

# PMBA Attendance Policy

Approved by PMBA Executive: January 15, 2026

Applies to all Baseball and Softball divisions

## Purpose

The purpose of this policy is to provide clear expectations regarding attendance and communication for all registered players and families. Regular attendance is essential to individual development, team cohesion, and fair play, especially in competitive divisions and during provincial play.

### 1. General Expectations

- Players are expected to attend all scheduled **games, practices, and team events** unless illness, injury, family emergencies, or prior commitments prevent them from doing so.
- Parents/guardians are responsible for updating the coach and **TeamSnap (or the current communication platform)** with their child's availability **at least 48 hours in advance** whenever possible.
- In the event of a last-minute absence, parents should notify the team's **head coach or manager directly and as soon as possible**.

### 2. Attendance Tracking

- PMBA encourages coaches to actively track attendance, preferably within a written log.
- The **Availability feature in TeamSnap** (or equivalent) must be maintained and up to date.
- A player who is consistently marked as "unavailable" or does not respond without reason may be flagged for follow-up.

### 3. Absence Thresholds (Guideline)

- In competitive divisions (e.g., 11U AA, 13U AA, Provincial 'A' teams), consistently missing scheduled practices or games **without acceptable notice** may result in:
  - A review of the player's eligibility for future games, tournaments, or provincial play.
  - A formal conversation with the parent/guardian to discuss expectations.
  - Escalation to the PMBA executive for possible disciplinary action, in accordance with the **Player Discipline Policy, Coach Code of Conduct, or Parent Discipline Policy**, as appropriate.

#### 4. Communication Requirements

- Coaches are expected to make reasonable efforts to communicate with families when attendance becomes a concern. Any discussion about roster removal or gameplay suspension must also follow the **Coach Code of Conduct** and be escalated through the **Discipline & Complaints Policy** before action is taken
- Any discussion about removal from gameplay (suspension), or roster status (expulsion) **must involve** the relevant division coordinator or PMBA executive **before action is taken**.
- Verbal conversations regarding sensitive matters should be **followed up in writing** (email or message) for documentation purposes.

#### 5. Injury and Special Circumstances

- Absences due to injuries, medical appointments, or chronic conditions will not be penalized if communicated promptly and with advanced notice.
- PMBA encourages transparency. Players facing temporary challenges (transportation, family matters/emergencies, etc.) are urged to communicate as early as possible so possible accommodations can be considered.

#### 6. Impact on Playing Time and Roster Eligibility

- **Coaches may adjust a player's in-game participation in response to repeated unexcused absences (e.g., minimum defensive innings or reduced at-bats)** as a disciplinary response to unexcused absences or lack of commitment, provided it aligns with the minimum playing time standards outlined in the Baseball Alberta rulebook. These decisions do not require executive approval but must be documented in writing and communicated to the player and parent.
- PMBA reserves the right to **review attendance when determining player eligibility** for tiering weekends, tournaments, Community/Provincial Championships, and future seasons, as outlined in the **Player Discipline Policy**
- Removal from a roster or game suspension due to attendance may only occur **after consultation with the PMBA executive** and must follow due process.

#### 7. Dispute Resolution

- If a parent or player disagrees with an attendance-based decision made by the coach, they may request a review by the PMBA executive by submitting, in writing, their concern.
- Disputes are handled in alignment with the **Discipline & Complaints Policy** and may involve related documents, such as the **Player's Code of Conduct & attendance records**.