



Parent-Coach Communication Plan

Both parenting and coaching are extremely difficult but rewarding endeavors. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As parents, when your child becomes involved in school district programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach.

Communication you should expect from your child's coach:

1. Expectations the coach has for your child as well as all players on the squad
2. Locations and times of all practices and contests
3. Team requirements, i.e., practices, special equipment, out-of-season conditioning
4. Discipline that may result in denial of your child's participation

Communication coaches expect from parents:

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance

As your child becomes involved in the programs of the Annville-Cleona School District, he/she will experience some of the most rewarding moments of their scholastic career. It is important to understand that there also may be times when things do not go the way your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. The treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior

It may be very difficult to accept that your child does not play as much as you may hope. Please understand that coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved in the sport and the team as a whole. As you have seen from the list above, certain things can be and should be discussed with your child's coach when situations warrant. Other issues, such as those that follow, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Other student-athletes on the team or those previously on the team.

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue or concern.

If there is a concern to discuss with a coach, please follow this procedure:

1. Please encourage your child to speak directly with the coach. Many times the matter can be addressed at that time.
2. Call to set up an appointment with the coach at a mutually agreeable time and place.
3. If the coach cannot be reached, call the Athletic Director. The Athletic Director will assist you in arranging a meeting.
4. Please do not attempt to confront a coach before, during or after a contest or practice. These can be emotional times for the athlete, parent and coach. Meetings at this time do not promote a resolution and coaches are not authorized to hold parent discussions during these times.
5. If the concern/complaint has not been resolved by the coach, it should be addressed with the Athletic Director next by completing a complaint form. This form can be found by contacting the Athletic Director.
6. If the concern/complaint is still not resolved, please contact the Secondary School Principal so more information can be gathered in order to come to a resolution.

Expectations of Parent / Guardian:

1. Support your student athlete's effort toward success, regardless of the outcome, playing time or wins and losses.
2. Work to promote a positive environment that is conducive to the development of your student-athlete.
3. Become familiar with, and review the rules and regulations of the school, the sport and the PIAA with your child.
4. Communicate any concerns in a timely manner.
5. Treat all athletic personnel with courtesy and respect, and insist that your student athlete does the same.

Research indicates that students involved in extracurricular activities have a greater chance for success during adulthood and perform better academically during their middle school and high school years. Many character traits required to be successful participants in athletics are exactly those that will lead to success in life after high school, which is a main goal for the Annville-Cleona athletic programs.

The school district's mission is to provide a positive educational experience for our student-athletes. We hope the information provided here is helpful and that your experience with the Annville-Cleona School District athletic programs are enjoyable and productive.



PARENT/STUDENT-ATHLETE/COMMUNITY COMPLAINT FORM

FIRST LEVEL (COACH)

Complaints about athletics or individual teams should first be addressed directly with the coach, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee’s authority. If/When this occurs; the coach shall report the matter and the resolution to the Athletic Director.

According to the Annville-Cleona Athletic Department Parent-Coach Communication Plan, items appropriate for discussion include treatment of the student-athlete, ways to help the student-athlete improve, concerns about the student-athletes’ behavior and complaints about the coach’s behavior. Issues that are not appropriate to discuss with coaches include playing time, team strategy, and other student-athletes on the team or previously on the team.

SECOND LEVEL (Athletic Director)

Following the initial meeting with the coach, if the complaint has not been resolved the information below must be filled out by the student or parent of the aforementioned meeting. Our athletic director can assist you in completing the form. Please mail, hand-deliver or email this form to the athletic director, Mr. Tommy Long - tlong@acschools.org.

Student’s Name: _____ Grade: _____ Date: _____

Parent’s Name: _____ Phone #: _____

Please write a brief description of the incident / concern:

Name of Coach in First Level meeting: _____ Date of Meeting: _____

What decisions/recommendations were made as a result of the First Level meeting:

What remedy do you seek for this complaint? _____

Student Signature: _____ Parent Signature: _____

Upon receipt of this form, the Athletic Director will time stamp the receipt of the form, log and assign a number to this complaint. A copy of this form will be provided to the student/parent. The Athletic Director will contact the complainant within two school days to convene a meeting within five school days. If/When this occurs; the Athletic Director shall report the matter and the resolution to the Building Principal.

COMPLAINT #



**PARENT/STUDENT-ATHLETE/COMMUNITY COMPLAINT FORM
THIRD LEVEL (Appeal to Secondary School Principal)**

Following the meeting with the Athletic Director, if a parent or student-athlete is not satisfied with the outcome of the meeting, he/she can appeal a Second Level decision to the Building Principal. The information below must be completed to file an appeal. Our Building Principal can assist you in completing this form - Ms. Laurie Bowersox at lbowersox@acschools.org.

1. Name of administrator and date of meeting at Second Level:

Administrator Name: _____ Meeting Date: _____

2. What decisions/recommendations were made as a result of the First Level and/or Second Level meeting:

3. In reference to the incident or remedy you seek to this complaint, is there any other information you wish to document?

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Received by: _____ Date: _____

Upon receipt of this appeal, the Building Principal will determine the next course of action for the resolution of the complaint.