

Preparation of Match Teas

A Guide

Allowance for cakes and savouries 50p per person

Before

Buy/make cakes/savouries- one portion of each per person plus visitors' allowance

Buy milk – 4 pints semi-skimmed is enough for 4 rinks (32 people plus 4 guests)

Aim to arrive 30 minutes before match starts

On arrival

Fill boiler and turn on

Turn on dishwasher to warm up-ensure on at switch in cupboard

Turn on water heater

Ensure small table (kept behind kitchen door) with water, quash, beakers and trays is made available for players on the green – if the day is very hot this may need to be topped up during break

If coffee is required take boiling water from urn.

Before tea

Set tables- one per rink- use trolley (8 place settings per table for rinks, 6 place settings for triples)

Tablecloth on

- Plate, knife and napkin per place-check if clean
- Saucers and cups at one end-check if clean
- 2 extra tea bags per table
- Sugar (in individual packets) and teaspoons in white china bowl per table
- Plastic basket for rubbish per table
- Put raffle tickets (kept in the office) in rink box on each table – usually 2 tickets per player, i.e. 16 for rinks and 12 for triples. If any tickets are left over divide between tables. Tea people are entitled to take a ticket each at no cost
- Rink box and payment tube (numbered) per table (kept in office)

Cut food into portions and put on serving trays, cover in cling film NB cling film has moveable cutter

- Food on table- 2 trays per table
- Milk jug per table just prior to break

If visitors are present check if they require tea and set up separate table, if only one visitor try and include on a table with players – this is possible when playing triples

At break

Ring bell when captain's rink is half way through the match, i.e. 10 ends for rinks and 9 ends or triples

As players come in make tea- 5 teabags per pot- put on table near cups

Fill hot water jugs – one per table – put on table near cups

Make coffee if requested

Be prepared to refill hot water and milk jugs, if requested

After tea

Use trolley to clear tables

*Fill dishwasher tray- on LH draining board

Tray in dishwasher- it will take several cycles to do everything

Once tray in- load next one

When tray finished, take out and put on pink towel- some crockery may need drying prior to putting back into cupboards

Put in next tray

Put away

Repeat from * until finished

Ensure kitchen is tidy

Money

Take tea chit and money bag for home match from drawer at RHS of hatch

Check match fees are correct, money should have been placed in the blue tubes, £10 for rinks and £7.50 for triples. If there is a discrepancy, the skip on that particular rink needs to be made aware of shortfall.

Fill in the amounts expected note only home team pay for teas (£2.50 each), and visitors pay £1.50 each.

The players of the away team do not pay for their tea. The **only exception** to this is when The Grove visit; because we pay them for our tea at their home match there is an agreement that their players will pay for their tea when playing at CWBC.

Money from raffle is counted and shown separately on tea chit, normally £8 per team for rinks and £6 per team for triples. This can vary because not all players participate and if we have visitors we also include raffle tickets on their table.

Pay out expenses, with supporting receipts.

Check money is correct and sign tea chit, put in plastic bag and place in locked wooden box in cupboard in main room, behind the second hand clothing rail.

Before leaving

Vacuum the hall and ensure kitchen floor is clean - close outside doors as noisy

Ensure dishwasher off at plug- in cupboard

Ensure boiler and water heater is turned off

Take tablecloths and tea towels home to wash

Remove rubbish and either take home or place in waste skip in the car park