



NOTICE OF EXTENDED ABSENCE

Notice of Extended Absence forms must be sent via email to *both* of the following:

Head Coach:	Andy Copley	acopley.hrzn@gmail.com
Assoc. Head Coach	Tomoko Naka	tnaka.hrzn@gmail.com

An extended absence, for the team's purposes, is defined as an event or events that are out of the athletes control which keeps them from being able to participate (i.e. severe injury, summer custody, etc.).

An athlete may take a MAXIMUM extended absence of up to 3 calendar months within a consecutive 12 month period. Athletes who are absent for less than a month will not be considered for this notice and will be charged the dues for that month. Athletes who participate in a practice or meet within a given month are considered active for that month. There will be no proration for suspended accounts mid-month. At the conclusion of the maximum 3 months of allowed extended absence, should additional time away from Horizon Swimming be required, the athlete will be asked to withdraw from the program.

This form must be received NO LATER than 10 days prior to the start date of the extended absence. In the event of an injury, this form must be submitted within one week of receiving a diagnosis from a doctor or pediatrician. Please provide a doctor's note to verify the injury. Monthly dues will be suspended the month following submission of this form. Please understand there are NO EXCEPTIONS to the above-listed policies.

FULL NAME OF ATHLETE

EXTENDED ABSENCE START DATE / END DATE

SIGNATURE

PRINT

DATE