

*Newport-Mesa Unified School District*  
**ATHLETIC PROGRAM GUIDELINES**

**Communication Protocol for Conflict Resolution**

For communication not specific to an individual coach, the first contact for concerns about any phase of the athletic program is the Athletic Director. This may be done either verbally or in writing.

Communication concerning District athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of an athletic program and/or an athlete's participation therein. Please adhere to the following district athletic communication protocol:

1. Player-coach (To empower our athletes to learn personal responsibility, they must communicate their concerns/questions directly to their coach before having someone else do this for them. Every effort should be made to resolve the problem at this level.)
2. Player-coach-parent (If an issue still needs to be resolved after step 1, the player and coach should set up a meeting which will include the parent(s) or legal guardian(s) of the player. Communication with a coach regarding a concern should never take place at or immediately after a game or event.)
3. Player-coach-parent-Athletic Director (If an issue still needs to be resolved after step 2, the Athletic Director will set up a meeting with all those involved.)

Please note that since the player and coach are the only two people who work together on a daily basis, both should be included in all communications. Remember that playing time and level or position placement are the **sole** responsibility and discretion of the coach.

After following steps 1-3, any unresolved issues can be referred to the school's administrator in charge of Athletics by submitting a written, signed "statement of concern" (S.O.C). This S.O.C. must include the following: Name of coach, specific sport and level of competition, general athletic concern involved, and brief but specific summary of the nature of the issue and the facts surrounding same. Once the signed, completed S.O.C. is received by the administrator in charge of athletics, a meeting including all parties involved will be scheduled for the purpose of resolving the issue.

Reprisals will not be taken against any parent or student athlete for expressing their concerns or participating in the conflict resolution process.