

BALLARAT GOLD SWIMMING CLUB LEAVE OF ABSENCE POLICY

This policy provides for squad swimmers to take temporary leave of absence from their squad training activities whilst still maintaining their position in the squad. Additionally, there may be circumstances whereby a suspension of squad fees may be granted.

While swimmers on a day to day basis are not required to report which sessions they will be absent from any ongoing absence should be communicated with the club via absencenotification@ballaratgold.org.au. The absence notification should include the following details

Swimmer's Name
Swimmer's Squad
Expected date of return
Leave type – Holiday, Extended School Program – i.e, Ballarat Clarendon College Yuulong Campus Program, Injury, Illness, Other.
If the injury is swimming related or impacted by swimming, please provide further details.

To apply for a suspension of squad fees for a leave of absence period squad swimmers the following needs to occur.

- Parent or Guardian to provide written notice at least 1 week in advance of all non-medical suspensions. Any medical suspension should be made to the club as soon as practicable. Submit written notification to the club via absencenotification@ballaratgold.org.au
- President to review written notice of ongoing absence periods and were appropriate [1] advise the treasurer to suspend fees for a period [2] have the secretary note correspondence in Committee Minutes.

Suspension of squad fees for a leave of absence will be actioned once the squad swimmer has reached an absence period of 30 days.

Absence periods less than 30 days will still incur normal squad fees.

Suspension of squad fees for a leave of absence will not be approved retrospectively other than in exceptional circumstances.

Absences that occurred due to medical reasons – injury or illness, may require a pre-return discussion with the Head Coach to ensure readiness to return. A medical clearance may also be requested.

If after a period of absence, the squad swimmer chooses not to return to their squad training activities then they need to inform the club in writing of their intentions committee@ballaratgold.org.au