



# Participant Attendance Policy

## 16.0 Attendance Policy

**Hockey is a TEAM sport** that requires **every** participant to perform together as part of that **TEAM**.

Southwest Hockey recognizes that regular participation in practices AND games is integral to the development of our hockey participants, and the success of our hockey program.

**NOTE:** This policy should not be confused with poor behaviour and conduct of the participant. This policy is meant to help support the process for absent participants. All conduct concerns are to go through the Game and Conduct process, which can be found on the website.

## 16.1 **Excused and Unexcused Absences**

Absenteeism in team-based sports can negatively affect the team overall. Therefore, when going over any matters concerning a high percent of absences, **BOTH** the excused **and** unexcused absences **will** be reviewed.

### 16.1.1 **Excused Absences**

The following will be noted as an 'Excused Absence' when **PRIOR notice was given** for reasons such as, but not limited to;

Injuries	Medical / Sickness	Suspensions	School
Affiliations	Job	Family Matters	

### 16.1.2 **Unexcused Absences**

No Shows	Less than 48-hours-notice	Holidays
Not attending practices if suspended, unless otherwise directed.		

## 16.2 **Communicating Absences**

Non-communications can negatively affect the Coaches' practice and game planning. Therefore, ALL families are expected to communicate absences as outlined below.

**Parent Expectations & Team Rules** were acknowledged at the time of registration stating that a **MINIMUM of 48-hours**' notice is required when communicating **ALL** absences.

Southwest Hockey also realizes that life happens and same day illnesses, injuries or other unexpected events can occur where same day notice may be required. **However**, should 'same day notices' continually repeat themselves, the Head Coach may request a meeting with the family to discuss the matter.

Families should inform the following people of all absences for; League Games, Practices, Tournaments and Exhibition Games:

- Head Coach
- Attendance Tracking Assistant Coach

**Parent(s) / Legal Guardian(s) of:**

- **U7 to U13 Participants** → Are expected to communicate absences to the Head Coach and Assistant Coach (Attendance Tracker), **AND** keep their TeamSnap attendance updated.
- **U15 & U18 Participants** → For these age divisions, **participants** are encouraged to communicate their OWN absences to the Head Coach, Assistant Coach (Attendance Tracker), **AND** to also keep their TeamSnap attendance updated.
  - **HOWEVER**, it will ultimately be the responsibility of Parent(s)/Legal Guardian(s) to ensure the communications have taken place.

**16.3 Commitment Expectations – Participants**

In the event that a participant has missed more than 40% of games and practice in any given calendar month for reasons deemed as unexcused – the participant may have their overall game playing time adjusted; until the family has improved their attendance where they are no longer over the 40% threshold.

**16.4 Practice Commitment**

Ideally participants will attend practices 100% of the time. While the Association understands that this is not always possible, **participants are expected to attend all team practices that ARE IMMEDIATELY PRIOR TO ANY GAME, unless that absence is an Excused absence and the participant is not currently over the 40% threshold.**

- Participants who miss a practice that is scheduled before a game miss out on important game preparations from the Coaches.
- Missing practices prior to any game may result in loss of playing time for that game, to be decided at the Head Coach's discretion; based on the reason for the absence, and the amount of notice provided.
- Should there be a situation where "back-to-back" games are scheduled, the participant must have attended the most recent practice that preceded those games.
  - **Example**: Practice Wednesday, Game Friday and Game Saturday; the participant must have attended the Wednesday practice to not affect playing time for the Friday and Saturday games.

## 16.5 Playing Time - Games

The Association does provide leeway to Head Coaches to adjust playing time as appropriate, and according to the Age Division of the team.

Coaches will strive to provide fair playing time amongst all participants, subject to participants attending practices on a **REGULAR** basis, and as per **SECTION 16.3 & SECTION 16.4**.

If participants do not attend practices on a regular basis, they should not expect 'fair playing time', compared to the participants who do attend on a regular basis. This includes the review of **BOTH** excused **AND** unexcused absences.

### 16.5.1 Communicating Adjusted Playing Time

Early in the season; and preferably during the Parent Meeting, Head Coaches should communicate how playing time may be adjusted based on poor attendance and the Attendance Policy.

Adjusted playing time is to be communicated to the participant / families in advance of the game where the participant will be receiving modified playing time.

- Coaches are expected to be reasonable **and consistent** when determining the adjusted amount of playing time.
- Adjusted playing time should not be made out of anger, spur of the moment or to embarrass participants.

**When a Coach is limiting playing time of any participant – they must inform the Director and Assistant Director of Coaches and the Director at Large #1 in advance of the game.**

- Should coaches need any guidance, they can contact the Director / Assistant Director of Coaches.

## 16.6 Tracking Attendance

**One (1) of the Assistant Coaches** will be responsible for tracking attendance; for the duration of the season.

There will be an Excel spreadsheet (called: "**Attendance Matters**"); provided via Google Docs by the Administrator. **This spreadsheet will be the only spreadsheet used to maintain and track attendance on a monthly basis.**

### 16.6.1 Monthly Reporting

The Assistant Coach (Attendance Tracker) must enter the attendance data into the Google Doc for the current month **within five (5) days following the last day of the month**. If there are any concerns, meetings and/or resolutions that occurred with any participants during the month, the Assistant Coach (Attendance Tracker) must also include those details on the specific tab within the Google Doc labelled 'Meeting'. The Administrator and Division Lead are also to be notified of concerns, meetings and/or resolutions via email.

## 16.6.2 Final (End of Season) Reporting

Once the Assistant Coach (Attendance Tracker) have entered the final attendance data, the Administrator will update the Google Doc with participants whose absences were greater than 40%.

## 16.7 Excessive Absences

**To ensure situations are addressed as soon as possible, every effort should be made by the Assistant Coach (Attendance Tracker) to follow up with ALL absences AS THEY OCCUR.** Coaches should be showing interest & care as to why a participant is missing from their team.

Participants must maintain a minimum monthly attendance of 60% or greater for games **AND** practices, or the following actions and consequences will apply:

### 16.7.1 Team Level Meeting

In any given month where a participant exceeds 40% absences, including **BOTH** excused **AND** unexcused, the Assistant Coach (Attendance Tracker) is to inform the Head Coach.

Depending on the reasons why a participant has missed more than 40%, there may not be a need for any further action. However, regardless of the reasons provided, there **MUST** be a note added in the Google Doc on the designated 'Meeting' tab.

If the Head Coach determines that a meeting is needed with the family, then the following should happen:

- As an 'off-ice' task, the Head Coach can request that the Team Manager assist with setting up the date, time and location of the meeting with the family.
- The meeting should be held with the following people in attendance: Head Coach, Assistant Coach (Attendance Tracker), Team Manager, Division Lead, the participant and Parent(s) / Legal Guardian(s).
- The meeting will discuss the absences and what mutual steps could be taken to rectify the high absent rate, in order to agree on a resolution. The Team Manager should record notes/minutes during the meeting, using the **Team Meeting Attendance Form** found on the website under **TeamOps > Assistant Coach >**
- Following the meeting, the Assistant Coach (Attendance Tracker) should make the SW Hockey Administrator aware of the meeting; and the meeting notes taken during the meeting are to be added in the Google Doc on the designated 'Meeting' tab.
- **If further concerns arise following the meeting where absent rates are again high, then the Division Lead for applicable age category should be contacted; whereby the Association can become involved and issue attendance suspensions should the situation be warranted.**

### 16.7.2 End of Season: Association Level Consequences

Participants who have absences from practices and games (League, Exhibition, and Tournaments) that **exceeded 40% for the season**, will have **BOTH** excused **AND** unexcused absences reviewed on a case-by-case basis.

**Participants whose absences exceeded 40% for the season may be ineligible to register with SW Hockey in the following year.**

For participants who failed to meet the SW Hockey Attendance Policy, the Administrator will send official letters to the families whose absences were greater than 40%, indicating that they are currently a “Member Not in Good Standing”, as per the SW Hockey Policies and Procedures **SECTION 3.1**, and the Registrar will ‘block’ registration for the upcoming season until there is an Attendance Reinstatement Meeting held; as per **SECTION 16.8**.

Also, in the event there is “Excess Player Movement”, or “Excess Goalie Movement” during evaluations, all absences from the prior season can be reviewed when determining movement.

### 16.8 Attendance Reinstatement

Parents or Legal Guardians may apply to be reinstated if changes in their personal situation have occurred; which would allow acceptable attendance levels in the coming season to occur.

In order to be considered for reinstatement as a “Member in Good Standing”, the Parents / Legal Guardians would contact the Administrator at: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca) to begin the process.

**NOTE:** In cases of shared custody, exceptions may be applied on a case-by-case basis.

#### 16.8.1 Reinstatement Process

##### 1) Attendance Committee

This meeting is to be held with a minimum of two (2) of the following SW Hockey Board; Vice President On-Ice, Director of Coaches, Assistant Director of Coaches, Director at Large or Division Lead.

##### 2) Booking a Meeting

It is the family's responsibility to contact SW Hockey with ample time in order to hold a meeting **PRIOR** to the registration late fee date

If the family does not have this meeting in adequate time, in relation to the late fee penalty date, they will be responsible for any registration late fee penalty per participant, and based on availability.

Any registrations that may have been submitted as a 'Member Not in Good Standing', are considered as incomplete due to the member's status with Southwest Hockey.

If a family misses the meeting without notice, the family will be ineligible to register for the upcoming season.

3) **Meeting Agenda**

The family will be given the opportunity to discuss their high absent rate, and why they should be reinstated to a "Member in Good Standing".

Once the Attendance Committee has discussed the absences with the family, they will convene and determine at their sole discretion if the family will be permitted to register for the upcoming season.

4) **Reinstatement Period & Acknowledgement Letter**

If the Attendance Committee determines at their sole discretion to allow the family to register, they will complete the **Reinstatement Acknowledgement Letter** with the family. By signing this letter, the family agrees to adhere to the Attendance Policy for the upcoming season.

As per the Hockey Calgary Regular Season start date for League Games, if the Attendance Policy has not been adhered to up to that date, and the participant is again in excess of 40% absences, then the Attendance Committee will convene a meeting with the family where the participant will be placed on suspension as deemed appropriate, unless the Attendance Committee determines at its sole discretion that the circumstances warrant an alternate approach, on a case-by-case basis.