



9th May 2015

Policy on Absence and Illness

This policy is to provide guidance to all members and parents on the clubs handling of absence and illness.

Absence

It is important that parents/guardians or swimmers aged 18 or over inform the Head Coach, as well as their Squad Coach of all absences either planned due to holidays etc or sickness, regardless of the expected length of time involved. This is to ensure that the coaching team and committee have a full understanding of why members are not at training and what return to training plan is needed.

- **Any form of absence due to family holidays etc:** It is understood that on occasions members may take breaks within the normal swimming season, September to July, for reason such as family holidays etc. Parents/swimmers that take extended breaks like this, must inform their coach prior to the period of absence. It should be understood that no reduction in fees will be given due to an absence of this nature as the squad place will still be held.
- **Absence due to short term illness/injury:** Any absence due to short term illness or injury (up to seven calendar days) should be reported to the Head Coach by email on the first day of the incident. This is to ensure an open dialogue starts between both parties and that the return to swimming plan is managed the best for the swimmer on their return. It is vital that swimmers do not return to training too early as this can often set them back and cause re-occurrences. It should be understood that no reduction in fees will be given due to an absence of this nature as the squad place will still be held.
- **Absence due to medium term illness/injury:** Any absence due to illness or injury that extends beyond eight calendar days but at the outset is not believed to be for a prolonged period should be reported to the Head Coach by email on the first day of the incident. Regular contact should be made to ensure frequent and open dialogue continues during the period of absence. Prior to the swimmer returning to training a Return to Training Form must be completed by the swimmer/parent and agreed by the Head Coach. Any swimmer that returns to training, without this action being taken will not be allowed to enter the pool and will be asked to comply with this policy before they return to any future training sessions. This is to ensure that the Coaching Team are fully aware of any issues that may arise during training and also to enable them to adjust the swimmers training programme accordingly until normal fitness levels return. It should be understood that no reduction in fees will be given due to an absence of this nature as the squad place will still be held.
- **Prolonged absence due to illness/injury:** Any illness or injury that is likely to result in a prolonged period of absence should be reported by email to the Head Coach, Welfare Officer and Club Secretary on the first day of the incident. It is understood that often a prolonged absence may not be apparent at the outset so regular contact with the Club is essential. Once the absence reaches four calendar weeks and the swimmer is still not fit/well enough to return to training, then the Club may consider a temporary reduction in fees, up to the maximum of three months. Approval of this will be at the total discretion of the Club Committee and the swimmers squad place will be retained for this period. Any absence that exceeds three months is likely to result in the squad place being offered to another swimmer.
- **Returning to training after prolonged illness/injury:** Prior to any swimmer returning to training after a prolonged absence due to illness or injury, the Club may request a written statement from the swimmers

doctor, confirming that they are fit to return. On receipt of the statement, the Head Coach will consider if there is a need for a gradual return to normal training. Full squad fees are payable regardless of a full or gradual return. Often, after any prolonged absence it is not possible for a swimmer to retain the fitness required to re-join the squad that they left. The Club may choose only to offer a return to a lower level squad until such time as the swimmer is able to train at their normal level again. Any return to training plan must be discussed and agreed prior to the return and where required, fees will be adjusted accordingly.

- **Training with recurring illness/injury/conditions such as fainting, panic attacks etc:** The club must be confident that a swimmer is fit and healthy enough to attend sessions and train effectively. Where a recurring pattern of illness or condition that is impacting on the swimmers ability to swim either exists or starts, the club will need to consider if additional measures are required to support the swimmer and coaching team. The Head Coach, Welfare Officer and if needed the Chairman, will meet with the swimmers parent/guardian to discuss what measures are needed to manage the situation. A written agreement will then be drafted and signed by all parties prior to the swimmer returning to training. This may result in the need for a parent to be present at all training sessions for a continuous period until the Club is confident that the situation has been resolved.





RETURN TO TRAINING AGREEMENT FORM

Swimmers name: _____
Squad: _____
Illness/injury: _____
First Date of Absence: _____

Fully resolved? YES / NO

If NO please state below any on-going treatment or medication the swimmer is receiving for the illness/injury:

If NO are you happy for the swimmer named above to return to full training or a staged return?
(Any return must be discussed and agreed with the Head Coach)

If NO are there any warning signs or additional information that the Coaching Team should be aware of?

Parents Name (printed): _____

Parents Signature: _____ Date: _____

Head Coaches Signature: _____

Agreed Date of Return to Training: _____



