

MCCC 2009-2010 TAB BOOK

Policy

This document outlines what Melton Centrals Cricket Club aims to achieve for the correct use and management of the “MCCC 2009-2010 TAB BOOK” which contains members “Bar Tabs”, and gives the framework that will be used by volunteers involved in the running of the Canteen. Finally, the policy outlines how the club will manage and facilitate the transition of this policy to the club members.

Aims of policy

To negate any disagreements arising from “Bar Tabs” being supplied for members’ convenience by the club, by having both members and volunteers sign the document at time of sale.

Bar Tab and MCCC 2009-2010 TAB BOOK Management

This section details guidelines that ensure that all members and volunteers get as much opportunity as possible to ensure at all times of purchases that their “Bar Tab” remains accurate.

- Any member requesting a “Bar Tab” for season 2009-2010 will be required to start their “Tab” in the positive (you will need to put money on it before you can use it)
- Upon request of a “Bar Tab” by a member, the volunteer in control of the canteen will set up a page (appendix 1) in the “MCCC 2009-2010 TAB BOOK” for the member.
 - o This page will consist of :

- The members name at the top along with a sequenced number
- A specimen of the members initials
- 2 x “date” column for the date of activity on Tab
- 2 x “activity” column for purchase or payment
- 2 x “initials” column for the member
- 2 x “balance” column for an accrued total
- 2 x “initials column” for the volunteer

- Use of the “Bar Tab” will therefore be restricted to only the person who can prove that they are the person listed at the top of the page and initial for the activity preformed on the account.

- Also the volunteer will initial to confirm that they have assured that they have confirmed that the person they are dealing with is in fact the person listed at the top of the page.

- There will be a register at the front of the “MCCC 2009-2010 TAB BOOK” of the volunteers authorised to use the book.

Ensuring members are informed

This section will cover how MCCC will inform members of their responsibilities of having and using a “Bar Tab”.

- All available members will be given a tutorial at the end of a Thursday selection night training session, which will involve being shown a copy of appendix 1 and a detailed explanation of when they’re required to have there “Bar Tab” payed to a minimum of \$0 owing (last Saturday before Christmas and final selection night of home & away season).

- Any unavailable members on the above mentioned Thursday night will be given personal tuition upon request of a "Bar Tab".

Misuse of MCCC 2009-2010 TAB BOOK and/or Bar Tab

This section covers misuse and consequences for misuse of "MCCC 2009-2010 TAB BOOK and/or "Bar Tabs"

-Misuse includes but is not limited to:

- not initialling for activity on "Bar Tab"
- changing any detail in the MCCC 2009-2010 TAB BOOK
- removing any page of the MCCC 2009-2010 TAB BOOK
- attempted use or use of a members "Bar Tab" other than your

own

- not following volunteers or Canteen Managers instructions

- Any misuse of either the "MCCC 2009-2010 TAB BOOK" or "Bar Tab" by a member will result in that members "Bar Tab" being cancelled and all monies owed being payed in cash with receipt to either the member or club, dependant on balance of "Bar Tab".

- Any misuse of either the "MCCC 2009-2010 TAB BOOK" or "Bar Tab" by a volunteer will result in that volunteer being counselled, reprimanded or stood down from canteen duties, dependant on the severity of the misuse.

All misuse and subsequent consequences will handled by the Canteen Manager in consultation with a member of the executive committee. All decisions from the mentioned consultation will only be open for appeal in writing to the full committee.