



Procedure for dealing with members that arrive consistently late to training sessions

If a Member is consistently late turning up to training sessions (more than 3 times in succession) and this is causing disruption to other members and the training schedule the following action should be taken:

- 1) In the first instance Head Coach to speak to the swimmer asking why they are not arriving on time and pointing out the disruption this causes other members and how important a warm up is.

- 2) If no improvement is made by the next week written notice either an e-mail or letter should be sent to the parents/guardians explaining the importance of arriving on time to all training sessions – Highlighting the disruption it causes to other swimmers and the importance of completing a warm up. In the same notice suggest that if this particular training session is difficult to get to on time that they may like to consider one of the other sessions available (subject to availability of space)

- 3) Finally, a written notice by e-mail or letter giving warning that in future if the swimmer is late they will not be allowed to swim at that session.

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Owner: Marlborough Penguins	Issue No: v2.0	Next Review Date: TBD