

GALION TIGERS ATHLETIC COACHES' HANDBOOK



The purpose of this handbook is to define the athletic policies and procedures of Galion City Schools. The success of the athletic program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the athletic policies. In addition to the local policies as defined in this handbook, Galion City Schools' athletics are governed by the rules and regulations of the *Ohio High School Athletic Association*.

ATHLETIC PHILOSOPHY

Athletics are a part of the extra-curricular educational process of Galion City Schools, serving as an arena for learning. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature. They will learn to appreciate teamwork and how to deal with coaches, referees, opponents, peers and themselves.

MISSION

Responsibilities of the Head Coach include understanding the philosophy of the school and the athletic department and understanding the role of athletics at Galion. Each Head Coach should have the ability to articulate his or her personal coaching philosophy as it pertains to the school's philosophy.

ROLE MODEL

The coach is responsible for setting an example for his or her players and setting the tone for the program. A coach who behaves professionally will encourage others around him or her to do the same. They must exhibit proper leadership and conduct, be fair and consistent disciplinarians, show respect to opponents and officials, and coach every player on their team. The Head Coach must be a strong, positive, respectful role model for his/her athletes by being a consistent ambassador of the game and of Galion Schools. The professional dress of a coach sets the tone for the team and the athletic program. All coaches are expected to dress appropriately for practices and games. All coaches are expected to have an understanding of the OHSAA rules and regulations governing their sport.

STUDENT CONDUCT/SPORTSMANSHIP

Behavior and appearance are of great importance. Our athletes are ambassadors of Galion City Schools. They represent the school in the public and their behavior frequently determines the opinion that outsiders have of our school. As a coach it is your responsibility to teach students what is expected of them. It is the coach's responsibility to clearly communicate behavioral expectations during games, bus rides and at other events. These expectations must be consistent and communicated proactively. Look for the positive things students do and avoid sarcasm and ridicule. Demonstrate for the team how to win graciously and lose without complaining or criticizing the officials, other players or coaches.

ANTI-HAZING

Hazing can be described as any incident or activity that may or may not cause mental or physical harm to a student looking to join an organization. Informal and unofficial acts of initiation are strictly prohibited. Hazing is not about "earning your way in" or "building

loyalty and teamwork." It is about exerting control over another human being. Hazing violates Galion School Board policy & Ohio State law. Coaches and student-athletes are reminded to prevent and/or report all incidents of potential hazing.

COACHES CONDUCT/SPORTSMANSHIP

All coaches are expected to conduct his or herself in a professional manner. Coaches MUST be a positive role model due to the influence you have over your student athletes. Coaches are required to report any technical fouls received for unsportsmanlike conduct to the athletic director. If the incident involved a coach demonstrating poor behavior, the principal will determine appropriate action to be taken.

GALION COACHES' MANDATES

The impact of a coach on a student-athlete can be one of the most significant experiences in school. The coach can never underestimate his/her role in the development of a student. We ask a great deal of a coach; be a positive role model, have a strong work ethic, an expertise of knowledge in your game, organized practices, ability to make decisions, and many of the other essentials of the sport influence on students.

Galion coaches must possess the skills necessary to be "great coaches". They must possess the ability to be positive role models and consistently demonstrate character, sportsmanship, emotional stability, and self-control. These characteristics will help develop Galion students into more responsible citizens with the understanding that athletics is a valuable experience.

Most of the athletic handbook stresses the positive aspects of coaching and guiding athletes, however the list below are actions that will not be tolerated of the coaches for Galion City Schools.

1. Berating game officials and their decisions.

Be a role model. When questioning an official's call, do not go over the line.

2. Overt criticism of athletes.

While it is understood that coaches must make immediate corrective action in game situations, this action must uphold the integrity and self-esteem of the athlete. There is no place for vulgarity or in-your-face confrontations, which embarrass, demean or verbally abuse an athlete.

3. Inappropriate sideline antics during contests, which are directed at, game officials or athletes.

- Inappropriate sideline behavior can incite a situation. Professional behavior can defuse difficult situations.
- Coaches should remind themselves that the athletic arena is an extension of the classroom. Coaches should use the same criteria expected of teachers.

4. Handle the public properly.

Be aware that remarks made to the press or to a group at their function will have an impact on athletes. Choose your words carefully as half-quotes, sentences taken out of context, or even misquotes can come back to haunt player and team morale.

5. Be positive at awards dinners.

End of the year functions should be used as positive opportunities for athletes, parents and friends to enjoy athletic acknowledgement. Refrain from sarcasm or tongue-in-cheek humor which may be appreciated by a few as an inside joke, but which often embarrasses an athlete or his/her family. Be careful when compiling lists of award winners; an omission of any athlete is an unhappy and disappointing situation.

6. Ethics.

Coaches are to set a good example for students. They must follow all Board of Education policies and procedures that deal with this.

CONTINUITY IN THE ATHLETIC PROGRAM

The Athletic Director assumes responsibility for the Galion athletic programs with the assistance and the supervision of the building principal. When sports are offered at both the High School and the Middle School, the varsity head coach assumes the leadership of their respective sport down through the youth sports.

The primary responsibility to ensure continuity within the program must be assumed by each respective varsity coach at Galion High School. He/she must provide our middle school & youth coaches with appropriate expectations of desired outcomes, as well as necessary in-service training. The varsity coach should coordinate scheduling, philosophies, and personnel issues.

Youth Program:

- Collaborate and clinic with youth coaches.
- Promote the middle school and high school experiences.
- Evaluate and increase the number of participants in our youth programs.
- Provide instruction in summer camp settings for our youth programs.

The Middle School Program:

- Collaborate and clinic with middle school coaches.
- Promote the high school experience.
- Evaluate and increase the number of participants in our middle school programs.
- Maintain regular contact and ensure they become “a part” of the program.

The Junior & Freshmen Programs:

- Collaborate and clinic with Junior Varsity & Freshmen coaches.
- Promote the varsity experience.
- Engage each player in the fitness, weight training and speed training programs.
- Evaluate and increase the number of participants in our high school programs.
- Focus on development of each participant as a student, a person and an athlete.

PARENT/SPECTATOR CONDUCT

Parents and any other spectators are expected to behave appropriately while in attendance. They are expected to allow the coach to coach the players and remain positive to all players, coaches, referees and fans of both teams in attendance. Please report any acts of inappropriate behavior to the athletic director or principal. Unacceptable fan behavior may result in the fan's removal and a denial of admission to future contests for at least two weeks and a minimum of two athletic contests.

SPECTATOR PHOTOGRAPHY & VIDEO TAPING

Spectators taking photographs or videos may not interfere with the view of this contest by other spectators, nor may they take additional space in seats. In addition, all photographs and videos taken by spectators at this event are for personal use **ONLY**. The use of photographs or videos for commercial sale must be approved by the School Board and a portion of all sales must be donated to the school. These photographers must submit a BCI/FBI background check to the school.

- Members of the press are excluded from this requirement as long as they present their press credentials.
- The Galion City Schools reserve the right to remove offenders, invoke additional penalties and to see maximum legal recourse against violators of these regulations.

PARENT COMMUNICATION WITH YOUR CHILD

- Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It is difficult for a child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition and the hard work it takes to improve their skills and attitudes.
- Try not to relive your athletic life through your child in a way that creates pressure.

- Children need their parents at all times, so do not withdraw when they are struggling. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If children receive mixed messages from different authority figures, they may become disenchanted.
- Don't compare the skill, courage or attitude of your child with other members of the team.
- Get to know the coach. Then you can be assured that the philosophy, attitude, ethics and knowledge are such that you are happy to have your child under the coach's leadership.
- Remember that children tend to exaggerate, both when praised and criticized. Temper your reaction and investigate before overreacting.

PARENT COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

- Philosophy of the coach.
- Expectations of team members.
- Time and Location of all practices and contests.
- Team requirements. (fees, equipment, fundraisers, off-season conditioning)
- Procedures for injuries.
- Discipline that result in your child's denial to participate.

COMMUNICATION COACHES EXPECT FROM PARENTS

- Notification of all schedule conflicts in advance.
- Issues in personal life that may affect the student.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

- Playing Time.
- Team Strategy & Play Calling.
- Other student-athletes.

APPROPRIATE PROCEDURE FOR DISCUSSING CONCERNS WITH COACHES

- Call to set up an appointment with the coach.
- Do not confront a coach before or after a contest or practice.

WHAT IF THE MEETING WITH THE COACH DID NOT PROVIDE A RESOLUTION?

- Call to set up an appointment with the Athletic Director Kyle Baughn 419-468-6500 Ext 12002 and determine the appropriate next step.

NOTE: Anonymous social media posts, emails, letters, etc. will not receive a response. Please call and discuss any concerns.

ATHLETIC CHAIN OF COMMAND

- 1) Appropriate Level Coach
- 2) Head Coach
- 3) Athletic Director
- 4) Principal
- 5) Superintendent
- 6) Board of Education

OHSAA PRE-SEASON MEETING

Every student-athlete and parents must attend or view the OHSAA power point presentation. The general purpose of this meeting is to inform participants of their rights and obligations for participating in interscholastic athletics.

SPORTSMANSHIP AND SOCIAL MEDIA

Sportsmanship extends to the social media environment as well. Students, coaches, and fans should not engage in derogatory exchanges over the Internet, text messages, or other avenues. Such actions are strictly prohibited and will be treated in the same way as unsportsmanlike behavior at an athletic contest.

PARENT/PLAYER COMMUNICATION

Good communication between coaches, players, parents and the athletic director is expected. Please take time with players and parents if they have questions or concerns. This should take place outside of game/practice time at the convenience of all parties. If the support of administration or the athletic director is needed during a parent or player meeting, please let us know so we can schedule a meeting time. The coach must provide all athletes with a season game and practice schedule. Game schedules will also be posted on school web site.

TEXTING/ ELECTRONIC COMMUNICATION WITH STUDENTS

In the present culture of multi-media communication, the texting of information is familiar and common to many of our students. Coaches are expected to maintain high levels of professionalism and behavior. The following expectations are required of Galion coaches in ANY type of adult-to-student contact and communication:

- The text/message/information should be transparent and accessible to parents.
- Must be professional in content and tone.

- Avoid texting individual; text entire teams, groups (e.g., captains, seniors, etc.)
- Information should be limited to “*need to know*” basics (e.g., time, place, day, etc.) and must be related to the sport/activity under the charge of the coach.

SOCIAL MEDIA

The Galion City Schools Athletic department recognizes and supports its coaches’ rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each coach must remember that you represent Galion City Schools and you are expected to portray yourself, your team, and the school in a positive manner at all times. Any online postings must therefore be consistent with federal and State laws, and team, school, and athletic policy rules, regulations and policies (including the guidelines listed below).

Guidelines

If you participate on a social networking site or use social media, you must keep the following guidance in mind:

- Everything you post is public information—any text or photo placed online is completely out of your control the moment it is placed online— even if you limit access to your site. Information (including pictures, videos, comments, and posts) may be accessible even after you remove it.
- What you post may affect your future. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posts).
- Similar to comments made in person, the Department of Athletics does not support disrespectful comments and behavior online, or anything that is not representative of the Galion City School District.

SERVICE

Galion athletic teams are serious about serving and giving back to the community. There are a number of ways that coaches can teach their athletes life lessons and build a team bond, but few have a greater impact than community service. When your players work together to help others they often come away with powerful experiences that can last a lifetime. Not only does this service benefit those you are helping, it also strengthens the character of your athletes and brings your team closer together.

- Community service projects should be very visible and coaches need to log hours/report hours served by our Athletes.
- Teams must help the Booster club run the concession stand.
- Teams must assist the Athletic department host events.

- Main events needing help: Cross Country Festival, Pickle Run, Connections Weekend, Ford Drive Day, Kiwanis Track Invite, Free Physicals, Booster Drive, Food Drive, Sectional/District OHSAA tournaments & All home contests.

PRE-SEASON PARENT MEETING

Prior to the beginning of each Athletic season, the Head Coach will hold a meeting for all athletes & parents. Topics to cover and papers to hand out at this meeting:

- Coaching philosophy.
- Sportsmanship expectations for athletes.
- Anti-hazing & Social media concerns.
- How and when to contact you with a concern or issue.
- Selection of team members/tryouts/cuts.
- Preseason practice information/expectations.
- In-season practice information/expectations.
- Holiday & vacation expectations.
- Off-days expectations.
- Team rules & Athletic code of conduct.
- Factors which determine starters & playing time.
- Final date to join squad & procedure for quitting the squad.
- Criteria for lettering and other awards.
- Plan & delegate Senior Banners.
- Uniforms and equipment expectations.
- Procedures for reporting and attending to injuries.
- Commonly misunderstood rules & risks involved in playing your sport.
- Individual Cautionary Statement.
- Pre and/or Post- game meals.
- What to wear during school, to and from the contest.
- Distribution of practice and contest schedules.
- Fund-raising requirements and spirit wear offerings.
- Service requirements & opportunities.
- Answer any questions.

Helpful hints:

- Try to make your presentation as positive as possible.
- Be prepared and plan what you want to say and how you want to approach the various topics.
- Be considerate of everyone's time.
- Pre-season meeting can follow the OHSAA meeting or be a different night.

KEYS & ACCESS TO FACILITIES

Building security is always a concern. All external coaches will be given a building/stadium key card at the beginning of the season. Some coaches will also be issued Sport specific keys. DO NOT loan a key card or key out to anyone. Please ensure that all doors are locked before leaving the building.

FACILITY USE

- Use of any and all school facilities **must be reserved** with and approved by the Athletic Director.
- Have and teach **PRIDE** with our facilities & equipment.
- Always leave an area better than you found it.
- Athletes must be taught to appreciate and take care of the facilities.
- Locker rooms must be clear of clutter & respectable after each use.
- Coordinate facility set-up with Maintenance & Janitorial Staff.
- Plan ahead & have a checklist of what needs to be taken care of.

GAME FIELDS

The Galion Football, Baseball & Softball game fields are a great source of pride for our schools and community. The Galion Board of Education is committed to maintaining high quality fields for our kids and has contracted Front & Center turf to assist with this. The fields are treated year round and any use of the game fields must be coordinated with the Athletic Director. Unauthorized use of the fields may put kids at risk with chemicals and/or put the field at risk of damage due to over use.

SECURING FACILITIES

For Practice and Games: After the team leaves the building, be certain to lock all exits and doors even if the other sports are still dressing. Each head coach will see to it that the gym, school, weight room and/or stadium are locked upon leaving.

- All coaches are responsible to make sure the coaches' office is locked at all times.
- Keep all equipment rooms locked at all times.
- Do not expect someone else to lock up; do it yourself. Remember it is the responsibility of all coaches and primarily the responsibility will fall on each head coach.
- Keys are not to be given to any athlete to unlock areas.
- Lock the gym and locker room area after use and shut off showers and lights.
- When returning from a game, secure the area.
- On non-school days, be on time and open doors before team members arrive and secure the area when leaving.

SUPERVISION

Coaches are expected to be on time for all games, practices and any other events. If your game or practice does not start immediately after the school day ends, students need to know where they are supposed to be until a coach arrives. Coaches are also expected to remain with the students at all times. This includes waiting until the last student has been picked up by the parent or guardian at the end of practices, games and other events. When visibly present it eliminates many behavioral and safety issues. Please supervise students at all times.

Students are expected to be on time to all practices, games and other events. Students must be in school at least half of the school day to be eligible to participate on that day. No athletes are to be in the building unless supervised. Students are to leave the area immediately after practices. If practice is cancelled, athletes are to leave the premises.

PLAYER SAFETY

The safety and protection of the players on the team is the primary duty of a coach at any level. The coach must provide a safe environment for athletes during all team activities. Coaches must keep the health and safety of their players as the main focus during practice sessions and when managing game strategy. Head coaches must have knowledge related to fitness and conditioning, general health habits and expertise in their sport area.

- Emergency Action Plan must be up to date, on file and practiced.
- Consider the well-being of athletes in regards to weather and error on the side of caution when dealing with outdoor activities.
- In the case of an immediate threat (weather or intruder), have a lockdown or emergency exit plan for each facility.
- Have all phone numbers available to handle emergency situations.
- Know where all AED's are located.
- **Emergency Closings:** The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threatens the safety or health of students or staff members. This applies to all athletic events as well. The Athletic Director will consult with Superintendent to decide on athletic events taking place on days when school has been closed. All precautions must be taken to insure safe travelling and practices must be voluntary.
- **All coaches must have a SAFE account through the Ohio Department of Education and a NFHS learn account through the National Federation of High School Associations. All Coaches must have the following completed and certificates on file before coaching:**

1. BCI/FBI check (*Pick up form at the Athletic Office*)
2. Completed Application (*Pick up & return form to the Athletic Office*)
3. Fundamentals of Coaching (NFHS)
4. CPR training (American Red Cross)
5. First Aid & Sports Med for Coaches (NFHS)
6. Concussion Training (NFHS)
7. Sudden Cardiac Arrest Training (NFHS)
8. Pupil Activity Permit (Ohio.gov)
9. Galion City School Board Approval (Recommended by the High School AD)

SCHOOL WEBSITE ATHLETIC TAB

The Athletic Website includes: Schedules, OHSAA presentation, Required Athlete Papers, Cautionary Statements, Coaching Forms, Emergency Action Plans, Fundraising form, etc.

PROCEDURES FOR INJURIES AND ILLNESS

It is the responsibility of the head coach to have available at all times the Emergency Medical Forms for every athlete under his/her supervision. When an athlete is injured in athletic participation, the following steps or procedures are the responsibility of the coach or trainer.

- Notify the family and set necessary steps to be taken.
- Follow through on necessary steps—hospital, doctor office, home, etc.
- Fill out and file accident report with the Athletic Trainer.
- Coaches are encouraged to follow-up on an injury by visiting the hospital, the athlete's home, phone calling, etc.

When an athlete has been the victim of an illness or an injury, which requires professional medical attention, the athlete shall not be permitted to return to practice or participation until a written permission from his/her doctor is received by the trainer /head coach.

When an injured athlete requires being transported to the hospital, clinic, or doctor's office, an adult, should (preferably the coach) accompany and remain with injured athlete until the parents have been notified and have arrived at the emergency site.

After the injured athlete has been attended to and the parents are notified, the accompany adult shall then notify the athletic director and the athletic director shall, in turn, notify the building principal.

An injured athlete shall not be left alone. A trainer, assistant coach or a responsible student manager shall be assigned to remain with the athlete for observation.

Any major injuries (ex. Head or spinal injuries, eye, fractures, injuries requiring a physician's examination or hospitalization) that occur in a practice session or a contest shall be reported by the coach immediately to both the building principal and the athletic director.

MEDICAL FACILITIES AND EQUIPMENT

Every coach should have planned access to a medical facility, including procedures for quick communication and transportation. This includes away games and practice sessions. Emergency first aid equipment should be at the field or playing area. Communicate equipment needs and concerns with the athletic trainer.

BUS TRANSPORTATION

Busses for all away events will be scheduled through the athletic director & transportation director. Coaches must be sure that athletes are notified of dismissal and bus times. It is also the coaches' responsibility to be sure that all athletes are on the bus going to and from a contest.

- Present a bus roster with first & last names to the driver. (Include Coaches)
- Have an Emergency Medical Form for every athlete.
- Coaches are advised to inspect the bus for cleanliness and damage before and after using it.
- Any particular situation should be reported to the driver before the team boards the bus. This could eliminate any false accusations against a team or coach.
- The coach is responsible for the conduct of his/her team while being transported.
- Athletes must behave appropriately and not distract the bus driver.
- It is school policy for all athletes to ride the bus to and home from away games. However, from time to time students will ask to go home with their parents.
This can only be done in unusual circumstances and with a note from the parent. The note needs to be brought to the office and approved by the Principal or Athletic director. Once approved, the student is responsible for delivering it to the coach. Athletes must leave with parents or a guardian.
- No food or drink allowed on the bus.
- No spikes or cleats are to be worn on the bus.
- The driver will open and close all doors.
- Coaches always check the bus for equipment, clothing, and trash before leaving.
- Appreciate the bus drivers, teams can't compete without them.

The coach is responsible for that student's safety. Coaches should not transport students in their personal vehicles. If something were to happen, the coach would be held responsible.

EARLY RELEASE OF STUDENT ATHLETES

The education of our students is always our top priority. All early releases must be communicated with the Athletic Director ahead of time and approved by the Principal. It is the responsibility of each student to make-up work missed and talk to their teachers.

College Credit Plus Student Athletes are responsible for communicating with their instructors any athletic conflicts with classes. It is critical that these students be proactive with meeting deadlines & making up work. They must have schedules as far in advance as possible.

Pioneer Student Athletes return to Galion at 3pm each day. Coaches must plan ahead and communicate with the Athletic Director/Secretary all specific pioneer students needing released early from Pioneer to get back in time for a bus departure.

AWAY CONTESTS

The coach will supervise athletes when they are using locker room facilities. He/she will check the locker room upon arrival and report any damage to the person in charge before his/her team makes use of the facility. At the end of the game athletes should sit in the bleacher until the whole team is assembled at which time they will travel to the bus as a unit. **DO NOT** permit athletes to wander around the building unsupervised. In the event of a problem, the coach will contact the person in charge before leaving the site.

HOME CONTESTS

The coach will help welcome teams & officials to our facilities. Galion is known for being a great host. Please help escort visiting teams & officials to their locker rooms. Coaches must help ensure that Officials sign their contract. Always go above and beyond to be a great host.

PRESS BOX

The press box is to be secured by whoever opens it for an event. All windows must be checked to ensure they are closed & latched. Lights & Sound system must also be turned off. Coaches must not change the settings for the sound system unless trained to do so.

OHSAA TOURNAMENT PARTICIPATION

When athletes qualify for advanced tournament competition, the athletic department will cover admission for the contest & room expenses for the qualifier. The Athletic department will also cover room expenses for the coach. In addition, one teammate may also be excused to accompany the qualifier. Those teammates who did not qualify will be required to cover their own expenses. Students will be excused from school for practice and competition that is customary for the particular sport. The parent club will be responsible for all meal expenses.

OVERNIGHT TEAM TRAVEL

If an athletic team plans to travel overnight, prior approval must be obtained from the Athletic Director. The Athletic Director will communicate with the Principal, Superintendent, and the School Board to ensure the proper approval has been granted. Notification on hotel accommodations and travel arrangements must be presented to the Athletic Director in writing. It is the responsibility of the head coach to ensure overnight travel is submitted in a timely fashion.

CUTTING POLICY

All reasonable attempts will be made (particularly at the sub-varsity level) to forego the cutting of squad members. However, in certain sports, limitations related to facilities, equipment, and manageable numbers may make it necessary to limit the number of participants. If players are selected by a "tryout" method, coaches must insure that athletes who have been cut are given the opportunity to understand what their deficiencies are and what they can do to improve their skills.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

The Galion Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end will attempt to schedule events in a cooperative manner to minimize conflicts. ***The student has a responsibility to do everything they can to avoid continuous conflicts.*** This might include participating in only one athletic activity each sport season and being cautious about belonging to too many activities where conflict may occur. It also means notifying all advisors/coaches well in advance of any potential conflict in activities.

A performance (athletic event, contest, play, concert, etc.) normally has priority over any practice or rehearsal. Two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Should a conflict arise, the advisors/coaches will meet to work out a solution so conflict is minimal. If the parties are not able to create a solution, the athletic director and building principal will make the decision based upon:

- Relative importance of each event.
- Importance of each event to the student.
- Relative contribution the student can make.
- Parental input.

BOOSTER CLUB

Coaches are encouraged to join the Booster Club and attend meetings, which are held on the 3rd Monday of each month at the high school. Coaches must discuss financial assistance from the Booster Club with the Athletic Director before making a request. It is preferred that the coach comes in person to make his/her request presentation. Select a

Booster Club representative to represent their sport at all Galion Booster Club meetings. The Booster Club controls all concessions and potential fundraisers during athletic contests.

FUNDRAISING & PARENT GROUPS

Coaches must be familiar with District Policies on depositing/fundraising and general monetary accountability procedures. Head coaches are responsible for any fundraising activities accomplished by their team. Never commit to a fundraiser before it is approved by the athletic department.

GALION ATHLETIC BRAND

Logo standards were adopted to provide continuity with the identity of Galion High School & Middle School athletic teams. The following logos are used when ordering athletic apparel through athletic purchasing or individual sport fundraising. These logos should be used for imprint items, as well as publications, letters, or advertising. Minor adjustments may be made with prior permission from the administration.



BUDGET AND PURCHASING

Prior to each school year, the athletic director will determine each sport's budget. Any purchases that exceed this pre-determined budget should be financed through fundraising and/or soliciting assistance from the parents group. Inventory forms for the individual sport are completed and discussed with the athletic director at the conclusion of the sport's season in the post season evaluation. After reviewing current equipment and uniform inventory, requests from the head coach will be discussed and priority needs will be determined. When purchases need to be made, the coach will seek price quotations for the necessary equipment and complete purchase requisitions to be sent to the Athletic Director for approval. The Athletic Director will obtain a purchase order and complete the order so the equipment can be received.

UNIFORMS

Galion is a NIKE school. All uniforms must be purchased through our NIKE representative. The Athletic Department & Booster Club partnered to help provide uniforms to teams. Each team is guaranteed uniforms once every 4 years.

The Athletic Department will pay 50% & Boosters Club 25% up to the following amounts:

*Individual Team Fundraisers & Parent Groups are responsible for the additional 25% and any additional cost above the budgeted amount.

BSN REWARDS

The Athletic Department is enrolled in the BSN Rewards program. A percentage of BSN sales return to Athletics at the end of each school year. Coaches are asked to get a quote from BSN for equipment, but should shop around. Competition among companies helps ensure that we are getting a fair price.

SENIOR NIGHT

The Athletic department formally recognizes our senior athletes, parents & coaches twice a year. Fall sports are usually recognized before the first home football game & Winter sports are recognized before a home varsity Basketball game. Due to scheduling demands and constraints, there is no official spring sport senior night. Teams may & should recognize their seniors/parents in ways unique to their sport. Coaches should communicate and assist parents with these celebrations. Senior Athletic Banners are the sole responsibility of the individual Teams. Coaches should delegate and assist with these Banners.

BANQUETS/AWARDS

All banquets and award ceremonies will be conducted by the Head Coach of each sport at a site approved by the Athletic Director. Each sport will be responsible for the cost of the banquet. Please check the school calendar and coordinate the banquet scheduling through the Athletic Director. The Athletic Department supplies participation certificates for all athletes and G-trophies/letter awards for Varsity Athletes only. Coaches must turn in awards to the Athletic Director in a timely manner for approval and order before the banquet.

If an Individual Athlete earns **1st Team MOAC** the Athletic department will pay for their and 2 guests meal at the MOAC Banquet. The Athletic Department also covers the Coach of the athlete to attend.

If an individual Athlete or Team earns All-Ohio honors, then they will be invited for recognition by the Galion City School Board.

GALION HIGH SCHOOL ALL-OHIO BOARD CRITERIA

We are very proud of and support all Athletic Teams & Clubs. Galion High School Varsity Teams are recognized on the All-Ohio Board. Many other clubs/groups award National & State honors, but they are not eligible for the Galion High School All-Ohio Board honors.

1. Team Sport athletes must earn 1st Team All-Ohio to be recognized. All-Ohio honors are determined by the OHSAA voting process.
2. Individual Sport athletes must earn Top 8 All-Ohio podium honors. All-Ohio honors are determined by an OHSAA sponsored State Championship.
3. Athletes must compete for a Galion City School Board approved High School Varsity sport to Earn All-Ohio Board Honors.

Galion High School Varsity Teams ELIGIBLE for All-Ohio honors: Football, Volleyball, Boys/Girls Basketball, Baseball, Softball, Boys/Girls Soccer, Boys/Girls Cross Country, Boys/Girls Tennis, Boys/Girls Track, Wrestling, Boys/Girls Swimming, Boys/Girls Bowling, Boys/Girls Golf.

Examples of NON-qualifiers: Boys/Girls Cheerleading, Boys/Girls Dance, Freestyle/Greco Wrestling, Boys/Girls AAU Basketball, MOJO Volleyball, Boys/Girls Powerlifting, Fall/Summer Baseball, Fall/Summer Softball, Boys/Girls Ohio Junior Golf, Boys/Girls Special Olympics, Boys/Girls Equestrian, Boys/Girls Gymnastics, Boys/Girls Lacrosse, Boys/Girls Hockey, Boys/Girls Summer/Fall Swimming, Boys/Girls Indoor Track, Boys/Girls Indoor Soccer, Boys/Girls Spring Soccer.

GUIDELINES FOR BANQUETS

- Thank everyone who helped with your season.
- Keep comments about season brief and positive.
- Make sure every player is introduced by name.
- Double check names, grade level, numbers - people pick up on this.
- There are parents in the audience who care only about their athlete. Play by play descriptions of a season makes your presentation drag and takes time away from honoring the teams.
- Be positive! No excuses need to be made for anything.
- Keep most comments for seniors.
- Celebrate the Athletes regardless of wins & losses.
- If you plan to resign from your coaching position, please do not announce this at the awards banquet.

GENERAL GUIDELINES FOR BUILDING & GROUND USE

All Building Use and Rental Agreements must be approved by the Athletic Director and/or individual building principal. The District reserves the right to waive certain fees when Galion students and/or personnel are involved. For fundraising and out of season events, Individual teams typically are charged for janitorial services as needed.

School Year 2017-2018 Per Hour Charge:

Straight Time = \$21.50, Time and a half = \$32.25, Double Time = \$43.00

WEIGHT ROOM & CONDITIONING

Out of season conditioning must be non-mandatory, non-sport specific, and open to all in accordance with OHSAA regulations. Priority for scheduling will be given to in-season sports. A Coach must be present at all times if students are using the facilities. Coaches may arrange specific workout hours and programs by contacting one of our Strength Coaches.

GENERAL USE OF WEIGHT ROOM:

1. Only school district personnel (i.e. coaches and physical education teachers) or individuals who have received prior approval from the Administration or Athletic Director may act as supervisors in the weight room.
2. Supervisors must be certified in the use of the equipment, AED, CPR and care of injuries.
3. At least one supervisor must be physically present in the weight room whenever students are using the facility.
4. No one, including weight room supervisors, is allowed to use the weight room alone.
5. Inexperienced students shall be given instruction by a qualified coach prior to any weight room activity.
6. Only Galion Middle School/ High School athletes, and staff are permitted to use the weight room. All use of weight room by non-students shall be in accordance with Galion City School District Board of Education Policy 7510 and accompanying Administrative Guideline 7510A, and shall only be for purposes of conducting exercises consistent with weight room purpose and use.
7. Weights are to be moved from the racks to the bars only. They are never to be thrown on the floor and left there. After each use, all the weight plates and apparatus must be put in their proper places.
8. Inappropriate behavior [as determined by the supervisor] will not be tolerated; all patrons will exhibit respect for everyone in the weight room. Persons who do not pick up after themselves, who are uncooperative, who do not follow policy, who exhibit inappropriate behavior, and/or who practice unsafe lifting, will lose their weight room privileges.

9. **NON-STUDENTS:** Alumni who are current college athletes may be permitted to use the weight room. These individuals must submit the signed Use of Weight Room Policy Statement and Weight Room Facilities & Equipment Liability form before they can be approved for weight room access.
10. **ADDITIONALLY:** Approved Non-students are expected to be positive role models for our student athletes. Lifting techniques, language, work ethic, etc., must conform to a high standard. **Non- student** guests must work out during Team sessions and must be supervised.

HEAD COACH RESPONSIBILITIES AND DUTIES

The head coach is directly responsible to the director of athletics and in turn to the building principal. He or she is responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction. Listed below are specific duties and responsibilities.

PRE/IN SEASON DUTIES AND RESPONSIBILITIES

- Meet with his/her assistant & middle school coaches and assign specific duties.
- Evaluate the JV, Freshman & MS programs and work toward their improvement.
- Conduct regular staff meetings with assistants to develop and coordinate a program at all grade levels.
- Promote his/her sport through publicity releases, school displays, and periodic announcements.
- Publicize the tryouts for the sport and encourage participation.
- Plan, organize and conduct all staff meetings, squad meetings and practice sessions.
- Distribute practice/game schedules to athletes. Communicate date & time changes.
- All coaches will be responsible for knowing the rules and regulations of the OHSAA. It is the coaches' responsibility to familiarize themselves and assistant coaches with this information. Be aware of all rules and regulations, which govern his/her sport.
- Work toward improving his/her own knowledge of the sport and that of his/her staff by attendance at clinics and professional meetings.
- Set up a scrimmage schedule with the Athletic Director.
- Recommend the repair of all equipment and facilities via work orders to the Athletic Director.
- Keep individual as well as team records of all equipment distributed and collected.
- Maintain an accurate squad roster at all times, being sure that it is up-to-date and on file with the Athletic Director. This must be submitted to the Athletic Director prior to the first mandated date by OHSAA eligibility certification.

- Make certain and assist with collection of OHSAA Physical card, OHSAA athletic eligibility pamphlet, OHSAA pre-season meeting form, Galion Athletic Code, Concussion information sheet, Insurance/ Insurance waiver form, Sudden Cardiac Arrest letter, Emergency Medical form, and Random Drug test form.
- Make certain that all students have been cleared by the Athletic director for meeting all OHSAA eligibility requirements before they participate.
- Have a copy of each Athletes Emergency Medical form must available at all times.
- Develop students to their highest degree of skills possible and molds them into as efficient a team as material permits.
- Counsel his/her athletes regarding unsatisfactory grades, drugs, tobacco, and alcohol. Encourage academic excellence by members of the squad.
- Keep **Emergency Action Plan** up to date, on file & practiced.
- Communicate cautionary statement unique to your sport. Report any unusual events, serious injuries, etc. to the Athletic Director. A written report must follow.
- Follow due process policies before denying the participation or removing an athlete from the team.
- Report all injuries to the Athletic Trainer.
- Work cooperatively with each other, avoid public criticism of fellow staff members and be supportive of teaching staff and administration.
- Arrange for managers and statisticians.
- Maintain good public relations with the staff, parents, community, and team members.
- Develop a friendly and courteous relationship with the local media when reporting scores and special announcements.

POST SEASON DUTIES AND RESPONSIBILITIES

- Submit to the Director of Athletics a list of letter winners, award winners and schedule the banquet.
- Promote and take part in the awards presentation.
- Prepare equipment for storage, cleaning or reconditioning as needed.
- Keep equipment room neat and organized so that in event of absence, equipment will be accessible to the Athletic Director.
- Prepare detailed equipment and supply budget.
- Submit in writing a list of Athletes with outstanding uniforms and equipment.
- Within two weeks after the season has been completed file a final report to be discussed as a conference with the Director of Athletics.
- Attend all MOAC, county, district and state meetings pertaining to his/her sport.
- Assist his/her athletes in gaining entrance to an institution of high education via contacting schools and writing letters of recommendation. Coach should work closely with the parent, athlete and guidance department.

- Meet with and evaluate all assistant and middle school coaches.
- It is the responsibility of the Head Coach to keep abreast of current trends and techniques regarding his/her sport. If approved in advance, some expenses will be paid by the Board of Education for attendance at coaching clinics or workshops. Requests for attendance must be submitted with proper forms through the Athletic Director.
- Organize and implement appropriate off-season programs and camps in cooperation with staff and athletic director.
- Maintain sufficient funds in team account, by conducting a fundraiser and/or working events, to help with purchase of uniforms and equipment.
- Instruct staff and student athletes to help athletic program maintain pride in cleanliness and upkeep of all facilities including the field house/weight room.
- Contribute to student athlete strength and conditioning program both in and out of season.

ASSISTANT COACH: *Varsity Assistants, Freshman & Middle School*

Responsibility: The assistant coach is responsible directly to the head coach and ultimately to the Principal and/or Athletic Director.

Duties:

- Support the head coach in supervising, planning and coordinating the activities of the program of the particular sport.
- Display loyalty to the head coach, fellow coaches and the team.
- Carry out all duties as assigned by the head coach.
- Attend all practices, staff meetings, and scouting assignments at the discretion of the head coach.
- In the absence of the head coach, he/she shall assume all responsibilities herein designated as those of the head coach.
- Report all injuries, misconduct or other unusual situations to the head coach.
- Make every attempt to improve your own knowledge and background in that particular sport during the season and in the “off” season.
- Show respect for game officials and demand the same from players.
- Set a good example of sportsmanship and exercises mature judgment.
- Strive to relate to and work well with other staff members (teachers, coaches and support personal).
- Be primarily concerned with the sport that is in season. Any reference to another sport should be made with the cooperation, knowledge, and approval of the head coach in season.
- Assistant coaches should not publicly criticize the head coach or his/her system. Loyalty and cooperation between head and assistant coaches is essential.
- Comply with the terms of his/her contract.

- Cooperate with and uphold the policies of the board of education and the administration.
- Assume responsibility for the care and inventory of all equipment.
- Coaches are encouraged to join appropriate coach's organizations.
- Follow the established chain of command when dealing with the head coach, athletic director, principal, superintendent and board of education.

EVALUATION OF COACHES

Head coaches will be evaluated at the conclusion of each season.

GALION HIGH SCHOOL

Head Coaching Evaluation

Coach: _____ Name of Evaluator: **Kyle Baughn, Athletic Director**

Sport: _____ Years at Current Position: _____ Date: _____

General Comments About The Season: _____

_____ Wins _____ Losses _____ Ties (This Season)

1 - Effective 2 - Needs Improvement 3 - Unsatisfactory NA- Not Applicable

PROFESSIONAL AND PERSONAL RELATIONSHIPS:

1. Supports and conforms to decisions, policies, and procedures of the Athletic Director and Athletic Department after they have been established, both in fact and in spirit.
2. Understands and follows rules and regulations set forth by all governing agencies including, but not limited to NFHS, OHSAA, and Board of Education.
3. Cooperates with the Athletic Director in regard to submitting team roster, bus departure times, parent permission, year-end reports, program information, facility scheduling, etc.
4. Follows due process procedures in regards to athletes training rules and regulations.
5. Develops sound public relations. Co-operates with newspaper, radio, Booster Club, and interested spectators.
6. Establishes rapport and communication with parents, community groups and/or individuals interested in the sports program.
7. Develops a sound and cooperative athletic program for grades 7 through 12. Controls the staff and players at all times.
8. Earns respect of parent, players, and staff by example in appearance, manners, behavior, language, and conduct. Maintains suitable sideline conduct at games towards players, officials and others.
9. Is cooperative in helping service clubs, Booster Club, Parks, and other organizations in their projects, which in turn relate to our athletic program.
10. Promotes their sport with future athletes by means of youth programs.
11. Attends coaching clinics and other activities to improve coaching performance.
12. Attends league meetings, rules interpretation meetings, coaches meetings, etc.
13. Develops a rapport with other teachers, coaches and administrators.
14. Promotes all sports in the athletic program in attempt to foster school spirit.
15. Provides necessary information to college athletic recruiters about student athletes with college potential.
16. Promotes their sport during the summer while at the same time follows all regulations, works cooperatively with other programs, and communicates summer plans with the Athletic Director.

COACHING PERFORMANCE:

1. Meets deadlines in submitting preseason paperwork (eligibility lists, physical forms, drug testing papers, etc.) Will not allow a participant to practice or play in a contest without the proper paperwork.
2. Provides proper supervision and administration of athletes before, during, and after practices, contests, and training sessions. **EAP** is up to date, on file & practiced.
3. Maintains an accurate roster with the Athletic Department throughout the season and is punctual with game reports.
4. Is well versed and knowledgeable in matters pertaining to the sport. Meets state requirement for Pupil Activity Supervisor Validation, sports med, etc.
5. Has discipline and control with individuals and the team.
6. Develops an organized practice schedule that best utilizes staff and team.
7. Demonstrates the ability to teach fundamentals, skills, and situational decision making which improve the team's opportunity to be successful.
8. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.
9. Works to improve the staff coaching ability and **evaluate assistants** yearly.
10. Is fair, understanding, tolerant, sympathetic and patient with team members.
11. Provides clear and concise criteria for earning awards.
12. Conducts mandatory parent meeting prior to season, covers **cautionary statement** and distributes copy of additional rules specific to that sport.
13. Shows an interest in athletes' off-season activities and classroom efforts.
14. Provides leadership and attitudes that produce positive efforts by participants.
15. Operates sport within the budget that has been designated. Follows proper procedure for purchase of equipment and supplies.
16. Is concerned about the care of equipment, including collection, inventory and storage.
17. Team performance consistent with quality of athletes available.
18. Supports a weight and conditioning program during the season and offseason.
19. Keeps Athletic Director informed about usual and unusual events.
20. Provides written notification to the athletic director when any student-athlete has been suspended.
21. Encourages all potential athletes to participate in the sport provided they are not involved in another sport at the same time during that particular season.
22. Uses ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making, and lasting values to each individual.
23. Is prompt in end-of-year reporting and record keeping of their sport.
24. Provides & records "Service" opportunities for athletes.

Record job strengths and superior performance incidents:

Record progress achieved in attaining previously set goals for improved work performance:

Record specific work performance deficiencies or job behavior requiring improvement:

Record specific goals or improvement programs to be undertaken during next evaluation period:

Athletic Director Comments:

Coach's Comments:

Kyle Baughn, Galion High School Athletic Director recommends that this individual be:

Renewed

Non-Renewed

Accept Resignation for the following year.

I certify this represents my best judgment:

Athletic Director's Signature _____ Date: _____

I have read and received a copy of this document. (Signature does not necessarily signify agreement, only that the evaluation has been completed and discussed and a copy of the evaluation was made available to you.)

Coach's Signature _____ Date: _____

GALION SCHOOL DISTRICT
Assistant Coach Evaluation Form

Coach _____

Date _____

Sport _____

Level _____

	<u>Satisfactory</u>	<u>Needs Improvement</u>
1. Supportive of the head coach & Administration.	_____	_____
2. Appropriately cares for equipment.	_____	_____
3. Exhibits knowledge of the sport.	_____	_____
4. Sound coaching methods & teaching ability.	_____	_____
5. Motivates through positive coaching techniques.	_____	_____
6. Develops rapport between coach and players.	_____	_____
7. Displays enthusiasm in coaching.	_____	_____
8. Maintains team discipline.	_____	_____
9. Develops rapport with coaching staff.	_____	_____
10. Accepts duties assigned by head coach.	_____	_____
11. Provides proper supervision.	_____	_____
12. Follows wishes of head coach as how program is to be run: teaching drills, offenses, defenses, etc.	_____	_____
13. Stresses appropriate conditioning & lifting to help prevent injuries.	_____	_____
14. Maintains acceptable ethical standards.	_____	_____
15. Keeps things in perspective:		
a. Promotes all sports in the athletic program.	_____	_____
b. Is cooperative in sharing facilities.	_____	_____
c. Recognizes the role of athletics in the development of lifelong values.	_____	_____
d. Students' physical and emotional well-being comes before winning.	_____	_____

The signature of the coach below does not necessarily indicate agreement with the above evaluation, but indicates he/she has read it. The coach may attach a memo within 5 days explaining his/her disagreement regarding any aspect of the evaluation.

Assistant coach

Date

Head Coach

Date

CRITERIA FOR COACHING POSITIONS

- The Galion Athletic Department believes that athletics are merely extensions of the classroom where instruction takes place. Even though a coach is hired primarily to instruct players in the fundamentals of a competitive sport, his/her job also includes the teaching of citizenship, manners, sportsmanship and whatever else makes up the character of a well-rounded person. Head coaches will be selected on the basis of the most qualified person available for such a position.
- Ohio Revised Code (RC 3313.53) requires that school districts first seek licensed teachers to fill supplemental positions; should a licensed teacher not meet the qualifications for the position, the position may be offered to a non-licensed person if all ORC standards are met. The Superintendent of Schools recommends to the Board of Education a nominee who has the endorsement of the Athletic Director and the Principal. (In hiring assistant coaches, the head coach is involved in this same selection process).
- The following criteria will be considered in the hiring of a person for the position of coach for a Galion interscholastic team:
 1. Applicant who is the best fit for our student athletes.
 2. Applicant that is sound in teaching basic fundamentals and is up to date on trends in the sport he/she coaches.
 3. Applicant should possess a level of expertise commensurate with the expectations of the position for which he/she is applying.
 4. It is preferred that the applicant has experience in the sport he/she desires to coach.
 5. Applicant should possess personal integrity, confidence and moral clarity.
 6. Applicant should demonstrate the ability to work cooperatively with others.
 7. Applicant must successfully complete a BCI background check and Pupil Validation Program.
- Other Considerations:
 1. Present job schedule.
 2. Educational background.
 3. Total experience in instructing young people other than in sports.
 4. Record of leadership roles.
 5. Experience as a coach in his/her particular sport and/or player.
 6. Win-loss record.
 7. Character in the areas of citizenship, confidence, manners, and cooperation.
 8. References and performance in a personal interview setting.

HIRING PROCEDURES FOR COACHES

1. When a coaching position opens, the Athletic Director will notify the Principal.
2. The position will first be posted in the school per negotiated agreement. If necessary, it will be advertised in local newspapers.
3. Applications received for the positions should be sent directly to the Athletic Director.
4. The Athletic Director shall interview the applicants he feels necessary for the position.
5. The Athletic Director will, when necessary and with the approval of the Principal, establish and coordinate the activities of a screening committee to evaluate applicants for key positions. The screening committee will normally consist of the Athletic Director, Principal, and their designees.
6. The Athletic Director shall call references and make the recommendation to the Principal.
7. The Principal shall discuss the recommendation with the Athletic Director and make the recommendation to the Superintendent.
8. The Superintendent shall make the recommendation to the local Board of Education.
9. All vacancies which occur unexpectedly will be handled on an individual basis within established time frames.
10. The Head coach in conjunction with Athletic Director will determine qualifications for the hiring of assistant coaches and recommendations will be made together.
11. Head coaches will have input in the hiring of high school and middle school coaches.

Phone Directory

Galion High School 419-468-6500
Principal Ron Williams ext. 12001
Vice Principal Jake Grove ext. 12010
Athletic Director Kyle Baughn ext. 12002
Athletic Secretary Heather Kurtz ext. 12008
Athletic Trainer Jon Vitello 567-241-6224
Galion Police Department 419-468-9111

Galion Middle School 419-468-3134
Principal Paul Wheeler ext. 13001
Assistant Principal Brian Kinnard ext. 13002
Secretary Nicole Cichanowicz ext. 13005

Galion City Schools Central Office 419-468-3432
Superintendent Jim Grubbs ext. 11001

ATHLETIC PROGRAM OFFERINGS

Football	Varsity, JV, Freshman, 7 th grade & 8 th grade
Boys Cross Country	Varsity, JV & 7 th /8 th combined
Boys Golf	Varsity & JV
Boys Soccer	Varsity
Girls Cross Country	Varsity, JV & 7 th /8 th combined
Girls Golf	Varsity
Girls Soccer	Varsity
Girls Tennis	Varsity & JV
Girls Volleyball	Varsity, JV, Freshman, 7 th grade & 8 th grade
Cheerleading	Varsity, JV, 7 th grade & 8 th grade
Boys Basketball	Varsity, JV, Freshman, 7 th grade & 8 th grade
Boys Bowling	Varsity & JV
Boys Swimming	Varsity & JV
Wrestling	Varsity, JV & 7 th /8 th combined
Girls Basketball	Varsity, JV, Freshman, 7 th grade & 8 th grade
Girls Bowling	Varsity & JV
Girls Swimming	Varsity & JV
Cheerleading	Varsity, JV, 7 th grade & 8 th grade
Baseball	Varsity, JV & Freshman
Boys Tennis	Varsity & JV
Boys Track and Field	Varsity, JV, Freshman & & 7 th /8 th combined
Softball	Varsity, JV & Freshman
Girls Track and Field	Varsity, JV, Freshman & & 7 th /8 th combined

Program Totals 23 Varsity 20 JV 8 Freshman 17 Middle School

ATHLETIC ADMISSION PRICES

Galion School District charges an entry fee for Football, Volleyball, Basketball, Track, Swimming, and Wrestling home events.

High School Events

Adults: \$7.00 Students: \$5.00

Middle School Events

Adults: \$4.00 Students: \$3.00

Prices for All-Sport passes are as follows:

Adult All-Sport Pass: \$125

Student All-Sport Pass: \$50

Family Pass: \$325 (2 adults & 2 students)

Note: All-Sport passes cover all High School and Middle School home events, but do not cover Away contests & OHSAA tournament games.

PAID COACHING POSITIONS

FALL

Football	1 Head, 4 Varsity Assistants, 2 Freshman & 4 Middle School
Boys/Girls Cross Country	1 Head, 1 Varsity Assistant & 1 Middle School
Boys Golf	1 Head & 1 Varsity Assistant
Girls Golf	1 Head
Boys Soccer	1 Head & 1 Varsity Assistant
Girls Soccer	1 Head & 1 Varsity Assistant
Girls Tennis	1 Head & 1 Varsity Assistant
Girls Volleyball	1 Head, 1 Varsity Assistant, 1 Freshman & 2 Middle School
Cheerleading	1 Head, 1 Freshman & 1 Middle School

WINTER

Boys Basketball	1 Head, 2 Varsity Assistants, 1 Freshman & 2 Middle School
Girls Basketball	1 Head, 2 Varsity Assistants, 1 Freshman & 2 Middle School
Boys Bowling	1 Head
Girls Bowling	1 Head
Boys/Girls Swimming	1 Head & 1 Varsity Assistant
Wrestling	1 Head, 2 Varsity Assistants & 2 Middle School
Cheerleading	1 Head, 1 Freshman & 1 Middle School

SPRING

Baseball	1 Head, 2 Varsity Assistants & 1 Freshman
Boys Tennis	1 Head & 1 Varsity Assistant
Boys/Girls Track	1 Head, 3 Varsity Assistants, 2 Freshman & 4 Middle School
Softball	1 Head, 2 Varsity Assistants & 1 Freshman

WEIGHT ROOM

Fall, Winter, Spring & Summer

CODE OF CONDUCT FOR EXTRA- and CO-CURRICULAR ACTIVITIES

Galion High School offers many opportunities for students with special interests or talents to participate in a variety of activities. Many clubs and organizations will enhance the development of leadership, scholarship, and social skills. Students are encouraged to get involved in honorary clubs, athletics, etc. Through the music and drama departments, students may also participate in both school and public activities throughout the year.

GALION BOOSTER CLUB

The Galion Booster Club is a very active organization whose purpose is to promote and advance the interests of all activities beneficial to Galion students. The continued hard work and fund-raising of this organization have supported numerous athletic and academic programs. Galion schools are deeply appreciative to the many parents and friends of the school who have supported our programs thorough the Booster Club.

RANDOM DRUG TESTING

All students wishing to participate in athletics, extra- and co-curricular activities, or drive/park on the Galion City School District property will be subject to urine testing for illicit or banned substances as specified in the Procedures for Random Urine Drug Testing of Galion City School District Students. This policy can be found on the Galion City Schools District Website, or a paper copy may be obtained by contacting the Galion High School Office.

ATHLETIC DEPARTMENT TRAINING RULES

The Galion City School System recognizes the use and abuse of chemicals among students is a serious problem. The use of tobacco, drugs, and alcohol has harmful effects on students' mental, physical, and emotional health. Great demands are placed on our youngsters while influences and pressures are constantly present. Galion High School Student Athletes are expected to use good judgment and not attend activities where alcohol and other drugs are present.

The coaches and administration of the Galion City Schools believe certain standards of behavior are important in the development of a sound athletic program. Students who voluntarily participate on an athletic team are expected to accept the responsibilities that accompany this privilege. **Choosing to play is a commitment to obey the rules.**

EXTRA- and CO-CURRICULAR CODE OF CONDUCT

In addition to guidelines set down by individual coaches/advisors for particular sports/activities, the following are code of conduct rules for all Galion participants in effect 365 days a year: Administrators reserve the right to amend consequences due to extenuating circumstances.

A. NO SELLING OR DISTRIBUTION of any intoxicants, illegal drugs, or look-alike drugs.

First Offense – The student will be prohibited from participation in extra- and co-curricular activities for one calendar year from date of the offense.

Second Offense – The student will be prohibited from participation in extra- and co-curricular activities for the remainder of a student's academic career.

B. NO ATTENDANCE AT GATHERINGS OR PARTIES with alcohol and/or drugs.

Athletes will not attend gatherings or parties with the presence of alcohol and/or drugs. The athlete must make a conscientious effort to leave the party immediately. Remaining at the gathering or party constitutes violation of this rule. The intent is to keep our athletes away from underage consumption and/or other

illegal activities. Athletes are not in violation unless underage consumption and/or other illegal activities take place.

- C. **NO POSSESSION, PURCHASE OR USE** of any intoxicants, tobacco, illegal drugs, or non-prescribed drugs. Athletes shall not possess, use, handle, transmit, or conceal alcohol beverages, or look-a-likes, tobacco or tobacco products, narcotics, or drugs, look-alike drugs, or substances which are thought to be drugs, or inferred to be drugs.

Violations of B or C result in the following:

First Offense –

1. A student who is in violation will be prohibited from participation in extra- and co-curricular activities for one (1) calendar year from the date of the violation.
2. If the student who is in violation completes a chemical dependency education course, through a licensed professional not funded by the Galion City Schools, the penalty will be reduced to twenty percent (20%) of that season's contests or next occurring extra- and co-curricular athletic activity or season as determined by the principal or athletic director. For example, if the violation occurs the last week of a season or activity, the penalty will continue throughout the existing season and into the next season or activity. The student may participate in practice, but not compete/perform with the team during the suspension. The student will not be allowed to dress, be on the bench, or travel with the team during the suspension.
3. If the student agrees to complete a chemical dependency education course, he/she must submit to the principal or athletic director evidence of successful completion and an ongoing commitment of non-drug/alcohol use.
4. A student who is in violation will not be allowed to serve in any leadership positions for the current or next occurring extra- and co-curricular activity or season as determined by the principal or athletic director. He/she may/may not be permitted to attend an awards banquet/ceremony at the discretion of the principal.
5. In case of a self-referral the banquet, recognition and/or award consequence will be waived if the student has attended or shows evidence of plans to attend the course.

Second Offense –

1. A student who is in violation on a second occasion or in combination for a second time will be prohibited from participation in extra- and co-curricular athletic activities for one (1) calendar year from the date of the violation.
2. If the student agrees to attend a drug/alcohol evaluation and treatment program, through a licensed professional not funded by the Galion City Schools, the penalty will be reduced to a forty percent (40%) suspension from the current or next occurring extra- and co-curricular athletic activity or season. After the penalty period, the student may petition, to the principal, for a hearing to return to participation. The student may practice, but will not participate nor travel with the team or group during the period of the suspension.
3. The student must meet with the principal or athletic director, providing evidence of successful completion (or continued participation) in a licensed professional drug/alcohol rehabilitation or counseling program. Student must re-affirm an ongoing commitment of non-drug/alcohol use.
4. The principal or athletic director will approve or disapprove the petition. The principal or athletic director may condition approval based on further requirements.
5. A student who is in violation will not be allowed to serve in any leadership positions for one year. He/she will not be permitted to attend an awards banquet/ceremony, nor will the student receive any awards, letters or recognition for his/her participation in the current season or next season if not currently participating in an extra- and co-curricular athletic activity.
6. The banquet, recognition and and/or award consequence will be waived if the student has attended or shows evidence of plans to attend the assistance program.

Third Offense –

A third violation will result in a permanent suspension from participation in extra- and co-curricular athletic activities for the remainder of a student's academic career.

D. SPECIAL NOTES

1. During denial of participation, students may be prohibited from school related activities such as dances, proms, bonfires, etc.
2. This code will be in effect for 365 days a year.
3. Students are under jurisdiction of the general Student Conduct Code as well as the code or regulations of the activity in which they are participating.
4. Denial of participation must be fulfilled during current season; if not, denial will be carried over to ensuing season. This ensuing season must be completed in good standing in order to participate in the next season.
5. Specifics for athletics:
 - a. The Athletic Code of Conduct and applicable OHSAA guidelines are in effect for all Galion athletes 365 days a year for their entire athletic career.
 - b. An athlete is under the jurisdiction of both the Athletic Code of Conduct and the general Student Conduct Code. For example, if an athlete were found smoking in the restroom during the school day, he/she would be removed from the athletic team (per Athletic Code) and he/she would receive Thursday School(s) or Out of School Suspension (per Student Conduct Code). If the athlete were found smoking on Saturday afternoon only the Athletic Code would apply unless the violation occurred during a school sponsored event.
 - c. If an athlete is at an activity that is not in his/her best interest or the best interest of the team, Galion City Schools expects that athlete to leave that activity immediately or as quickly and safely as possible. Examples include but are not limited to attending parties where alcohol is served or present, being present when a crime is being committed, etc.
6. Specifics for marching/pep band:
 - a. A marching/pep band member is under the jurisdiction of the Extra/co-curricular Code and the General Student Code. Specifics for marching/pep band are the same as for athletics.
 - b. The marching/pep band season begins with the first rehearsal and ends with last performance.

ATHLETICS

All students are encouraged to become involved in athletic endeavors. We offer twenty-three different types of athletic activities. To be an athlete at Galion High School is to accept the added responsibility of representing our school and community at the highest level of honor, integrity, effort and sportsmanship. Your participation in our athletic programs indicates and acceptance of this obligation. We have tremendous PRIDE in our

teams and teammates. You must never do anything that would lessen or lower the great PRIDE we have for our school and community.

ATHLETIC ELIGIBILITY

Galion High School adheres to the eligibility policy established by the Ohio High School Athletic Association. In order to be eligible in grades 7-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent that count toward graduation. A student enrolled in the first grading period after advancement from the eighth grade meets the same criteria.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

NOTE: An athlete who is ineligible may practice with their team with coach and administration permission, as long as they maintain eligible grades during their period of ineligibility.

Questions regarding eligibility or ineligibility should be directed to the Athletic Director.

ATHLETIC REQUIREMENTS

In order to participate in athletics (practice/contests) you must have the following on file in the Principal's Office:

- Physical Card (OHSAA)
- Signed Athletic Code of Conduct, Insurance/Insurance Waiver Form & Caution Statement
- Athletic Eligibility Pamphlet (OHSAA) & Athletic State Meeting Form (OHSAA)
- Signed Concussion Information Sheet
- Signed Sudden Cardiac Arrest Information Sheet
- Emergency Medical Authorization
- Signed & paid Random Drug Test Form

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES IS A PRIVILEGE NOT A RIGHT.

DISCIPLINARY ACTION IN SCHOOL

All athletes involved in disciplinary action in the classroom or school related activities during current sports season where out of school suspension results will be subject to

denial of participation for an equal length of time. If coach's additional supplemental rules are violated, the specified penalty will be followed.

COMMITMENT TO PARTICIPATE

An athlete who quits a sport after the official start of the respective sports season (as defined by the OHSAA) or after "athletic cuts" or if removed from the team for rules violations will be unable to participate in any sports program until the sport he/she quit has completed its season, forfeit any awards for that sports, and return all issued equipment, uniforms, etc. Being unable to participate as a result of quitting or being removed from a team includes but is not limited to any conditioning, open gyms, practices, scrimmages, games, etc. that is in preparation for another athletic program and/or as a member of another in-season program. However, a variance of this rule may be granted given unusual circumstances and only with the agreement of all involved coaches and the Athletic Director.

TWO-SPORT PARTICIPATION

The demands on Varsity Athletes are very high. Athletes must be committed and dedicated to a sport in order to be successful. An athlete **may** have the opportunity to participate in two sports in the same season. The Athlete must have approval from the Athletic Director and **BOTH** head coaches of the sports of interest. The Athlete must also complete the two-sport participation agreement form. Athletes who are able to participate in two sports in the same season are the exception, not the norm.

SUPPLEMENTAL TRAINING RULES

Supplemental training rules are those rules that a head coach may implement for his/her program. These rules are above and beyond those set by the athletic department. These rules may be stricter than those set by the athletic department. Supplemental rules will vary from team to team and only apply to the program of the coach that implements them during the specified season. **Supplemental rules will not deal with tobacco, alcohol, or drugs.**

RIGHT TO APPEAL

All athletes have a right to appeal the denial of participation from an activity imposed by an administrator or by a coach. The appeal must be made in writing and filed with the building Principal within one (1) school day after the athlete receives notice of denial of participation.

"TIGER PRIDE 12+" AWARD OF EXCELLENCE

To be an athlete at Galion High School is to accept the added responsibility of representing our school and community at the highest level of honor, integrity, effort, service and sportsmanship.

The Galion High School "**TIGER PRIDE 12+**" award of excellence is earned by individuals who model an outstanding commitment to Galion Athletics by completing 12 or more High School sport seasons in good standing.

Individuals who earn this award join an elite group of athletes who exemplify sports participation.

Membership Criteria:

- 1) 12 or more sport seasons refers to any of our 23 recognized Varsity Sports.
- 2) Credit earned for seasons completed as a "Galion Tiger".
- 3) Athletic code violations or quit seasons remove a student from consideration.

Recognition:

- 1) Announced during the senior breakfast celebration.
- 2) 1-time \$250-\$500 scholarship may be awarded to each member.
- 3) Members listed in the Athletic programs & on a plaque in the cafetorium.
- 4) Members receive 1- lifetime Athletic pass.

Athletic Director may remove a member for actions that would reflect negatively on the "TIGER PRIDE 12+" award of excellence.

GALION HIGH SCHOOL ATHLETIC DEPARTMENT

TWO-SPORT PARTICIPATION REQUIREMENTS

Student-Athletes at Galion High School *may* have the opportunity to participate in two (2) sports during the same season as long as the following conditions are met:

1. The Athlete must have approval from the Athletic Director and BOTH head coaches of the sports of interest.
2. Due to unique schedules and demands *not all Sports offer a two-sport option.*
3. The Athlete must designate the Primary Sport and Secondary Sport.
4. The Primary Sport will take precedence over the Secondary Sport.
5. Games take precedence over practices.
6. Requirements for Varsity Athletics are very demanding. Athletes who are able to participate in two sports during the same season are the exception, not the norm.
7. The Athletic Commitment to Participate policy does apply.

TWO SPORT PARTICIPATION AGREEMENT FORM

Athlete _____ Date _____ Grade _____

Primary Sport _____

Primary Sport Head Coach Signature _____ Date _____

Secondary Sport _____

Secondary Sport Head Coach Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Athletic Director Signature _____ Date _____

*** This form must be signed by all of the above.

GALION CITY SCHOOLS WEIGHT ROOM POLICY

2 locations

472 Portland Way N. Galion, Ohio 44833 Room D113
6 Heise Park Lane Galion, Ohio 44833

PURPOSE: This policy outlines the permissible, safe and efficient use of the District's weight room and its equipment.

APPLICATION: This policy shall apply at all times to all persons using the weight room.

GENERAL USE OF WEIGHT ROOM:

1. Only school district personnel (i.e. coaches and physical education teachers) or individuals who have received prior approval from the Administration or Athletic Director may act as supervisors in the weight room.
2. Supervisors must be certified in the use of the equipment, AED, CPR and care of injuries.
3. At least one supervisor must be physically present in the weight room whenever students are using the facility.
4. No one, including weight room supervisors, is allowed to use the weight room alone.
5. Inexperienced students shall be given instruction by a qualified coach prior to any weight room activity.
6. Only Galion Middle School/ High School athletes, and staff are permitted to use the weight room. All use of weight room by non-students shall be in accordance with Galion City School District Board of Education Policy 7510 and accompanying Administrative Guideline 7510A, and shall only be for purposes of conducting exercises consistent with weight room purpose and use.
7. Weights are to be moved from the racks to the bars only. They are never to be thrown on the floor and left there. After each use, all the weight plates and apparatus must be put in their proper places.
8. Inappropriate behavior [as determined by the supervisor] will not be tolerated; all patrons will exhibit respect for everyone in the weight room. Persons who do not

pick up after themselves, who are uncooperative, who do not follow policy, who exhibit inappropriate behavior, and/or who practice unsafe lifting, will lose their weight room privileges.

9. **NON-STUDENTS:** Alumni who are current college athletes may be permitted to use the weight room. These individuals must submit the signed Galion CSD *Use of Weight Room Policy Statement* and signed *Galion Weight Room Facilities & Equipment Liability* form before they can be approved for weight room access.
10. **ADDITIONALLY:** Approved Non-students are expected to be positive role models for our student athletes. Lifting techniques, language, work ethic, etc., must conform to a high standard. **Non- student** guests must work out during Team sessions and must be supervised.

Galion CSD Use of Weight Room Statement

I _____ have read and understand the Galion CSD Weight Room policy. I agree to fully abide by all the provisions outlined in the policy and understand that failure to follow the provisions outlined in this policy could lead to losing the privilege of using the weight room. I understand that I should always lift with a spotter and must never be in the weight room alone.

Signature: _____ Date: _____

Galion Weight Room Facilities and Equipment Liability Form

PLEASE READ THIS WEIGHT ROOM FACILITIES AND EQUIPMENT AGREEMENT (“Agreement”), WHICH INCLUDES A FULL WAIVER AND RELEASE OF LIABILITY, CAREFULLY BEFORE SELECTING EITHER THE “Yes” or “No” OPTION TO THE “I accept the terms of this Agreement” STATEMENT BELOW. BY SELECTING THE “Yes” OPTION TO THE “I accept the terms of this Agreement” STATEMENT BELOW, YOU ARE CONFIRMING YOUR AGREEMENT TO BE BOUND BY THE TERMS OF THIS Agreement. IF YOU DO NOT AGREE TO THE TERMS OF THIS Agreement, SELECT THE “No” OPTION AND DO NOT USE THE WEIGHT ROOM.

In exchange for being allowed the opportunity to enter and/or utilize the Weight Room facilities & equipment provided by the Galion City School District (“District”), the undersigned hereby agrees and acknowledges as follows:

1. Identification of Risks. I understand that the activity of physical exercise involves certain physical risks, both foreseeable and unforeseeable, including, without limitation, the risk of injury, property damage, disability, death and other losses to participants and bystanders and I expressly accept and assume those risks. I am aware of the risks and dangers inherent with the activities in which I will be participating at the Weight Room facilities, and I acknowledge that I am capable of participating in those activities responsibly.

2. Assumption of Risk. I am physically able to use the Weight Room facilities provided by the District and assume all risks connected with using the Weight Room facilities provided by the District. I understand that before beginning or changing any exercise program, it is recommended that I consult with my physician. I understand and agree that any bodily injury, disability, death or loss or damage of property and expenses as a result of participating in any exercise activity or use of the Weight Room facilities & equipment are my personal responsibility.

3. Waiver and Release. *As lawful consideration for being permitted to utilize the Weight Room’s facilities & equipment, I hereby release and discharge from any claims, demands, losses, damages and legal liability arising from or in any way related to my use of, enjoyment of, observation of, and/or participation in Weight Room facilities, and I agree not to sue, claim against the property of, or prosecute, the District, and all of its directors, officers, members, partners, organizations, agents, employees, invitees, successors and assigns (all of the foregoing, collectively, “releasees”) whether or not such suits, claims, demands, losses, damages and legal liability arise or are in any way related, in whole or in part, to the active or passive negligence of the District or any of the releasees (including, without limitation, negligent rescue operations), and I hereby also release the District and releasees from any other cause. I further agree to*

indemnify and hold harmless the District and releasees, from and against any and all property damage, injury or death caused by, suffered by or in any way resulting from my use of, enjoyment of, observation of, and/or participation in District facilities or any District events, whether or not such property damage, injury or death was caused in whole or in part by the active or passive negligence of the District or any of the releasees. This Waiver and Release shall be legally binding upon me, my spouse and heirs, my beneficiaries, my estate, assigns, legal guardians and my personal representatives. I also intend for this Waiver and Release to apply to any state or federal claim, whether arising under statutory or common law.

4. Consent to Medical Treatment. I agree that the District (including its directors, officers, members, partners, organizations, agents, employees, invitees, successors and assigns) may, but has no duty or obligation to, provide me, through medical personnel of their choice, customary medical or training assistance, transportation, and emergency medical services. I understand and agree that I am responsible for all medical expenses that may result in the event that the District provides me medical assistance.

5. Entrances and Exits. I agree that I will enter and exit the Weight Room facilities only during posted times and with proper supervision.

6. Consequences. I agree that in the event that I violate any term or condition of this Agreement, the District may, in its sole discretion, permanently revoke my permission to access the Weight Room facilities.

8. Acknowledgment of Waiver. I have carefully read this Agreement and fully understand its contents. I am aware that I am releasing substantial legal rights that I otherwise may have and enter into this Agreement of my own free will, and with full comprehension and awareness of the risks involved. By signing this Agreement, I expressly agree that the foregoing Waiver and Release, Consent to Medical Treatment, and Acknowledgement of Waiver are intended to be as broad and inclusive as is permitted by the law of the State of Ohio and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. **THIS IS A RELEASE OF LIABILITY. DO NOT SIGN THIS AGREEMENT IF YOU HAVE NOT READ IT COMPLETELY OR DO NOT UNDERSTAND OR DO NOT AGREE WITH ANY OF ITS TERMS.**

I accept the terms of this Agreement:

Signed: _____

Printed Name: _____

Date: _____

Typically, a coaching staff will meet prior to a season to review offensive and defensive systems, clarify responsibilities, and put together the seasonal practice plan. It is a good way to ensure everyone is on the same page. When the first day of practice arrives, all coaches are ready to work as a team.

But what if that “one for all” spirit breaks down as the season gets going? This was something I faced early on during my time as a head boys’ basketball coach.

The first few practice sessions took place, offenses and defenses were installed, and all was fine. The day after the first game, however, major disagreements from one assistant coach emerged. He was not concerned about one little detail or adjustment that had been made, but with practically every decision on both ends of the floor. I had put a man-man defense in place and the assistant openly argued that a “2-3 zone” would have been better.

His disagreements were not contained to private one-on-one meetings, and they continued past the first game. He openly made comments in practice sessions and a small group of players started to side with him. Obviously, this was not good for team dynamics.

You may wonder: why did I hire this guy? Upon my hiring, the administration told me I would have to retain the former assistant, as he had been loyal for many years and had a good relationship with the players. There was no consideration given to if this person had a similar coaching philosophy or would be a good fit in terms of a working relationship. It was a stipulation, a condition of employment.

What did I do? What are steps to take in any similar situation? Below is an outline of how to handle a coach who is disruptive:

1. Meet with the assistant privately behind closed doors and clearly explain that making disparaging comments and disagreeing with decisions at practice or in games is unacceptable.
2. Tell the coach that it is okay to offer suggestions during coaches’ meetings when preparing game and practice plans. Once these documents are in place, however, assistant coaches need to publicly be supportive and not be openly critical.
3. Reinforce the concept that ideas offered during a course of a game must only be suggestions. While they will be considered, once a decision is reached, there cannot be any further discussion. After all, decisions during a game usually have to be made within seconds.
4. Point out that expressing dissenting opinions to players can create a division within the team and this is extremely destructive. Coaches are also part of the team and everything has to be done to enhance and not destroy the team’s purpose and unity.
5. Try to conclude your meeting on a positive note by stating, “I’m confident that you understand my concern and that we’ll be able to present a unified front with the players.”

If the disruptive behavior continues, you may want to consider having another conversation. The number of second chances or reminder meetings that you have will be dependent upon if you have seen any improvement. At some point (and only you can determine this) you may have to ask the assistant to step aside. As difficult as this may be, the team’s welfare has to be your ultimate concern.

How to Manage Conflicts with Parents and Administrators

by George Way

Let's begin this article with what can in most instances cause a conflict when working with individuals or groups of people. It can be related to a non-existent, vague, or misunderstood set of expectations. Therefore you should already have in place an established set of expectations that are well designed with a crystal clear purpose and effectively articulated to all stakeholders of your program. It's what you say at the beginning of the season and execute throughout the season. If you advertise that this is my coaching philosophy and how we will do business within this program it needs to be continuously evaluated, refined, and followed. Clearly, if you say something but your actions are not validating those thoughts, then your integrity and professionalism will be considerably compromised. It goes back to the old adage of "say what you mean and mean what you say." Again, this should be crystal clear, reviewed regularly, and practiced all the time, not just when convenient. I would also put these expectations in writing and I prefer the term expectations instead of rules. The reason is that I believe it's easier to hold people more accountable with overall expectations than to continue adding and interpreting rules for every behavior. Students and parents are either meeting the expectations of the program or their not.

So, how should we handle those conflicts when they arise? Many times attempts to defend your actions or words in a meeting too soon will only lead to escalation of the issue. Often the person bringing about the grievance needs to get something off their chest, but as important for you, is the idea of you getting a clear understanding of the motive behind the issue. This provides the feeling that the grievant is being heard and for you to hear what the focus of your response should be. This is where you want to bring in your previous well-articulated crystal clear expectations if appropriate. While the grievant may have some excellent points that deserves merit for you to consider, it's just as important for them to see you are making decisions and conducting business based on your beliefs and principles, not targeting their child. While both parties want what's best for them that may not always happen. However, keeping future communication lines open are much more productive for everyone and hopefully can build more trust and understanding in the future. One of your goals will be to hopefully leave the meeting with a plan in place that will keep information flowing in the future to create a better relationship between both parties. No matter the outcome of this meeting you should always keep the conversation respectful in tone, professional in nature, and genuine in purpose. You never know whom they will be sharing their experience with. Don't create another problem for yourself by acting unprofessional or disrespectful. I would also encourage you to meet face to face with the grievant/s. If you attempt to do this over email or social media you never know who gets copied on the forward button. Keep the discussion between only those who are impacted with the issue. The more people that get involved will only inhibit and interfere with the conflict resolution process. Keep it small.

As for your school administrators I would suggest following the same format. While there are many different leadership styles there is always a desire on their part to be informed, alerted to any potential issues before they fall in their lap, and to provide quality programs and experiences for their students. Always be honest with them, keep them well informed and provide them with copies of your program expectations and coaching philosophies, the same information being provided to your athletes and their parents. Additionally, have a good understanding of the school's mission statement, goals, and Student Behavior Codes. If you're not consistent in following these it could lead to a serious conflict down the road, which may be difficult to defend. Nurturing these and incorporating them into your program can only benefit your standing in the school and community. Always remember that extra-curricular activities many times have more visibility and accountability for students and staff than regular curricula areas might. For many school administrators the extra-curricular programs bring a higher liability concern.

Last, for those times that a conflict may not be resolved, you should (and your school should) have a conflict resolution process in place, usually approved by the school board. At times people may not be satisfied with your initial response or they may in fact just skip you and go immediately to your supervisor. When this happens I would encourage you to meet directly with your supervisor/s present. At this meeting stick to the facts, defend your decisions based on your program expectations and beliefs, and describe why it's best for your athletes and program. Again, if you don't have a well-designed, clearly articulated and published set of expectations you should strongly consider designing them soon. It will absolutely decrease the number of conflicts, misunderstandings, or misinformed participants in your program. Making on the spot pivots can be extremely counter-productive over time. I would also make sure that you have a witness in this meeting to verify what was said and write up a summary of the meeting soon after. If for some reason this issue shows up in the future you will want to remember the actual discussions and any resolutions coming from this meeting.

Acknowledgement of Receipt

Please carefully read all policies and procedures outlined in the preceding pages.

If you have any questions, please contact Athletic Director, Kyle Baughn, at 419-468-6500

I, _____ hereby attest that I have read and understand the information provided to me regarding Galion City School District and Galion Athletics for coaching in interscholastic sport at the middle school/high school level.

Coach Name _____

Sport/Position _____

Coach Signature _____

Date: ____/____/____