

# Conflict Resolution Procedures

Date: [Insert Date]

To: [Team Member's Name]

From: [Coach/Team Manager's Name]

## **Subject: Conflict Resolution Procedures**

Dear [Team Member's Name],

In accordance with our team's commitment to fostering a positive and supportive environment, we would like to outline the procedures for resolving conflicts that may arise among team members.

### **Step 1: Identification of the Conflict**

Please take note of any issues or conflicts that you are experiencing. It is important to be specific about the situation, including dates and any relevant details.

### **Step 2: Private Discussion**

Before escalating the issue, we encourage you to discuss the matter privately with the team member involved, if appropriate.

### **Step 3: Involvement of a Coach/Manager**

If the issue remains unresolved, please bring the matter to the attention of a coach or team manager. We will set up a meeting to discuss the concerns in a constructive manner.

### **Step 4: Mediation**

If necessary, we may involve a neutral third party to mediate the discussion and help find a resolution.

### **Step 5: Follow-Up**

After a resolution has been reached, we will follow up to ensure that the agreed-upon solutions are being implemented and to assess the situation further.

We believe that addressing conflicts proactively will help maintain a strong and united team. If you have any further questions or concerns about these procedures, please feel free to reach out.

Best regards,

[Coach/Team Manager's Name]

[Team Name]

[Contact Information]