



## Canteen and Ground Official (G.O.) Duty

It is a requirement of CDSFA that we operate a canteen when games are played at our home as well as provide Ground Officials for each home field games are played on.

**Each team is responsible for the smooth running of the canteen, BBQ and provision of Ground Officials for at least one entire Sunday throughout the season.**

*Some teams may be requested to do an additional day or half day at the end of the season, especially if their original allocated day is washed out. A roster is issued for the season but is subject to change in the event of re-schedules.*

**The manager of the team is responsible for recruiting the necessary volunteers and making sure that the whole day is covered.**

### **What do I need to do in the lead up to our rostered day?**

- Start discussing the volunteer roles with your team. You will need to ensure cover for **one** G.O. for each game as well as having **two** people in the canteen and another one or two people to man the BBQ for the morning. *Volunteers can be players, family members or friends - they must be 16 or over.*
  - **No children under the age of 16 are permitted in the canteen section of the clubhouse. This is a directive from Football NSW.**
- Check your inbox for an email from the canteen coordinator 2-3 weeks before your duty. It will contain a link to a roster for you to fill out with your volunteers. The roster will include the games scheduled for the day which require the G.O.'s as well as time slots for the canteen/BBQ.
- *Canteen opens at 8:30am and is to remain open until **final match at the ground commences**. BBQ to operate from 8:30am until around 1:00pm or until sold out (ideally by midday) – whichever occurs first.*
- Make contact with the [treasurer](#) to arrange collection of cashbox and canteen keys. Discuss a return plan too.
- Keep an eye out for another email from the canteen coordinator in regards to what you'll need to collect on the day such as bread & milk as well as other general instructions.
- Ensure G.O. volunteers are familiar with the responsibilities of their role. The following documents can assist with this :
  - ◆ [General overview of the role](#)
  - ◆ [Resolving Conflict for Ground Marshals](#)
  - ◆ [Spectator Code of Behaviour](#)

## **What needs to be done on the morning of duty?**

- Collect food items as specified in correspondence with the Canteen Coordinator.
- Teams that regularly play at 9am have keys to clubhouse & toilets so it's likely people will already be there when you arrive.
- Double check they have placed rubbish bins by each field
- Give your first rostered G.O their high visibility vest and direct them to the game they'll be monitoring.
- Place 2 x A-frame sign boards down by the fields to show the way to the canteen.
- **Unlock the padlock on the inside canteen shutter using the round key on the canteen set. Please lock the padlock onto the lower latch flap so the people closing up are able to locate it easily.**



- *Open the canteen shutter and others so people can see it's open and ready for business. Switches are in the cupboard just by the entrance to the clubhouse.*

### **OPEN UP:**

Open the shutters by moving the switches into the up position. Don't touch the one under the bandaid.



## **I'm in, now what?**

- ★ Have your BBQ volunteers take the BBQ outside and fire it up!
  - Cook a batch of bacon and some sausages & onions so you are ready for the start and finish of games.

**Check schedule to see when games start & finish - these are likely to be your busiest times. Have food cooked & ready to serve.**

- Eggs can be cooked to order or done in a batch - it's up to you. Your choice as to whether you use rings or not to when cooking them.
- Once you have a supply of cooked bacon, sausages & onions they can be kept warm in the bain marie inside the canteen.
- If the gas bottle needs changing, there should be a spare in the clubhouse. Please take the empty one to be swapped at a service station. Take reimbursement from the cash tin & leave a receipt. The nearest is [20 Burwood Rd, Concord.](#)

- ★ Display lollies, chips and chocolate on the counter (You'll find these in the locked room adjacent to the canteen)
- ★ Switch on the zip heater (white box above sink) for tea
- ★ Fill the coffee machine water tank & turn on. Instructions are on the wall.
- ★ Fill the food water pan in the bain marie and turn on.
- ★ Cut the bread rolls and separate the sausages. Please follow food handling guidelines displayed near the sink.

**There should be enough serviettes, paper towel, coffee cups, sauce etc but if you find you're missing anything, duck down to Coles [48-62 Majors Bay Rd, Concord](#). Provide a receipt & take reimbursement from the cash box.**

### **What am I actually selling?**

- Bacon & egg rolls, sausage & onion on a roll or any combo that people ask for.
- Chips, lollies, cold drinks
- Tea, coffee & hot chocolate
- Uniforms
  - Shorts \$22, socks \$15 water bottles \$5
  - Make a note of uniform sales on cash sheet included in the petty cash tin.

There are price lists displayed in the canteen & in the pink canteen folder.

### **What else might I be asked for?**

- ❖ Ice
  - Bricks and & pre filled freezer bags should be in the freezer.
  - If not, fill some bags with water and add to the freezer.
  - Each field should have an esky with a few of these ice packs.
  - If you hand out an ice bag, give a sheet of chux from under the sink to wrap the pack.
- ❖ First aid supplies
  - You'll find these on the canteen counter near the sink
- ❖ Electrical tape for goal nets
  - Should also be on a counter
- ❖ Whistles
- ❖ Ball pump
  - Use the electric one

### **What is expected of me when I pack up?**

*The canteen can be closed at the beginning of the final game but you can begin packing away when it is convenient.*

- Clean the BBQ - wipes should be near the sink
- Clean up all mess from BBQ area and return items to where they were found

- ❑ Wash up any used utensils, trays etc, dry and return to their place.
- ❑ Wipe down all the benches
- ❑ Throw out any leftover, perishable food (or take it home for the dog!).
  - ❑ Uncooked sausages and bacon can be frozen (place in bags, seal & date)
  - ❑ If the milk will still be well in date for the following weekend, it can remain in the fridge
  - ❑ The same applies to eggs. If in date leave in fridge.
- ❑ Stock the fridge in preparation for the next week
- ❑ Put the baskets of lollies, chips & chocolates into the room adjacent to the canteen
- ❑ Ensure the lid of the freezer is closed properly.
- ❑ Take rubbish to bins outside and reline bin (bags under sink)
- ❑ Sweep and mop the canteen floor
- ❑ Collect the 2 x A-frame sign boards from the fields.

***Please send through a very quick inventory of canteen items that are running low AND inform us of how much meat was frozen and what milk & egg supplies remain.***

***A video, photos or brief messages are all that's needed: [canteen@rlwsc.com.au](mailto:canteen@rlwsc.com.au)***

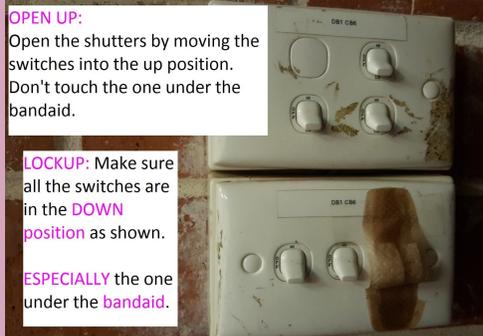
### **Should I lock up now?**

***If you've cleaned up, stocked up & taken note of what's left AND the final game has commenced, then YES!***

- Make sure there are no match sheets in the canteen, they should be in the box affixed to the wall next to the canteen door



- Close the shutters using the switches in the cupboard near the entrance to the clubhouse.



- Padlock the canteen shutter from the inside. The padlock \*should\* have been left affixed to the latch. You'll need the round key on the canteen set of keys.



- Lock the canteen door using the latch on the back of the handle.
- Lock the security grill gate with padlock.
- Make sure the team that will finish last has a set of keys marked LOCK UP KEYS. They will have to pack up their field and put gear back in the clubhouse as well as access the match sheets.
- Return 'Canteen Duty Keys' with the cash box as per the arrangement you made with the treasurer when you collected them.

***Please don't leave messages in the canteen or clubhouse. If you want to/need to communicate anything canteen related PLEASE tell your team manager and/or email [canteen@rlwsc.com.au](mailto:canteen@rlwsc.com.au)***