



## Esko Eskomos Athletics Chain of Command Checklist

Per Esko Public School District Policy, the Esko Athletic Department follows a prescribed chain of command when addressing player and/or parent concerns regarding our grades 7-12 athletics and activities programs. The purpose of this form is to ensure that the chain of command is followed and that information regarding concerns is consistently shared forward in an appropriate manner.

We find that the vast majority of concerns are resolved in the first two steps when this process is followed. Signatures from pertinent parties are required to move to the next step in the chain of command.

### Step 1: Player/Coach Meeting

Date of meeting \_\_\_\_\_ Player Signature \_\_\_\_\_

Coach Signature \_\_\_\_\_

Coach's notes:

### Step 2: Player/Parent/Coach Meeting

Date of meeting \_\_\_\_\_ Player Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Coach Signature \_\_\_\_\_

Coach's notes:

### Step 3: Player/Parent/Coach/Activities Director Meeting

Date of meeting \_\_\_\_\_ Player Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Coach Signature \_\_\_\_\_

Activities Director Signature \_\_\_\_\_

AD's notes:

**Step 4: Parent/Activities Director/Principal Meeting**

Date of meeting\_\_\_\_\_ Parent Signature\_\_\_\_\_

Activities Director Signature\_\_\_\_\_

Principal Signature\_\_\_\_\_

Principal's notes:

**Step 5: Parent/Superintendent Meeting**

Date of meeting\_\_\_\_\_ Parent Signature\_\_\_\_\_

Superintendent Signature\_\_\_\_\_

Superintendent's notes:

**Step 6: Parent/Superintendent/School Board Meeting**

Date of meeting\_\_\_\_\_ Parent Signature\_\_\_\_\_

Superintendent Signature\_\_\_\_\_

Superintendent's notes:

**Each stakeholder should retain a copy of this form after a meeting is held.** (Revised 2018)