



OSAA Online Unsporting/Misconduct Report Form Instructions

<http://www.osaa.org/officials>

A. UNSPORTING/MISCONDUCT REPORT PROCESS

In the interest of promoting good sportsmanship, the OSAA and schools have requested to be informed of misconduct and unsporting conduct during OSAA sanctioned contests. This is facilitated by an online Unsporting/Misconduct Report form that must be initiated by either an official or a Commissioner. Unsporting/Misconduct Reports are not to be submitted for any participant or coach that is ejected. Ejections are reported on the OSAA ejection report form available online at www.osaa.org/officials.

The Official Creates a New Form

1. Any official can access the Unsporting/Misconduct Report form online, no login is required.
2. The official fills out preliminary information regarding the contest, who was penalized, and provides the nature of the misconduct or unsporting conduct.
3. When the official submits the Unsporting/Misconduct Report, an e-mail is automatically sent to that official's Commissioner informing the Commissioner of a newly created report.
4. The Commissioner then logs in and accesses the online report form created by the official and reviews the information. The Commissioner has the ability to edit any information.
5. The Commissioner then submits the online report. The school and the OSAA office are automatically sent an e-mail notification of the incident.

Commissioner Creates a New Form

1. Commissioners must login to their OSAA website account using their e-mail address and password in order to access the Unsporting/Misconduct Report online form.
2. The Commissioner fills out information regarding the contest, who was penalized, and provides the nature of the misconduct or unsporting conduct.
3. When the Commissioner submits the online report, the school and the OSAA office are automatically sent an e-mail notification of the incident.

B. ACCESSING THE ONLINE UNSPORTING/MISCONDUCT REPORT

From the OSAA homepage, www.osaa.org, use the blue navigation bar to navigate to Governance >> Forms. Under **Contest Forms**, click the » [Unsporting/Misconduct Report \(Wrestling\) - Online Only](#) link.

You can also access Unsporting/Misconduct Reports linked to your officials association from the OSAA Commissioner Dashboard. Go to www.osaa.org, log in if necessary, and click the "My Account" link in the upper-right. You will know if you are logged in or not by the text "Login" or "Logout" shown in the upper-right in the blue navigation bar at the top of every page.

C. COMMISSIONER DASHBOARD

If you are logged in as a Commissioner of Officials, clicking the “My Account” link on the OSAA website will direct you to your OSAA Commissioner Dashboard. This page will list any officials association your account is linked to as the Commissioner. You can also see a list of all online ejection reports and unsporting/misconduct reports tied to your association, enter in playoff reimbursement expenses, and see a list of your assigned schools.

My OSAA Account

Hello, Fred Flintstone

D. CREATING A NEW ONLINE UNSPORTING/MISCONDUCT REPORT

From the OSAA Unsporting/Misconduct Report Page, click the **New Form** button. A yellow bar will indicate if you are not logged in as a Commissioner and are initializing the form as an official. A green bar will appear if you are logged in as a Commissioner.

OSAA Unsporting/Misconduct Report

? Help Close

Create a New Unsporting/Misconduct Report for 2018-19

In the interest of promoting good sportsmanship, the OSAA and schools have requested to be informed of misconduct and unsporting conduct during OSAA sanctioned contests. These online unsporting/misconduct reports can be filled out by an official or a commissioner.

Welcome, guest. You are not logged in as a Commissioner.

Official

I'm not a robot



reCAPTCHA
Privacy - Terms

New Form



Start a new unsporting/misconduct report by clicking the button above.

Unsporting/Misconduct Report Form Process

1. **Official** fills out a preliminary online Unsporting/Misconduct Report.
2. **Commissioner** is notified and reviews the form before submitting.
3. The **OSAA** and the **School** is notified of the incident.

Note, if you are not logged in as a Commissioner, you must check the box that reads “I’m not a robot” to ensure web crawlers do not create spurious online report forms. A CAPTCHA dialog may expand to test if you are, in fact, not a robot.

E. FORM ACTIONS

Once you have created a new Unsporting/Misconduct Report, your online form will be assigned a unique ID number. If you are a Commissioner, this new form will appear in the list of unsporting/misconduct reports on your Commissioner Dashboard. At the top of the page, you can see the available form actions as well as the form's status and progression.



Depending on the form's status, the available action buttons will change.

- **Print** – This will show an unofficial, printable version of the report form. Do not use printed forms in place of the online form. The entire unsporting/misconduct report process is online and electronic from start to end. This print function has been created with the sole purpose of schools to be able to have a physical copy of an unsporting/misconduct report for their records.
- **Delete** – Use this button to withdraw your unsporting/misconduct report and delete it from the database. This cannot be undone. If you delete a report, your form cannot be reinstated.
- **Run Check** – This is a useful feature that allows you to audit your online form. When you click this button, your form is tested to see if all required fields are provided. Any missing information will be brought to your attention if your form fails inspection. Suggestions on remedying the oversights will also be provided. If your form passes inspection, you will be notified that it is ready to be submitted. Note, running a check will not submit the form.
- **Submit** – When you are ready, click this button to submit your form. The form will automatically run a check and audit your form. If your form passes inspection, it will be submitted. If you are an official, the form's status will change from WORK to CMSH and your Commissioner will be automatically notified by e-mail that you have created and submitted a preliminary unsporting/misconduct report. At this point, the school nor the OSAA have not been notified of the incident. If you are a Commissioner, the form's status will change from CMSH to SUBT and an e-mail will be automatically sent to the school and the OSAA.

F. REPORT STATUS

Unsporting/Misconduct Reports will have one status indicating which step in the process the form is at:

- **WORK** – The form is a work in progress and has been initiated by an official. This status is skipped if the form is created by a Commissioner. Once a form with the WORK status is submitted, the Commissioner of Officials is notified and the status will change to CMSH.
- **CMSH** – The form is under Commissioner review. If the form was initiated by the Commissioner of Officials, this is the first status of the form. Once a form with the CMSH status is submitted, the

school and the OSAA office is automatically send an e-mail notification of the incident and the form's status will change to SUBT.

- **SUBT** – The unsporting/misconduct report has been submitted by the Commissioner. The school and the OSAA office have been notified. The form has been finished, no further action will be required.

G. EDITING THE FORM AFTER IT HAS BEEN CREATED

Once your form is created, you can start providing the required information. Instructions are included at the top of the page along with the form's status, progression, and next steps. Required fields are indicated with a red asterisk. Some fields will trigger the page to reload and are indicated with a vertical blue bar.



Auto-Save: Changes to your form are automatically saved after a field's value is confirmed (i.e. clicking outside of a text box or tabbing to another field).



Auto-Refresh: Some fields will trigger your form to reload. You will see your page refreshed with updated information.



More Help: Click the **Help** button anytime for detailed instructions. For assistance, contact OSAA Support: (503) 682-6722 x228 or support@osaa.org.

H. INFORMATION SECTION

The **Information** section asks for information pertaining to the contest with the incident.

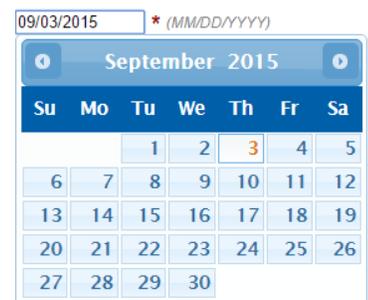
Required fields are indicated with a red asterisk, *

Information			
Sport	<input type="text"/> *	Date	<input type="text"/> * (MM/DD/YYYY)
Level	<input type="text"/> *	Time	<input type="text"/> (Optional) scheduled start time
Penalized School	Select a sport first.		Home/Away <input type="text"/> * Was this school at home or away?
Opposing School	<input type="text"/> * What was the opposing school's name?		
Location	<input type="text"/> * Where was the contest held?		

Some fields will not be editable until other information is provided. For example, the **Sport** must be selected before a list of schools offering that sport are shown as options for the **Penalized School** field. The contest **Time** is optional, but the **Date** is required. Click the date text field to bring up a calendar picker.

Because the opposing school can be an out-of-state opponent, the name of the **Opposing School** must be typed in. Suggestions for the opposing school will appear as you begin typing in the name of the opposing school.

Additional notes are included on the form in gray text.



Calendar Picker

I. PERSON WHO WAS PENALIZED AND THE OFFICIAL SECTIONS

Person

Who was penalized and what was the nature of the incident?

Type * Was this a coach, player, or someone else?

Name * *Unknown* if name is not known

Jersey # (Optional) player's jersey number, ignore otherwise

Reason

Category Under what category, or rule, does the incident fall under?
You must select a sport first.

Description of the Incident * Describe the circumstances of the incident below

Official

Who was the official that penalized the conduct?

Name * Full name (i.e. John Smith)

Association You must select a sport first.

Commissioner Select an association.

The **Person** and **Reason** sections ask for information relating to who was penalized and what was the nature of the incident. If the **Name** of the player or coach is not known, type in "Unknown". The **Category** is a drop-down list of possible reasons a player, coach, or someone else could commit misconduct or unsporting conduct according to the rules of the selected sport. When you select a category, the corresponding NFHS rule will be listed to the right for reference. A brief description of the selected category will appear underneath with generic language from the NFHS rules regarding this type of incident. The **Description of the Incident** space is for you to explain the circumstances leading up to and pertaining to the misconduct or unsporting conduct.

The **Official** section records who the official was that penalized the misconduct or unsporting conduct. Provide their **Name** and select their **Association** from the drop-down list. Once an association is selected, the Commissioner and their email address are displayed.