



Hibbing Bluejackets Athletics Chain of Command Checklist

The HHS 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 the vast majority of concerns are resolved in the first two steps when this process is followed. Signature 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: _____

AD Signature: _____

AD's Notes:

Step 4: Parent/Activities Director/Principal Meeting

Date of meeting: _____ Parent Signature: _____

AD 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 8/19/19)