

FORM 28 – Initial Notice of Participant Concern

Purpose: This form is used when there is a concern about conduct, eligibility, safety, or sportsmanship that **could** lead to disciplinary action if not addressed. It gives notice early, before any suspension or removal takes place, so the student has the chance to understand the concern and correct it.

Why this form is required: Due process begins with *notice*. A student must be informed of the concern **before** consequences are issued. This protects fairness and prevents accusations of arbitrary or retaliatory discipline.

Student Name: _____

Activity/Sport: _____

Date of Notice: _____

Coach/Staff Completing Notice: _____

Area of Concern (check all that apply)

- | | |
|---|--|
| ☐ Conduct / sportsmanship issue | ☐ Disrespectful or harmful behavior toward others |
| ☐ Eligibility or attendance concern | ☐ Repeated non-compliance with team rules |
| ☐ Safety or injury-related concern | |
| ☐ Behavior during travel or off-site event | |
| ☐ Other: _____ | |

Brief Description (plain-language summary)

Next Steps (check what will happen after notice)

- ☐ Student will be monitored for improvement
- ☐ Parent/guardian will be notified
- ☐ Meeting scheduled for clarification
- ☐ Referral to Athletic Director / Administrator
- ☐ Written corrective action may be required

Important: This is **not** a suspension or removal. It is the first step in the due process system and ensures transparency before consequences.

Staff Signature: _____ **Date:** _____

Parent Contact:

- ☐ Not yet completed ☐ Planned ☐ Already completed

Parent contact date/time (if applicable): _____