

Attendance Matters



Attendance Policy

SW Hockey recognizes that regular participation in practices and games is an integral part to the development of our hockey players, and coaches and the success of our hockey program.

Head Coaches should ensure there are **Team Rules** in place, **signed by every player and each parent**, to support the importance of attendance and the Team Rules in general.

- ✓ Team Rules should include HOW much notice the Head Coach requires for an absence.
- ✓ If you would like a copy of SWH team rules, contact the Administrator.
- ✓ Team Rules should include WHO families must contact for an absence. Suggestion:
 - Head Coach, Team Manager & Team Attendance Liaison should be notified.

As a courtesy among the coaching staff, any coach who will be absent **should** be communicating among each other to ensure there is adequate coverage.

Excused Absences

Any player with excused absences from practices & games (League, Exhibition, and Tournaments) **exceeding 40% for the season** may have their absences reviewed at the end of the season on a case by case basis.

Excused absences include, but not limited to;

Injuries	Medical / Sick	Family Commitments
Game Suspensions	Holidays	Player Affiliation
Or at the Head Coaches' discretion; for which PRIOR notice was given ~ according to the Team Rules.		

Unexcused Absences

Any player with unexcused absences from practices & games (League, exhibition, and tournaments) **exceeding 40% for the season** may be ineligible to register and play hockey with SW Hockey in the following year.

Tracking Attendance

Method

The Team Attendance Liaison will be responsible for tracking attendance on the Attendance Matters Excel Spreadsheet. The Attendance Matters spreadsheet is to be maintained ~ on a monthly basis.

Note: In the event there is no Team Attendance Liaison, the responsibility would be that of the Team Manager/Assistant Team Manager. If there is a lack of volunteers at the team level, then reach out to your Coach Lead for assistance.

The Attendance Spreadsheet includes; instructions, separate monthly tabs, and a summary tab to assist with tracking through the season.

Note: For consistency in reporting, the Attendance Matters Excel Spreadsheet will be **the only form** accepted.

Excused or Unexcused Absences

Every effort should be made by the Team Attendance Liaison to follow up with absences as they occur (making notes), to ensure situations are addressed as soon as possible. The percentage of absences can be viewed on the "Summary" page of the Excel Spreadsheet.

In any month, whereby a family exceeds either 40% excused or unexcused absences, the Team Attendance Liaison should follow up with the Head Coach, and;

- a) Depending on the 'excused' reasons, there may not need to be any further action; and this is determined by the Head Coach if a meeting with the family should happen.
- b) For unexcused absences, a meeting should be set up with the family, Head Coach, Team Attendance Liaison and the Coach Lead to discuss the unexcused absences and what mutual steps could be taken to rectify the situation.
 - i. The Coach Lead should make the Director of Coaches/Assistant Director of Coaches aware of the meeting and take notes with regards to the outcome, and keep on file to submit to the Administrator monthly.
- c) If further concerns arise following the meeting, then the Director of Coaches/Assistant Director of Coaches should be contacted directly.

Reporting

Team Attendance Liaison will provide monthly attendance reports to the Administrator; noting any concerns in the email and any resolution(s) that were address that month.

The Excel Sheet, is to be submitted BY THE 5th of each month; for the preceding month(s).

thank you!