

# Begbrook Green Bowling Club

## Guidelines for Refreshment Duties

**PLEASE NOTE THAT FROM THE START OF THE 2016 SEASON THE CLUB'S REFRESHMENT POLICY HAS CHANGED. PLEASE READ CAREFULLY.**

Confirm the number of rinks for which you are catering by contacting the relevant Captain.

### Midweek Friendly Matches:-

- 12 packs of wrapped biscuits per table
- Cheddars or Tuc biscuits as a diabetic option
- 4 pints of semi-skimmed milk

### Weekend Friendly Matches :-

- 12 packs of wrapped biscuits per table per table
- 12 wrapped cakes or chocolate biscuits, e.g. Kit-Kat, mini-rolls, etc, per table.
- Cheddars or Tuc biscuits as a diabetic option
- 4 pints of semi-skimmed milk

### Where things are:

- Tea, coffee, sugar, biscuits, milk jugs, raffle jars, table numbers and serviettes are in the green baskets in the cupboards of the pavilion kitchen.
- The wrapped biscuits will be supplied. You are to supply milk, the Cheddars and Tuc biscuits and for the weekend matches the wrapped cakes/chocolate biscuits. Please bring your own tea towels for drying dishes plus a black plastic sack for rubbish
- Crockery, tea pots, milk jugs and sugar basins are in the cupboards to the left of the sink in the Community Centre kitchen. Serviettes should be used instead of plates.
- The urns in the Community Centre kitchen should be filled with water at least 40 mins before required. Switch them on at the mains and also on the side of the urns. Allow 5 tea bags per pot and a further 1 bag when refilling for a second cup.
- Raffle tickets should be divided so that there is a jar on each table.

### Time:

Tea should be provided to coincide with the 9th or 10th end of play and the Captain informed.

### After tea:

- Return items to their proper places; leave any spare milk in the fridge in the pavilion and leave any spare cakes and biscuits in the pavilion.
- Collect raffle money, fill in the expenses form (which can be found in one of the green baskets), attach receipts and deduct your expenses.
- Hand the balance and completed form to the Treasurer or, in his absence, the Captain. You may also be asked to collect match fees and include these on the return.
- The tables and chairs should be placed in their original position and the kitchen left clean and tidy.

**The tea rota is on the notice board. If you would like extra help on your day please arrange this with other members.**