



CAKE STALL POLICY

Updated September 2022
Approved by Committee October 2022

1. PURPOSE

The purpose of this Policy is to create regulations for the allocation and running of cake stalls at the Association

2. APPLICABILITY

- a. This Policy applies to all Clubs, Entity Teams, and other organisations allocated a cake stall at the Association.
- b. This Policy applies at all times during competitions and events run at or by the Association, and when a cake stall is in operation at the Association.

3. DEFINITIONS

In this Policy, unless otherwise stated:

Association means Fremantle Netball Association;

Club means any netball club or Entity Team affiliated and financial with the Association, and as otherwise defined in **Rule 11(8)(a)** of the Constitution;

Committee means the management Committee of the Association as determined by the Constitution;

Constitution means the constitution of Fremantle Netball Association Inc.;

Entity Team means a single team entering the competition at the Association that is not affiliated with a Club;

Host means the allocated host of a cake stall, which may include Clubs, Entity Teams, and other organisations, as allocated by the Association;

Member means any affiliated members of the Association, including players, coaching and umpiring officials, volunteers, Clubs, and Club members;

Policy means this policy;

4. THE POLICY

- a. Clubs, Entity Teams, and other organisations may not run cake stalls or other fundraising activities at the Association without the prior authorisation of the Association.
- b. Clubs, Entity Teams, and other organisations may run a scheduled fundraising cake stall for their organisation on an allocated date during the year.
- c. Dates will be allocated through a ballot process, as prescribed by the Association from time to time.
- d. Fundraising chocolates of any kind are not permitted to be sold at cake stalls or anywhere on the Association grounds.
- e. Raffle tickets of any kind, other than the Netball WA Community Raffle, are not permitted to be sold at cake stalls or anywhere on the Association grounds.
- f. Volunteers and other assistants at the cake stall are expected to exhibit appropriate behaviour while participating in the activity.

5. PROCEDURES



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- a. Hosts are asked to sell whole cakes and slices, and to consider selling items such as cupcakes in groups of four or more.
- b. Hosts are asked not to sell any item that is available from the Association canteen.
- c. To mitigate risk relating to food handling and abide by the City of Fremantle's safe food handling guidelines, Clubs must:
 - i. Have disposable food-handling gloves;
 - ii. Bring clean serving tongs;
 - iii. Have available paper bags, serviettes, or sheet paper on which items can be placed, and;
 - iv. Avoid volunteers at the cake stall handling money, surfaces, and food without changing gloves or appropriately cleaning their hands between the actions.
- d. It is suggested Hosts request their members to list the ingredients contained in the cakes or foods to be sold at the stall, including disclaimer labelling on cake boxes, if provided, and on the stall table.
 - i. "Example Netball Club cannot accept responsibility or liability for adverse reactions to foods consumed from this cake stall"
 - ii. "Some of these products may contain nuts, gluten, egg, milk products, soy, and seed"
- e. Cake stalls must be located under the verandah of the main building, adjacent to Court 16, unless otherwise permitted or required by the Association.
- f. A maximum of two trestle tables may be used at a cake stall. These may be borrowed from the Association for Saturday cake stalls, available from 7.30am.
- g. Saturday cake stalls may commence from 7.30am and must conclude by 12:00pm, regardless of the time they started.

6. MANAGING BREACHES OF THE POLICY

- a. In the instance of a breach of this Policy, any of the following penalties may be applied:
 - i. A verbal warning may be given;
 - ii. A written warning may be given;
 - iii. The Host may be asked to remove certain items from sale;
 - iv. The Host may be asked to end their cake stall and pack up;
 - v. The Host may be excluded from the cake stall ballot in one or more future seasons;
 - vi. Where the breach is of behavioural standards, those involved may be asked to leave the grounds, or any other disciplinary measure deemed appropriate;
 - vii. Any other penalty deemed to be suitable for the circumstances.

7. RESPONSIBILITIES

- a. Hosts are responsible for supplying all equipment for their cake stall. The Association will not supply any equipment or disposable items to Hosts, including serviettes, paper bags, knives, or tongs.
- b. Hosts are responsible for organising their own float and change. The Association will not supply change or EFTPOS withdrawals.
- c. Hosts are responsible for appropriately disposing of left-over goods and equipment placing any empty or left-over boxes in the recycling bins, and any rubbish or left-over food into the rubbish bins.
- d. Hosts are responsible for removing their own equipment and the cleaning of the site of the cake stall, as required.
- e. The Association is responsible for managing the ballot process for the allocation of cake

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stalls during the year.

- f. The Association is responsible for making decisions relating to breaches of behavioural expectations at cake stalls.

8. CHANGES TO THE POLICY

This Policy may be cancelled, amended, or supplemented by the Association as and when it sees fit. Any variation will be given to Members in writing by the Association.

The Association will review this policy on a regular basis to ensure that it remains effective in supporting the objectives and strategic direction of the Association, and to ensure ongoing best practice governance.

Signed

A handwritten signature in blue ink, appearing to read 'Sondra'.

18/10/2022

Sondra Anderson
PRESIDENT
Fremantle Netball Association

Date