



FOREST LAKE AREA HIGH SCHOOL ACTIVITIES DEPARTMENT



Activity Conflict Resolution Procedure

Conflict Resolution Process: In order to allow an expression of differences that occur in athletics, a procedure has been developed for establishing a line of communication between school, parent-guardian, students, and coaches. This procedure should follow an orderly process. We also feel that this is a learning process for student-athletes in becoming an advocate for themselves.

The following steps should be followed when a concern arises. Our goal is to resolve the conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary.

Step I (Coaches/Student): The student and the coach/adviser will meet to discuss the issue. It is strongly recommended that the coach has an assistant present as a witness of this conversation.

- Player identifies their concerns
- Coach works with player to identify a resolution plan

Step II (Coaches/Student/Parent-Guardian): The coach, student, and parents meet at a time and place that is convenient to all parties. Coaches/advisers may request administrative presence at the meeting, but the coach/adviser will run the session and provide a detailed summary for the Activities Director signed by all stakeholders.

- Student and coach providing a review of the Step I meeting
- Discuss the resolution plan and why it has not worked
- Parties work to identify a solution that both agree to

Step III (Coaches/Student/Parent-Guardian/Activities Director): If no closure is attained through Step II and a meeting with the Activities Director is requested a Step III form should be completed and turned into the Activities Director. The Activities Director will arrange a meeting with the coaches, student and parent-guardians.

- Agreements and disagreements discussed to date
- Action plan and its outcomes discussed
- Activities Director is there to mediate discussion but could offer solutions
- Activities Director informs building principal of situation

Step IV (Parent-Guardian/Principal): The Activities Director, coach/adviser, and/or student will participate in Step IV at the Principal's discretion.

- Resolution plans from Steps I, II and III discussed
- Principal mediates discussion and offers solution
- Principal informs the Superintendent of situation

Key point in conflict resolution process

- It is inappropriate to approach a coach before or after a game or practice (coaches have been instructed not to engage in conversations in these settings)
- Playing time and team selection is determined solely by the coaching staff
- Calls should be directed to school contact numbers only and only during reasonable hours
- Data privacy rules must be followed, coaches cannot discuss any other students
- If the parent refuses to involve the student in the process, the conflict resolution process is compromised





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STEP III FORM

Step I – Date: _____ Student has met with coach to discuss this matter

Step II – Date: _____ Student, parent and coach have met to discuss this matter

I/We have completed Step I and Step II of the activity conflict process in the sport/activity of _____ to resolve this concern.

I/We do not feel that these concerns have been resolved and request a meeting as outlined in Step III of the procedures for handling activity conflict.

Person requesting the meeting: _____

Phone: _____ Email: _____

Please specifically list the concern(s). Note that playing time is a coach's decision and not a discussion item in Step III.

1.

2.

3.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

