

Appx 5 GUIDELINES TO CATERING STAFF

It is the aim of the ACC to provide officials, student officials and special guests with light refreshments as they perform their duties. Refreshments include tea/coffee, cordial, water & biscuits. Lunch IS NOT provided. Lunch can be purchased at the Kiosk operated by Venues West and at the HBF Stadium Café.

Note: *Lunch and morning tea is provided to certain chief officials (of which there are approximately 11).* A list of these specific Officials will be provided to the supervising schools staff member on the day.

A roster, within each carnival division and based on annual rotation, is used to determine which school supplies the catering staff/officials. If a school is elevated or relegated from one division of carnival to another, they take the place on the roster of the school that they are replacing.

Catering Room: Is located on the northern side of the grandstand (floor level). Note: ONLY ACC Officials and catering staff/students are to enter the Catering Room. No school staff (coaches, teachers and/or managers) or students are permitted entry or refreshments from Catering.

Officials will be catered for during the course of their duty at no individual cost. Arena officials (including student assistants) have refreshments delivered to the event location by the Catering school's student officials. Officials will be recognised by a pink, orange or yellow vest with "ACC OFFICIAL" on the back. Student officials' will be represented similarly or by a coloured "ACC STUDENT OFFICIAL" sticker.

The ACC suggests that for the A-F Division carnivals a minimum of **9 people** is required to perform the catering task at the athletic carnivals. At least one of these should be an adult staff member and the remaining **eight (8) students**. At the F-J Division Carnivals only **8 people (1 adult + 7 students)** are required as there are less officials. This is a recommended minimum, but schools may wish to have more helpers on hand to assist with distribution/preparation.

CATERING REQUIREMENTS

Main Stadium, McGillivray Oval (A - E Division carnivals only) and Recording Room

Tea, Coffee, Cordial, Water & Biscuits to Arena Officials and Arena Student Assistants.

Morning Tea/Lunch (as well as the above) to Specified Athletics Referees and Officials Only (please refer to list on the day)

Catering is provided from approximately 9:30am until the conclusion of the final event at carnivals.

Students assisting the catering staff member are required to be dressed appropriately for the day.

All food and beverage is provided by Venues West catering department. If there are any problems with supplies on the day please contact the catering department on: 9441 8230.

The ACC and Venues West will also provide necessary equipment such as disposable cups and spoons, serving trays, sugar, jugs, urns, cleaning equipment etc. The rostered catering school does not need to provide any equipment, only staff and students for service and clean up.

Towards the end (or during) each carnival, catering students are required to assist in preparing and sorting of Official Files as they are returned to the Officials Room. Catering students will collect Official vests; remove any sheets relevant to current year and collecting any Official Information from Files relating to specific Official Roles. They will also help prepare clipboards and officials information for the next carnival (often the next day).

For information concerning the catering and location of the tea/coffee station please ring the Director of Sport at the ACC on 9278 0216.

The ACC would like to take the opportunity of thanking you and your helpers in making this major event more enjoyable for all concerned.

Refer: [Appendix 4, CATERING ROSTER](#).