

## **Msgr. Clarke School Athletic Program Procedure for Handling Athletic Complaints**

All coaches, athletes, and parents/guardians are expected to read and follow the guidelines below. In order to insure the reasonable expression of differences that can occur in athletic activities, these procedures have been developed to establish a line of communication between school, parent, athletes, and coaches when a problem arises. Msgr. Clarke Administration will review these procedures with all athletic personnel at the start of each season. Parents should remember that all Msgr. Clarke athletic staff and students are required to follow these procedures. Should need arise, parents are expected to adhere to this process as well.

Procedure:

1. No conflict between a parent, student, official, or coach should be addressed during or immediately following a game. The game site, practice field, lobby, or locker room are not appropriate places to handle conflict or disagreement.
2. Coaches are **NOT** to meet or deal with conflict at these times or places.
3. Parents should contact the Athletic Director to arrange a meeting with the coach for the following workday.
4. We ask that parents and guests respect the decisions of the coaches and officials during contests and practice. We realize that you may disagree with these decisions from time to time. In order to teach sportsmanship and fair play, we need the adults to be visible role models. Keep cheering and comments in a positive mode and encourage our athletes.

The following steps should be taken in order for a problem to be resolved:

1. If athletes have an issue with a coach, a meeting should be arranged with the coach to discuss the situation. This should always be the first step with any conflict.
2. If a further meeting is needed, the coach, athlete, and/or parent may request the meeting. This should be done through the Athletic Director. The Athletic Director will keep notes of the meeting.
3. If the conflict is still not resolved, the Athletic Director will inform the Principal of the situation and they will decide how to proceed.

---

Parent/Guardian Signature

---

Date