**GUIDANCE NOTES – ENHANCED TEA DUTY**

* It is expected that when members carry out their tea duty they organise and purchase items for the enhanced tea in advance (budget of £7.50). Claim money back from Captain on match day.

Suggestions: buttered fruit loaf/buns/scones or cake or alternative.

* Arrive just prior to 1.30 pm so that the Captain knows match teas are taken care of.
* Switch on hot water urn and hot water switch behind the bar for washing-up.
* Set out tables and chairs for each rink and a table for possible visitors.
* Cover each table with a blue tablecloth from the box under the notice board.
* Place numbered rink stands on each table – Captain’s rink near to the bar.
* Put “Captain” and “Visiting Captain” plaques plus wooden hammer at top end of the Captain’s rink table.
* Place a metal tea tray next to rink numbers with sugar, couple of teaspoons, milk jug.
* Beside each tray group together appropriate number of tea mugs per rink, place tea plates and serviettes at each place setting.
* Add a container of raffle tickets to each table and ensure raffle prizes are sorted and set-up on the bar top.
* Set out enhanced tea items on a rectangular tray or dinner plate – one per table, cover with clingfilm and place on the table. Put biscuits on a separate plate and clingfilm and place on table.
* Pour milk into jugs (approx. ¾ fill each jug).
* Line up teapots on the counter and have ready 5 teabags to put into each one.
* When Captain’s rink has started 9th end in triples or 10th end in rinks, ring the bell from the balcony – (the door key is located under the tea counter, window end) to advise players it is time to stop for tea.
* Warm each teapot with a little hot water, discard this into the bucket, add teabags to pot and fill to within half inch of top. Place teapots on each metal tray. Ask a member from each table to bring teapot for a refill if required.
* Ask the Captain to request that everything is left on the tables after tea, so that you can clear as you prefer.
* Operate the raffle machine at the appropriate time within the tea break.
* When players have returned to the bowling green, clear tables, put tablecloths back into the box, put back unused biscuits into the usual “roll=up” tin.
* Load the dishwasher, following the instructions on the top of the machine. Unload when it is finished and put away cups etc. and ensure it is switched off after use.
* If the raffle money has not already been collected by the Treasurer, collect the raffle money out of containers and put into a plastic money bag with a note stating Raffle money and todays date and post in the safe box located just inside the front door.