

Whitewood Rink Kitchen Policies and Procedures

1 Overview

The Whitewood Community Centre and the Facility Management Committee is able to keep costs low for our minor hockey and figure skating programs due to the countless volunteer hours each family performs in the kitchen. Because everyone's time is valuable we strive to make the program as flexible, and fair for everyone as possible.

Shifts are most often 3 hours in length and typically begin 30 minutes before a scheduled game and finish 30 minutes after. Some shifts are shortened or lengthened depending on other kitchen shifts and other ice bookings.

2 Shift Requirements

Each family with a child in Whitewood Minor Hockey or the Whitewood Skating Club is required to work 5 kitchen shifts throughout the season. Families with a child in both organizations will be required to work 5 kitchen shifts throughout the season. Families with more than 1 child participating in Minor Hockey and/or the Skating Club will be required to work 5 kitchen shifts throughout the season. Families with 1 or more children in the Whitewood Skating Club ONLY skating once per week will be required to work 3 kitchen shifts.

3 Who Can Work a Shift

Each family is required to work their own scheduled kitchen shifts. Only immediate members of that family can work shifts (Grandparents and siblings included). Your children are allowed to work shifts for your family as long as they are at least 14 years of age and have been previously trained. Children 12 and 13 years old are allowed to work alongside you in the kitchen as a helper (uncredited) to become trained. You are required to train your own children if you wish for them to work in the kitchen for your family.

4 Deposit Cheques

Each family with a child in Whitewood Minor Hockey or the Whitewood Skating Club is required to submit five (5), undated, \$80 cheques made out to the Whitewood Community Centre to be held securely by the Facility Operations Manager (FOM) before the season begins. Those cheques are held as a deposit for your shifts and are cashed only if you do not show up for one of your shifts or do not give adequate notice.

5 Scheduling

Once the minor hockey scheduling meeting has taken place in October, a master schedule of all kitchen openings will be created and sent to all parents. Parents are then to review the open

shifts and submit their preferred shifts via email to the Facility Operations Manager during the time period indicated in the letter included with the master schedule. There will be an initial intake of kitchen shifts whereby each family who submits requests during that time will have 2 shifts scheduled. Once all families who submitted requests during this time have 2 shifts scheduled the remaining 3 shifts for each family will be filled. The order for filling shifts during this time period will be done randomly. Once the initial intake has been completed, all families who submit requests will have all 5 of their shifts filled in at once. Once the second intake has been completed, any family who hasn't submitted requests will have their shifts filled by the Facility Operations Manager.

6 Buyouts

If you do not wish to participate in the rink kitchen program you have the option to buy-out your shifts for \$400 at the beginning of the year. The Facility Management Committee will use that money to hire people to work in your place.

7 Mid-Season Buyouts

Any family which, after agreeing to be a part of the rink kitchen program and has shifts assigned to them, hires out 3 or more of those assigned shifts they will be considered a buy-out and have 4 of their deposit cheques cashed (2 hired already at \$50 each and 4 cheques at \$80 = \$420 total, any assigned shifts already worked will be considered as a \$50 hire and a cheque will be issued).

8 Changing Scheduled Shifts

Once all shifts are assigned it is your responsibility to make sure you work each one. You will not receive reminders of your shifts. If you cannot make an assigned shift there are a couple options.

- 1) You can switch your shift with another family. If you are switching your shift with another family please contact FOM or the Volunteer Kitchen Coordinator (VKC) and let one of them know. That way, if the family who you switched with doesn't show up we cash their cheque and not yours.

- 2) You can contact the VKC to hire someone for your shift in your place. Finding your own hire is not permitted. We need to ensure that the 3 people working in the kitchen during any given shift have the right knowledge and skills to operate the kitchen smoothly. You must arrange to give the FOM or VKC \$50 to pay for the hire. Any requests to hire one of your shifts with less than 48 hours' notice will result in one of your deposit cheques being cashed. The entire \$80 will then be used to pay the last minute hire for working in your place. If you are requesting to hire one of your shifts with less than 48 hours' notice because of a personal emergency you will not be penalized. Instead, we will figure out a solution that works for you.