



Buenaventura Swim Club  
P.O. Box 3934  
Ventura, CA 93006  
(805) 650-0400  
[www.buenaventuraswimclub.org](http://www.buenaventuraswimclub.org)



### **Absentee Athlete Policy-BSC SITE ONLY**

Buenaventura Swim Club is a year-round program. The directors and coaches realize that circumstances can change over the course of the season and members may need to take a leave of absence. When those circumstances arise, the following policies will apply:

1. Notification Required: Members must notify our Team Administrator in writing about changes in membership, early withdrawals and extended absences in advance or as soon as possible. In all cases, either the parent/guardian or the swimmer is required to send an email to our Team Administrator when any of these changes occur at [TeamAdmin@buenaventuraswimclub.org](mailto:TeamAdmin@buenaventuraswimclub.org). If absence is due to injury or illness, please provide a copy of doctor's note to Team Administrator.
2. Less than 30 days: If a swimmer is out for less than 30 days due to injury or illness, all dues, fundraising and volunteer hours are due in full at the time stated in the Fundraising and Volunteer Policy.
3. Over 30 days but less than four months due to injury: If a swimmer requests a temporary leave of absence for longer than 30 days but less than four months due to illness or injury, then the following will apply:
  - a. Dues will be payable through the end of the last month the swimmer participated regardless of the number of days swum in that month. There will be no prorating within a month.
  - b. The month of return will be payable in full regardless of the number of days the swimmer is in the water that month. There will be no prorating within a month.
  - c. Fundraising and volunteer hours will be prorated for those months in which the swimmer does not swim at all.
  - d. No reinstatement fee will apply when a doctor's note is provided to Team Administrator.
4. Leaving the Team: If a swimmer quits the team or is out of the water for longer than four months, all dues, fundraising balance and volunteer hours balances will become due and payable through the end of the last month the swimmer participated regardless of the number of days actually swum that month.
5. Returning to the Team: If the swimmer returns to the team, any unpaid fundraising and volunteer hours balances, must be paid in full before reinstatement and there will be a **\$50.00** reinstatement fee, if the leave of absence is not due to sickness or injury.

6. Special Circumstances: The Board of Directors (BOD) will review and decide on special circumstances such as extended illness, loss of job, divorce or other similar situations. These will be decided on a case-by case basis. Member MUST present their case to the BOD in person at the BOD meeting. The Team Administrator will inform the BOD of the members request to present.

Print Names of Swimmer(s) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_