

## 2.4 Athlete Absences and Injury Exemption Policy

### Purpose

The purpose of this policy is to provide a process to request an exemption from Ringette BC for athletes that are unable to attend/participate in an event, due to an injury or other extenuating circumstances.

This Policy only applies to events related to Team BC, Excellence Ringette, BC Winter Games and Canada Winter Games.

Requests will be reviewed and considered on a case-by-case basis. Ringette BC reserves the right to determine program eligibility, team selection and team de-selection for all requests.

#### A. Injury Prior to the Event

- i. If an athlete is injured prior to starting a selection event and unable to participate, the athlete must submit an [Athlete Absence Form](#) in advance of the beginning of the event (trial, training, etc).
- ii. The form must be accompanied by a note from a doctor or other medical practitioner a minimum of 21 days prior to the event start date. If the injury occurs less than 21 days prior, an exception to this guideline must be submitted within 48 hours of the injury occurring.
  1. In the case of long-term/chronic injuries, the athlete's continued involvement in a program will be determined on a case by case basis, supported by information provided by a medical practitioner. Information must be provided to the Ringette BC office a minimum of 21 days prior to the first day of the event for which the exemption is being requested.
- iii. The report is confidential. Athlete recovery timeline (if applicable) and return to play date will be provided to the coaches.

#### B. Exemption requests consideration process (injury)

Injury exemption (received a minimum of 21 days prior to event start date)

1. Athlete Absence Form is sent by Ringette BC to a panel for review and consideration;

2. The panel, appointed by the Executive Director, will consist of three (3) members: the Head Coach of the event, one independent member with High Performance knowledge and experience a Ringette BC Board Member (past or present).
3. The panel will review the request and determine if an exemption due to injury will be provided with reasons
4. The Panel will provide in writing the parameters for next steps should the exemption be approved.

The decision of the panel is subject to the Ringette BC's [Appeal Policy](#).

### **C. Late Requests for Injury Exemptions:**

Any requests submitted after the 21 day deadline must provide in writing the reasons for their late request. The Executive Director has in their sole discretion to accept or reject a late Athlete Absence form.

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### **D. Other Exemption Circumstances**

There may be extenuating circumstances that prevent an athlete from attending a selection event. Details of the circumstances must be submitted in writing on an [Athlete Absence Form](#) to Ringette BC for consideration.

Exemption requests must follow the procedure below:

- i. For non-injuries/extenuating circumstances, the request must be received by the Ringette BC office no later than 21 days prior to the first day of the event.
- ii. If less than 21 days, the request must be received in writing within 48 hours of learning of the extenuating circumstances. The Executive Director has the authority to accept or reject a late request.
- iii. In the event of school or exams, a note from the school administration or teacher/professor must be submitted with the request.
- iv. Requests that do not contain all the required information as per the Athlete Absence Form will not be considered and will be dismissed.

### **E. Exemption requests consideration process (extenuating circumstances)**

Extenuating Circumstances exemptions (received a minimum of 21 days prior to event start date)

1. Athlete Absence Form is sent by Ringette BC to a panel for review and consideration;

2. The panel, appointed by the Executive Director, will consist of three (3) members: the Head Coach of the event, one member of the Excellence Ringette Committee, a Ringette BC Board Member (past or present).
3. The panel will review the request and determine if an exemption due to injury will be provided with reasons. If the request is determined to be frivolously, it will be dismissed.
4. The panel is permitted to consult with any applicable parties in the process of making the decision such as the athlete, the parents, coaching staff and any other team staff.
5. The Panel will provide in writing the parameters for next steps should the exemption be approved.
6. The decision of the panel is subject to the Ringette BC's Appeal Policy.

#### F. Late Requests for extenuating circumstances

Any requests submitted after the 21 day deadline must be submitted in writing with reasons for the late request. The Executive Director has the sole discretion to accept or reject a late Athlete Absence form.

#### G. Expectations of attending training if injured/sick

- i. Injured athletes are expected to attend training sessions and participate in some capacity, if possible. It is expected that athletes exercise their best judgment to determine whether attending sessions is in their best interest, i.e. in some cases, staying home to recover may be in the best interest of the athlete.
- ii. In any case, the athlete is responsible for completing and submitting an **Athlete Absence Form** in advance.
- iii. Athletes are encouraged to speak with the Head Coach (or delegate) about injuries and/or illness.
- iv. Ringette BC will follow up when there is action to be taken.