



## **Independent Community Autism Activity Network (I CAAN)**

### **Failure to Attend Activities Policy**

#### **Purpose**

The purpose of this policy is to clearly define the responsibility of a member booked on an activity to notify the activity organiser with sufficient notice to allow the organiser to either offer the activity to another member or to cancel the activity.

#### **Scope**

This policy covers activities that have been specifically organised for an individual e.g. horse riding sessions and activity day-trips etc. It does not cover general group activities such as swimming and soft-play etc.

#### **Policy**

If any member or family member booked on an activity cannot attend an activity they must inform the event organiser at the earliest opportunity.

#### **All Activities Except Horse Riding**

- If seven days' notice is given there will be no cost to the member.
- If less than seven days' notice is given then the member shall be charged the full cost of the activity.

#### **Horse Riding**

- If two days' notice is given there will be no cost to the member.
- If the member wishes to cancel with less than two days' notice then they should contact The Calvert Trust directly at the earliest opportunity. If The Calvert Trust charge I CAAN for this cancelled horse riding session then the member will be charged the **full** cost of the horse riding session (i.e. not just the discounted cost that they would normally pay but the full cost of the session that I CAAN pays).

# I CAAN

Signed

Chairperson

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_