

# Begbrook Green Bowling Club

## Guidelines for Refreshment Duties

Confirm the number of rinks by contacting the relevant Captain or checking the team sheet.

### 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 per table, e.g. cake slices, mini-rolls, etc, per table. Try not to include too many chocolate cakes.
- Cheddars or Tuc biscuits as a diabetic option.
- 4 pints of semi-skimmed milk.

### Where things are:

- Tea, coffee, sugar, biscuits, tea pots, tea spoons, raffle jars, table numbers and serviettes are in 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, milk jugs and sugar basins are in the cupboards to the left of the sink in the Social Club kitchen. Serviettes should be used instead of plates.
- The urns in the Social Club kitchen should be filled with water at least 40 minutes before required. Switch them on at the mains and also on the side of the urns. There is an additional urn in the bowls club store if it is needed.
- Allow 4 tea bags per pot and a further 1 bag when refilling for a second cup.
- Tea spoons should be distributed equally amongst the tables.
- Raffle tickets should be divided between the tables (3 or 4 rinks = 24 per table, 5 or 6 rinks = 16 per table).

### Time:

Tea should be provided to coincide with the 10th end of play but always confirm this with the Captain.

### 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 in the Social Club should be returned to 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.**