

# Athletic Association Communication Process Form

## Athletic Problems/Concerns/Comments

Please use this form to communicate problems, concerns, or comments to the Coaching staff. Download this form, complete the necessary areas and forward to the school office in an envelope marked Athletic Director. The Athletic Director will then forward it to the coach.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Describe the problem or situation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your suggestion for handling this: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FOR OFFICE USE ONLY

Coach and Assistant Coaches will either:

Meet with concerned people for clarification purposes, input, and resolution

Make a decision and inform the parties concerned

Bring the matter before the Athletic Director and/or Student Activities Committee

Recommendation by Coaching Staff: \_\_\_\_\_

\_\_\_\_\_

Recommendation by Athletic Director and Student Activities Committee (if needed):

\_\_\_\_\_