

# Attendance Policy & Guidelines

## Policy Statement

The South West Sydney Academy of Sport expects scholarship holders to be fully committed to the Academy program. Athletes are expected to demonstrate this commitment by having a 100% attendance rate (within reason).

## Background

The Attendance Policy and Guidelines are in line with those of most state teams. The Academy sees it's role as preparing athletes to compete at state level, and part of this role is preparing the athlete for the expectations that will be placed upon them.

## Guidelines

1. Attendance at squad training sessions and programmed athlete education sessions is compulsory for all Academy athletes, ie athletes must maintain a 100% attendance rate at Academy activities.
2. Under certain circumstances, permission may be granted for an athlete to miss a given session provided prior approval is sought from the Squad Manager\*. 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. The athlete should be prepared to provide a medical certificate. The athlete may be exempted from participating in the session, but may be asked to attend if it is felt that 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. The athlete should be prepared to provide documentation from the school.
  - 2.3 Representative sporting honours: Includes Combined High Schools, Combined Independent Schools, Combined Catholic Schools, and state or national representative commitments. This also includes participation in higher level development programs such as NSWIS and the AIS. 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 is in the Academy for, the Squad 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, eg wedding, funeral, reunion, birthday, annual holiday. 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 Squad Manager as soon as possible. The initial determination of the suitability of the reason for non-attendance rests with the Squad Manager. In exceptional circumstances, an appeal through the Executive Officer is the appropriate mechanism. The Executive Officer's decision shall be final.
4. Attendance registers are to be maintained by the Squad Manager. Should an athlete fail to attend a session without prior approval, the Squad Manager is to contact the athlete to establish a reason. If no satisfactory reason is able to be given, the athlete will be given a written warning (by the EO).

If a decision is made to give an athlete permission to miss, that decision must be communicated to the Head Coach asap.

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5. In the event of wet weather on a scheduled training session, athletes are to contact the Squad Manager to establish if training has been cancelled. Any athlete who does not contact the Squad Manager and subsequently misses a session will be given a written warning from the EO.
  6. Athletes will only be given one warning. Following a second incident of unsatisfactory attendance the athlete will be notified in writing of their removal from the squad. In this instance the athlete has the right of appeal to the Sport Sub-committee. The Sport Sub-committee's decision shall be final.
  7. When a warning letter is issued to an athlete, or an athlete is removed from the Academy, the Board is to be notified in writing.
- \* *The term "Squad Manager or other nominated squad official" applies to all references to the Squad Manager in this document.*

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### Approval & Review

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The South West Sydney Academy of Sport Board approves this Athlete Eligibility Policy on  
This policy is due for review on