**Redline Grill Concession Schedule Guidelines**

**How it Works:**

Each season the members of our User Groups share the responsibility of providing assistance in the Redline Grill Concession. The Yellowhead Community Rec Centre will create a schedule by randomly placing family names as required on monthly calendars. Each family belonging to a User Group is required to provide up to 12 hours of assistance per year and it is your responsibility to check the calendar to see when you are scheduled. All concession workers must be at least 14 years old! The Yellowhead provides one paid worker to direct the concession operations and guide the members through their shift.

Should you choose not to assist in the concession for the season, an immediate payment of $175.00 will be required to absolve your family of their concession duties. **To have your name put on the concession schedule, a completed membership form and a $175.00 bond cheque dated December 31st/2019 is required no later than October 15th/2019**. **(This is new!)** Any members who have not completed their membership form and provided a bond cheque by October 15th will not be eligible to be put on the schedule and will be required to pay the $175.00 fee immediately. Delinquent memberships will result in a suspension of that family’s ability to participate in their User Group’s activities until all forms and payments are received.

**Where to Find the Schedule:**

Once completed, you will be able to find the schedule at the following locations. I will post a notification on Facebook when the initial schedule is completed but please check each location regularly during the month of October so you don’t miss it. (Also, please check it regularly throughout the season to see if any changes have been made!)

1. The primary schedule will be located on the bulletin board under the arena schedule TV screen.
2. Pictures of the calendar will also be posted on the Yellowhead Centre website (<https://yellowheadcentre.com/redline-grill-volunteer-schedule-coming-soon/>)
3. Yellowhead Centre 2017 Facebook page.

**What to Do If You Can’t Make Your Shift:**

 It is your responsibility to make sure someone is there to cover your shift. If your shift happens to land on a date that your family is unavailable, you have two options:

1. Trade shifts with another Yellowhead member. You can trade with a friend, a member of your own User Group, or a member of a different User Group.
2. Hire someone to work your shift for you. Each year we post a list of responsible people that are willing to work for an hourly rate. That list can also be found on the arena bulletin board.

*Be sure to notify Chris at the Yellowhead of ANY changes you have made. (204-476-5880, yellowhead@wcgwave.ca)*

**What Happens if You Miss Your Shift:**

Missing a shift can cause a great inconvenience to staff and disrupt concession service, therefore **missing your shift will unfortunately result in your bond cheque being cashed** (stop payment orders put on bond cheques will result in suspension of membership and facility privileges). To reduce that risk, please remember: check the schedule regularly for changes and, should you need to make trades or hire someone to work for you, do so with someone responsible that you trust and NOTIFY CHRIS ABOUT ANY CHANGES YOU HAVE MADE TO THE SCHEDULE.