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Ken-Ton Athletics Chain of Communication Checklist

The Ken-Ton Athletics Department follows a prescribed chain of communication when addressing player and/or parent concerns regarding our interscholastic programs. The purpose of this form is to ensure that the procedure is followed and that information regarding concerns is consistently shared forward in an appropriate manner.

We find 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 communication.

Team/Program Pre-Season Meeting Date: _____

Step 1: Player/Coach Meeting

Date of meeting: _____

Player Signature: _____

Coach Signature: _____

Coach's Notes – Attach document

Step 2: Player/Parent/Coach Meeting

Date of meeting: _____

Player Signature: _____

Parent Signature: _____

Coach Signature: _____

Coach's Notes – Attach document

Step 3: Player/Parent/Coach/Athletic Director Meeting

Date of meeting: _____

Player Signature: _____

Parent Signature: _____

Coach Signature: _____

Coach's Notes – Attach document

AD Signature: _____

AD's Notes – Attach document

Step 4: Player/Parent/Coach/Athletic Director/Principal Meeting

Date of meeting: _____

Player Signature: _____

Parent Signature: _____

Coach Signature: _____

AD Signature: _____

AD's Notes – Attach document

Principal Signature: _____

Principal's Notes – Attach document

Step 5: Player/Parent/Athletic Director/Superintendent Meeting

Date of meeting: _____

Player Signature: _____

Parent Signature: _____

AD Signature: _____

AD's Notes – Attach document

Superintendent Signature: _____

Superintendent's Notes – Attach document