



## Attendance Policy

1. ANY absence (excused or unexcused) from a practice, regatta or row-a-thon requires a **minimum 24 hour** notice to the rower's squad coach **via email**. Even if a rower speaks to a coach directly about an upcoming absence, the rower **MUST** follow up with an email so this absence is documented.

2. Rowers participating in an RHS winter sport are **NOT** expected to attend RC practices until after the conclusion of their winter sport practices/competitions. However, these athletes **MUST** email the Head Coach prior to the start of land training that they are involved in a winter sport.

3. For the list of excused absences, refer to the *RC Rower & Parent Contract* signed by all rowers and parents prior to tryouts. Any absence not defined in those guidelines as excused will be presumed unexcused unless otherwise stated in an e-mail by a squad coach. Any excused absence which is not submitted to the appropriate coach **via e-mail at least 24 hours in advance** of the missed practice date will be considered **unexcused**. Leeway will be given for illness-related absences, although the rower or rower's parent must notify the squad coach **prior** to missing practice due to illness, even if only hours before.

4. Beginning with the first scheduled practice in March, any rower accumulating four or more unexcused absences will be removed from Ridgewood Crew with no refund of fees. This includes the week and weekend surrounding spring break when attendance at all scheduled practices and regattas is mandatory.

5. From the beginning of land training through February, certain absences that would otherwise count as unexcused from the first scheduled practice in March **can be excused if made up within one week of the date of the absence**. Absences that may be excused during this period include: work, tutoring appointments, Boy/Girl Scout meetings or events, and school related functions such as play performances, band or choir events in which the rower participates. In order for such an absence to qualify as excused during this period, it must be made up within one week of (either prior to or after) the scheduled absence. Any other absence not stated above must be cleared beforehand with the rower's squad coach or it will count as unexcused during this period and cannot be made up. Accrual of any unexcused absences (or an excused absence that is not properly made up) during this period will result in the rower's suspension from the first regatta in which that rower's squad competes.

6. The week of and weekends surrounding RHS February winter break are **EXEMPT** from this policy. Rowers still **MUST** notify their coaches in advance if they will be missing any/all of the practices held during that week!

7. As a rule, rowers are required to travel to/from regattas for which RC provides or arranges transportation on the team bus, or on other transportation arranged by RC. A rower may however arrange special transportation in order to be able to attend a regatta that would otherwise be missed due to an excusable absence (e.g. confirmation class

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before, or wedding after, her/his scheduled race), provided the Head Coach is notified in advance.

**8. If a rower has any questions whatsoever about this policy, s/he should communicate directly with her/his squad coach or the Head Coach at least 24 hours PRIOR to any absence.**

**Please err on the side of caution and raise ANY concerns or questions as to whether an absence is excusable or unexcusable and what the consequences of such absence will be AT LEAST 24 hours prior to the scheduled absence. Rowers are encouraged to contact the coaching staff with as much advance notice as possible regarding any absence, and to not make any assumptions on this policy if they are at all unsure.**

Revised November 2011