Oregon School Activities Association

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OSAA Online Ejection Report Form Instructions
http://www.osaa.org/officials

A. EJECTION REPORT PROCESS

Per OSAA Executive Board policy, if a player or coach is ejected by an official, both the Athletic Director of the school of the ejected player/coach and the Commissioner of Officials shall notify the OSAA in writing of the ejection **by the next workday**. This is facilitated by an online ejection report form that must be initiated by either an official or a Commissioner. Multiple ejections are reported on separate report forms, one for each individual player or coach that was ejected.

The Official Creates a New Form

1. Any official can access the OSAA Online Ejection Report Form, no login is required.
2. The official fills out preliminary information regarding the contest, who was ejected, and provides the nature of the ejection.
3. When the official submits the ejection report, an e-mail is automatically sent to that official's Commissioner informing the Commissioner of a newly created ejection 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 and provide additional notes or upload and attach a file.
5. The Commissioner then submits the online ejection report.   The school and the OSAA office are automatically sent an e-mail notification of the ejection.

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 OSAA Online Ejection Report Form.
2. The Commissioner fills out information regarding the contest, who was ejected, and provides the nature of the ejection. The Commissioner can also add notes or upload and attach a file.
3. When the Commissioner submits the ejection report, the school and the OSAA office are automatically sent an e-mail notification of the ejection.
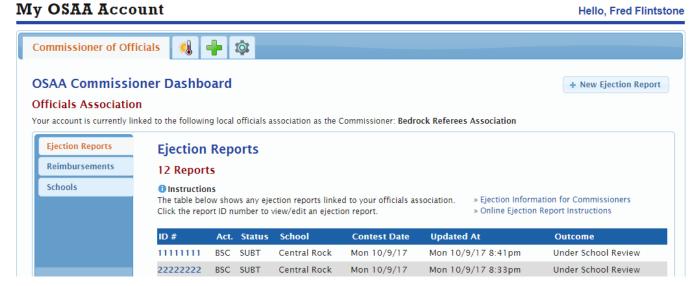
B. ACCESSING THE ONLINE EJECTION REPORT

From the OSAA homepage, www.osaa.org, use the blue navigation bar to navigate to Governance >> Forms. Under **Contest Forms**, click the » Ejection Report - Online Only link.

You can also access ejection 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 it linked to as the Commissioner. You can also see a list of all online ejection reports tied to your association, enter in playoff reimbursement expenses, and see a list of your assigned schools. Clicking the blue ID # of an ejection report will open up that ejection report. Commissioners can easily create a new ejection report by clicking the **New Ejection Report** button.

D. CREATING A NEW ONLINE EJECTION REPORT

From the OSAA Ejection Report Page, click the **New Form** button. A yellow bar indicates you are not logged in as a Commissioner and are initializing the form as an official. A green bar will show that you are logged in as a Commissioner.

Note, if you are not logged in as a Commissioner, you must check the box the reads "I'm not a robot" to ensure web crawlers do not create spurious ejection reports. A CAPTCHA dialog may expand to test if you are, in fact, not a robot.

E. FORM ACTIONS

Once you have created a new Online Ejection Report Form, your form will be assigned a unique ID number. If you are a Commissioner, this new form will appear in the list of ejections 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 ejection report form. Do not use printed forms in place of the online form. The entire ejection 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 ejection report for their records.

- Delete – Use this button to withdraw your ejection report and delete it from the database. This cannot be undone. If you delete a report, your form cannot be reinstated. If you do want to delete a form, you must provide a reason in the confirmation dialog box that appears when you click this button.

- 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 ejection report. At this point, the school has not been notified of the ejection. 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 of the ejected individual and to the OSAA office.

- Accept Ejection – Schools click this button to acknowledge that they have been informed of the ejection and will take the appropriate action to ensure the suspension is implemented. When accepting an ejection, the school must provide a plan of action or statement regarding the ejection.

- Appeal Ejection – Schools click this button to appeal the ejection's suspension or fine. When a school Principal or Athletic Director appeals an ejection, the school must provide a reason for the appeal. The OSAA staff member in charge of that sport will contact the school and respective Commissioner of Officials to begin a dialog regarding the appeal.

F. EJECTION STATUS

Ejection report forms 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 of the ejected player/coach and the OSAA office is automatically send an e-mail notification of the ejection report and the form's status will change to SUBT.

- SUBT – The ejection report has been submitted by the Commissioner. The school and the OSAA office have been notified of the ejection. It is now up to the school to decide if the school wishes to acknowledge the ejection or appeal the suspension/fine. If accepted, the status will change from SUBT to RECD. If appealed, the status will change from SUBT to APPL.

- RECD – The school has received the ejection report and will not be appealing the suspension/fine. OSAA staff will finally review the information and mark the form as DONE.

- APPL – The school has indicated that they wish to appeal the ejection's suspension/fine. OSAA staff will communicate with the school and Commissioner of Officials to determine if the appeal is approved or denied. Once a decision is made, OSAA staff will mark the form as DONE.

- DONE – The form has been finished, no further action will be required.
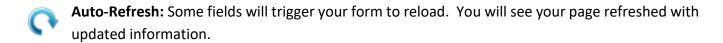
G. EDITING THE FORM AFTER IT HAS BEEN CREATED

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.

Note the Page Will Refresh | ▼ | *   *Required Indicator*

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

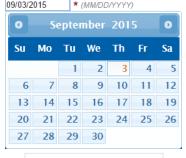The **Information** section asks for information pertaining to the contest in which the ejection took place.

Information

*Required fields are indicated with a red asterisk, *.*

Sport	[▼] *	Date	[ ] * (MM/DD/YYYY)
Level	[▼] *	Time	[ ] (Optional) scheduled start time
School of Ejected Person	*Select a sport first.*	Home/Away	[▼] * Was the ejection on the home or away team?
Opposing School	[ ] * What was the opposing school's name?		
Location	[ ] * 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 **School of Ejected Person** 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.

| 09/03/2015 | * (MM/DD/YYYY) |

◀ September 2015 ▶

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Calendar Picker

I. EJECTED PERSON & EJECTING OFFICIAL SECTION

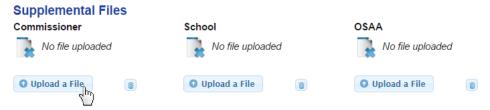The **Ejected Person** section asks for information relating to who was ejected and for what reason.

Ejected Person
Who was ejected and why?

Coach/Player	[▼] * Was the person a coach or a player?
Name	[ ] * Unknown if name is not known
Jersey #	[ ] (Optional) player's jersey number

Ejecting Official
Who was the official that ejected the person?

Name	[ ] * Full name (i.e. John Smith)
Association	[▼] *
Commissioner	*Select an association.*

Reason

Category   *Under what category, or rule, was the person ejected or disqualified?*

[▼] * ⓘ

Reason for the Ejection *   *Describe the circumstances of the ejection below*

[   ]

If the **Name** of the ejected player or coach is not known, type in "Unknown". The **Category** of the ejection is a drop-down list of possible reasons a player or coach can be ejected in the selected sport. When you select a category, the corresponding NFHS rule will be listed to the right for reference. The **Reason for the Ejection** space is for you to explain the circumstances leading up to and pertaining to the ejection.

The **Ejecting Official** section records who the official was that issued the ejection. Provide his/her **Name** and select their **Association** from the drop-down list.

J. SUPPLEMENTAL FILES

Ejection reports can have up to three files attached to the online form. Commissioners, schools, and the OSAA office can upload files. To upload a file, click the **Upload a File** button.

A dialog box will appear prompting you to upload a file. Although almost any file extension can be accepted, it is preferable to upload files in a commonly readable format like Adobe PDF (i.e., files with extension ".pdf" work the best). The maximum file size that can be uploaded for a single file is 8 MB.

Click the **Upload** button to upload the selected file on your computer and attach it to the online form. Click the **Help** button for additional information.