

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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TO: All 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.

OHSAA TOURNAMENT EMERGENCY CONTACT FORMS (2019-20)

Athletic administrators: Please submit the Emergency Contact Forms for **all** winter sports TODAY! We ask that you view, edit and submit the forms. Each form will auto-populate with the information from the staff member's profile for the sport with which they are associated. Information on the form can be changed by the athletic department and will only update the information on the form. Please notify and ask any staff member to update their information within their myOHSAA account profile if the information on the form is incorrect.

Tournament managers use the information submitted on the form to provide valuable tournament information to coaches. In addition, the information on the forms is used to grant access to the competition areas to **only** those coaches listed. Therefore, it is extremely important to have accurate information on the form if you want your swimming/diving coaches on the swim deck, your wrestling coaches mat side and your gymnastics coaches in the competition area. **ONLY** those coaches that are approved by your Board of Education or similar governing body, certified by the Ohio Department of Education and completed the proper trainings (CPR, First Aid, Lindsay's Law, etc.) should be included on the form. Schools that list coaches without these important authorizations and certifications will be penalized \$250 per coach.

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.

Scholar-Athlete Scholarship Process

The 2020 OHSAA Scholar-Athlete Scholarship process opened last week. The principal and athletic administrator(s) on file were sent both information regarding the application process and the school's login credentials. If the building principal on file above has changed, please update the information on myOHSAA, and notify Ronald Sayers by email at rsayers@ohsaa.org so he can deliver the login information to the correct person. Please be sure to communicate within your building regarding the requirements for application.

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.

Officials Wanted

Speaking of officials, 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.

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 located on the 'Tournament Entry (2019-20)' link.

Spring Sport State Rules Meetings

The required OHSAA state rules meetings for spring tournament sports are now available in myOHSAA. In order for your school to participate in the OHSAA tournament, the coach or athletic administrator **must** complete the required state rules meeting.

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. Please encourage your coaches to view their sport meeting NOW. Please check the 'View State Rules Meetings Attendance' link in the left column 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.

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:

[myOHSAA Monthly Checklist](#)

[January 2020 Membership Update](#)

[January 2020 Compliance Update](#)

[AD Scoop: Issue 5 – January](#)

[New Competitive Balance Tiering Option within Arbiter](#)

August Administrator Workshop Videos

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

[ArbiterSports Resource Center](#)

[Competitive Balance Resource Center](#)

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

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OHSAA Membership Services Team:

Brenda Murray - Director of Membership Services

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

Ronald Sayers – Assistant Director of Membership Services

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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	<ul style="list-style-type: none"> • Winter Competitive Balance roster entry period OPENS • Winter sport tournament officials voting begins
February 2	Draw/Coaches meeting for GIRLS BASKETBALL and BOWLING tournaments
February 3	<ul style="list-style-type: none"> • Deadline to change BOYS BASKETBALL tournament participation without penalty • Deadline to enter swimming and diving tournament participants
February 8	WRESTLING-TEAM DUAL Regional Tournaments.
February 9	Draw/Coaches meeting for the BOYS BASKETBALL tournament AND the GYMNASTICS tournament
February 12	Draw/Coaches meeting for the ICE HOCKEY tournament
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	State BOYS BASKETBALL Tournament (OSU Schottenstein Center)
March 20	<ul style="list-style-type: none"> • All District Board Meeting (OSU) • Board of Directors Meeting (OSU) • \$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
March 31	OHSAA Scholar Athlete Student Application Deadline