

Department:	Recreation & Culture	Policy #:	2026-01
Section:	Arena Board	Issued:	
Subject:	Wolseley Rink Canteen Policy	Effective:	
Council Resolution # and Date:		Page(s):	
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1. PURPOSE

To implement a comprehensive policy to establish the number of canteen shifts each family must contribute on an annual basis AND to establish the mandatory requirements regarding replacing adult workers with that of youth workers.

The Wolseley and District Sportsplex Board (Arena Board) objective is to build a strong community and program-based canteen system to support the financial success of our arena.

2. DEFINITIONS

Arena Board	The Wolseley and District Sportsplex Board
Shift	Approximately 3.5 - 4 hours of time.
SHIFTER	An app used by the arena board to post shifts. People must create an account so they can claim the shift.

3. POLICY

1. The Arena Board utilizes an app to post the shifts for the season.
You must download the Shifter App on your device to participate.



Each season the arena board will message details, conveyed through Minor Hockey and the Skating Club about the app.

NOTE, if a family requires more than one person to work two or more shifts at the same time, each person must have the app and make their own profiles.

It's a first come first serve basis, unless you make a special request as per point 5 of this policy.

You must clock in for your shift, and clock out. This proves you were there and completed your shift. Within the app, there is a clock in feature. Be sure to log in and clock in and out when you're done. This proves you are there.

2. The following formula shall determine how many shifts each Minor Hockey and Figure Skating families are required to complete annually:

Total events forecasted in October, once all hockey and skating scheduling is complete, shall determine the number of shifts required in canteen.

Number of shifts required in the canteen is divided by number of families to determine number of canteen shifts required per family for the season.

Each family is counted once in the formula regardless of the number of kids they have in Skating and Hockey.

The Arena Board will decide on how many external rentals that require the canteen on an annual basis. The canteen is a critical income stream ensuring the arena is functioning on a sustainable budget.

3. Youth Workers, age 16 to 18, as defined as those under the age of 18, will be required to supply the Arena Board with the following credentials:

- Valid certification from an approved Safe Food Handling Course
Cost of certifications to be paid by the individual (2026 \$29.95)
- Courses may be available through Prairie Valley School Division
- Once credentials are provided, youth worker will be allowed a SHIFTR account.

Links:

https://foodsafetytraining.ca/?gad_source=1&gad_campaignid=1027491300&qbraid=0AAAAADEFa8ipyb5H48YeU_EDGWljdr2t_&qclid=CjwKCAiA86_JBhAIEiwA4i9Ju4zbrdAe1L4E4DRQ-y433IL6xAkojNx04xpcododWpJ8MVApPYe_ixoC5-UQAvD_BwE

4. There is an option to pay \$600 to not participate in the canteen shifts. The Arena Board requires this to be paid up front, by November 30 of the current year.

Families that do not meet the required number of shifts will be charged accordingly at a pro rate of \$600 divided by the annual shifts. This will be evaluated at the end of the season. The Arena Board reserves the right to require a post-dated check, or a prepaid option if the system is not running smoothly.

5. A family can request a specific canteen shift(s) by emailing Wolseley.arenaboard@gmail.com. The arena board requires all requests to be made by Nov 15th to allow the board members time to accommodate the request.

NOTE: This is a first come first serve system.

Example: if you would like to work all your child's home games until the required shifts are complete, email by Nov 15th.

Example: If you and a partner want to complete all your shifts at a tournament, email by Nov 15th.

6. Un claimed shifts. The arena board reserves the right to fill an unclaimed shift, up to 24 hours before the event starts to ensure the booth runs smoothly.
7. The Junior C Hockey Club canteen shifts are covered by community volunteers and businesses. These are coordinated by the Wolseley Community Development Coordinator (CDC). The arena board reserves the right to post Junior C games to shifter app if required.
8. Canteen roles:

There are posted set up and clean up details on the walls in the kitchen.

There are also cooking times posted on the wall in the kitchen.

8.1 Cook.

Stationed at the grill and fryers. Duties include turning the grill and fryer on ½ hour before puck drop, checking freezer inventory and writing on the white board if we are getting low on items. Follow the portion size and cooking times posted on the wall as orders are made. Help all volunteers clean up after the final shift of the day.

8.2 Fry Cook.

Some shifts may have an additional fry cook. Stationed at the deep fryers, checking freezer inventory and writing on the white board if we are getting low on items. Follow the portion size and cooking times posted on the wall as orders are made. Help all volunteers clean up after the final shift of the day.

8.3 Cashier

Stationed at the order window, taking orders, writing the cooked items on a paper order form, taking payment. Delivering goods to the customer. Payment options are cash, debit or credit. We do not give cash back on debit or credit. Help all volunteers clean up after the final shift of the day.

8.4 Runner

Help everyone, get orders from the cooks and hand out at the window, re stock items, get freezer food for the cooks, help prepare food orders. Help pour coffee and hot chocolate. Help all volunteers clean up after the final shift of the day.

8.5 Barista

Some shifts may have a barista to prepare coffee and hot chocolate orders. They can also help take orders and payment. Payment options are cash, debit or credit. We do not give cash back on debit or credit. Help all volunteers clean up after the final shift of the day.

8.6 Youth worker.

A youth worker, defined above age 16-18, can only take the roll of Barista, runner or cashier. There can not be more than two youth workers at a time. Only one youth worker shall help count the money, and one adult.

9. Cash out Process.

Count all money in the till (2 people each doing a separate count)

Fill out cash summary (under cash tray).

- Date
- Name of counters
- Cash contents of cash drawer

Leave all cash and the cash summary slip in the cash tray and place entire tray into the safe in the cupboard below

Lock the safe

Please note copies of the receipts from the credit card machine are not required, an email summary is provided automatically by the machine.

10. This Policy is subject to annual review, and we reserve the right to make changes at any point in time.