



# Ohio High School Athletic Association

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Thursday, January 7, 2021

**TO: All Member High School Principals, Athletic Administrators and Athletic Secretaries**

**RE: January 2021 Membership Services Update**

**HAPPY NEW YEAR!**

We hope that you were able to get some much-needed time off during the holidays to spend with your loved ones!

Please read this memo in its entirety. I know it is rather lengthy, but it contains extremely important information for the coming months.

## **PRE-SEASON PARENT MEETINGS – WINTER SPORTS**

Don't forget to enter the date(s) of your Pre-Season Parents Meetings on your school's myOHSAA account. Meetings for grades 9-12 are to be recorded on the high school's myOHSAA account, while 7<sup>th</sup> and 8<sup>th</sup> grade meetings are recorded in the 7<sup>th</sup> & 8<sup>th</sup> grade school's myOHSAA account. If one meeting was held for all grades, the date must be recorded on **both** accounts.

Bylaw 3-1-4 requires the meeting date(s) to be entered in myOHSAA by a school administrator. Please login to your school's myOHSAA account today and click the Pre-Season Parent Meeting link to view or enter your meeting dates.

## **BUILDING PRINCIPALS ON FILE IN myOHSAA**

Please log into your school's myOHSAA account today and check staff management to ensure that the building principal listed is correct, including an accurate email address.

Why is having correct building principal information so important? The OHSAA's referendum voting is quickly approaching. Only the building principal on file will have access to those ballots. Without the correct person listed, the school will surrender its opportunity for representation in this important balloting process while also incurring a fine for failing to complete their voting.

### **Building Principal in myOHSAA – How to view and make changes.**

1. Login to your myOHSAA account and access the school's account using the "School's" icon near the upper right corner.
2. Once the school's account displays, click the "Staff Management" link in the left column.
3. Look for the "Building Principal's" box in the middle of the screen. Check that the correct individual is listed, their email address is accurate and they are listed in black font.
4. If the wrong person is listed as the building principal, find their listing under the "Staff" section on the screen. Use the drop-down tool to select either "Remove" or "Edit Roles." Select "Remove" if the staff member is no longer at the school; select "Edit

Roles” to remove the principal role but maintain other roles within the athletic department like coach. Once the wrong building principal has been removed, the new building principal can be added using the “Add Principal” button.

5. If the building principal is listed in **Red** font, this means that the building principal has not completed the setup of their myOHSAA account. This is extremely important so that they will have access to the voting processes later this spring. Please contact the building principal and ask them to finish their account ASAP. They can contact membership services if they need assistance.
6. If the building principal’s name is misspelled or their email address is wrong, please contact Ronald Sayers ([rsayers@ohsaa.org](mailto:rsayers@ohsaa.org)) with the correct information.

### **WINTER TOURNAMENT ENTRY**

High school athletic administrators are encouraged to check the accuracy of their school’s tournament entry for ALL sports and especially winter tournament sports. The deadline for entry and withdrawal from winter tournaments is quickly approaching. Specific dates are listed in the calendar portion of this memo below.

### **2021 BOWLING TOURNAMENT ROSTERS**

Instructions for the submission of rosters for the 2020 bowling tournaments will be emailed to each athletic administrator at schools that sponsor bowling. Please look for this email sent by Brenda Murray ([bmurray@ohsaa.org](mailto:bmurray@ohsaa.org)) on January 6, 2021. The deadline to submit bowling rosters is Tuesday, January 26.

### **EMERGENCY CONTACT FORMS**

The information collected here will be used by OHSAA tournament managers in the event they need to contact school personnel in an emergency. Athletic administrators are asked to view and submit the form. Please take a moment to ensure all forms have been submitted to assist your tournament managers. The forms will auto-populate with the information from the staff member’s profile. Information on the form can be changed by the athletic department but it will only update the form. Please notify the staff member if their information on the form is out-of-date and ask them to update their myOHSAA account profile. Thank you!

### **WINTER STATE RULES MEETINGS**

The deadline for schools to complete the required OHSAA state rules meeting is quickly approaching. Specific deadline dates are listed in the calendar portion of this memo below. Please use the “View State Rules Meetings Attendance” link in the left column of the school’s myOHSAA account to check your school’s meeting attendance. Contact the sport administrator today if items are still showing in red and your coach has completed the meeting.

### **SPRING SPORT STATE RULES MEETINGS**

The required, individual state rules meeting for OHSAA spring sports will be available in late January/early February. Please look for a separate memo from our office once specific dates have been finalized.

## **2021-22 OHSAA BOARD RESOLUTION CARDS**

2021-22 OHSAA Board Resolution Cards will be mailed to your school system's superintendent or head of school system within the next several weeks. Please look for a separate email containing specific instructions and more information regarding the board resolution card process.

## **NFHS SURVEY**

The NFHS Student Participation Survey is now live on your school's myOHSAA account. The NFHS Student Participation Survey is an important data collection tool and Ohio ranks as one of the leaders in interscholastic participation; therefore, we need your student participation numbers to remain near the top. We have made the survey easier to complete by making it available throughout the school year instead than just the end. Further, the survey no longer needs to be done all at one time. So, you might consider completing your fall participation data now, your winter participation data after the winter season and your spring participation data in May. You can add, remove and edit participation numbers anytime between now and June 1, 2021. **All we ask that you complete the survey in its entirety before June 1, 2021.**

## **IN CASE YOU MISSED IT**

Our November memo is included below with several other important links and communications that have gone out recently:

[myOHSAA Monthly Checklist](#)

[Membership Update – December 2020](#)

[COVID-19 Correspondence](#)

[ArbiterSports Resource Center](#)

[OHSAA Open Positions](#)

As always, the OHSAA Membership Services team is here to serve you. Please contact us with any questions.

### **OHSAA Membership Services Team:**

#### **Brenda Murray - Director of Membership Services**

Email: [bmurray@ohsaa.org](mailto:bmurray@ohsaa.org), P: 614-267-2502 Ext. 120, Direct Line: 614-549-6989

#### **Ronald Sayers – Assistant Director of Membership Services**

Email: [rsayers@ohsaa.org](mailto:rsayers@ohsaa.org), P: 614-267-2502 Ext. 130, Direct Line: 614-549-6969

## IMPORTANT WINTER SPORTS DATES – JANUARY and FEBRUARY

Date	Description
<b>January 25</b>	<ul style="list-style-type: none"> <li>• Deadline to change BOWLING tournament participation without penalty</li> <li>• Deadline to complete the BOWLING state rules meeting</li> <li>• Deadline to change GIRLS BASKETBALL tournament participation without penalty</li> <li>• Deadline to complete the BASKETBALL state rules meeting</li> <li>• Deadline to change SWIMMING AND DIVING tournament participation without penalty</li> <li>• Deadline to complete the SWIMMING AND DIVING state rules meeting</li> <li>• Deadline to change WRESTLING tournament participation without penalty</li> <li>• Deadline to complete the WRESTLING state rules meeting</li> </ul>
<b>January 31</b>	<ul style="list-style-type: none"> <li>• Tournament draw date for the following sports:               <ul style="list-style-type: none"> <li>○ Bowling</li> <li>○ Girls Basketball</li> <li>○ Swimming and Diving</li> <li>○ Wrestling</li> </ul> </li> </ul>
<b>February 1</b>	<ul style="list-style-type: none"> <li>• Deadline to change BOYS BASKETBALL tournament participation without penalty</li> <li>• Deadline to change GYMNASTICS tournament participation without penalty</li> <li>• Deadline to complete the GYMNASTICS state rules meeting</li> <li>• Deadline to change ICE HOCKEY tournament participation without penalty</li> <li>• Deadline to complete the ICE HOCKEY state rules meeting</li> <li>• Winter sports tournament officials voting begins</li> </ul>
<b>February 7</b>	<ul style="list-style-type: none"> <li>• Tournament draw date for the following sports:               <ul style="list-style-type: none"> <li>○ Boys Basketball</li> <li>○ Gymnastics</li> </ul> </li> </ul>
<b>February 10</b>	<ul style="list-style-type: none"> <li>• Tournament draw date for Ice Hockey</li> </ul>
<b>February 22</b>	<ul style="list-style-type: none"> <li>• Coaching begins for the following spring sports:               <ul style="list-style-type: none"> <li>○ Baseball</li> <li>○ Lacrosse</li> <li>○ Softball</li> <li>○ Track and Field</li> </ul> </li> </ul>