



Ohio High School Athletic Association

Wednesday, February 3, 2021

TO: OHSAA Member High Schools

RE: February 2021 High School Membership Update

HAPPY FEBRUARY!

Below is the OHSAA Membership Update for February. With the winter sports concluding and spring sports season just around the corner, please read this memo in its entirety as it contains important information regarding dates, deadlines, and referendum voting.

PRE-SEASON PARENT MEETINGS – WINTER SPORTS

Last Reminder 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 7th and 8th grade meetings are recorded in the 7th & 8th 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.

OHSAA TOURNAMENT EMERGENCY CONTACT FORMS (2020-21)

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 Please notify the staff member if their information on the form is out-of-date and ask them to update their myOHSAA account profile.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!

Building Principals and Superintendents 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 Brenda Murray (bmurray@ohsaa.org) with the correct information.

Superintendent/Head of School in myOHSAA – How to view and make changes.

1. Login to your myOHSAA account and access the school's account using the 'Schools' icon near the upper right corner.
2. Once the school's account displays, click the 'My District' link in the left column.
3. Check that the correct Superintendent/Head of School is listed and their email address is accurate.
4. If changes are needed, please contact Membership Services (membershipservices@ohsaa.org) with the information that needs updated. Changes to the superintendent/Head of School must be made by the OHSAA.

Tournament Officials Voting

Tournament Officials Voting is now open for winter sports. General Sports Regulation 5 requires the **ATHLETIC ADMINISTRATOR or PRINCIPAL** to submit ballots through myOHSAA that contain the names of at least five (5) officials they feel are outstanding and should be considered for work in the OHSAA tournaments. The deadline for the **athletic administrator or principal** to submit the required ballots for boys basketball, girls basketball and wrestling is April 1.

Spring Sports Tournament Entry

High school athletic administrators are encouraged to check the accuracy of their school's tournament entry for ALL sports, but especially spring sports. The deadline for entry and withdrawal from spring tournaments is April 26, 2021, (boys tennis, softball, and boys and girls track/field) and May 3, 2021 (baseball, and boys and girls lacrosse).

Spring Sport State Rules Meetings

The required OHSAA state rules meetings for spring tournament sports are scheduled to begin on Wednesday, February 10, 2021. In order for your school to participate in the OHSAA tournament,

the coach or athletic administrator **must** complete the required state rules meeting prior to the tournament entry/withdraw deadline.

Each coach must access the meeting by logging into their myOHSAA account. Every user of myOHSAA has access to the state rules meetings through the 'Rules Meeting' icon. Once the meeting is complete, the coach receives credit. This credit is then transferred to the school provided the school has linked the coach's account to the school's account through the 'Staff Management' link.

The meetings are free until the first date that a contest is allowed in that sport, then a \$50 late fee is assessed to view the meeting. Contact the sport administrator if items are still showing in red and your coach has completed the meeting.



In the Spirit of Valentine's Day, THANK YOU for all the love you give to your students, your school, your community, and your job.

You are the example of pure LOVE!!! The OHSAA thanks you for all you do!

IN CASE YOU MISSED IT

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

[myOHSAA Monthly Checklist](#)

[Administrators Update – January 29](#)

[Winter Sports and Tournament Update – January 22](#)

[Administrators Update – January 15](#)

[Administrators Update – January 8](#)

[January 2021 Membership Update](#)

[ArbiterSports Resource Center](#)

[Competitive Balance Resource Center](#)

[COVID-19 Correspondence](#)

Congratulations to Ronald Sayers on his new position as OHSAA Compliance & Eligibility Specialist. Ronald joins Kristin Ronai as a member of the Compliance Team.

As always, OHSAA Membership Services (membershipservices@ohsaa.org) is here to serve you. Please continue to contact me if you need assistance or questions. Email is the best method of contact since most in the OHSAA staff is working remotely. Thank you!

OHSAA Membership Services:

Brenda Murray - Director of Membership Services

Email: bmurray@ohsaa.org, P: 614-267-2502 Ext. 120, Direct Line: 614-549-6989

MYOHSAA MONTHLY CHECKLIST

[\(Click for printable copy\)](#)

IMPORTANT SPORTS DATES –FEBRUARY and MARCH
BUSY TIMES AHEAD! Check the calendar below for important dates!

Date	Description
February 1	Winter Competitive Balance roster entry period OPENS Winter sport tournament officials voting begins
February 3	Deadline to change BOYS BASKETBALL tournament participation without penalty Deadline to enter swimming and diving tournament participants
February 7	Draw/Coaches meeting for BOYS BASKETBALL and GYMNASTICS tournaments
February 10	Draw/Coaches meeting for the ICE HOCKEY tournament
February 15	President's Day – OHSAA Office Closed
February 18	Board of Directors Meeting
February 22	Coaching begins for BASEBALL, BOYS LACROSSE, GIRLS LACROSSE, SOFTBALL and TRACK AND FIELD
February 24-27	Swimming and Diving State Tournament
February 26-27	Division II Bowling State Tournament
March 5-6	Gymnastics State Tournament
March 6-7	Division I Bowling State Tournament (<i>Subject to Change</i>)
March 8	Coaching begins for BOYS TENNIS
March 11-13	Girls Basketball State Tournament
March 12-14	Individual Wrestling State Tournament (<i>Subject to Change</i>)
March 13-14	Ice Hockey State Tournament (<i>Subject to Change</i>)
March 18-20	Boys Basketball State Tournament
March 20	\$50 Late Fee to access the State Rules Meetings for BOYS LACROSSE and GIRLS LACROSSE Begins
March 27	\$50 Late Fee to access the State Rules Meeting for BOYS TENNIS Begins
March 28	\$50 Late Fee to access the State Rules Meetings for BASEBALL, SOFTBALL and TRACK & FIELD Begins
April 1	Deadline to submit Winter Sports Tournament Officials Voting Winter Competitive Balance roster entry period ENDS