

## **PRESTON RESERVOIR SWIMMING CLUB**

As the Swimming Club has had a surge in membership in recent times, it was deemed by the Committee to amend the booking policy to suit the needs of the growing Club. Whilst an increase in membership is a positive, swimmer safety and development is at the forefront of the Club's initiatives.

### **BOOKING PROCEDURES**

The following outlines the booking policy for the Preston Reservoir Swimming Club and as such is to be abided by all members. Any exception/s shall be determined on request to the Committee via the Booking Officer.

The Head Coach, in conjunction with the coaching staff, will determine the squad level of each swimmer. The Head Coach will forward the squads list to the Booking Officer. The Club will send an email out to all **current** members at least **2 weeks** prior to the end of term requesting confirmation of their return the following term. Swimmers/families will have **1 week to reply**.

Swimmers that are remaining in the same squad and the same session will automatically stay in that squad and session but still need to put in that request to the Booking officer within the 1 week timeframe so that the Committee know they are returning. Should a current swimmer wish to change sessions, they are required to advise the Booking Officer of the preferred training session/s as soon as possible **within the 1 week timeframe**. Swimmers will be allocated a position if there is space available in their squad on their preferred session/s. If the squad is at capacity on the preferred session/s, then swimmers will be placed on a waiting list for that session or offered an alternative session. Swimmers will be taken off the waiting list in order of application. When a swimmer is moving to a higher squad it cannot be guaranteed that they will be able to swim on the same night. Parents will need to contact the Booking Officer to confirm availability.

If a swimmer has been moved to a different squad by the Head Coach, every effort will be made to accommodate the swimmer on their current session; however this may not always be possible if the swimmer's new squad is already at capacity for that session. The swimmer/family will be advised of the sessions available for that squad by the Booking Officer. If a position becomes available in a Squad **priority** will be given to swimmers who are on the waiting list.

Once the 1 week application/confirmation period has lapsed then remaining places will be offered to those swimmers on the waiting list in order of application. New members or returning lapsed members (members who have not swum for a term or more) will then be emailed and advised of any remaining places. Should a place in a squad become available during the term, the next swimmer on the waiting list will be offered the place and fees will be payable pro rata. The Booking

Officer will advise families at the end of term their swimmer's squad allocation for the following term.

**Please note: If a swimmer/family does not reply to the email within the time allocated, it will be presumed by the Committee that the swimmer will not be returning for the following term. The Committee is not responsible for following up with members where there has been no response.**

### **MAKE- UP SESSIONS AND MISSED SESSIONS**

Should a session be missed there will be NO MAKEUP SESSIONS or NO reduction in term fees. If a swimmer is injured or has a prolonged illness, they may apply to the Committee for special consideration due to their circumstances. This may involve holding a squad position, reimbursement of term fees etc. The Committee, at its discretion, may ask for a medical certificate in such cases.

In the interests of swimmer safety and development, the Club cannot exceed the maximum number of swimmers per lane in accordance with Swimming Australia guidelines.

### **FEES – TERM AND COMPETITION**

**TERM FEES** are required to be paid IN FULL by the end of week 1 of the term. Should term fees not be received IN FULL by the due date then a **LATE FEE of \$30 PER SWIMMER** will be applied. Any cancellation after the term has commenced will incur FULL TERM fees for that session booking as a position has been held for the swimmer.

If by the commencement of week 4 a swimmer has not paid the term fees the swimmer will not be permitted to participate in any further swims or enter any competitions until full term fees and the late fee are paid in full.

**COMPETITION FEES** are due when the swimmer's entry is lodged with the Head Coach or by a due date as directed by the Club. Should a swimmer fail to attend for any reason, the swimmer is still liable to pay swim meet entry fees. The Swimming Club pays for all entries PRIOR to the swim meet on behalf of the entered swimmers in good faith that fees will be reimbursed to the Club from the competing swimmers.

**Updated 21/8/17**