



PRESTON RESERVOIR SWIMMING CLUB

BOOKING POLICY

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 any changes the squads list to the Booking Officer when a swimmer is considered ready to move squads.

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 and it will be assumed they are continuing for the following term.

Should a current swimmer wish to change sessions or stop swimming, 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, and advised as soon as possible, either within or shortly after the 1 week timeframe. 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.

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 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.

For information about Club Fees, please refer to the PRSC Membership_Fees 19_20 on the [Club website www.prestonreservoirswimmingclub.com/fees--forms](http://www.prestonreservoirswimmingclub.com/fees--forms)

Policy updated 26 June 2019