



### **Planned Absence**

As soon as you know you cannot coach/teach your scheduled hours, you must contact your Line Manager in writing: Stages Co-ordinator or Head Coach to inform them of the date of your absence, the session requiring cover and (if known) who you have arranged to cover the session.

### **Unplanned Absence**

If you are unable to teach/coach at short notice (within 24hrs of your scheduled session), you must urgently contact your Line Manager. Coaches/Teachers must communicate their absence before the session. You must endeavour to find cover and notify your line manager as soon as you know you are unable to work.

### **Reasons for Absence**

In both cases of absence, your line manager will ask you the reason for your absence. Employees have the right to refuse or restrict the details (e.g. medical appointment). This query is primarily to ensure we are mindful of our employees' work-life balance and overall wellbeing. CSCSC has a responsibility as an employer to ensure employees are supported and able to fulfil their responsibilities at the Club. As such, we may contact you when you are off to agree an appropriate level of communication, relevant to your position within the club and personal circumstances.

For example, if a teacher has taken on too many teaching hours or a training session is impacting a coach's quality of life, we would prefer to have this conversation sooner than later to avoid illness, repeated absences and a wider impact on the club and members.

### **Contacts**

- On joining CSCSC, you are invited to join the Teachers or Coaches WhatsApp group. It is not compulsory to join the WhatsApp group. If you prefer not to be in the WhatsApp group, please discuss with your line manager alternative solutions to help you arrange cover.
- The contact details of CSCSC employees are confidential information and is only available to CSCSC employees. Under no circumstances are these to be shared.

### **Finding cover**

- Use the WhatsApp Groups or contact colleagues with any cover request.
- Please be patient and considerate to your colleagues and their lives or commitments beyond CSCSC. Avoid contacting them at unsociable hours.
- Make sure you include your name at the end of the text/WhatsApp.

### **Helpful Reminders**

- Once cover is confirmed, liaise directly with the teacher/coach (outside the WhatsApp group) to ensure you give the following information: the time, date and venue details for the session being covered, a list of the squad or stages being covered and guidance on the session to be delivered.
- If you've agreed to cover, communicate with the colleague you are covering to ensure they informed your line manager and any other queries you may have about their swimmers. Please ensure you're prepared including plan, CSCSC uniform and bring your swim kit (in the event you need to teach from in the water).
- If you agree to cover a session and later find you are unable to do so, it is now your responsibility to find replacement, not the teacher/coach you're covering.