



## ATTENDANCE POLICY AND GUIDELINES

The Central Coast Academy of Sport expects scholarship holders to be fully committed to the Academy program. Athletes are expected to demonstrate this commitment by having a 90% attendance rate at specific training and Core Education sessions. The Academy would consider an attendance rate of 80% or lower as a failure to meet scholarship conditions.

The Attendance Policy and Guidelines are in line with those of most state teams and other Regional Academies of Sport. The Central Coast Academy of Sport sees its role as preparing athletes to compete at state level, and part of this role is preparing athletes for the expectations that will be placed upon them.

### GUIDELINES.

1. Attendance at squad training sessions and Core Units is compulsory for all Academy athletes, ie, athletes must maintain a 90% attendance at Academy activities.
2. Under certain circumstances, permission may be granted for an athlete to miss a session, provided approval is sought from the Squad Manager. Acceptable circumstances are as follows:
  - **Illness or Injury.** An athlete may be granted permission to miss a session due to illness or injury, however the athlete should be prepared to supply 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 will be an asset to the athlete's development and will not be detrimental to his/her health.
  - **Compulsory School Activity.** This includes excursions, examinations, major assessment tasks and other school activities of a compulsory nature. The athlete shall be prepared to provide suitable documentation from his/her school.
  - **Representative Sporting Honours.** This includes Combined High Schools, Combined Independent and Catholic Schools and State and National Representative Commitments. This also includes participation in higher level development programs such as NSWIS and the AIS. The athlete should be prepared to supply documentation from the relevant governing body or agency.

If the commitment is in a sport, other than the Academy program the athlete is attending, the Squad Manager may refuse permission to miss the Academy session.

- **Family Commitments.** An athlete may be granted permission to miss a session to attend major family events, eg. Funeral, wedding, reunion. The athlete shall be prepared to provide a letter explaining reasons for requested on-attendance, signed by a parent/guardian.

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3. If, on being selected for a Scholarship position, an athlete has made **PRIOR ARRANGEMENT** to participate in an event, family function, travel or any compulsory school activity that could coincide with an Academy training or Core Unit session, he/she should draw this to the attention of the Academy's Programs Manager at the time of accepting the Scholarship. Failure to supply this information may result in a written warning, and consideration of his / her's continuation in the Scholarship program, should the athlete miss an Academy training or Core Unit session as a result of attending a **PRIOR ARRANGED** event, function or activity without notification, would be considered inappropriate.
4. To be granted approval to miss a session an athlete must contact the Squad Manager/Coach as early as possible prior to the session. The initial determination of the suitability of the reason for non-attendance rests with the Squad Manager/Coach. In exceptional circumstances, an approach to the CCAS Programs Manager is considered appropriate. The decision of the Programs Manager is final.
5. Attendance registers are to be maintained by the Squad Manager. Should an athlete fail to attend a session without prior approval, the Squad Manager will inform the CCAS Office, the squad manager shall contact the athlete to establish a reason for his / her non-attendance. If no satisfactory, or an unacceptable reason, is given, the matter shall be forwarded to the CCAS Programs Manager for assessment.
6. In the event of wet weather on a scheduled outdoor training session, **IT IS THE RESPONSIBILITY OF THE ATHLETE TO CONTACT THE SQUAD MANAGER OR HIS APPOINTEE** to establish if training has been cancelled or moved to an indoor facility. Any athlete who does not contact the Squad Manager and subsequently misses a session will be give a written warning by the CCAS Programs Manager.
- 7 Athletes will only be given **ONE WRITTEN WARNING**. Following a second incident of unsatisfactory attendance or unexplained absence, the athlete will be notified in writing of his / her failure to satisfy the requirements of the Program and they will forfeit his / her position in the Program. A decision to forfeit a Scholarship position is final.

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