

# Strathcona County Pickleball Association (SCPA)

## Event Attendance Policy



SCPA court space is limited and as the Club strives to ensure the maximum play time for all members, an Event Attendance Policy is required. It is ***extremely important*** that a member unable to attend an event they have registered for, cancels their attendance promptly so as not to be considered a “No Show”. When a member does not cancel, it has the effect of denying a member on the waitlist the opportunity to play.

Members are required to check in at the courts for the event a minimum of **15 minutes before** the commencement of the event. A member who arrives at an event late (i.e., less than 10 minutes prior to the start of the event), will be considered a “Late Arrival”. If they arrive **AFTER** the event is set, at the captain’s discretion they may be denied play. Reorganizing the event at this point is disruptive and disrespects members who arrived on time.

Members who do not remain for the entire event will be considered an “Early Departure” and subject to the same Attendance Policy guidelines as late arrivals and no shows.

### **Cancellation & Attendance Policy Processes**

1. More than two hours prior to the start of the event, if unable to play, the player must log into their profile in Court Reserve and remove their name from the event.
2. If less than two hours before the start of the event, they may cancel by notifying the Captain of the event by text or calling (captain contact information is in Court Reserve), or they may send an email to [outdoor.team@scpa.ca](mailto:outdoor.team@scpa.ca).
3. Should a member not cancel and not attend the event, or not arrive on time, they will be considered a “No Show” or “Late Arrival”. Similarly, if a member leaves an event prior to the end of the event, the below corrective action will apply, namely:
  - (a) First instance – a friendly reminder email will be sent to the member reminding them of the importance of cancelling their registration within the required time period as set out above.
  - (b) Second instance - an email will be sent to the member reminding the member of the importance of cancelling their registration within the required time period as set out above.
  - (c) Third Instance - the member will be sent a warning email that a further instance will result in their removal from play for a period of 2 weeks.
  - (d) Fourth instance - the member will be notified that they cannot attend any events for a period of 2 weeks.