

# **Process for absentees**

1. An e-mail will be sent to remind parents to check course information on the website.
2. Sarah will monitor attendance and inform Julie Quester.
3. Julie Quester to contact parents if a child has not attended 2 weeks in a row nor has less than 75% attendance record.
4. At Half term, e-mails will be sent to those not attending who will be at risk of losing their place for coaching.
5. 2 Weeks before the end of term, an email to go out to ask parents to speak to their child's coach re next term's course sign up. Julie Quester will add this to weekly update on website.
6. Anyone not renewing membership by 15<sup>th</sup> Oct 2010 will not be eligible for a Fri/Sat coaching session.

# **Process for Waiting list for coaching**

1. Julie Quester will send an e-mail to junior members to ask for names of those wanting to be placed onto the waiting list, session required and child's standard.
2. Once a list has been generated, it will work on a first come first served basis.
3. They will be contacted when a space becomes available and Julie Quester will inform the coach once space has been filled.