

# SHOALHAVEN HOCKEY Inc

## Canteen duty - operating procedure

### Preparation

- Have 2 persons in attendance at 8:45am to:
  - clean the canteen area
  - transfer stock to canteen
  - set up canteen
  - distribute the garbage bins around the playing areas
  - display Association notice board
  - ensure that central timing for junior games is being kept
    - Commencing times – 9:00, 10:10, 11:20
    - Duration of each half – 25 minutes
    - Duration of half time – 5 minutes

### Canteen operation

- Have at least 2 persons in attendance from 9:00am to 1:30pm to
  - operate the canteen following hygienic food practices
  - maintain the canteen area in a clean and tidy state
  - provide adequate security to the stock and monies of the Association
  - oversee the collection of scorecards in the receptacle provided
  - refer any problems to the Canteen Supervisor or the Duty Shoalhaven Executive member

### Closure of Canteen

- At 1:30pm, (or at a time notified by the Canteen Supervisor), close the canteen
  - Transferring unsold stock as specified by the Canteen Controller
  - Transfer all monies to the Canteen Controller or Duty Shoalhaven Executive member
  - Clean out the canteen in preparation for closing

### Conducting a Raffle

- The duty Club will be permitted to conduct a raffle at the field to be drawn on the day with results notified to the Association secretary in writing for publication on the Association website.
  - Raffle tickets are to clearly identify the club name.
  - Notices should identify:
    - Club name
    - Prizes
    - Ticket prices
    - Time of draw

Greg Pullen  
Secretary  
10<sup>th</sup> March, 2003