No-Show & Late Cancellation Policy

Purpose

This policy has been created to communicate to our club members the importance of their responsibility to withdraw from any registered event they are unable to attend.

Our club is very fortunate to have many volunteers who generously give their time to host Round Robins, provide lessons, conduct ratings/assessments, and run tournaments. We ask all members to do their very best to be respectful and courteous to our volunteers and to other members who would like the opportunity to participate in these events.

Member Responsibility

Members are expected to:

- Attend all events for which they have registered, including:
  - Round Robins
  - Tournaments
  - Lessons
  - Assessments
  - Clinics
  - Any other activities requiring advance registration
- Cancel their registration **as soon as they know they will be unable to participate**.
- Make every reasonable effort to provide another member with an opportunity to fill the available spot.

Cancellation Requirement

- A minimum of **12 hours' notice** is required when canceling a Round Robin, lesson, assessment, clinic, or other club activity for which a member has registered.
- A minimum of **24 hours' notice** is required when canceling a tournament for which a member has registered.

The 12- and 24-hour cancellation requirements establish the minimum notice expected. Members are encouraged to cancel as early as possible when they know they cannot attend.

Definition of a No-Show

A **no-show** occurs when:

A member fails to withdraw from a registered event and does not show up for the event.

Definition of a Late Cancellation

A **late cancellation** occurs when a member cancels with less than the required 12- or 24-hour notice.

A late cancellation may be excused when circumstances arise that are beyond the member's reasonable control, such as:

- Sudden illness
- Injury
- Family emergency

Members should notify the appropriate club member in charge of the event as soon as possible when an emergency prevents them from attending.

Approved 10/30/202