



SESSION CHANGE REQUEST FORM

To request a session change or request an additional session this form must be completed and handed to either one of the Registration Team - Tess Gibson or Catherine Watkinson on poolside.

The Registration team will then discuss with the relevant coaches the request and respond back to you with the decision.

We ask that coaches are not approached poolside during coaching sessions to request these changes as they need to factor in a number of considerations prior to the decision being taken i.e. ability of swimmer, number of swimmers in the requested session etc. and this is difficult to assess on poolside and without discussion with other members of the team.

We aim to respond with an answer within a week and would ask that during this time you do not change sessions or increase sessions as registers and session payments need to be co-ordinated and to ensure that all coaches and admin team members are aware of the new swimmers within their sessions.

Date of Request: _____

Name of Swimmer: _____

Session Change Request:

Current Session: Day/Time: _____

New Session Request: Day/Time: _____

Reason for Request: _____

Additional Session Request:

Current Session(s): Day(s)/Time(s): _____

New Session Request: Day(s)/Time(s): _____

Current Payment Method (please tick one)

Monthly by Session:

Family/Single Cap:

Admin Team:

Approved: Not Approved: Reason: _____

Start Date: _____

Coach Name/ Date: _____

Register Updated: Yes No

Finance Informed: Yes No N/A