

Policy Details:

This policy outlines the attendance confirmation process and consequences for no-shows regarding our IT Course. It is designed to ensure fairness, optimize session availability, and maintain accurate attendance records.

All members of Saints must register at the reception desk, providing all necessary information.

Attendance Confirmation Process:

- a. Every Tuesday morning, each individual will receive a scheduled SMS to attend the Wednesday morning IT session.
- b. If an individual indicates they will not attend, their spot will be offered to the next person on the waiting list. The Marketing staff member will seek their consent and note their response.

No-Show Policy:

- a. If an individual appears as a "no show" without any form of contact or prior notification for a session they have signed up for, the following consequences will apply:
 - i. The individual will be removed from all future sessions they have registered for.
 - ii. Their spot will be given to the first person on the waiting list, and reception staff will note down the name of the individual from the waiting list attending in their place.

Communication and Notification:

- a. The policy will also be communicated clearly during the registration process and displayed on the website and available at reception for any requests.
- b. Any changes or updates to the policy will be promptly communicated to all relevant parties.

Recordkeeping and Documentation:

- a. Marketing staff will maintain accurate records of attendance, confirmation calls, no-shows, and replacements from the waiting list.
- b. Any cancellations or changes will be documented and reported.

Compliance and Enforcement:

- a. All individuals, including participants and staff, are expected to comply with this policy.
- b. Reception staff will diligently implement the policy, ensuring consistency and fairness.

St Marys Rugby League Club, Cnr Forrester & Boronia Rds, St Marys NSW 2760

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