

COMMUNICATION GUIDE FOR PARENTS

INTRODUCTION

We are very pleased that your son/daughter has chosen to participate in the interscholastic athletic program of the Clear Fork Valley Local School District. A goal of the Athletic Department is **to provide our athletes with the best environment in which their sport experience may be as rewarding as possible.** We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. The “Communication Guide” has been developed to help coaches, parents, administrators and athletes communicate more effectively.

COMMUNICATION YOU SHOULD EXPECT FROM THE COACH

- Philosophy of the coach
- Expectations the coach may have for your child and the team
- Locations and times of all practices and contests
- Team requirements, for example: fees, special equipment, eligibility, attendance, off-season conditioning, etc.
- Procedure to follow should your child become injured during participation
- Athletic Code of Behavior policy and any additional rules that may affect your child’s participation
- Requirements to earn a letter
- Disposition of lost/outstanding equipment at the end of season
- Concerns expressed directly to the coach first
- Notification of schedule conflicts well in advance
- Special needs of the athlete, for example: physical limitations that may not be obvious to the coach

As your child becomes involved in the various athletic programs of the Clear Fork Valley Local School District, it is our hope that he/she will experience some of the most rewarding moments of his/her life. It is important to understand that things may not always go as you or your child wishes. At these times, discussion with the coach may be desirable (in fact is encouraged) to clear up the issue and avoid any misunderstanding. There are some items of concern, though, that must be left to the discretion of the coach. Our coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved under the circumstances present.

Procedure to Resolve Parent/Coach Disagreements

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or Athletic Director, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

A. Step No. 1: Direct Conversation

If a parent (complainant) has a disagreement or misunderstanding (not including playing time of their son or daughter) with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances surrounding the concern. The coach will meet with the parent as soon as possible, but in no case longer than five calendar days after the coach has been notified of the concern (subject to change by mutual agreement).

B. Step No. 2: Fact and Possible Resolution

If the complainant or the coach is not satisfied with the outcome of Step No. 1, or the complainant or coach is unwilling to meet independent of an administrator, a meeting with the coach, Athletic Director and/or Principal and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the coach involved and the remedy sought.

C. Step No. 3: Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the Complainant should then refer this concern to the superintendent or superintendent designee in writing no more than five calendar days after the meeting in Step No. 2. At that time another meeting will be arranged at the convenience of the complainant and coach directly concerned, but in no case more than ten calendar days after the coach has been notified of the concern (subject to change by mutual agreement). The coach has the right to be at all meetings with or without a representative as he/she so determines.

D. Dispositions

Dispositions at Step 3 will be sent in writing to all parties within ten calendar days of the meeting with reasons stated.

E. Decision

The decision of the superintendent or superintendent designee is final.

CHAIN OF COMMAND

The Clear Fork Valley Local School District in conjunction with its Department of Athletics follows the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

1. Assistant Coach (if applicable)
2. Head Coach
3. Athletic Director
4. Grade/Building Principle
5. Superintendent
6. Board of Education

We hope that the information provided in this “Communication Guide” will help you and your child have a rewarding and enjoyable athletic experience.

IMPORTANT PHONE NUMBERS OF THE CLEAR FORK VALLEY SCHOOL DISTRICT

Clear Fork High School
886-2601

FAX: 886-4749

Clear Fork Middle School
886-3111

Clear Fork Board of Education
886-3855

ADMINISTRATION

Janice Wyckoff - Superintendent
Brian Brown - H.S. Principal
Jessica Brokaw - Athletic Director
Jennifer Klaus - M.S. Principal