



## DPNC Waiting List Policy

Due to the increased demand on DPNC in all age groups, we have now introduced a waiting list policy.

This will enable us to monitor the attendance of each age group and ensure that numbers do not exceed AENA guidelines (ratio 1-10 per coach & maximum 30 per court).

1. Coaches of each age group must monitor numbers and in line with England ratios and advise the committee when they are near capacity
2. Registers are to be kept up to date by the assigned committee member, coach or parent.
3. If a player has not attended training for 3 weeks in a row without the club being advised that an email is to be sent by the person named above from [dpnc.admin@gmail.com](mailto:dpnc.admin@gmail.com) to ask if they still wish to attend and to confirm within 5 days or their space will be given to someone on the waiting list.
4. Once the 5 days has lapsed the person will be removed from current affiliation and registers and saved on leavers spreadsheet with all details available – these can then be contacted before every term by the Membership Secretary if space allows to see if they would like to return.
5. The first person on the appropriate waiting list will then be contacted with a view to attending the next available session. Again, request that they confirm interest or whether they have changed their minds within 5 days. Then move to the next person.
6. The waiting list will be kept up to date by the committee members. Please send any information regarding additions to the waiting list to [dpnc.admin@gmail.com](mailto:dpnc.admin@gmail.com)
7. Information required on waiting list:

Date	Name	DOB	Age Group as of 1/9/19	Contact no & Email Address	Club contacted via	Contacted	Taster Session	Joined
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8. The waiting list will be sent out to all coaches / committee members at the end of every half term by the Membership Secretary so all are aware of the situation.
9. Waiting lists and numbers will be reviewed by coaches and committee every half term to ensure that we are not delaying joining for any reason.