

West De Pere Youth Organization (WDPYO)

Steps to Handling a Concern

Addressing, concluding, and moving beyond an unforeseeable concern is key to the success of developing young players and teams. Below are the guidelines to assist all stakeholders (players, parents, and coaches) in handling concerns successfully. It is the expectation of the WDPYO that ALL individuals work through this process in handling a concern.

****DO NOT contact the WDP Board of Education, Superintendent, Athletic Director, or Administration.**

Phase 1

24 Hour Rule

- Wait at least 24 hours following a game or incident prior to calmly and respectfully addressing a concern with a coach or parent.
- Do not address a concern in front of other players or parents.
- Call or email the coach/parent to set up a time to discuss the concern. If approached prior to 24 hours following the game or incident, the coach/parent has the discretion to request the full 24 hours to pass prior to discussing.
- Parent and coach meet. If the concern is not resolved satisfactorily, the person with the concern (complainant) should contact the grade lead coach to set up a meeting to discuss with the parties involved. If the concern is still not resolved after the coach, parent, and grade lead coach meet, the complainant is encouraged to complete the WDPYO Concern Form, as detailed below.

Phase 2

Complete WDPYO Concern Form

- Fill out the form to the best of your ability. Include detailed events and conversations.
- Essential to the resolution of a complaint is the identification of the action desired by the complainant. For consideration by the WDPYO Board, the complainant shall complete a WDPYO Concern Form, clarifying the nature of the complaint and stating a desired action by the Board. The form shall be delivered to a Board Member or sent by e-mail to westdeperefastbreak@gmail.com at least five working days before a scheduled board meeting so the issue can be added to the monthly agenda and action taken as appropriate. The complaint will be considered by the Board as soon as possible after it has been thoroughly researched.

Phase 3

WDPYO Board Holds a Meeting

The WDPYO President will contact the person who the concern is about and briefly explain the issue. The WDPYO Board will meet with the involved parties to discuss and reach a conclusion.

****If there is a concern regarding playing time, we highly encourage athletes to first approach the coach in a calm, respectful, and private manner while still abiding by Phase 1, as detailed above.**

WDPYO will, at its discretion, warn or suspend any persons violating or abusing any policy, procedure, or expectation. It is the responsibility of all coaches, players, parents, guardians, and fans to know WDPYO's policies, procedures, and expectations.

West De Pere Youth Organization (WDPYO)
CONCERN FORM

PERSON OF CONCERN (RESPONDENT): _____

TEAM INFO: Grade: _____ Gender: _____ Head Coach: _____

CONCERN DESCRIPTION:

- | | |
|------------------------------|------------------------------------|
| _____ Swearing | _____ Verbal Abuse to Player |
| _____ Arguing with Referee | _____ Physical Abuse to Player |
| _____ Arguing with Coach | _____ Technical Foul |
| _____ Arguing with Parent | _____ Removed from Game/Tournament |
| _____ Tobacco/Alcohol Use | _____ Other: _____ |
| _____ Confidentiality Breach | |

CONCERN DETAILS:

Date of Incident: ____/____/____

Did you discuss your concern with the coach and grade lead? Y_____ N_____

If no above, please explain what circumstances led to bypassing steps one and two for handling a concern: _____

Time/Place: _____

Details: _____

Name of Witness: _____ Name of Witness: _____

Signature of Witness _____ Signature of Witness _____

Action Desired by Complainant: _____

BELOW IS OFFICE USE ONLY - Respondent's Statement:

Respondent's Signature: _____ Date: ____/____/____

Date Concern Received: _____ Date: ____/____/____

President Signature: _____ Date: ____/____/____

Board Member Signature: _____ Date: ____/____/____

Action Recommended:

_____ Verbal Warning
_____ Suspension
_____ Termination

Terms of Discipline: _____

Return form to: WDPYO Board Member or e-mail to westdeperefastbreak@gmail.com