



Newbury District Swimming Club

Leaving, Absence and Illness Policy

POLICY MANAGEMENT:

This policy was adopted by the Committee on 12th November 2018

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 Club Membership.

- Annual Membership is charged every September for the following squads: Sprinters, Challengers, B Squad and A Squad.
- Club Membership is charged on a monthly basis on the first of the month for the following month.

Leaving and Ceasing Training

The club requires one month's notice to cancel membership. Non-attendance prior to notice does not result in a refund of subscription.

Resignations shall be addressed to the membership secretary (membershipndsc@gmail.com). It is important that members transferring to other clubs inform us so we can process the ASA paperwork correctly.

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 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.