

Extra-Curricular Conflict Resolution Process

- All complaints MUST be heard at the lowest possible level BEFORE intervention by a higher authority can occur.
- A 24 hour “cooling off” period must be granted before any complaints are initiated.
- Complaints must be made within 10 days of the incident. For the sake of all parties, the entire process must be concluded within 30 days of the incident.

This system works very well so we are committed to abide by it.

Step 1 Start with the Source

The player will speak directly to the coach. A cooling off period will be granted for all parties before a resolution is sought. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face to face. Students who do not feel comfortable speaking solely to the coach may request a parent to be present; however, the meeting should be conducted by the athlete.

Step 2 Move to program head

This step is necessary only if the issue involves a subordinate or assistant (i.e. an assistant, JV coach, etc.). If going to the source does not resolve the problem, then the head of the program should be notified and he/she should attempt to facilitate a solution. If the “source” is the head of the program, move to step three.

Step 3 Contact Athletic Director

If an agreeable solution is not reached, then the athletic director will conduct a meeting between the parties in an attempt to find resolution.

Step 4 Contact Principal

If an agreeable solution is still not reached, then the principal will conduct a meeting between the parties in an attempt to find resolution.

Step 5 Notify the Superintendent

At this point in the process, individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the school superintendent. A copy of this will be given to all concerned parties, who will be afforded the option of a written rebuttal. After the superintendent has reviewed the documents he can conduct a meeting in a final attempt to resolve the dispute.

Step 6 Request non-partisan School Board mediation

This final step is appropriate only in extreme circumstances and shall