



# Oregon School Activities Association

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**April 9, 2024**

**TO:** Superintendents, Principals, and Athletic Directors  
**FROM:** Missy Smith, OSAA Assistant Executive Director  
**SUBJECT:** 2024-25 OSAA Administrator Workshops

The OSAA will be presenting its Administrator Workshops listed below to familiarize representatives from the member schools with the services, policies, procedures, rules and interpretations of the Association in August 2024. We would also like to invite all Assistant Athletic Directors and Athletic Director Secretaries to join us for the trainings.

<b>Tuesday, August 13</b>	<b>8:30am – Noon*</b>	<a href="#"><u>OSAA Office, Wilsonville</u></a>
	<b>8:30am – Noon</b>	<b>OSAA Webcast</b> – Register with OSAA by <b>August 9</b>
<b>Wednesday, August 14</b>	<b>8:30am – Noon*</b>	<a href="#"><u>Pendleton High School</u></a>
	<b>8:30am – Noon*</b>	<a href="#"><u>Grants Pass High School</u></a>
	<b>12:30pm – 4pm</b> <b>12:30pm – 4pm</b>	<a href="#"><u>OSAA Office, Wilsonville</u></a> <b>OSAA Webcast</b> – Register with OSAA by <b>August 11</b>
<b>Thursday, August 15</b>	<b>8:30am – Noon*</b>	<a href="#"><u>Ridgeview High School</u></a>
	<b>8:30am – Noon*</b>	<a href="#"><u>Willamette High School</u></a>
<b>Friday, August 16</b>	<b>8:30am – Noon*</b>	<a href="#"><u>Camp Withycombe, Clackamas</u></a> 15300 SE Industrial Way, Clackamas, OR 97015

- All attendees must register for the workshop on our site: [www.osaa.org/administrators/workshop](http://www.osaa.org/administrators/workshop)
- \*Indicates that a meal will be provided at the conclusion of the Workshop.

**Administrator Workshop Attendance Requirement** (*OSAA Handbook, Executive Board Policies*) (February 2017)

- Each member school shall ensure that at least one representative participates in one of the annual Administrator Workshops presented by OSAA staff. Roll shall be taken at the Workshops to confirm compliance with this policy.
- Should it be determined that a member school failed to have a representative at any of the Administrator Workshops, that school shall have an administrator view a recorded version of the workshop within five days, receive a \$1,000 fine, appear before the Executive Board at their next meeting, and be placed on probation during the Association Year of non-attendance. The Executive Board shall consider the probationary status of the school when assigning penalties for any violations of OSAA Regulations by the school that might occur during the period of probation.