



2024 - 2025 PARTICIPANT 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.

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.

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.

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	

Unexcused Absences

The following will be noted as an 'Unexcused Absences':

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

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 and 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.

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.

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, and the frequency of missed practices without an excused absence prior to games.
- ❖ 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.

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 **Commitment Expectations & Practice Commitment**.

If participants do not attend 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; for all games and practices.

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

- ❖ 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.

IMPORTANT: When a Coach is limiting playing time of any participant outside of the parameters mentioned for game play situational decisions; restrictions of ice due to breaches in game play and team codes of conduct – must inform the Director and Assistant Director of Coaches and the Director at Large #1 in advance of the game.

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.**

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.

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%.

Excessive Absences

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

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

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 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.

IMPORTANT: 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.