



STATE TITLES TENT MANAGEMENT GUIDELINES

Adopted by Newcastle Netball Executive Committee
- October 2019



<i>Updated</i>	<i>Comments</i>
26 October 2019	
20 February 2021	Left-over food, purchase of food revised

NEWCASTLE NETBALL ASSOCIATION STATE TITLES TENT MANAGEMENT GUIDELINES

1. Nominations to be called as part of Appointments process with representative personnel each year. It is mandatory that two people are appointed for each State Titles.
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. Successful applicants will be required to complete a medical form prior to State Titles.
3. Tent Managers to confirm that a suitable vehicle is hired for the purpose of transporting food and catering equipment to and from the Championships.
4. Tent Managers to liaise with the Senior State Titles Coordinator/Junior State Titles Coordinator re special dietary requirements of any member of the representative party.
5. Tent Managers to liaise with the Senior State Titles Coordinator/Junior State Titles Coordinator to receive monies to purchase such food/items as required, be responsible for this money and keep receipts.
6. Tent Manager is responsible for food monies and must keep receipts for any purchases made for relevant State titles.
7. Prior to leaving for State Titles, Tent Managers to research shopping venues near the courts and/or the Motel. Shop on the, Friday for the Saturday, either before leaving or upon arrival, near to the motel, then shop each afternoon (both Saturday and Sunday).
8. Tent Managers to liaise with State Titles Coordinator for the purchase ice each day.
9. Tent Managers are to leave the Motel early each morning, especially the first day to set up before the representative personnel arrive.
10. Tent Managers prepare food each day in the tent, maintaining appropriate health and hygiene requirements, and keeping the supply available as required.
11. Tent Managers to liaise with relevant State Titles Coordinator to determine when any particular food is required to be ready during the day for each team.
12. Tent Managers to keep the tent area clean and tidy, packing everything away each day, ensuring that perishable food is kept safe.
13. Tent Managers to ensure the tent area is secure and to report any unauthorised persons to State Titles Coordinators.
14. Tent Managers to maintain a record of goods purchased each day and record in Tent Food book as a reference for future years.
15. At the end of State Titles pack up everything and make sure the tent area is left clean and tidy. Dispose of rubbish bags where directed.

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16. On arrival back in Newcastle, return all equipment and unused non perishable food to the storeroom in the Clubhouse.
17. Appropriately dispose of any perishable food that is left over.
18. As soon as possible conduct a stocktake on the remaining food and consumable equipment, making sure all utensils are thoroughly cleaned and stored appropriately in storeroom.
19. Before returning any left over money to the Representative Convenor, ensure that anyone assisting in the purchase or making of food is reimbursed.
20. Tent Managers to attend relevant State Titles wash-up meeting to receive and provide feedback.