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**LINES OF COMMUNICATION**

 **PARENT - (24 hour ‘cool down’ – MANDATORY)**

**STEP 1 - MANAGER COACH**

**If unable to resolve at team level:**

 **STEP 2 DIRECTOR**

**STEP 3**

**EXECUTIVE**

**NO PHONE CALLS TO THE EXECUTIVE WILL BE ACCEPTED!**

**ALL CONCERNS MUST BE IN WRITING, SIGNED**

**AND CONTAIN THE FOLLOWING:**

**Name, Phone Number, Email address, team name and division, date, time and location of incident or concern.**

**Briefly describe your expected resolution.**

Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print)

Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print)

Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)