



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place, Columbus, Ohio 43214

Phone: 614-267-2502 • Fax: 614-267-1677 • www.ohsaa.org

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.

OHSAA TEAM DUAL WRESTLING TOURNAMENT ENTRY DEADLINE

The deadline to enter or withdraw from the 2020 OHSAA 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 myOHSAA 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 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 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 myOHSAA account profile. Thank you!

WINTER STATE RULES MEETINGS

The deadline for the schools to complete the required OHSAA 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 myOHSAA 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 OHSAA spring sports will be available on January 29.

2020-21 OHSAA BOARD RESOLUTION CARDS

2020-21 OHSAA 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:

[myOHSAA 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

Date	Description
January 13	<ul style="list-style-type: none">• Deadline to change WRESTLING-TEAM tournament participation without penalty• Deadline to complete the WRESTLING state rules meeting
January 20	<ul style="list-style-type: none">• Deadline to change GYMNASTICS tournament participation without penalty• Deadline to complete the GYMNASTICS 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	<ul style="list-style-type: none">• 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
January 29	Online State Rules Meetings for Baseball, Lacrosse, Softball, Track & Field and Boys Tennis* begin

	<ul style="list-style-type: none"> • *indicates coaches that received credit for girls tennis in the fall are not required to complete the meeting for boys tennis
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	Deadline to change BOYS BASKETBALL tournament participation without penalty
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 15 OR 16	Wrestling Dual Team State Tournament
February 17	President's Day – OHSAA Office Closed
February 19-22	Swimming and Diving State Tournament
February 28-29	<ul style="list-style-type: none"> • Gymnastics State Tournament • Division II Bowling State Tournament