

CHANT DISCIPLINE STEPS



Purpose

The purpose of CHANT's Disciplinary Steps is to ensure athlete discipline is handled consistently, promptly, and with appropriate documentation. This process provides a structured progression from immediate private correction through documented warnings and, if necessary, release from CHANT, while ensuring clear communication with parents/guardians, the Athletic Director, and the Board when required. These steps are in place to protect the athlete's well-being, uphold CHANT standards, preserve team unity, and ensure accountability through a transparent record of actions taken, while recognizing that severe circumstances may require immediate release at the Board's discretion.

Disciplinary Steps

1. Verbal Reprimand

- A. An immediate, private conversation between the athlete(s) and a Coach, with at least one additional Coach/adult present.
- B. Verbal reprimands are not formally documented.

2. Verbal Warning

- A. Used when more than a reprimand is warranted and the Coach determines documentation is required.
- B. Verbal warnings will be documented on an Incident or Communication form.
- C. The Coach will sign the form.
- D. The form will be uploaded to the Board's document archive in the respective folder.

3. Written Warning

- A. Prepare the written warning
 - i. The Coach writes up the athlete, listing the incident and the consequences.

- ii. Attach a copy of the Athlete's Code of Conduct with the appropriate code violation(s) highlighted.

B. Schedule and prepare for the meeting

- i. Schedule a meeting with the athlete, Coach, witness, and parent/guardian if possible.
 - a. Notify the Athletic Director of the meeting.
- ii. When requesting the meeting, include copies of all previous warnings in the email.

C. Present the written warning

- i. The Coach and another Coach/adult privately present the written warning to the athlete.
 - a. The Coach reads it out loud and ensures the athlete understands.
- ii. Provide both the parent/guardian and the athlete copies of the write-up and the highlighted Code of Conduct.
- iii. The athlete, parent/guardian, Coach, and witness sign all documents in acknowledgment and understanding.

D. Post-meeting documentation and communication

- i. Post-meeting: email a summary and provide copies of the signed documents to the athlete, the parent/guardian, and the Athletic Director.
 - a. This email must be sent the same day the written warning is presented.
- ii. Ask the parent/guardian to reply by email confirming they have received and understand the written warning.

iii. The Coach files the signed written warning and uploads all related items to the Board's document archive in the respective folder.

iv. Schedule a follow-up meeting with the parent/guardian if needed.

E. Athletic Director step

i. Athletic Director: will notify the Board at this time in case removal is necessary.

4. Release of Athlete

A. Release may occur after continued behavior following the above steps, or without any previous verbal or written warning at the Board's discretion.

B. A signed letter will be sent via email and certified mail to the athlete and parent/guardian, and via email to the Board.

C. This letter will include the reason for release, which Code(s) of Conduct were violated, all 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 a 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: _____

Athlete Signature: _____

Date: _____