



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

SPORTS' CAPTAINS' BRIEFING

MICHAELMAS TERM 2024

INTRODUCTIONS

WHO DOES WHAT



ALISON COX
DOMESTIC BURSAR

- Sports Infrastructure
- Staff management
- Trip authorisation



RICHARD PARTINGTON
SENIOR TUTOR

- Co-curricular lead
- Funding sign-off

Contact via Emma Clark



KEITH ELLIS
HEAD GROUNDSMAN

- Pitch and court care
- Bookings
- Team kit & equipment



RUTH DEAN
COLLEGE NURSE

- First Aid certification

CONTENTS-FOR EVERYONE

- 1** Introduction & how to book - Keith
- 2** Match Day rules - Keith
- 3** First aid - Ruth
- 4** Break out into separate College groups

MEET THE TEAM



Keith Ellis
Head Groundsman

Ed Darling
Assistant
Groundsman



Oliver Cambridge
Apprentice
Groundsman

Katherine Ellis
Sports Ground
administrator



WHO CAN USE THE SPORTS GROUND?

St John's College
Magdalene College
Sidney Sussex College

- Anyone from these colleges can use the sports ground for casual use – no booking required
- Casual users can bring up to 3 guests to play their individual sport
- All users must bring their college card as a form of ID
- Keypad access codes can be obtained from Keith, and must not be passed on to others



TRAINING & CASUAL USE

- Grass training should take place outside of the main pitches – if in doubt ask a member of staff
- Hard courts are available for casual use 9am-1pm Monday to Friday
- Astro pitches are not available for casual use and must be booked

Note that St John's College School also use the Sports Ground, as well as occasional bookings from other organisations and university sports teams



BOOKING PITCHES

- All bookings must be made by email sportsground@joh.cam.ac.uk
- All bookings must have at least 48hrs notice and must be booked no later than 12 noon on Thursdays for weekend matches
- Booking times for grass pitches: 12noon kick-off and 2pm kick-off 7 days/week
- Booking times for netball: 9am-dusk Saturday only
- Booking times for tennis: 9am-dusk Sunday only
- Booking times for astro pitches
 - Mon-Fri 9am-1pm, plus two floodlit evening slots 6-7.30pm and 7.30-9pm
 - Sat-Sun 9am-9pm; floodlights on request
 - Please specify whole or half pitch

CANCELLING PITCHES

- For cancellations with more than 24 hours' notice, please email sportsground@joh.cam.ac.uk
- For cancellations with less than 24 hours' notice, please phone 07704 537496 (this can be done anytime from 9am-9pm).

PLEASE HAVE THE COURTESY TO INFORM US; ONE OF OUR GROUNDS TEAM IS GIVING UP THEIR WEEKEND TO ALLOW YOU TO PLAY

MATCH DAY

- The captain (or appointed person) must carry out a visual inspection of the playing surface and equipment
- Report any issues to a member of staff
- Players and spectators must behave respectfully to others
- Report any injuries to your college nurse and Head Porter
- Remove any rubbish left by your team and spectators
- Ask permission in advance for (professional) photography by emailing communications@joh.cam.ac.uk



FIRST AID

- Two people from each team must be first aid trained
- Ideally one will be the captain
- You must bring a first aid kit to your matches
- Remember to restock your first aid kit if items are used
- Allergies requiring AAls
- Remember to complete the necessary paperwork re accidents



EMERGENCIES

- In an emergency call 999 and then ask for help at the Pavilion or Groundsman's House
- Use what3words to guide the emergency services **agenda.noted.plank** (this info is also on the Pavilion wall)
- Defibrillator code is C159X
- Grounds team mobile phone 07704 537496



SQUASH

- SJC players can book via 4th Court
- Sidney Sussex and Magdalene squash captains should email dbursar@joh.cam.ac.uk with a list of players (name and CRSid)
- Those players will then be sent a link to the booking system
- Please use non-marking shoes
- Contact dbursar@joh.cam.ac.uk with any feedback on the courts





THANK YOU ANY QUESTIONS?

We aim to look after the Sports Ground as sustainably as possible. This includes minimal use of chemicals, electrically powered machinery wherever possible, and increasing biodiversity.

If you have any feedback on the facilities please talk to the Grounds team.

Persistent ignoring of the rules will result in a 2 week ban for your team and/or whole club – at the discretion of the Head Groundsman

If in doubt ask
We are here to help
sportsground@joh.cam.ac.uk
07704 537496