



St Ives Junior AFL Club Acron Oval – Home of the Saints

Team managers – canteen responsibilities

Team managers are responsible for ensuring volunteers from the parents of their team help out at the Acron canteen during the (approximately) 3 time slots allocated to the team over the course of the season.

Helping at the canteen is very easy and sociable - anyone can do it! Our canteen manager, Luanne Frankland, is there every Sunday to help volunteers and ensure that things run smoothly.

***Don't put your sausage sandwich at risk!
Be proactive by organising your canteen volunteers TODAY!***

How many volunteers are needed?

We will generally need **three** volunteers on duty at any one time (note this is less than previous seasons). Usually two volunteers work on the barbecue (cooking and serving) while one works inside the canteen (primarily serving).

You may either:

- Roster three people to work the whole of your rostered slot. We tend to find this works best and reduces the number of times any one parent is required to do canteen work over the season. It also reduces admin and chasing up volunteers for the team manager!
- Break down your roster slot into shorter time periods and roster three volunteers for each time period. Some teams prefer this.

Organising your volunteers

We recommend organising your volunteers for **all** slots as soon as possible.

As soon as you receive your rostered time slots:

- Email your team and request anyone with a preference as to which slot they are rostered on to let you know
- **No later than round 2** (subject to the draw not still being in a state of flux), distribute to the team your canteen roster for each of your rostered slots over the course of the season (catering for preference requests you have received). Ensure that there are no clashes between canteen roster

and other volunteer duties of team parents such as goal umpiring, best & fairest judging etc.

- **One week prior to each round**, send a reminder to those rostered on. If they can no longer do that slot it is their responsibility, with your assistance, to organise someone else to do it for them. ***The canteen cannot continue to run if rostered volunteers do not turn up.***
- **No later than 5pm Wednesday** for the Sunday game, email canteen@stivesafl.com the ***name, mobile phone number and time slot*** of your rostered.
This is critical and enables the canteen coordinator to follow up on the day if there are any no shows.
- On game day, be prepared to organise replacements for any rostered volunteers who are no-shows on the day.

When do you find out your team's rostered timeslots?

We will provide you with your team's rostered slots as soon as possible after the draw is released.

How are the time slots allocated?

You will be allocated time slots which are either adjacent to, or at the same time as, your child is playing at Acron Oval. Unfortunately it is impossible to please everyone with time slot allocation (some prefer to work in canteen **while** their child is playing and some do not).

We will have regard to the number of families in your age group/team when determining how many slots are allocated to your team over the course of the season. To the extent possible, we will endeavour to ensure that teams rostered on Mothers Day last year are not rostered on Mothers Day this year.

In some cases, the last time slot of the day may require less than three volunteers.

How to keep on top of your team volunteers for canteen and other roles!

Each team manager has their own methods, but a "super roster" that covers everything from canteen volunteers to boundary and goal umpires, best and fairest judges etc., can be a helpful tool to keep you on top of the season. It might take a bit of effort to set up but then you can kick back and let the season unfold with minimum effort. An example of a team roster from last season which you are welcome to adapt for your own team will be available on the website in the next few days.

Questions?

If you have any questions, please email canteen@stivesafl.com or operations@stivesafl.com.

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