



## Fixture Procedures

---

### DUTY TEACHER (MEMBER OF THE SENIOR LEADERSHIP TEAM)

For Saturday morning fixtures:

- A Duty Teacher (member of the Senior Leadership Team) will be in College on a Saturday morning and able to provide support as necessary. The Weekly Staff Bulletin available on iSAMS identifies the Duty Teacher.
- The Duty Teacher will ensure that their contact number is known by all teachers involved in the fixture on the day.

For fixtures occurring at other times, outside the school day:

- A member of CLT should be contacted in any emergency, including but not limited to an accident or injury involving emergency services.

### MEDICAL

- First aid kits are to be collected from the College Nurse and taken to all fixtures.
- First aid kits should be checked by the College Nurse. Any materials that have been used should be replaced at the earliest opportunity.
- In the event of an injury, the injured person is only to be moved if it is safe to do so. If necessary the match must be abandoned.
- In the event of serious injury:
  - Call an ambulance immediately if required;
  - Contact the Duty Teacher immediately and inform a member of CLT if emergency services have been called;
  - Make the injured party comfortable;
  - Do not move the patient if a spinal injury is likely – keep their neck still;
  - Ambulance access on to the fields is via the route alongside the West Gate or the Canadian Avenue entrance (Jubilee Ground); If an ambulance is called someone should be designated to wait at the relevant gates to direct it onto the fields .
  - The attending teacher or sports coach should contact parents if a child has to go to hospital or needs assistance home – this may be delegated to the Duty Teacher or another member of staff if necessary.
  - A member of staff may be required to accompany the student to hospital until parents/ guardians arrive.
  - The attending teacher should contact the parents again at a later time to check on the health of the injured student – this may be delegated to another appropriate member of staff.

- The member of staff supervising the activity should report the incident to the College Nurse at the earliest available opportunity to provide detail for accident forms.

## ROUTINE

- Fixture detail will be published on the sports website 48 hours in advance.
- Students playing in matches should arrive in full uniform unless staff dictate otherwise.
- Students watching Saturday fixtures may do so out of uniform so long as their dress is appropriate to the occasion.
- Heads of Sport will designate staff to greet the opposition as they arrive and provide refreshments.
- Staff involved with teams should host their guests after the match. This may well include a referee.
- Refreshments are provided after a fixture to enable College players to meet their opposition and treat them as guests. Those playing in fixtures are expected to host their opposition. They should wear school uniform.
- College students should not take their refreshments until the opposition have been served.
- The Refectory (or other dining areas) should be left clean and tidy and no player should leave until it is. If a player wishes to leave before the opposition have departed they must gain permission from staff.

## SPECTATORS

- All external spectators must sign in and collect a red lanyard for mid-week fixtures happening during normal school hours.
- Spectator etiquette must remain respectful, positive and professional throughout the entirety of sporting fixtures.
- Spectators are welcome to join the post-match refreshments on Saturday fixtures.

<b>Fixture Procedures</b>			
<b>Author/s:</b>	Nicholas Hewlett Paul Cozens	<b>Date Reviewed:</b>	Michaelmas 2019
<b>Date Ratified:</b>	Michaelmas 2019	<b>Next Review Date:</b>	Michaelmas 2020
<b>Committee:</b>	N/A	<b>Clerk to the Governors</b>  <b>Signature:</b>	N/A  .....