



# St Mary's College, Wellington

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## Procedures for any team competing at any tournament

The following steps must be adhered to when a team wishes to attend and compete at a tournament/competition.

- Approval must be sought from the Sports Office
- Each student intending to go to the tournament must pay a \$50 deposit to cover the cost of deposits on accommodation and transport costs within a timely manner
- An agreement of who will be booking transport and accommodation must be confirmed with the Sports Coordinator
- A budget in collaboration with the Sports Coordinator needs to be completed
- The final cost of attending the tournament will be placed against each student's name on the parent portal
- No fundraising under the St. Mary's College name is to be done without the approval of the Sports Coordinator
- All monies collected from fund raising must be deposited into the school account against each students expenses within one week of the fundraising activity
- All money from students to cover the cost of attending needs to be deposited by each students' parents in the school account
- No student will be attending a tournament or competition unless they are paid in full ONE WEEK prior to the tournament starting
- **No manager/coach is to handle money or make any bookings under the SMC name**