



Notice of Unavailability Form

Document No 024 Rev 2

For use by Committee Members, Coaching, Teaching and Poolside Volunteers

This form is to be used to communicate to the rest of the team planned dates that you will not be available to attend either sessions, galas, events or meetings.

Please email a copy to telfordaquasc@outlook.com

Details will be transcribed onto the Planning Chart.

For last minute unplanned unavailability please continue to use the process of calling the relevant person who may be affected/organising the activity or event(s).

Start (first unavailable date)		End (last unavailable date)		Enter events that will be missed (if known)
Day (Mon/Tues/..)	Date (22/05/09)	Day	Date	

Name:

Date (completing this form):