



KING'S HOUSE SCHOOL

SPORTS GROUND

King's House School Sports Ground Information Sheet

Hope you are all well and looking forward to another season back at King's House School Sports Ground. This year we would like to maintain safety and secure access to the grounds, to ensure a positive experience for all members at King's House.

1. King's House School Sports Ground Point of Contacts:

Name	Title	Office Email
Nick Clark	Enterprises Manager	clark.n@khsenterprises.co.uk
Alex Brown	Clubhouse Manager	alex.brown2@teamlexington.london
Shawn Cali	Sports Operations	cali.s@khsenterprises.co.uk
Guillermo Ospina Marin	Caretaker	marinospina.g@kingshouseschool.org
Dave Wiseman	Head Groundsman	wiseman.d@kingshouseschool.org

2. Weather Updates: To streamline the issues in the past, there will be a new system in place for all clubs to understand the current conditions of their future match in place: This will be through 2 pathways:

- **King's House School Sports Ground Instagram Page:** Updates will be presented via Instagram Stories every Saturday and Sunday AM
- **Main team contact officials who have signed booking forms:** Will be notified by SMS every Saturday or Sunday AM.

King's House reserves the right to cancel matches if facilities are at risk- This will not be at no cost/fee to your team if this occurs.

Please notify **Nick Clark or Shawn Cali** should you wish to request a cancellation to your match. Charges may apply if notice period is less than 14 days- See **Terms and Conditions attached**. A fixture rearrangement can also be made at no extra charge.

3. Floodlights: All pitches will be operated and preset in preparation for pitch bookings. If there are any issues with floodlights or requests for earlier floodlight timings, please contact **Shawn Cali**.

4. Pitch Management: The Groundsmen tend to our pitches throughout the week to ensure it is well prepared for Weekend Matches- All resources, such as Flags, Flag posts, all sports goals, and line markings will be in place prior to matchday. If you have any questions or queries for more information, please contact **Dave Wiseman (Head Groundsman)**.

5. Facility Management: Guillermo Ospina Marin is our **caretaker** on site and ensures all facilities are well maintained and secure. This includes the following: Changing Rooms, toilets, function rooms, fire alarm and emergency aid kit access points as well as all furnishings within the clubhouse premises. Please do not attempt to move or renovate furniture at your own convenience. Please ask for authorisation from one of our staff members.

6. Match Teas: King's House School Sports Ground partner with Lexington Catering to deliver outstanding food, drink and service to all sports clubs. To enhance preparations for the weekend, we aim for all stock to be ordered every Tuesday 12pm Latest. If you would like to request for match teas, please inform us weekly, every Monday by 6pm.

7. Lost Property: The lost property department is situated next to the staircase, between the Sports Ground Office and the Twickenham Bar. Valuables and ID will be stored in our Sports Ground Office Safe. Any items left behind on the premises will be stored in specific containers relevant to its description. All clubs are responsible for looking after their equipment and belongings at King's House School Sports Ground.

8. Recycling/Rubbish: At King's House, we aim to keep a clean and ecofriendly environment at the grounds. Please dispose of any unwanted items into one of our many litter containers located across the grounds.

9. Safeguarding: King's House School Sports Ground is home to many junior clubs, and we want to ensure every child is safe and protected from neglect, abuse and exploitation. It is our duty to safeguard and promote the welfare of children who attend King's House School Sports Ground, having regard to the DfE guidance. However, if you have any concerns regarding **behaviour of a club member** or if a **child is at risk**, please immediately alert **Nick Clark or Shawn Cali**.

10. Car Parking: Please adhere to the rules set by us to ensure safety and ease of access. Please do not park on pitch roadside, disabled or hatched bay markings at times when the car park is full/busy. A marshal or staff member will further assist. King's House provides access to EV charging bays and Bicycle Shelters.

11. Crime reporting and CCTV: Crimes such as Theft, vandalism and trespassing will be reported, and King's House has access to 24-hour CCTV footage across the entire site. If you have any concerns or you would like to report a crime that took place on the premises, please contact us. Please note that by law, we are only permitted to release CCTV footage at the official request of the Metropolitan police.

12. Prohibition of External Catering & Alcoholic Beverages: King's House prohibits all external catering and alcoholic beverages onto the premises. Any items found on personnel will be confiscated and there may be a select fine issued.

Kind regards

King's House School Sports Ground Team

68 Kings Road, Richmond, Surrey TW10 6ES | T: 020 8940 1878
E: schooloffice@kingshouseschool.org | kingshouseschool.org

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