

**Christian Homeschool
Athletes of North Texas**



www.ntxchant.org

Disciplinary Steps:

- 1) Verbal Reprimand –a conversation between an athlete(s) and at least one other coach/adult
 - a) Reprimands will not be formally documented

- 2) Verbal Warning – When more than a reprimand is needed
 - a) Verbal Warnings will be documented on an Incident or Communication form
 - i) The coach will sign the form
 - ii) The form will be uploaded to Google Drive in respective folder

- 3) Written Warning
 - a) The coach writes up the player listing the incident as well as the consequences.
 - i) He also attaches a copy of the Athlete’s Code of Conduct with the appropriate code violation highlighted.
 - ii) The coach and another coach/adult privately give the written warning to the player. The coach reads it out loud and makes sure the athlete understands.
 - iii) The athlete, coach, and witness sign the written warning, and the coach files it in Google Doc.
 - iv) The coach emails a copy of the written warning to the athlete, the athlete’s parents, and the athletic director.
 1. It must be emailed the same day it’s presented to the athlete.
 2. Ask parents to email back stating they have received and understand.
 - v) Schedule a meeting with the parents if needed.
 - vi) Athletic Director: will notify the board at this time in case removal is necessary

- 4) Release of Athlete
 - a) **Please note: The release of an athlete could happen without any previous verbal or written warning at board discretion.**
 - b) A signed letter will be sent via email and certified mail to the athlete, parent, and Board (email only).
 - c) This letter will include the reason for release, which codes of conduct were violated, any disciplinary action up until this time, the effective date of release (should be immediate), and any Chant property that must be returned with instructions and deadline to do so.

1. Verbal Reprimand
 - a. Will be immediate and private conversation on the field between coach and player(s)
 - b. Reprimands will not be documented
2. Verbal Warning – something between coach and athlete that coach feels documentation is needed
 - a. Verbal Warnings will be documented on an Incident or communication form
 - b. Coach will sign the form
 - c. Form will be uploaded to the Google Drive in respective folder
3. Written Warning
 - a. Schedule a meeting with Athlete, Coach, witness and Parent if possible (notify Athletic Director of meeting)
 - i. At time of meeting request include copies of all previous warnings in email
 - b. Provide both parent and athlete copies of write up as well as appropriate athlete code of conduct with highlighted areas of violation
 - i. Have parent, coach and athlete sign all documents in understanding
 - c. Post Meeting: Send an email summary, provide signed documents to parents, athlete and Athletic director
 - d. All items will be uploaded to Google Drive to respective folder
 - e. Athletic Director: will notify the board at this time in case removal is necessary
4. Release of Athlete
 - a. Continued behavior after the above steps will lead to the release of the athlete from CHANT
 - b. A signed letter will be sent via email and certified mail to the athlete, parent, and Board (email only).
 - c. This letter will include all discipline action up until this time, the effective date (should be immediate), and any Chant property that must be returned with instructions and deadline to do so.
 - d. **Any athlete released no matter the time of the season will not be refunded any costs at any time.**

Parent Signature: _____ Date and Time: _____

Athlete Signature: _____ Date and Time: _____