_\_\_