myOHSAA Preseason Parent Meeting Scheduling Tool

OHSAA Bylaw 3-1-4 stipulates that “no later than two weeks after the beginning of a sports season, the principal, through his/her athletic administrator, coaches and such other personnel as deemed advisable by said principal, shall conduct a mandatory, preseason program with all student-athletes who wish to participate in the upcoming sports seasons, their parents and booster club officer(s). The meeting shall consist of (a) a review of the student-eligibility bulletin and key essential eligibility requirements; (b) a review of the school’s Athletic Code of Conduct; (c) a sportsmanship, ethics and integrity component, and (d) a review of issues concerning concussions and steroids.”

The penalty for non-compliance of this bylaw is stated in General Sports Regulation 4 – Penalties for Failure to Conduct Preseason Meetings. When it has been verified that the member school has failed to conduct a preseason meeting(s), the member school shall be fined $500 for each violation.

**Note:** Please be advised that the OHSAA intends to do random audits of compliance with this standard. Please refer to the OHSAA web site for a checklist of items that must be covered and sample agendas and other resources to assist with compliance. Each member school shall record on myOHSAA the date and location of each meeting as well as the person responsible for each meeting.

To assist with the reporting of these meetings, a Preseason Parent Meeting tool is available in myOHSAA. This tool is accessible for principals, athletic directors, assistant athletic directors and athletic secretaries after logging in to myOHSAA. Please use the instructions below to record the meetings for your school.

**Note:** All meetings for a sports season must be recorded in myOHSAA prior to end of the sports season. Again, the meeting itself must take place “no later than two weeks after the beginning of each sports season.”
Adding Preseason Parent Meetings:

1. Login to myOHSAA and select the school’s account using the school icon.
2. Click ‘Pre-Season Parent Meeting’ in the left pane, under ‘OHSAA Meetings.’
3. Use the drop down to select the school year for which you are inputting meeting dates. Afterward, select the ‘Add Meeting’ link next to the season for which you are inputting meeting dates.

![Pre-Season Parent Meetings](image)

4. On the next page, enter the date and time of the meeting, followed by the sports for which the meeting took place.

![Add Winter Pre-Season Parent Meetings](image)

5. Click save in the bottom right to finish the process.

6. Once a meeting has been added, it can be edited and deleted by using the links that appear on the meeting display.