

HELLGATE ROLLER DERBY

Leave of Absence Policy Adult & Junior Members

WHAT IS A LEAVE OF ABSENCE?

A Leave of Absence (LOA) is used when a skater knows ahead of time that they will miss one or more scheduled practices. An LOA can cover as few as a single practice or as many practices as needed within a given month. LOAs are appropriate for a wide range of situations, including:

- Vacations or travel
- Skater injury
- Previously scheduled obligations that conflict with practice
- Simply needing some time off

LOAs must be submitted before the absence begins. LOA forms are not retroactive and cannot be backdated. Members who have not submitted a form prior to their absence may be subject to normal participation requirements and disciplinary procedures.

HOW TO SUBMIT AN LOA

- LOA requests are submitted using the form found on the HRD website under Member Resources at hellgaterollerderby.org.
- LOAs should be submitted at the beginning of the month to cover practices scheduled for that same month.
- LOAs are valid for one month only and do not carry over. If your conflict extends into the following month, you must submit a new LOA at the start of that month.
- You will receive written confirmation of your approved LOA from Membership.
- Junior members: confirmation will come from Junior Membership, and your parent or guardian will also be notified.

PRACTICE REQUIREMENTS & HOW LOAS AFFECT THEM

Practice requirements differ between adult and junior members. An approved LOA reduces your monthly practice requirement by the number of practices covered by the LOA.

	Adult Members	Junior Members
Monthly Dues	\$55 / month (by the 5th)	\$45 / month (by the 5th)
Practice Requirement	3 practices per quarter	6 practices per month
LOA Effect on Practices	Reduces quarterly requirement by practices excused	Reduces monthly requirement by practices excused

Example (Junior): You have an LOA for 2 practices due to a vacation. You still need to attend 4 practices that month to meet your good standing requirement (6 required – 2 excused = 4 needed). Example (Adult): You have an LOA for 1 practice in a quarter. You still need to attend 2 practices that quarter to meet your good standing requirement (3 required – 1 excused = 2 needed).

Membership will track submitted LOAs and note them on the attendance sheet.

OTHER GOOD STANDING REQUIREMENTS DURING AN LOA

An LOA only waives the excused practice absences from your attendance requirement. All other good standing requirements remain in effect for both adult and junior members:

- Monthly dues must continue to be paid by the 5th of each month.
- Committee participation must be maintained.
- League volunteer hours (minimum two per month) must still be performed.

If you are unable to meet any of these remaining requirements during your LOA, it is your responsibility to proactively contact the appropriate committee heads and Membership to make suitable arrangements before the requirement is missed. Failure to do so may affect your standing.

EXTENDED ABSENCES (90+ DAYS)

For absences expected to last 90 days or longer — for example, due to a significant medical situation, major life event, or other extended circumstance — the standard monthly LOA process still applies, but additional steps are required:

- Submit a written explanation of your circumstances to Membership and Training.
- Apply for an exception through Membership and Training before your leave begins.
- Extended leaves of 90 days or more are not automatically approved.
- If approved, you must continue submitting a new LOA at the start of each month for the duration of your absence.

Extended absences of 90 days or more may result in a change to non-competing membership status or membership revocation at the discretion of Training and Membership.

RETURN TO ACTIVE MEMBERSHIP

When returning from an LOA in good standing, eligibility to practice and compete is determined as follows:

LOA of One Month or Less

- Return eligibility is at the discretion of Training and Coaches.
- The skater may be asked to complete a skills assessment before returning to full contact practice or being considered for rostering.

LOA Longer Than Two Months

- Return eligibility will be evaluated by the Head Coach (adult) or Head Junior Coach (junior), Head of Training, and Membership.
- The skater will be required to attend a minimum of three no-contact practices and be reassessed on skating skills before progressing to contact practice.

- Following the no-contact period, the skater must attend a minimum of three scrimmages before being considered for rostering in a bout.
- Rostering decisions remain at the discretion of Training, Coaches, and Captains based on demonstrated skill, safety, and recent attendance.

Returning from an LOA in good standing does not automatically guarantee rostering for bouts. All rostering decisions are based on safety and are made at the discretion of Training, Coaches, and Captains.

RETURNING NOT IN GOOD STANDING

If a member returns from an LOA having failed to meet the required good standing obligations (dues, committee participation, volunteer hours), they will be subject to the standard disciplinary process as outlined in the applicable membership requirements:

- First month of non-compliance: Warning issued. Member must bring all outstanding requirements current.
- Second consecutive month of non-compliance: Probation. Member is ineligible to bout.
- Failure to meet requirements during the 30-day probation period: Membership revocation.

Membership will notify the member (and for junior members, their parent or guardian) at each stage of this process.

SUBMITTING YOUR LOA REQUEST

LOA requests are submitted online via the HRD website. Visit hellgaterollerderby.com and navigate to Member Resources to access the LOA Request Form. If you have difficulty accessing the form online, contact Membership directly for assistance.

Questions about this policy may be directed to the Head of Membership (adult members) or Head of Junior Membership (junior members), or to the HRD Board of Directors.