

APPENDIX NO 6

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 NO LONGER provided. Lunch can be purchased at the Kiosk operated by Venues West and at the HBF Stadium Café. *Lunch and morning tea is however provided to the chief officials (approx 11).* A list of these specific Officials will be provided to the Supervising schools staff member on the day.

A roster, based on annual rotation, is determined to allot schools, according to the division of carnival they are participating in.

If a school is elevated or relegated from one division of carnival to another, they take the place of the school on the roster that they are replacing.

Catering Room: Is located on the northern side of the grandstand (floor level). Entry is also for First Aid Services.

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 schools student officials. Officials will be recognised by an orange or yellow vest with “ACC OFFICIAL’ on the back. Student officials’ will be represented by a coloured “ACC STUDENT OFFICIAL” sticker.

CATERING REQUIREMENTS

A, B, C, D and E Divisions: *Main Stadium, McGillivray Oval and Recording Room*

- Tea, Coffee, Cordial, Water - Arena Officials
- & Biscuits - Arena Student Assistants
- Morning Tea/Lunch (and above) - Specified Athletics Referees and Officials Only** (please refer to list on the day)

F, G, H and I Division: *Main Stadium and Recording Room*

- Tea, Coffee, Cordial, Water - Arena Officials
- & Biscuits - Arena Student Assistants
- Morning Tea/Lunch (and above) - Specified Athletics Referees and Officials Only** (please refer to list on the day)

Appendix 6 Athletics cont.

Catering is provided from approximately 9.30am until the conclusion of the final event at carnivals for arena and trackside officials.

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

The ACC provides refreshments which include cordial, tea, coffee and biscuits for **arena officials**.

Note that Division A-E also includes McGillivray Oval. *Lunch IS NO LONGER provided to all officials. Lunch and morning tea is however provided to the chief officials (approx. 11).*

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.

The ACC suggests that for **the A-E Division carnivals** a minimum of 12 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 eleven (11) students. **At the F-I Division Carnivals only 9 people (1 adult + 8 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.

Towards the end of each Carnival, Catering Students are required to assist in 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 keeping any Official Information in File in relation to specific Official Role.

For information concerning the catering and location of the tea/coffee station please ring the Director of Sport at the ACC on 92415200.

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 5, CATERING ROSTER.