



# Nepean FC Attendance Recording and Data Management Policy

## 1. Purpose

The purpose of this policy is to ensure that Nepean FC maintains accurate, transparent, and consistent attendance records across all training sessions, matches, and club events. Accurate attendance data supports player welfare, development tracking, and operational efficiency. It also provides a mechanism to identify attendance patterns that may require follow-up support or intervention from the Club Technical Director (TD), coaches, or welfare staff.

## 2. Scope

This policy applies to all players, coaches, and team managers across Nepean FC's JDL, Youth League, and Senior programs. It also extends to any staff members responsible for welfare tracking, player load monitoring, or performance review.

## 3. Objectives

The objectives of this policy are to:

- Maintain accurate and up-to-date attendance records for all training sessions and games.
- Ensure player absences are logged with reasons provided and categorised (e.g., illness, injury, school commitments, family, unapproved).
- Identify attendance trends that may impact player performance, welfare, or selection.
- Support data-informed decision-making regarding game time, development reviews, and welfare follow-up.
- Facilitate long-term analysis of training adherence, punctuality, and operational efficiency.

## 4. Procedures

### 4.1 Attendance Recording

- Team Managers are responsible for marking attendance at the start of each session using the club's designated attendance platform (e.g., Club designed Google excel Sheets)
- Each entry must record:
  - Player Name



- Session Date
- Attendance Status (Present / Late / Absent)
- Reason for Absence (where applicable)
- Notes (if follow-up is required)

#### 4.2 Absence Classification

Absences will be classified as:

- **Approved** – Pre-notified and authorised (e.g., school sport, illness, family event).
- **Unapproved** – Non-attendance without prior communication.
- **Injury/Illness** – Confirmed through parent/guardian or medical note.
- **Educational Commitments** – School-related absences logged and integrated into player load management.

#### 4.3 Data Handling and Access

- Attendance data will be stored securely within the club's player management system.
- Coaches and Technical Staff will have access to attendance data for training and selection decisions.
- The Head of Program will review data weekly to identify emerging concerns or welfare flags. Contact Welfare Officer when required.
- Data will be retained for a minimum of two seasons for analysis and reporting purposes.

#### 5. Follow-Up and Welfare Support

- Players with repeated absences or declining attendance trends may trigger a **Red Flag** within the Player Welfare Tracking System. **(under 90% attendance)**
- Follow-up will occur via a confidential meeting between the player, coach, and/or HOP to discuss underlying issues (e.g., motivation, wellbeing, external pressures).
- Where appropriate, referrals may be made to the club's MPIO (Linda Cerone), welfare officer, or support services.

#### 6. Integration with Club Programs

- Attendance data will feed into each player's **Individual Development Plan (IDP)**, **game time policy** and **performance review**.



- Attendance trends may influence player selection, game-time discussions, and progression opportunities.
- Club administrators may analyse attendance logs to assess:
  - Training punctuality and operational efficiency.
  - Session start/finish consistency.
  - Impact of external commitments (e.g., school sport) on training adherence.

## 7. Monitoring and Review

- The Technical Director will conduct a quarterly review of attendance records and welfare outcomes.
- Data insights will be discussed at Heads of Program meetings to identify potential process improvements.
- This policy will be reviewed annually to ensure alignment with Football NSW standards and evolving welfare best practices.

## 8. Responsibilities

<b>Role</b>	<b>Responsibility</b>
<b>Head Coach / Assistant Coach</b>	Communicate with team manager and HOP to identify trends of absence.
<b>Team Manager</b>	Record attendance entry and ensure data accuracy.
<b>Head of Program (HOP)</b>	Review attendance data, address non-compliance, monitor welfare concerns. Elevate to appropriate person if required.
<b>Admin Support (e.g., Melissa Brown)</b>	Maintain digital registers, oversee data integrity, generate attendance reports.
<b>MPIO / Welfare Officer</b>	Provide follow-up support for flagged players.

## 9. Confidentiality

All attendance and welfare data are treated as confidential and must not be shared outside the club's authorised personnel without written consent.

**Version: 1.0**

**Implementation Date: 1<sup>st</sup> October 2025**