PROCEDURE FOR HANDLING ATHLETIC COMPLAINTS

This procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students and for the resolution of concerns related to the athletic programs. This procedure is a means by which concerns/problems about the Bloomington Athletic Program can be resolved.

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach/coaches and administrators. All participants should adhere to the guidelines as listed below.

NOTE: This process is not intended to provide grievance of a rule(s) of the Minnesota State High School League.

STEP I

If a student and/or parent has a concern about an athletic program, decision, and/or coach, they should:
A. Schedule a meeting to speak personally with the coach/coaches regarding the incident, decision, action that is under question at a time convenient to both parties (preferably within one week) with the intent to solve the problem. This should not be done immediately after a contest. (If the problem involves an assistant coach, the head coach of that sport should be involved in the meeting).
B. Parent/student are to address themselves to problems/concerns related to themselves only. In order to be in compliance with the "Privacy in Information Act", problems/concerns related to other athletes are not to be discussed.
C. If requested, the coach will complete a written summary of the conference, which will include any resolutions/decisions reached in the conference. The coach will give/mail a copy of the summary to all the participants in the conference within ten (10) school days and will forward a copy of the summary to the district athletic director.

STEP II

If either party has not been satisfied by the proposed resolution of the problem during Step I, they should request a continuation of the procedure.
A. The parent/student 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 parent/student is to obtain the form from the district athletic director or school athletic coordinator.

It is important for the parent/student to complete the written form promptly to resolve differences as soon as possible.
B. After submitting the written form to the high school athletic director, it will be arranged for the student/parent to meet with the coach and athletic director to discuss the concern/problem with him/her 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.)

Parent/student are to address themselves to problems/concerns related to themselves only. In order to be in compliance with the "Privacy in Information Act", problems/concerns related to other athletes are not to be discussed.
C. The athletic director involved in the conference is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached in the conference. The athletic director will give/mail a copy of the summary to all the participants in the conference and will forward a copy of the summary to the principal of the school.
** In the event that there are multiple parental/student complaints regarding a sports program, the director of athletics can alter the hearing procedure to facilitate the process including meeting with representatives of the parent/student group.

**STEP III**

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

A. The student/parent should make an appointment within one week to meet with the school principal to discuss the concern/problem with him/her with the intent to resolve any unresolved problems.

   Parent/student are to address themselves to problems/concerns related to themselves only. In order to be in compliance with the "Privacy in Information Act", problems/concerns related to other athletes are not to be discussed.

B. After securing information from the coach, district athletic director and school athletic coordinator, the principal is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached by him/her. The principal will give/mail a copy of his/her final decision to all the participants.

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

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