

## APPENDIX 6

### *TO "SWIMMING CARNIVALS"*

#### *GUIDELINES TO CATERING STAFF*

It is the aim of the ACC to provide **adult** officials, student officials and special guests with light refreshments, as they perform their duties. **Event officials are only provided with refreshments (hot/cold drinks and biscuits) by the ACC. Schools are to notify their officials and staff that they need to make their own lunch arrangements or use the café at the venue.**

A school catering 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. (There is therefore, a remote possibility that a school receives consecutive catering duties in that form of carnival from year to year.)

Official's only (wearing ACC Official vests) will be catered for during the course of their duty at no individual cost. Poolside officials have refreshments delivered to the event location. Supervising Staff from competing schools will not be catered for and must supply or purchase their own refreshments **at the venue café.**

Poolside officials, not supervising staff will be provided with "ACC Officials Vests" for easier identification when they sign on when they arrive at the venue.

#### **Catering Numbers**

A Div	45 poolside officials,
B Div	45 poolside officials,
C Div	45 poolside officials,
D Div	45 poolside officials,
E Div	40 poolside officials,
F Div	40 poolside officials
G Div	40 poolside officials
H Div	40 poolside officials
I Div	40 poolside officials

**STRICTLY**, catering is provided from 10.00 am and until 1.30 pm at carnivals for poolside officials. Catering may begin earlier due to hot conditions at the discretion of catering staff.

**The type of refreshments for officials includes:** Officials will be catered for during the course of their duty at no individual cost. Catering will include cold drinks, tea, coffee and biscuits **for all carnival officials.** Officials will have the refreshments delivered to their event location by the catering school.

As of 2001 the rostered catering school will only be responsible for food & beverage distribution on the carnival day (with the exception of Carmel School). A catering company **or the venue** will supply food, beverage and equipment. Costs will be shared between participating schools.

It is usual practice for the rostered school's canteen staff or home economics department to assist with the Carnival catering. Student assistants are used to perform the delivery tasks where necessary.

Experience shows that approximately (1) adult and eight (8) students have been used to perform the various tasks at each swimming carnival. Catering staff should not travel on the spectator bus as they may be late arriving at the venue. Catering officials should travel on the team/swimmers bus or use individual transport to ensure they arrive at the venue on time for the officials briefing.

Weather conditions often determine the amount of cold drinks, compared to hot drinks consumed.

HBF Stadium and Beatty Park have a separate room set up for carnival catering. All food, beverage and equipment are provided by the venue cafes'. Schools are only responsible for providing the staff and students to distribute the food and beverage.

- *NB: From 2009 the catering school will also act as the host school and the Principal will be the Presenter of Awards ([Appendix 30](#))*

(Refer: [Appendix 5B, "CATERING ROSTER"](#))