

# CHAMPIONSHIP TENT MANAGEMENT GUIDELINES

Adopted by Newcastle Netball Executive Committee  
on July 2017



<i>Updated</i>	<i>Comments</i>

**NEWCASTLE NETBALL ASSOCIATION  
CHAMPIONSHIP TENT MANAGEMENT GUIDELINES**

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1. Nominations are to be in writing to NNA Secretary by November of the year prior to the Championships. It is mandatory that two people are appointed for each Championship.
2. Persons applying for the position must be fit and healthy. Plenty of notice (preferably one month) is to be given if injured/sick so that a suitable person can be found as a replacement. The medical form is to be completed prior to the Championships?
3. Ensure a suitable vehicle is hired for the purpose of transporting food and catering equipment to and from the Championships.
4. Liaise with the Rep Convener and the NNA Executive.
5. Liaise with the SAC/SACC re special dietary requirements.
6. Liaise with the SAC/SACC to receive monies to purchase such food as required, be responsible for this money and keep receipts.
7. Prior to leaving Newcastle check out shopping venues near the courts and/ or the Motel.
8. Ideally shop when you arrive on Friday for the Saturday, then shop each afternoon (both Saturday and Sunday).
9. Liaise with Parents of State Age players to purchase ice each day. Tent Managers will purchase the ice for State Championships.
10. Leave the Motel early each morning especially the first day to set up before the Rep Personnel arrive.
11. Prepare food each day in the tent, maintaining appropriate health and hygiene requirements, and keeping the supply available as required. Liaise with Managers of each team to determine when any particular food is required to be ready during the day.
12. Keep the tent area clean and tidy, packing everything away each day, ensuring that perishable food is kept safe.

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13. Maintain a record of goods purchased each day.
14. At the end of Championships pack everything and make sure the area is left clean and tidy.
15. Return all equipment and unused food to the Clubrooms. As soon as possible conduct a stock take on the remaining food and consumable equipment, making sure all utensils are clean and stored appropriately in store room. t
16. Hand over any food that is left over and can be used to the canteen.
17. Before returning any left over money to the Rep convener, ensure that anyone assisting in the purchase or making of food is paid.