

# **South West Sydney Academy of Sport - Attendance Policy**

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Effective from 1 January 2011

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## **Attendance Policy**

1. Attendance at squad training sessions and programmed athlete education sessions is compulsory for all Academy athletes. Therefore athletes must maintain a 100% attendance record at official Academy events.
2. Under certain circumstances, permission may be granted for an athlete to miss a given session provided prior approval is sought from the Head Coach/Squad Manager/Sports Program Manager (one of these roles will be the nominated contact for each squad). Acceptable circumstances are as follows:
  - 2.1 **Illness, or Injury:** An athlete may be granted permission to miss a session due to illness, or injury. Should permission be granted, the athlete should be prepared to provide a medical certificate.

The Head Coach/Squad Manager/Sports Program Manager may exempt the athlete from participating in the session but still request the athlete to attend, if they feel viewing the session may assist in the athlete's development and will not be detrimental to their health.
  - 2.2 **Compulsory School Activity:** This includes excursions, examinations, major assessment tasks, and other school activities. Should permission be granted, the athlete should be prepared to provide documentation from the school.
  - 2.3 **Representative Sporting Honors':** Includes Combined High Schools, Combined Independent Schools, Combined Catholic Schools, and local, state, or national representative commitments. This also includes participation in higher level development programs such as the NSW or Australian Institute of Sport. Should permission be granted, the athlete should be prepared to provide documentation from the relevant governing body.

If the commitment is in a sport other than the one the athlete has gained an Academy scholarship for, and is at a low representative level, the Head Coach/Squad Manager/Sports Program Manager may refuse permission to miss the Academy session.
  - 2.4 **Family Commitments:** An athlete may be granted permission to miss a session to attend a major family event such as a family wedding, funeral, reunion, birthday, annual holiday. Should permission be granted, the athlete should be prepared to provide a letter explaining reasons for requested non-attendance from a parent/guardian.
3. To be granted approval to miss a session, an athlete must contact the Head Coach/Squad Manager/Sports Program Manager by telephone as soon as possible. The initial determination of the suitability of the reason for non-attendance rests with the Head Coach/Squad Manager/Sports Program Manager.
4. Should an athlete receive an unfavorable response from the Head Coach/Squad Manager/Sports Program Manager in regard to a request for exemption from training, the athlete has the right of appeal to the Executive Director. The Executive Director's decision shall be final.

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5. Attendance registers are to be maintained by the Head Coach/Squad Manager/Sports Program Manager. Should an athlete fail to attend a session without prior approval, the Head Coach/Squad Manager/Sports Program Manager is to notify the Executive Director, who will contact the athlete to establish a reason. If no satisfactory reason is able to be given, the athlete will be given an official warning, in writing.
6. In the event of wet weather on a scheduled training session, athletes are to contact the Head Coach/Squad Manager/Sports Program Manager to establish if training has been canceled. Any athlete who does not contact the Head Coach/ Squad Manager/Sports Program Manager and subsequently misses a session will receive a written warning from the Executive Director.
7. An Athlete, who misses a training session either without an excuse, or with an unacceptable excuse, will receive an official warning, after two instances the athlete scholarship may be terminated, at the discretion of the Board of Management.
8. An Athlete will be given one written warning. Following a second incidence of unsatisfactory non-attendance the athlete will be notified in writing of their removal from the Academy. In this instance the athlete has right of appeal to the Board of Management. The decision of the Board shall be final.
9. When an athlete is removed from the Academy, the relevant State Sports Organization will be formally notified in writing.