

## **Appendix D**

### **St Catherine's PE Department Match Transport Procedure**

For all away matches the School has always undertaken to provide transport for every girl - day girl or boarder - should she require it, to and from the fixture, within our existing fee structure.

Arrangements for major fixtures are complicated, and there can often be as many as 275-300 girls involved in lacrosse and netball fixtures on Saturdays in the Winter and Spring Terms. Away fixtures add a further dimension of complexity.

Consequently, there must be procedures in place that ensure the teams all reach the destination for Away matches.

With the increasing cost of coaches for school matches, the PE department aims always to contain costs and reduce wasted transport costs. This is prudent management of parents' fees as well as being more environmentally friendly, in line with the School's Green Flag Eco School status and Sustainability Policy.

For each Away fixture, the minimum number of coaches are booked based on the *precise* requirements for girls and the location of the venue. Girls may request transport *to* a destination only and depart from the venue with parents who may travel separately. This must be clearly indicated on the team sheet by the Wednesday evening deadline (see below). Releasing a coach on arrival at the destination significantly reduces costs.

It is therefore important that everyone involved understands the system and procedure that is in place for all Away matches. This is explained to the girls in person each season and repeated regularly and is set out here for reference. Parents' support is requested to ensure the procedure works as smoothly as possible which thus enables PE staff to spend practice time working on preparing the teams and not on administration.

For all fixtures (other than the Guildford Challenge Cup when hosted at GHS) the following procedure applies to all girls:

#### **Weekend Away Fixtures**

The team list will be published on classroom by Monday 5pm prior to the Saturday of the fixture. Next to every girl's name are 3 columns where she will be expected to sign the sheet stating first, her availability to play and second, her intention for travel to and from the fixture (see a sample below).

If she intends to take the school coach to and from the fixture she should select BUS in both columns. If she intends to travel in her own way and meet us there, she should select OW (own way) in both columns.

If any girl opts to take the coach one way only this is permitted but she should make this clear on the sheet and select the correct order in which she will travel. i.e. if she travels on the bus there and in her own way back (the more common alternative) she should select BUS in the first column and OW in the second and vice versa if applicable.

At 5.45 pm on Wednesday the sheets will be highlighted to indicate those who have not completed the columns and any girl who has not informed the PE department of her travel intentions on the team sheet will be charged £10 to cover the lost costs. At this stage, a seat on the coach cannot be guaranteed.

This procedure allows all the girls to have three full lunch times, two break times, two early morning times and three after school sessions during which to look at the lists, contact home, and make any decisions and sign up. With team sheets now published on classroom the girls can share this information with family

members easily at home or in boarding. This will allow plenty of time for everyone to assimilate the arrangements. Please would parents be in email dialogue with the department if there is a serious problem.

In addition, at the start of the Autumn Term, a Clarion Call message will be sent to all parents reminding them of our routines for team lists and fixtures. All fixtures are detailed in the web calendar. In the event of a substantial change to a fixture or a new fixture being added after the start of term a Clarion Call message will be sent to the parents of pupils involved. Again, it is hoped this will be helpful.

The PE Department and the School will do everything possible to remind the girls regularly of the need to check lists and tick for match availability and for transport. Team captains and coaches will remind players at practices and throughout the week.

If your daughter does not complete the instructions and incurs the £10 charge, it is suggested that parents might like to support the School in helping the girls to take this responsibility seriously by asking their daughters to put in the equivalent of time supporting their family with some chores at home to compensate. The School feels strongly that all our pupils should learn to take responsibility for themselves. Team responsibility is not restricted to the field of play and it is important that the girls are aware of this point.

The School is very fortunate that the coach companies that are regularly contracted view St Catherine's as a reliable and good customer. They can alter the size of a coach that will be sent to us as late as Thursday, hence the deadline being Wednesday, but it makes a significant difference to the cost of a coach if it has 34, 44, 53 or 57 seats, for example. A coach that arrives here, even if turned away empty, has to be paid for in full.

### **Weekday Away Fixtures**

It is expected that all girls will take school transport in both directions for all weekday fixtures.

However, if a girl plans to be collected from the match venue she should select OW in the appropriate column when she ticks her name to confirm her availability.

At the venue, the adult collecting her should register out with the PE staff, to ensure it is known that she has been collected and is safely back in her parents' care.

### **All Fixtures – Match Tea Etiquette**

For all fixtures (Home and Away) all girls are expected to stay and attend post-match teas. It is part of the social aspect of the game and parents are asked to accept this and support the PE Department and the girls. Please do not put a member of staff on the spot by requesting permission to take your daughter immediately after a match ends. It is understood that this can be complex in lacrosse/netball fixtures when girls may move from one sport to another, but your support for the spirit of this requirement is much appreciated.

Any girl needing to leave early for a special event should have made prior arrangements with the member of staff concerned through a direct request from her parents via email to the teacher, and with a valid reason for doing so. Again, it is important that such requests are rare.

### **Availability**

It is anticipated that, once she is a member of a squad, each girl will be available for all fixtures unless she (or her parents) have given plenty of prior notice or requested absence due to other commitments. If a girl

is unable to make a fixture once the team list has gone up she should speak directly to the member of staff/coach concerned to explain her unavailability. She must not simply cross her name out.

The PE Department also asks that parents carefully consider arrangements for their daughters' birthday parties, mid-week day birthday meals, driving lessons and any other treats which directly affect their daughters' regular weekly commitment to practices and matches as well as weekend fixtures. The full term's match calendar is published on the website calendar and on the iPhone App for reference when forward planning.

On the Thursday of each week, any additional details about the weekend's fixtures that have become known, such as more specific start times or other arrangements, will be uploaded to the existing calendar entry and available from 4.10pm.

The School and the PE Department are very grateful to parents for the loyal support on many touchlines, and for all the encouragement given to the girls to enjoy their sport and represent the School. This procedure ensures a clear understanding of the girls' role in ensuring the season proceeds smoothly and is enjoyable. Thank you.

Please email Nancy Moore (Director of Sport) on [nancy.moore@stcatherines.info](mailto:nancy.moore@stcatherines.info) if you have any queries about your daughter's sporting fixtures.

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