

Ringwood Diving Club Procedure		
Class Enrolments and Attendance	Approval Date:	23/12/2016
	Review Date:	
	Version No:	2017.1
Operations Manager:	Sign:	Name: Avril Nel Pearson

Arrival and Pickup

Be sure your student arrives 5 minutes before (no earlier please) his/her scheduled class time. Please pick up your student on time. Please inform us if you know you will be late picking up your student. Instruct your student to wait inside the building and escort them from the building to your car.

Enrolling and re-enrolling

Enrolling in a class secures your place in that class until the end of the calendar year. All divers need to re-enrol at the start of each year. We will automatically enrol you in the same class for the following term. If you would like to change or drop a class please let us know by email two weeks before the end of the term.

Class attendance

Once you have enrolled for a class, you will be expected to attend. Regular attendance is what gets results. We base the number of coaches at a class on the number of enrolments for that class and the coaches get paid regardless of the number of divers if they are rostered for that class, so please help us to be careful with our finances. Though we cannot force you to attend, we encourage a culture of commitment and regular attendance. Please let YOUR coach know if you are not going to be at class. Contact details are on the [website](#)

Parent viewing

Parents are not permitted on pool deck at any time after commencement of the class. Parents are welcome to view the class from the designated seating areas away from the coaches (in the stands at Aquanation or on the stand side of the pool and in the seating area at MLC).