

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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TO: All Junior High Principals, Athletic Administrators and Athletic Secretaries

RE: February 2020 Membership Update

February 3, 2020

HAPPY FEBRUARY!

We hope your winter sports season is wrapping up nicely! Below is our Membership Update for February. With the spring sports season, and second half of the year, just around the corner, please read this memo in its entirety as it contains important information regarding dates, deadlines, referendum voting and district athletic board voting.

Building Principals and Superintendents on file in myOHSAA.

Please login to your school's myOHSAA account today and check the 'Staff Management' link to ensure that the building principal's name and email address are correct. Further, use the 'My District' link to ensure the Superintendent/Head of School, along with their subsequent information, is listed correctly.

Why is it so important that building principals and Superintendents/Head of School are listed correctly? The OHSAA uses this information to send out important information via mail and email. This includes the Board Resolution Cards that recently went out. Further, OHSAA has automated referendum voting and District Athletic Board elections. **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 these two important balloting processes and risk a penalty for not submitting a referendum ballot.

Building Principal 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 '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 building principal 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 or no longer in a role within the athletic department. 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) 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 Ronald Sayers (rsayers@ohsaa.org) with the information that needs updated. Changes to the superintendent/Head of School must be made by the OHSAA.

2019-20 State Tournament Group Ticket Sales

As your junior high winter sports seasons are finishing up, we're sure you are thinking of ways to wrap up the season on a fun, exciting note. Why not do so at the OHSAA State Tournaments? We would love to see the next generation of high school student athletes in the stands for each of our State Tournaments. This is a great opportunity to build upon that passion for the game and school spirit. For group tickets (10 or more), you can call 1-800-GOBUCKS (1-800-462-8257) and select option 2, or you can email AthleticSales@osu.edu. For more information regarding all of our Winter State Tournaments, please visit ohsaa.org/WinterChamps. We'll see you soon!



7th and 8th Grade Track and Field Tournament

If your school offers track and field, please review your school's Tournament Entry for the 2019-20 State Track and Field tournament. **We recommend that you set tournament entry to YES for both boys and girls TODAY.** Unlike the high school tournaments, there is NO penalty for late withdrawal or non-participation in this tournament. However, there is **NO LATE ENTRY** into this tournament. After March 28, 2020, only those schools with YES for tournament entry will be eligible to participate. Please set your school's tournament entry to YES today!

Officials Wanted

Ohio is not unlike most states in the country that has a major shortage of contest officials. If you know someone – faculty, staff, parents, alumni, students- who would be a great fit to give back to the game and help contribute to interscholastic athletics, have them visit www.ohsaa.org/Officiating/Permits to find out how they can become a registered OHSAA contest official.

OHSAA Membership Services - Here to Help!

Just a friendly reminder that the Membership Services Team is here to assist you and keep you informed and in compliance with OHSAA regulations. If at any time you are unsure of content within our communications, please contact us immediately so we can assist you in meeting the requirements of OHSAA membership.

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.



- We praise you for what you do
- We appreciate all of your hard work
- We are grateful for the extra time you spend with your school family
- We acknowledge that you aren't properly compensated for your time and dedication

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:

[January Membership Update – Junior High Schools](#)

[January 2020 Compliance Update](#)

[AD Scoop: Issue 5 – January](#)

August Administrator Workshop Videos

- [Morning Session](#)
- [Afternoon Session](#)

[ArbiterSports Resource Center](#)

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

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Ronald Sayers – Assistant Director of Membership Services

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MYOHSAA MONTHLY CHECKLIST

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

Upcoming Dates and Deadlines

IMPORTANT SPORTS DATES –FEBRUARY and MARCH

Date	Description
February 13	Board of Directors Meeting
February 16	Wrestling Dual Team State Tournament
February 17	President's Day – OHSAA Office Closed
February 19-22	Swimming and Diving State Tournament
February 24	Coaching begins for BASEBALL, BOYS LACROSSE, GIRLS LACROSSE, SOFTBALL and TRACK AND FIELD
February 28-29	<ul style="list-style-type: none">• Gymnastics State Tournament• Division II Bowling State Tournament
March 1	Tennis Coaches Clinic - Columbus
March 6-7	Division I Bowling State Tournament
March 9	Coaching begins for BOYS TENNIS
March 12-14	Girls Basketball State Tournament (OSU St. John Arena)
March 13-15	Individual Wrestling State Tournament (OSU Schottenstein Center)
March 14-15	Ice Hockey State Tournament (Columbus Nationwide Arena)
March 19-21	Boys Basketball State Tournament (OSU Schottenstein Center)
March 20	<ul style="list-style-type: none">• All District Board Meeting (OSU)• Board of Directors Meeting (OSU)
March 28	Deadline to change tournament entry for the 7 th /8 th Grade State Track and Field Meet