Overview

All coaches are expected to foster positive, Biblical character qualities in athletes throughout the season.

The following is a list of character qualities desired in ACA athletes. Each quality has a short description and a Bible verse that is applicable to that quality. Coaches are encouraged to use these qualities as topics for devotions and dialogue with student athletes.

Expectations

- **Boldness** – Being ready to boldly express what Jesus Christ has done for you. The Christian athlete cannot be one who is timid or gives up.

  "Now, Lord, consider their threats and enable your servants to speak your word with great boldness." (Acts 4:29)

- **Commitment** – Staying the course.

  "Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain." (I Corinthians 15:58)

- **Confidence** – Knowing that he/she as an individual athlete is a winner in God's sight as he/she totally gives all he/she has to Jesus.

  "In Him we have redemption through His blood, the forgiveness of sins, in accordance with the riches of God's grace that He lavished on us with all wisdom and understanding. And He made known to us the mystery of His will according to His good pleasure, which He purposed in Christ, to be put into effect when the times will have reached their fulfillment — to bring all things in heaven and on earth together under one head, even Christ."

  "In Him we were also chosen, having been predestined according to the plan of Him who works out everything in conformity with the purpose of His will, in order that we, who were the first to hope in Christ, might be for the praise of His glory. And you also were included in Christ when you heard the word of truth, the gospel of your salvation.

Having believed, you were marked in Him with a seal, the promised Holy Spirit, who is a deposit guaranteeing our inheritance until the redemption of those who are God's possession — to the praise of His glory." (Ephesians 1:7- 14)

- **Dependability** – Attending all practices games/contests unless excused by the coach. Doing what is expected in all situations.

  "Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us." (Titus 2:6- 8)

- **Determination** – Making a mental, spiritual, and emotional decision to accomplish God's goals in His time, regardless of the opposition.

  "I have fought the good fight, I have finished the race, I have kept the faith." (2 Timothy 4:7)

- **Diligence** – Willingness to use all strength and ability to complete each part of a task whether in practice, in a game, or anywhere else.

  "Whatever you do, work at it with all your heart, as working for the Lord, not for men." (Colossians 3:23)

- **Endurance** – Being able to withstand stress, hard work and the problems that all Christian athletes experience.

  "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up." (Galatians 6:9)

- **Enthusiasm** – Taking an interest in every aspect of the sport and being willing to quickly carry out every part of the job with a positive attitude.

  "Be joyful always." (1 Thessalonians 5:16)

- **Faith** – Showing an understanding that the Lord is in control of all circumstances and that He is carrying out His will in each individual life.

"Now faith is being sure of what we hope for and certain of what we do not see." (Hebrews 11:1)

- **Honesty** – Doing what is right in the eyes of the Lord.

  "The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity." (Proverbs 11:3)

- **Humility** – Having an attitude that gives God all the credit for every team and individual ability, talent, and/or success.

  "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves." (Philippians 2:3)

- **Intensity** – Always giving everything to the task at hand, focusing total attention upon the job assigned, and putting forth every effort to complete it perfectly.

  "David said to the Philistine, 'You come against me with sword and spear and javelin, but I come against you in the Name of the LORD Almighty, the God of the armies of Israel, whom you have defied. This day the LORD will hand you over to me, and I'll strike you down and cut off your head. Today I will give the carcasses of the Philistine army to the birds of the air and the beasts of the earth, and the whole world will know that there is a God in Israel. All those gathered here will know that it is not by sword or spear that the LORD saves; for the battle is the LORD's, and He will give all of you into our hands.'" (1 Samuel 17:45– 47)

- **Joyfulness** – The result of a personal relationship with Jesus Christ from which His love naturally overflows to others.

  "Rejoice in the Lord always. I will say it again: Rejoice!" (Philippians 4:4)

- **Love** – Exhibiting self–sacrifice and showing a real concern for team members, coaches, and opponents. Remembering that Christ focused His love upon others, not Himself.

  "By this all men will know that you are My disciples, if you love one another." (John 13:35)

- **Obedience** – Jesus was always obedient to His Father's will. Each athlete should strive to be obedient to both the Lord and to those whom He has put in authority over us.

  "We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ." (2 Corinthians 10:5)

- **Punctuality** – Arriving early to all practices and games.

  "For there is a proper time and procedure for every matter." (Ecclesiastes 8:6)

- **Responsibility** – Taking the initiative to work and make intelligent decisions. All athletes need to do everything that is expected of them. Coaches need to know that athletes are capable of doing things without direct supervision.

  "If you point these things out to the brothers, you will be a good minister of Christ Jesus, brought up in the truths of the faith and of the good teaching that you have followed. Have nothing to do with godless myths and old wives' tales; rather, train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come." (1 Timothy 4:6– 8)

- **Service** – Having a servant's heart. Leading by serving.

  "Just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." (Matthew 20:28)

Coaches Certification & Compliance

This section applies to every coach at Agape Christian Academy, whether paid or volunteer, and whether coaching an OHSAA-eligible team or a club team. All requirements must be completed before the first practice of the season. Coaches who have not finished every item will not be permitted to coach, run drills, or interact with athletes until their file is complete.

To serve as a coach at Agape, you will need to complete your annual training certification, pass background checks, obtain a Pupil Activity Permit from the Ohio Department of Education, sign the ACA Coach Code of Conduct, and fulfill additional school-level requirements. The steps below walk you through each one in order.

Sign the ACA Coach Code of Conduct

Every coach must annually read and sign Agape Christian Academy's Coach Code of Conduct. This affirms your commitment to Christlike leadership, biblical behavior, and school standards. Your signed form is due to the Athletic Director before your season begins.

Step 1: Create Your OH|ID Account and Educator State ID

Before you do anything else, go to https://ohid.ohio.gov and sign in, or create an account if this is your first time. Once you're in, select Educator Licensure and Records (CORE) to set up your profile and get your Educator State ID. This ID is tied to you personally, not to Agape, so if you've ever coached, taught, or held a license anywhere in Ohio, you may already have an account. Don't create a second one. If you're not sure, check with the Athletic Director before starting fresh.

You'll need this account set up before you schedule your background check, so get this step done first.

Step 2: Complete Your Annual CTC Certification

Agape uses Coaches Toolchest (CTC) as our single certification platform. CTC is approved by the Ohio Department of Education, the Ohio Department of Health, and the Ohio Department of Mental Health and Addiction Services to satisfy all of the following state-mandated training requirements in one annual course:

- **Fundamentals of Coaching** (ODE-approved alternative to the NFHS course)
- **CPR Training** (online format, accepted by ACA)
- **First Aid for Coaches**
- **Concussion and Brain Injury Management Training**
- **Sudden Cardiac Arrest and Lindsay's Law Training** (ORC § 3707.59)
- **Student Mental Health Training** (ORC § 3313.5318, required for all PAP applications and renewals since October 2023)
- **PBIS Professional Development** (Ohio Administrative Code)
- **Ohio Auditor of State Fraud Reporting Training** (ORC § 117.103)

The course takes about 75 to 90 minutes and can be completed at your own pace from any device. The cost is **$49 per year** and Agape will reimburse you upon submission of your certificate and receipt to the Athletic Director.

Go to https://coachestoolchest.com/subscribe to create your account and begin. When you finish, you will receive one certificate that covers everything listed above. Submit a copy to the Athletic Director.

If you already hold individual certifications (such as a current Red Cross CPR card or an NFHS Fundamentals of Coaching certificate), CTC replaces the need to track and renew those separately. One certificate, one renewal date, once a year.

Step 3: Complete BCI & FBI Background Checks

CTC does not cover background checks. Both a BCI (Bureau of Criminal Investigation) and FBI background check must be completed and results filed with the Ohio Department of Education before you can receive your Pupil Activity Permit.

Schedule your fingerprinting appointment at the Geauga County Sheriff's Office: https://sheriff.co.geauga.oh.us/ccw-fingerprinting/fingerprinting/

When prompted for a code, use:

- **BCI Code 3319.39B1**: Used specifically for Ohio state-level checks for non-teaching school employees (such as coaches, clerical staff, or cafeteria workers who do not hold a teaching license).
- **FBI Code 3319.39**: Used for the federal-level check for public school district employees.
- Note: These codes are specific to coaches who are not teachers on staff at Agape Christian Academy.

Request that your results be sent electronically to the Ohio Department of Education.

Keep a copy of your receipt and submit it to the Athletic Director. If you are not sure whether your background check is current, ask the Athletic Director or check your CORE dashboard at ohid.ohio.gov.

Step 4: Apply for or Renew Your Pupil Activity Permit (PAP)

Every coach at ACA, whether paid or volunteer, must hold a valid Pupil Activity Permit issued by the Ohio Department of Education. This applies to coaches of OHSAA-eligible teams and club teams alike. Your OH|ID account, CTC certificate, and background check must all be completed before you apply.

How to Apply

1. Go to https://ohid.ohio.gov and sign in with the account you set up in Step 1.

2. Select Educator Licensure and Records (CORE).

3. For a new permit, click "Apply for NEW Credential" under My Credentials. For a renewal, click the "Action" button next to your existing Pupil Activity Permit.

4. When asked for the school's IRN, use **022393** (Agape Christian Academy).

5. Upload your CTC certificate when prompted.

6. The Head of School or designee will be notified electronically and will sign your application.

Permits are valid for 3 years for individuals without an Ohio educator license, or for the same duration as your educator license if you hold one. Because ACA requires annual CTC completion, your training will always be current throughout the life of your permit.

If you need help with your OH|ID account, contact the Ohio Department of Education at (877) 644-6338 or Profile.Help@education.ohio.gov.

Step 5: OHSAA-Specific Requirements (Upon Membership)

ACA is currently in its prospective year for OHSAA membership. The following requirements will apply to coaches of OHSAA-eligible teams upon formal admission. **We encourage all coaches to begin building these habits now.**

myOHSAA Account

All coaches of OHSAA-eligible teams will need a myOHSAA account. The Athletic Director will add you through the school's myOHSAA portal, and you will receive an email invitation from info@myohsaa.org. That invitation is only valid for 10 days, so please respond promptly when it arrives.

State Rules Interpretation Meeting

OHSAA requires the head varsity coach (or assistant varsity coach, or Athletic Director) to view the online state rules interpretation meeting for each sport in which the school enters a

state tournament. These are accessed through your myOHSAA account. A late fee applies if not completed by the first regular-season contest date, and failure to complete the meeting can make the school ineligible for post-season play.

Pre-Season Parent Meeting

OHSAA Bylaw 3-1-4 requires a mandatory pre-season meeting with all student-athletes, their parents, and any booster club officers. This meeting must be held no later than two weeks after the beginning of each sports season and must cover the following: a review of student eligibility requirements, ACA's Athlete Code of Conduct, sportsmanship and integrity expectations, and concussion and steroid awareness. Meeting templates and resources are available on the OHSAA website under School Resources. The Athletic Director will log the meeting date in myOHSAA. Failure to hold this meeting can result in a $500 fine per sport.

Coach Permit Audits

OHSAA conducts random audits of coaching permits throughout the school year. The fine for a non-compliant coach is $250.

Additional Agape Requirements

Monthly Coaches Meetings

These meetings include prayer, coaching development, team updates, and spiritual encouragement. Your coaching team (head coach and assistant) may miss one meeting per quarter at the Athletic Director's discretion. Teams that are not represented may have their stipend and athlete fee waiver suspended.

GameChanger App

GameChanger is our primary communication tool for teams and families. Use it to share game and practice times, weather changes, transportation details, and team announcements. Keep messaging timely, concise, and Christ-honoring. Download at https://gc.com/download.

Practice and Game Schedules

All practices and games must be submitted to the Athletic Director for inclusion on the official school calendar at www.agapeca.com. The website calendar is the authoritative source for all scheduling. If there is ever a discrepancy between GameChanger and the website, the website calendar wins. View the gym calendar to check availability before reserving.

Certification Checklist: What to Submit Before Your Season

The following must be on file with the Athletic Director before yor season begins:

Item	Details
Coach Code of Conduct	Signed annually. Due before season begins.
OH|ID Account & Educator State ID	Set up before scheduling your background check. Visit ohid.ohio.gov.
CTC Certificate	Annual, $49 (reimbursable). Submit certificate and receipt to AD.
BCI & FBI Background Check	Must be on file with ODE. Submit receipt to AD.
Pupil Activity Permit	Active PAP number on file. New coaches: apply through OH|ID using IRN 022393.
State Rules Meeting	Completed through myOHSAA for your sport. OHSAA-eligible teams, upon membership.
Pre-Season Parent Meeting	Scheduled and logged with AD within two weeks of season start. Upon OHSAA membership.

Please don't wait until the week before your season to start this process. Background checks and PAP processing can take several weeks. If you run into trouble with any step, reach out to the Athletic Director and we will work through it together.

Coach Communication Guidelines

As coaches at Agape Christian Academy, we carry the responsibility not only to develop athletes physically, but also to shepherd them spiritually and model Christlike character in all interactions. Our communication with students and parents must reflect Biblical principles, foster trust, and promote unity within our teams and school community.

Biblical Foundation

- **Speak the Truth in Love** (Ephesians 4:15): Communicate clearly and compassionately, even when addressing challenges or correction.
- **Be Quick to Listen, Slow to Speak** (James 1:19): Practice active listening and patience when parents or students raise concerns.
- **Let Your Words Build Up** (Ephesians 4:29): Encourage your athletes and affirm their efforts regularly, even when giving feedback.

General Communication Guidelines

- **Set Expectations Early**: At the beginning of each season, provide families with a written overview of your communication practices, including preferred contact method and response time (e.g., within 24–48 hours).
- **24-Hour Rule**: Encourage parents to wait at least 24 hours after a game before discussing concerns. This ensures emotions are managed and discussions remain respectful and productive.
- **Direct Athlete Conversations**: Athletes should be encouraged to speak directly with their coach first about playing time, concerns, or questions. This teaches responsibility and maturity.

- **Addressing Conflict Biblically**: If a conflict arises, follow the Matthew 18 model: address issues privately, then involve appropriate parties if resolution is not reached.

Agape to Coach Communication

- **Attend Monthly Coaches Meetings**
  You are required to attend regularly scheduled coaches meetings (typically once a month). These meetings include prayer, coaching development, team updates, and spiritual encouragement.

GameChanger App

- Use the GameChanger app as the **primary team communication tool** for sharing:
  - Game and practice times
  - Weather-related changes
  - Transportation details
  - Team reminders and announcements
- Communicate updates promptly and keep messaging concise and respectful.
- Monitor the tone of all communication and moderate team chats if necessary to maintain a Christ-honoring environment.

School Website Calendar

- All **official practices and games must be submitted** to the athletic director for inclusion on the calendar located at www.agapeca.com.
- Remind families that the **website calendar is the authoritative source** for all schedule-related information and should be checked regularly for changes.

- If there is a discrepancy between GameChanger and the school calendar, default to the calendar on the school website.

Professionalism and Boundaries

- Use only **school-approved platforms (GameChanger, or in-person meetings)** to communicate with families. Avoid texting students or engaging in personal conversations on social media.
- Maintain a **professional tone** in all interactions. Conversations about student behavior, playing time, or discipline should be handled privately and respectfully

I agree to the requirements as stated above.	
Name	_____
Signature/Date	x_____ _____/_____/_____
Email Address	_____
Phone Number	_____