



Au Gres-Sims School District

Athletic Office

310 S. Court Street, P.O. Box 648
Au Gres, MI 48703

Jeri Christie, Athletic Director

Phone (989)876-7157

Fax (989)876-4684

PROCEDURES FOR HANDLING ATHLETIC COMPLAINTS

This procedure has been developed for the purpose of establishing and maintaining transparent lines of communication between student-athletes, coaches, parents/guardians, community members, and administration for resolution of concerns related to the athletic programming at Au Gres-Sims. This process is a means by which concerns/problems regarding the Au Gres-Sims Athletic Department may be resolved respecting measures of due process. The foundational tenets of this procedure exist to best ensure and sustain a positive, proactive culture of athletic/extracurricular programming. The guidelines for participant adherence are as follows:

NOTE: This procedure is not intended to provide grievance of rules or established policies of the Michigan High School Athletic Association or of the Au Gres-Sims School District.

The term "days" when used in this procedure shall, except when otherwise indicated, mean school days; except after the end of the school year when it shall mean Monday through Friday, excluding holidays. The number of days in the timeline may be extended by mutual agreement of all parties at any given step.

STEP I

Student(s) and/or parent(s) who have a concern about an athletic program, decision, and/or coach, should:

- I.
 - A. Schedule a meeting to speak personally with the coach(es) regarding the incident, decision, or action that is under question at a time convenient to both parties (preferably within one week) with the intent to resolve the issue. If the problem involves an assistant coach, the head coach of that sport should be involved in the meeting.
 - B. Student(s)/parent(s) may only address problems/concerns which relate directly to their own experience(s). For purposes of compliance with the Privacy Act of 1974, problems/concerns related to other athletes are not to be discussed.
 - C. The coach(es) will complete a written summary of the conference which will include any resolutions/decisions reached during the meeting. The coach will give/mail a copy of the summary to each of the participants in the meeting within ten (10) school days and will forward a copy of the summary to the Athletic Director.
- II. Student(s) and/or parent(s) who have a concern about procedures and practices directly related to the Athletic Director should contact the Athletic Director or Principal directly.

STEP II

If either party has not been satisfied by the proposed resolution of the problem during Step I, they may request a continuation of the process.

- A. The student/parent should, within five (5) school days after receipt of the written summary of the meeting in Step I, submit the written form to initiate Step II. The student/parent is to obtain the form from the Athletic Director or School Secretary. It is important for the student/parent to complete the written form promptly to resolve differences as soon as possible.
- B. After submitting the written form to the Athletic Director, a meeting will be arranged with the student/parent, coach, and the Athletic Director to discuss the concern/problem with the intent to resolve the problem. If the problem involves an assistant coach, the head coach of that sport should be involved in the meeting. Further, if the concern involves the Athletic Director, the Principal may be invited to mediate.
- C. Student(s)/parent(s) may only address problems/concerns which relate directly to their own experience(s). For purposes of compliance with the Privacy Act of 1974, problems/concerns related to other athletes are not to be discussed.
- D. The Athletic Director will complete a written summary of the meeting, which will include any resolutions/decisions reached during the meeting. The Athletic Director will give/mail a copy of the summary to each of the participants in the meeting and will forward a copy of the summary to the Principal.

** In the event that there are multiple student/parent complaints regarding a sports program, the Athletic Director can alter the hearing procedure to facilitate the process, which could include meeting with representatives of the student/parent group.

STEP III

If the student/parent is still not satisfied by the meeting in Step II, they may request a continuation of the process to Step III.

- A. The student/parent should make an appointment within one week of receipt of the summary by the Athletic Director with the Principal to discuss their concerns/problems with the intent to resolve any unresolved problems.
- B. Student(s)/parent(s) may only address problems/concerns which relate directly to their own experience(s). For purposes of compliance with the Privacy Act of 1974, problems/concerns related to other athletes are not to be discussed.
- C. The Principal will complete a written summary of the meeting, which will include any resolutions/decisions reached by him/her during the meeting. The Principal will give/mail a copy of his/her final decision to each of the participants.

* In extreme cases, the principal may include the Superintendent as a mediator, in which case the decision will be deliberated jointly by the administration.

** For athletic extracurricular complaints, Steps I, II, and III must be completed before any review process is initiated.

Au Gres-Sims High School Student/Parent Athletic Complaint Form

Date: _____ Time: _____ (AM / PM)

Athlete: _____ Grade: _____

Address: _____

Parent/Guardian Name(s): _____

Telephone: Home: _____ Other: _____

Email Address: _____

Nature of Complaint: (please give specific details, times, locations and names of individuals involved or who witnessed the situation) _____

Please suggest how you feel this complaint may be positively resolved:

Has a previous complaint been filed? YES _____ NO _____ DATE: _____

Person(s) spoken with: Name/Title/Department: _____

Resolution:

Complaint Resolved? YES _____ NO _____

Further Action Necessary? YES _____ NO _____

(Signature/Title)

(Date)

Date of STEP I Meeting: _____

Individuals Attending Meeting: _____

Summary of Complaint: _____

Decision Arrived: _____

FOR STUDENT-ATHLETE/PARENT:

_____ I am satisfied with the results of this meeting.

_____ I am dissatisfied with the results of this meeting, but do not choose to pursue this complaint to the next level.

_____ I am dissatisfied with the results of this meeting and request a meeting at the next level.

(Student/Parent's Signature) (Date)

(Coach/Athletic Director/Principal's Signature) (Date)

Date of STEP II Meeting: _____

Individuals Attending Meeting: _____

Summary of Complaint: _____

Decision Arrived: _____

FOR STUDENT-ATHLETE/PARENT:

_____ I am satisfied with the results of this meeting.

_____ I am dissatisfied with the results of this meeting, but do not choose to pursue this complaint to the next level.

_____ I am dissatisfied with the results of this meeting and request a meeting at the next level.

(Student/Parent's Signature) (Date)

(Coach/Athletic Director/Principal's Signature) (Date)

Date of STEP III Meeting: _____

Individuals Attending Meeting: _____

Summary of Complaint: _____

Decision Arrived: _____

FOR STUDENT-ATHLETE/PARENT:

_____ I am satisfied with the results of this meeting.

_____ I am dissatisfied with the results of this meeting, but do not choose to pursue this complaint to the next level.

_____ I am dissatisfied with the results of this meeting and request a meeting at the next level.

(Student/Parent's Signature) (Date)

(Coach/Athletic Director/Principal's Signature) (Date)