



## GREIVANCE PROCEDURE & CODE OF ETHIC FOR PARENTS/ATHLETES

Athletes and parents are ambassadors for Dacula Junior Falcons, our school and the community. We want to ensure that we as an organization present ourselves in the best possible way whether we are at practice, a home event, an away event, school or within our community. The demeanor and support of our program reflects on DJF, our school and our community and we want to ensure an uplifting and positive environment.

### DACULA JUNIOR FALCONS GRIEVANCE PROCEDURE

It is the goal of DJF to have the majority of concerns, problems, questions or issues discussed between the coaching staff and the player. This should be the case in all matters with the exception of financial issues. Any issues concerning the amount of play time given to an athlete on the court is the result of complex decision making, in the coach's opinion, of the athlete's ability, the athlete's potential, the team's needs at that moment, and the team's needs in the future. We will not require the coach to defend his/her thought process or conclusions in making these determinations, and it is improper for a parent to request that. Players/parents are not to approach the coach during or at the competition site with any of these questions/concerns. The questions/concerns can be discussed with the coach after the next practice session, separately from the team. The following procedure allows for issues to be resolved in a structured and positive manner.

Should the player have concerns they should be addressed through the following steps of the grievance process:

#### Step 1

Player approaches the coach

1. Do not approach the coach during competition or at the competition site.
2. The player approaches the coach and asks for time to discuss an issue with the coach. The coach has 48 hours to respond to the player's request.
3. During the session, the player uses appropriate language and tone of voice to state her issue.
4. The coach advises the player on issues, skills or behaviors and instructs the player that they will review the issues in two weeks from the date of discussion.
5. The player and coach meet and discuss the player's progress at the end of the two weeks.
6. The coach and player decide if the issue is resolved or if more work needs to be done or if the player's parents and the DJF President or Director need to attend the next meeting.
7. If the player or parent is not satisfied with this meeting with the coach, then a mandatory 24 hour cooling down period is required and enforced before this issue can be written up as a grievance and reported to the DJF President.

Step 2:

1. No sooner than the 24 hours but no longer than 48 hours after the matter in question, a letter is to be submitted via email to the coach and copied to the President of DJF.
2. The coach has 48 hours to respond to the parent's communication and set up a meeting with the parents and DJF President.
3. The player, parent and the coach attend the meeting with the DJF President or Director. A plan of action is developed at this meeting.
4. The action plan should include a follow up meeting two weeks from the date of discussion.
5. The player, parent, coach and DJF President meet at the end of two weeks to review the action plan if the issue is resolved no further meetings are needed. If the action plan requires further steps a new action plan can be written.
6. If the player or parent is not satisfied with the outcome a final written grievance can be submitted to the DJF President at this point the decision of the President would be final in regards to any issues.

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Player Signature

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Date

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Parents Signature

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Date