

# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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**TO: All Principals, Athletic Administrators and Athletic Secretaries**

**RE: March 2020 Membership Update**

March 2, 2020

## **The Madness of March**

Winter state tournaments have recently begun and will conclude with the Boys State Basketball Tournament taking place on March 19, 20 and 21 at the Schottenstein Center at The Ohio State University. For many athletic administrators and coaches, winter state tournaments call for their annual pilgrimage to central Ohio. We hope to see you at one of our great state tournaments throughout the month of March! After March, it is a quick sprint to the end of the school year. Please make sure you read this entire memo as it contains important information, reminders and dates.

## **Building Principal and Superintendent 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 were mailed. Further, the 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 currently on file is:**

#### **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](mailto:rsayers@ohsaa.org)) with the correct information.

### **Superintendent/Head of School currently on file is:**

#### **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](mailto:rsayers@ohsaa.org)) with the information that needs updated. Changes to the superintendent/Head of School must be made by the OHSAA.

### **Scholar-Athlete Application Process**

The 2020 OHSAA Scholar-Athlete Scholarship process opened on January 31. The principal and athletic administrator(s) on file were sent 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](mailto: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. The deadline for students to complete their portion of the application is March 31, 2020. The scholarship process is several steps long and requires input by the student-athlete, school guidance counselor and school administrator. Please make sure you meet the deadline. It takes a team effort!

#### **Scholar Athlete Dates**

<b>Date</b>	<b>Day</b>	<b>Information</b>
January 31, 2020	Friday	First Login
March 31, 2020	Tuesday	Student Application Deadline
April 30, 2020	Thursday	School Access Deadline (Counselor)
May 1, 2020	Friday	Spring Sport Addendum Opens
June 15, 2020	Monday	Addendum Deadline
June 16, 2020	Tuesday	Notification Deadline

## **Tournament Officials Voting – DEADLINE APRIL 1**

Tournament Officials Voting for winter sports has been open since February 1. This process, codified within 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 consider to be outstanding and that should receive strong consideration to work OHSAA tournaments.

Tournament officials' ballots are required from schools that participate in the OHSAA tournaments of baseball, basketball, field hockey, football, lacrosse, soccer, softball, volleyball and wrestling.

The deadline for the Athletic Administrator or Principal to submit the required ballots for boys basketball, girls basketball and wrestling is April 1. Further, tournament Officials Voting for baseball and softball will open on April 1, with the deadline to submit those ballots being June 1.

**NOTE: Only the high school principal or athletic director can submit ballots. Do NOT confuse Voting with Game Ratings as they are two different requirements. COACHES RATE, ADs VOTE!**

### **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](http://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 spring tournament sports. The deadline for entry and withdrawal from spring tournaments is located on the 'Tournament Entry (2019-20)' link, as well as the calendar at the bottom of this email.

## **7<sup>th</sup> & 8<sup>th</sup> Grade Track & Field Tournament**

Since the beginning of the school year, we have provided reminders to 7<sup>th</sup> & 8<sup>th</sup> grade administrators regarding entry into the 2020 OHSAA 7<sup>th</sup> & 8<sup>th</sup> Grade Track & Field Tournament. We certainly hope the 7<sup>th</sup> & 8<sup>th</sup> grade school's tournament entry is up to date, but knowing you likely work with the 7<sup>th</sup> & 8<sup>th</sup> grade sports in some capacity, we wanted to make you aware of the looming deadline as well. The deadline to enter the 7/8 TF Tournament is **March 27**. 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 speak with your colleague(s) at the 7<sup>th</sup> & 8<sup>th</sup> grade level to make sure their tournament entry is set appropriately. Thank you for your assistance!

## **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.

Sport	Start of Online Meeting	Date Late Fee Begins	Final Date of Online Meeting	OHSAA Meeting Credit Contact for Schools
Baseball	January 29, 2020	March 27, 2020	April 27, 2020	Emily Gates (egates@ohsaa.org)
Boys Lacrosse	January 29, 2020	March 20, 2020	April 27, 2020	Beau Rugg (brugg@ohsaa.org)
Girls Lacrosse	January 29, 2020	March 20, 2020	April 27, 2020	Beau Rugg (brugg@ohsaa.org)
Softball	January 29, 2020	March 28, 2020	April 27, 2020	Lauren Prochaska (lprochaska@ohsaa.org)
Boys Tennis	January 29, 2020	March 27, 2020	April 27, 2020	Andrea Heiberger (aheiberger@ohsaa.org)
Track and Field	January 29, 2020	March 28, 2020	April 27, 2020	Kathleen Coughlin (kcoughlin@ohsaa.org)

### In Case You Missed It

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

[myOHSAA Monthly Checklist](#)

[February 2020 Membership Update](#)

[AD Scoop: Issue 6 – February](#)

[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.

**OHSAA Membership Services Team:**

**Brenda Murray - Director of Membership Services**

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**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

**MYOHSAA MONTHLY CHECKLIST**  
[\(Click for printable copy\)](#)

**Upcoming Dates and Deadlines**

**BUSY TIMES AHEAD! Check the calendar below for important dates!**

**IMPORTANT SPORTS DATES – March and April**

<b>Date</b>	<b>Description</b>
<b>March 1</b>	Tennis Coaches Clinic - Columbus
<b>March 6-7</b>	Division I Bowling State Tournament
<b>March 9</b>	Coaching begins for BOYS TENNIS
<b>March 12-14</b>	Girls Basketball State Tournament (OSU St. John Arena)
<b>March 13-15</b>	Individual Wrestling State Tournament (OSU Schottenstein Center)
<b>March 14-15</b>	Ice Hockey State Tournament (Columbus Nationwide Arena)
<b>March 19-21</b>	State BOYS BASKETBALL Tournament (OSU Schottenstein Center)
<b>March 20</b>	<ul style="list-style-type: none"> <li>• All District Board Meeting (OSU)</li> <li>• Board of Directors Meeting (OSU)</li> <li>• \$50 Late Fee to access the State Rules Meetings for BOYS LACROSSE and GIRLS LACROSSE Begins</li> </ul>
<b>March 27</b>	<ul style="list-style-type: none"> <li>• \$50 Late Fee to access the State Rules Meeting for BOYS TENNIS Begins</li> <li>• Deadline for 7<sup>th</sup> and 8<sup>th</sup> grade schools to set tournament entry for 7/8 State TF meet</li> </ul>
<b>March 28</b>	\$50 Late Fee to access the State Rules Meetings for BASEBALL, SOFTBALL and TRACK & FIELD Begins
<b>March 31</b>	OHSAA Scholar Athlete Application Deadline – Student Requirement
<b>April 1</b>	<ul style="list-style-type: none"> <li>• Deadline for athletic administrators or principals to submit the required Tournament Officials Ballots for Boys Basketball, Girls Basketball and Wrestling</li> <li>• Winter Competitive Balance entry period closes</li> </ul>
<b>April 10</b>	OHSAA Office Closed (Good Friday)
<b>April 15</b>	Spring Sports Tournament Officials Voting begins (ADs and Principals)
<b>April 23</b>	Board of Directors Meeting
<b>April 27</b>	Deadline to complete State Rules Meeting for BASEBALL, BOYS LACROSSE, GIRLS LACROSSE, SOFTBALL, BOYS TENNIS and TRACK & FIELD
<b>April 28</b>	Deadline to enter or withdraw from the BOYS TENNIS tournament without penalty
<b>April 30</b>	OHSAA Scholar Athlete Application Deadline – Counselor Requirement