



## **Newbury District Swimming Club**

# **Leaving, Absence and Illness Policy**

### ***POLICY MANAGEMENT:***

This policy was adopted by the Committee on (pending committee agreement date October 24)

### **Introduction**

This policy is produced to guide members on the club's handling of fee payments, absence and illness. Member's fees consist of charges for Annual Membership and Squad fees.

- Annual membership: Annual membership fees (to cover Swim England membership and insurances) are payable at the start of each season, and charged on 1st November for all squads.
- Monthly squad fees: Squad fees are payable monthly on the first day of the month. You will receive an invoice for your first full month and thereafter monthly in advance.

### **Leaving and Ceasing Training**

Non-attendance prior to notice does not result in a refund of subscription.

It is important that members transferring to other clubs inform us so we can process the Swim England paperwork correctly.

If your swimmer is thinking of leaving, please have a chat with their coach in the first instance.

If sadly you decide to give notice, please send an email to your coach, team manager, or via the website contact us link so that we are able to action it. A full calendar month is required as notice in addition to any remaining time already paid for in the current month.

During the notice period swimmers can continue their normal swimming sessions. For example:

Email notice is given on 15 September

Last payment will be 1 October

Final day of swimming will be 31 October

If you are thinking of leaving because you are having difficulties meeting the payments due to financial hardship then please make contact with your coach or the committee and we will be able to discuss a different approach.

Contact us: <https://uk.gomotionapp.com/team/sendsc/page/system/contactus>



## **Absence**

It is important that swimmers keep their squad coaches informed of anything that may prevent them from attending training. In the event of a swimmer being absent from training for a prolonged period (in excess of one month), the swimmer must keep the coach informed. Depending on the nature of the absence a discount on fees may be offered subject to committee approval.

## **Illness Policy**

Newbury District Swimming Club feel it is appropriate to offer a discount to members who are absent from swimming due to a medical condition for an extended period. The swimmer must keep the coach informed and let the membership secretary know so fees can be changed to 'medical absence'.

## **Return**

When the swimmer is able to return to training, the Club will consider if there is a need for a gradual return, which could include training in a lower squad to build up stamina before returning to the previous squad. This should be supported by the medical practitioner, physiotherapist (if applicable), welfare officer and coach. Upon return to swimming, full squad fees are payable even if this return is a gradual process.

The membership secretary must be notified before returning to swimming.

## **Master's Membership**

Master's membership can be paused when one month's notice is provided. During this time squad fees will reduce to 25% of the normal payment. Members should not attend sessions whilst their membership is paused.

Memberships can be paused for a minimum 2 month period, and will be allowed once in a calendar year. Annual membership fees will be charged as usual if the payment occurs during the pause.