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 meeting this requirement, a Preseason Parent Meeting scheduling tool has been added to myOHSAA. This tool is available for 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. The dates a preseason meeting can be conducted for each season are outlined in the table below. Note: All meetings for a sports season are to be recorded in myOHSAA prior to the last date a meeting is permitted to be conducted for that season in the school year.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
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Preseason Parent Meeting Scheduling Instructions – July 2011

Adding Preseason Parent Meetings:

1. Login to myOHSAA and click on the “Preseason Parent Meeting” link in the left column under “Participation Info”.

2. Use the drop down box to select the school year that you want to schedule a meeting for then click the “Go” button.
3. Click the “Add Meeting” link for the season you are scheduling a meeting for. The form to add a meeting will appear.

4. Enter the date by clicking inside the date box and selecting the date from the calendar. Use the arrow buttons on the calendar to move from month to month.

5. Enter the start time and approximate end time of the meeting.

6. Select the facility/location for the meeting. The list of locations pulls directly from the list of locations in your schools’ location manager. If the location is not in the list, select “Add a new location...”. The location address will default to the school’s address. Add the facility name and correct the address if necessary. Upon saving the meeting, the location will be added to the list in your location manager.
7. Check the sports from the list that the meeting is for. To select all sports in the list, check the “Select/Unselect All Sports” box.
8. Enter the name of the administrator that will be facilitating the meeting and their title in the appropriate boxes.
9. In the Public Notes box, enter any additional information that you want parents to know. This information will appear on the public interface of your school’s athletic schedules.
10. Click the “Save” button to add the meeting.

Once a meeting has been added, it can be edited and deleted by using the links that appear on the meeting display. In addition, the meeting will appear as an event on your daily list of events for the date of the meeting. The meeting will also display at the top of the sport calendars for all levels/teams for the sports selected for the meeting. Example: If a fall sports meeting is added and all sports are selected then, the meeting will appear on all fall sports calendars and levels that you have created. If the meeting is for volleyball only, the meeting will appear on all volleyball calendars you have created.
In addition, once the public interface of schedules is launched the preseason parents meeting will appear as an event on those calendars for the public to view.