

Date: [September 6, 2013]
To: [Marci McGillivray, Associate Director, OSAA]
From: (Athletic Director)
Subject: (Name) High School Plan of Correction

The following are the current practices that are in place to address athletic issues, including sportsmanship, for each sport offered at XXXXX each season.

1. Preseason parent meetings are held by each individual sport at which the head coach outlines several school policies and procedures both in general and those specific to that sport. Parental expectations are communicated and include behavior at competitions and practices.
2. Coaches outline behavioral expectations to their players throughout the season.
3. I evaluate each head coach each season and sportsmanship is one area of focus. Each head coach evaluates their staff individually and emphasizes sportsmanship to them as well.
4. When problems arise from poor behavior and/or ejections, I immediately address and evaluate the issue and take appropriate action depending on the circumstances.
5. School administration adequately staffs all varsity events with support personnel for crowd management. Often both home and away contests.
6. I keep an ongoing dialogue with the cheer coach and band director to help identify and prevent unruly crowd behavior.
7. I display OSAA Sportsmanship guidelines in the gym as well as pass out individual sportsmanship guidelines with programs at all events held in the gym.
8. At each season's XXX league meeting, representatives from the various officials associations, usually the commissioner, attend and meet with the coaches to discuss rules and points of emphasis.
9. The Principal clearly makes crowd behavior a priority in my job as Athletic Director by outlining expectations for each and every sport.
10. A sportsmanship announcement is read prior to all events that have an announcer.
11. Programs that have received two or more ejections hold program-wide meetings to specifically address appropriate behavior, both at practice and during a competition.

The following policies are those that I plan to institute as a result of having X ejections last year and to improve sportsmanship overall at XXX. My goal is to have these in place before the end of the winter season.

1. Spearhead an initiative to establish a XXX Conference Sportsmanship Program.
2. Attend this year's NIAAA National Conference and take a leadership course specific to this situation.
3. Establish and communicate penalties more severe than the one game suspension and fine for ejections. We are currently working on a proposal to present to the XXXX School Board that would make the offending individuals financially responsible for any fines levied.
4. As part of head coach evaluations, set goals prior to the season that emphasizes communicating good sportsmanship.

Evaluation of this plan will be ongoing throughout the rest of the year, culminating in a meeting with administration and coaches in the spring to see how effective the plan or parts of it were.

[Marci], please present this plan to the Executive Board on our behalf. I would also like to extend our apology for the unfortunate actions from last year.

Thank you,

(Name)
(School)
(Contact Information)