

JCSA CHAIN OF COMMAND

Coaches are considered the first line of supervision.

Parents and players shall not challenge coaches but instead should meet with the coach (given the 24-hour rule/NOT on game day) to discuss their issues.

The 24-hour rule simply means that issues are not to be addressed with a coach or commissioner in the first 24 hours after an issue arises. The exception to this rule is if it is a serious safety issue. Issues are not to be addressed with a coach on game days either to allow the coach to focus on the game at hand. The purpose of the 24-hour rule is to allow time for calmer heads to hopefully prevail to better seek issue resolution.

If the meeting is done in private, then it is advisable that the coach have an assistant coach or a general board member present during the meeting.

- Only parents and players that are directly involved have standing to complain or discuss a topic of concern.
- Coaches shall advise their respective commissioner of any scheduled meeting of this nature along with the outcome.
- Commissioners shall have supervisory responsibility over coaches
- Commissioners must keep the athletic director informed of all concerns and/or meetings with aggrieved parties including meetings between coaches and parents
- Commissioners should politely advise parents and players that they must speak with the head coach first if a parent or player seeks them out without going through the head coach first.

Should the issue with the coach not be resolved the parent may appeal to the commissioner (or the athletic director if commissioner and head coach are the same person) over that sport.

The appeal must provide in writing the following:

- Name of party or parties involved
- Complete description of incident to include:
- Date and time of incident
- Witnesses
- Date and time of meeting with coach
- Results of meeting
- What the party or parties believe will resolve the issue

The commissioner receiving the complaint will schedule a later time to discuss the matter with the party, preferably within a week.

The commissioner shall meet with the head coach prior to this meeting and obtain the coach's point of view and any pertinent information.

The commissioner shall meet with the aggrieved party. The commissioner shall schedule a meeting with the Executive Board for a final resolution If the commissioner is not able to resolve the issue parent(s) and athlete(s) involved.

I have read and agree **to follow the JCSA Chain of Command I was given including the 24 hour rules.**

Athlete's Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Coach/Volunteer: _____

Date: _____

