TO: All High School ADs, Principals and Athletic Secretaries

RE: January 2020 Membership Update

HAPPY NEW YEAR!

We hope that you were able to get some much needed time off during the holidays to spend with your family and friends!

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

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 and District Athletic Board elections are fast 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 these two important balloting processes 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) with the correct information.
OHSA TEAM DUAL WRESTLING TOURNAMENT ENTRY DEADLINE
The deadline to enter or withdraw from the 2020 OHSA Team Dual Wrestling Tournament without penalty is January 13. Remember, your school must field a minimum of seven weight classes in order to compete in the team dual wrestling tournament. Please login to your school’s myOHSA account today and check that tournament entry for wrestling team is set correctly prior to 11:59 p.m. on January 13.

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.

2020 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 on January 6 or 7. The deadline to submit bowling rosters is Monday, January 27.

EMERGENCY CONTACT FORMS
The information collected here will be used by OHSA 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 only 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 myOHSA account profile. Thank you!

WINTER STATE RULES MEETINGS
The deadline for the schools to complete the required OHSA 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 myOHSA 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 OHSA spring sports will be available on January 29.

2020-21 OHSA BOARD RESOLUTION CARDS
2020-21 OHSA Board Resolution Cards will be mailed to your school system’s superintendent or head of school system the week of January 6. Please look for a separate email containing specific instructions and more information regarding the board resolution card process on January 8.

IN CASE YOU MISSED IT
Our December memo is included below with several other important links and communications that have gone out recently:

- myOHSA Monthly Checklist
- December 2019 Membership Update
- New Competitive Balance Tiering Option within Arbiter
AD Scoop: Issue 4 – December
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**
Email: 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, P: 614-267-2502 Ext. 130, Direct Line: 614-549-6969

**IMPORTANT WINTER SPORTS DATES – JANUARY and FEBRUARY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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| January 13 | • Deadline to change WRESTLING-TEAM tournament participation without penalty  
              • Deadline to complete the WRESTLING state rules meeting                                      |
| January 20 | • Deadline to change GYMNASTICS tournament participation without penalty  
              • Deadline to complete the GYMNSTICS state rules meeting  
              • Deadline to change SWIMMING & DIVING tournament participation without penalty  
              • Deadline to complete the SWIMMING & DIVING state rules meeting                           |
| January 26 | Swimming & Diving tournament draw                                                                      |
| January 27 | • Deadline to change BOWLING tournament participation without penalty  
              • Deadline to complete the BOWLING state rules meeting  
              • Deadline to submit BOWLING Tournament Rosters  
              • Deadline to change GIRLS BASKETBALL tournament participation without penalty  
              • Deadline to complete the BASKETBALL state rules meeting for both boys and girls coaches  
              • Deadline to change ICE HOCKEY tournament participation without penalty  
              • Deadline to complete the ICE HOCKEY state rules meeting                                       |
<p>| January 29 | Online State Rules Meetings for Baseball, Lacrosse, Softball, Track &amp; Field and Boys Tennis* begin   |</p>
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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>February 1</td>
<td>*indicates coaches that received credit for girls tennis in the fall are not required to complete the meeting for boys tennis</td>
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<td>Winter Competitive Balance roster entry period <strong>OPENS</strong></td>
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<td>Winter sport tournament officials voting begins</td>
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<td>February 2</td>
<td>Draw/Coaches meeting for GIRLS BASKETBALL and BOWLING tournaments</td>
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<tr>
<td>February 3</td>
<td>Deadline to change BOYS BASKETBALL tournament participation without penalty</td>
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<td>February 9</td>
<td>Draw/Coaches meeting for the BOYS BASKETBALL tournament AND the GYMNASTICS tournament</td>
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<tr>
<td>February 12</td>
<td>Draw/Coaches meeting for the ICE HOCKEY tournament</td>
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<tr>
<td>February 13</td>
<td>Board of Directors Meeting</td>
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<td>February 15 OR 16</td>
<td>Wrestling Dual Team State Tournament</td>
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<td>February 17</td>
<td>President’s Day – OHSAA Office Closed</td>
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<td>February 19-22</td>
<td>Swimming and Diving State Tournament</td>
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<td>February 28-29</td>
<td>Gymnastics State Tournament</td>
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<td></td>
<td>Division II Bowling State Tournament</td>
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