

Notre Dame Stadium

Address: 2010 Moose Krause Cr., Notre Dame, IN

****NOTE:** This venue is in the **Eastern Time Zone**

General Information

Communication: All communication is done via TeamSnap. Please confirm you are signed up prior to arrival. Call times are confirmed typically one week in advance and will be posted in TeamSnap. TeamSnap may also be used to communicate important messages related to specific events. You are required to monitor your TeamSnap accordingly.

Stand requests: It is not the policy or practice of Teams Elite Concert and Concessions team to place volunteers in specific stands based on requests. Requests will not be considered when making stand assignments. Stand assignments may fluctuate. Please be flexible and amenable to changes.

Remember: We are here to volunteer to earn money for our skaters not to watch a show/game!! We represent Teams Elite at these events and want to maintain positive relationships with all venues.

Required certification/training: All volunteers must be 16 years of age or older. You must be 18 to serve alcohol.

Levy Volunteer Certificate Training (required for everyone):

- [Video training](#) (select Notre Dame under 'Home Location' and Teams Elite under 'Group/Company')
- After completion, you will receive your Levy certificate via email. It may take up to 24 hours to receive your certificate.

Alcohol and Tobacco Commission (ATC):

Indiana Server Training Program (required for everyone):

- [ATC Certified Server Training](#)
- You MUST print a copy upon receipt

Indiana ATC Volunteer Employee Permit (required for everyone 18 and older):

- The ATC Certified Server Training must be completed prior to application for the [volunteer employee permit](#); a copy needs to be uploaded when applying for the permit.
- Cost \$15
- You MUST print a copy upon receipt; a hard copy will also be sent via snailmail.

Indemnity and Release:

- **Everyone:** Complete the [Non-Profit Volunteer Individual Indemnity and Release \(Exhibit F\)](#).
 - Our NPO is listed as Elite Skate Club
- **Age 16 and 17 years only:** A parent will need to download a copy and complete the [Minor Indemnity and Release \(Exhibit G\)](#). This must be submitted **one week in advance** of the event to fundraising@teamselite.com in order for a minor to work the event.

****Once completed, email all certificates (ie, Levy certificate, server training certificate, and copy of your employee permit) to fundraising@teamselite.com.**

Dress Code:

- **Shirt:** Notre Dame shirt will be provided.
- **Pants:** Black pants or shorts (fingertip length or longer)
 - NO leggings, jeans, yoga pants, or pants with holes allowed
- **Hat:** A Notre Dame hat will be provided; bring a plain black hat just in case. A hat must be worn at all times.
- **Miscellaneous:** Skater pins allowed; you must have a copy of your server training and volunteer alcohol permit on your person at all times; tip jars not allowed.

Parking: Parking is typically in the **Blue Lot** (enter Pendle Home in your GPS; do NOT park at Pendle Home but the blue lot is located right across the street). A parking pass will be provided in advance for you to print and display on your dashboard. Busses will shuttle you to the library where you then walk over to the stadium. Watch TeamSnap carefully leading up to the event and day of as important messages including last minute changes will be communicated in the chat.

Event Details:

Arrival: All volunteers **enter through Gate B**.

- At check-in, they will verify you have completed your Non-Profit Volunteer Individual Indemnity and Release (Exhibit F). Please ensure this is complete.
- A group leader must be present for every event.
 - The leader is responsible for training new volunteers.
- Inventory counts are performed immediately.
- No breaks are allowed during gates and / or intermission.
- No eating or drinking at the concession stands.

- Water bottles may be brought in and there are water refill stations available however, drinks must be hidden from the guest view.
- Keep personal belongings out of guest view.
- Enter the correct register login number (verify with stand lead).

During Event:

Please note: Recording at any time is not tolerated. If a volunteer is caught recording the concert, they will be asked to leave the venue immediately. If the volunteer is fined by the venue, the fine amount will be deducted from the volunteer's account.

- The TE Stand Lead will work with the Venue Stand Lead. Please remember - all "business" communication should be with the TE Stand Lead.
- All volunteers are responsible for cleaning and ensuring area is tidy and presentable.
- Let your stand lead know when inventory is running low. *Waiting until something is out is too late to ensure efficiency!*
- If maintenance is needed, let the TE Stand Lead know immediately.
- All spoilage must be collected. Ask the stand lead where the spoilage/waste collection is located.

End of Event:

- Complete end inventory count and provide the total number of products to the TE stand lead responsible for the paperwork.
 - All sellable items
 - Spoilage
- All volunteers are responsible for cleaning the stand/area. Do not leave the stand until approved to do so by the stand supervisor.
 - Ensure used bar items, cheese machine, dishes, etc. and anything else used are cleaned and put away.
 - Counters are cleaned and wiped down.
 - Floors are swept.
 - Garbage must be closed up and compiled in the designated garbage area.

Volunteer Roles

Stand Lead	• Confirm all volunteers are present and signed in. ◦ If a volunteer is not present, please reach out through TeamSnap • Work with the Notre Dame/Levy supervisor to ensure a smooth and efficiently run stand. • Act as liaison between Notre Dame/Levy supervisor and TE volunteers. • Collect and divide cash tips at the end of the event. • Fill in at a register or in the kitchen where needed for the shift.
Register	• Check-in with TE Stand Lead to sign-in and receive counting assignments. • Open all cans/bottles prior to distribution. • Collect requested food items for patrons. • Ring up guests for the items they wish to purchase. • If applicable: Verify age requirements. ID everyone under 40 years • Make sure the area is tidy and presentable. • If running low on an item, please inform the TE Stand Lead. • Help with the end of event tasks: ◦ Complete end counts ◦ Put away unused items (cups, bar items, etc.) ◦ Clean and wipe counters ◦ Sweep floor
Kitchen Staff	• Inventory counts at the start and end of shift • Cook and prepare food • Ensure food windows remain full throughout the night • Collect and record food temperatures • Minimize food waste • Inform Stand Lead if running low on items / drinks

- Restock as needed
- Clean up including dishes

Photos:

