ECBOA Attendance Policy

All ECBOA members must adhere to the ECBOA attendance policy, which requires check-in and check-out through the designated QR code system (or another board-approved method). Attendance credits are earned only when both steps are completed, unless extraordinary circumstances are communicated. Meeting credits are based on attendance and are required for a member to be eligible for regular season and state series schedules.

1. Check-In and Check-Out

- Members must check in and check out of general meetings using the designated QR code system.
- Attendance will only be credited if both check-in and check-out are completed.
- Check-in will remain open until **15 minutes after the start** of an in-person general meeting.
- Check-out will open 15 minutes before the end of an in-person general meeting.

2. Meeting Credits

- A minimum of 1 in-person meeting is required.
- In-Person General Meetings: 2 hours (unless dismissed early) = 1 full meeting credit.
- Virtual Zoom Meetings: 1 hour = $\frac{1}{2}$ meeting credit. Attendance will be recorded.
- To receive credit, members must remain for the full duration of the meeting and complete the check-out process.
- Both in-person credits and virtual Zoom credits count toward eligibility requirements.
- **Zoom credits:** Continuous live video and discussion participation required for credit.

3. Attendance Requirements

- Regular Season Schedule Eligibility:
 - o Minimum of **3 meeting credits** (in-person and/or virtual).
- Post Season Assignment and Recommendation List Eligibility:
 - o Minimum of 4 meeting credits (in-person and/or virtual).

4. Post-December 1 Eligibility

• Any ECBOA member in good standing will be eligible to receive a regular season schedule after December 1, regardless of attendance credit.

This policy is in accordance with ECBOA bylaws.