



Handcross Bowls Club

Tea Lead Responsibilities 2023

Personnel

For each home match, 1 designated Member of the club is assigned as the **Tea Lead** (from the Membership List)

This approach will assist the club Captain in preparing a full team for each fixture match.

Tea Lead Responsibilities

1. Supply enough cake (individually wrapped, if possible) for 24 people (4 Triples x 2 Teams = 24).
2. During match 'first-session'
(*9 ends approx. 1 hour 15 minutes*):
 - Set-up pavilion tables with required crockery.
 - Prepare Biscuits and Cakes onto plates.
 - Prepare boiler for boiling water.
3. At break time
(*approx. 30 minutes*):
 - Serve teas or coffees, as necessary.
4. During match 'second-session'
(*9 ends approx. 1 hour 15 minutes*):
 - Clear tables and general tidy up.
 - Wash up, dry up, and return crockery to storage.
 - Hoover kitchen and pavilion floors.