



Wagga Wagga Combined Hockey Association

Canteen and Ground Maintenance Policy

During the Winter Season two important activities that allow us to conduct a successful season as well as maintaining our facilities in tip top shape is the Canteen and the general maintenance and clean up of the grounds on a weekly basis.

This year we have a Facilities Manager (Phil Stone) who will work with clubs to co-ordinate both activities. This policy will allow the workload to be shared amongst our clubs and board members to ensure these important activities are continued to be undertaken.

Overview

All clubs will be rostered in the same week to undertake Canteen Duty (Saturday only) as well as the cleanup of the grounds after the previous weekend's competition.

Each Club will appoint a coordinator who will work with the Facilities Manager to roster their members to:

- . Complete ground maintenance/cleanup
- . Co-ordinate their respective Club Day

Clubs may elect to split the co-ordination role.

For this year Clubs will be rostered a 'Club Day' which must be held in the grounds. For all other scheduled competition days, the Canteen will operate as normal.

As part of the Club Day clubs must hold a sausage sizzle for juniors on the Friday night preceding their allocated Club Day.

Should a club not elect to have a Club Day on their rostered day then they must inform the board 7 days prior in writing. They will be expected to provide a roster for the Canteen to operate in replacement.

Canteen

- . Clubs will roster a min of 4 people at any time Saturday to staff the canteen with one being appointed the coordinator on the day.
- . Canteen Manager will be responsible for ordering stock and with the support of other board members, stock is stored and ready to go.
- . A board member will also be rostered for Friday night and Saturday and will be responsible for:
 - Periodically checking on progress during the night/day
 - Assist with balancing process at the end of the night/day as well as securing the days takings.
 - Co-ordinate final lockup of the canteen premises and clubhouse.

At the beginning of the night/day those club members rostered in the canteen will:

- Ensure all condiments etc are placed in the appropriate serving area of the canteen.

- . **During the night/day** those club members rostered in the canteen will:

- Ensure premises are kept in a tidy and safe manner
- Prepare food in terms of allocated guidelines
- Periodically remove rubbish and place in allocated bins
- Replace stock when needed.
- Handle cash procedures/sales in terms of guidelines.
- Advise rostered board member of any issues or concerns
- Support each other to ensure a smooth and enjoyable day.

- . **At the end of the night/day**, those club members rostered in the canteen will:

- Store all condiments etc on top of the main counter
- Pull down all shutters and lock with locks provided
- Lock main fridge and freezer.
- Clean up all work areas.
- Remove rubbish and place in appropriate bins
- Check stock of drinks and where possible replace
- Record details of any stock required.
- Work with the rostered Board Member to Balance cash in terms of canteen procedures, sign and have rostered Board member to check and secure.
- Support rostered board member in final lock up.

Club Day

- . All club days including Friday Night sausage sizzle must be conducted within the concourse area between the two turf fields or alternatively near the pump shed on Paul Field.
- . A coordinator to be allocated for the Friday night and Saturday should there be a need to liaise with board members.
- . Product to be sold must be simple and easy to prepare (e.g BBQ)
- . No alcohol is permitted to be sold (Refer alcohol policy)
- . Food handling process must be in terms of current regulations and safety procedures need to be in place and maintained.
- . Club must produce COVID-19 Safety Plan to board member on duty
- . Area is to be left clean and all rubbish placed in the appropriate bins.

Ground Maintenance/Cleanup

- . Clubs will roster a min of 4 people at any time to complete weekly maintenance and cleanup after the preceding competition round.
 - . Association President will be the key contact re queries or concerns.
 - . **Prior to the commencement of the Saturday Senior competition**, those club members rostered for ground maintenance/cleanup will:
 - . Remove all rubbish from the Grandstands, dugouts and turf fields and place in the allocated bins. Remove and replace any large Council waste bins from the complex located in the Rugby Union area. (Access is with black club key)
 - . Place any lost property in the bins provided in the 'Pumphouse'
 - . Blow Vac the following areas:
 - . Underneath both Grandstands.
 - . All gutters surrounding both turfs
 - . Turf entry to both tires
 - . All dugouts
 - . All cement areas including between the 2 turfs.
- Note:** All tools including Blower Vac are located in the 'Pumphouse'. Please ensure correct procedures are followed when using the Blower Vac. Wearing gloves is recommended
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