



Ohio High School Athletic Association  
4080 Roselea Place, Columbus, Ohio 43214

## REPORTING THE USE OF AN INELIGIBLE STUDENT

Bylaw 10-2-1 requires that “All contests in which ineligible players have participated shall be forfeited.” The last sentence of the bylaw reads, **“All forfeitures shall be reported immediately in writing to the OHSAA and all opponents.”**

This document will address how to report the use of an ineligible player or players and whether or not forfeiture is required. Technically, forfeiture can only occur when the school that has violated a rule is victorious. However, in **all contests** where ineligible students have participated, regardless of the outcome of the contest(s), the OHSAA shall be informed in writing as soon as possible.

**It is also important to note that in cases of significant lack of institutional control or primary enforcement, the Executive Director’s Office does retain the right to impose additional penalties on the school.**

The following information, **which shall be on school letterhead and signed by a senior level administrator**, is required in each report:

1. Name of the school reporting
2. Sport and level of participation (e.g., varsity, JV, freshmen, 7<sup>th</sup> grade)
3. Bylaw or sports regulation which was violated
4. Date of the contest or contests
5. Whether or not each contest was won by the offending school
6. If the ineligible student(s) participated in an individual sport, provide the events in which the student(s) participated so that competing schools can be informed for their records. **Note: the competition is forfeited, but eligible students retain their places, awards, points, etc.**

These items are required to be included in the letter to the OHSAA if the offending school was victorious:

1. Notification of the principal or AD of each school that was defeated while the ineligible students participated in the contest(s).
2. Notification in #1 above can be accomplished by placing the name of the administrator of the opponent’s school on the copy line of the letter and the email that is submitted to the OHSAA.

The OHSAA prefers that this report be transmitted **via an email attachment** to Director of Compliance Kristin Ronai, Senior Director for Compliance, Dr. Deborah Moore at [dmoore@ohsaa.org](mailto:dmoore@ohsaa.org) or Senior Director of Compliance, Ms. Roxanne Price at [rprice@ohsaa.org](mailto:rprice@ohsaa.org). **Please do not use Google docs**. A letter acknowledging receipt of this information will be sent back to the reporting school by a staff member at the OHSAA.

Please note that the infraction will become public when presented to the Board of Directors as an information item at the next scheduled meeting of the Board of Directors. The Board minutes are transmitted to all member schools and to the media after each meeting. The name of the ineligible student(s) shall be omitted from this publication.