

# ADMINISTRATIVE SECRETARIES WORKSHOP

9:00 am - 12:00 pm

Thursday, September 24

Oregon School Activities Association



# Agenda Overview

- ▶ Welcome and Introductions
- ▶ 2020-21 Association Year
  - ▶ Pandemic Topics on Transfer and Eligibility Policies/Rules
- ▶ Racial Equity & Training
- ▶ Managing Your School on the OSAA Website
- ▶ AD/Coach Training Requirements and Managing Staff
- ▶ Inputting Schedules, Rosters, and Scores
- ▶ Website Resources



# Welcome and Introductions

Presenters, attendees, & OSAA staff



# Presenters

- ▶ Peter Weber, OSAA Executive Director
- ▶ Kris Welch, CMAA, CIC, OSAA Assistant Executive Director
- ▶ K. T. Emerson, OSAA Assistant Executive Director
- ▶ Kelly Foster, OSAA Associate Director
- ▶ Gibby Reynolds, OSAA IT Systems Administrator



# Attendees

- ▶ Who are you?
- ▶ What school are you from?
- ▶ What is your role at your school?



# OSAA Staff

- ▶ OSAA Staff Contact Information and Responsibilities
- ▶ **Candy Posey**
  - ▶ Accounts Payable / Receivable / Insurance / Budget and Finance
- ▶ **Kristie Patterson**
  - ▶ Awards Programs / Discount Tickets / Trophies and Medals
- ▶ **Kathi Fetch**
  - ▶ Championship Information / District Meet Information
- ▶ **Heidi Lopez**
  - ▶ Adding a Sport or Activity / Endowment Games / Executive Board / Officials / Meetings



# 2020-21 Association Year

Pandemic Year - 4 Seasons



# Season 1

August 31 - December 27		
ALLOWED	ALLOWED	NOT ALLOWED
<u>Non-Contact Activities</u>	<u>Minimal/Medium Contact Activities</u>	<u>Full-Contact Activities</u>
Cross Country Cheer (non-contact) Dance (non-contact) Golf Swimming Tennis Track & Field	Baseball Soccer Softball Volleyball	Basketball Cheer Football Dance Wrestling





# Season 1

<b>August 31 - December 27</b>	
<b>Waived Policies</b>	<b>Practice Limitations</b>
<b>OSAA Sanctioned vs. non-Sanctioned</b>	Football - Flag football, 7-on-7 Volleyball - Outdoor Volleyball, Sand Volleyball, 4-on-4
<b>School vs. Club</b>	Coaches Players Facilities Equipment/Uniforms



## Season 2

**December 28 - January 28**

**Culminating week March 1 - 6**

**Traditional Winter  
Season**

Basketball  
Cheer (non-contact)  
Dance (non-contact)  
Swimming  
Wrestling



## Season 3

**February 22 - April 25**

**Culminating week April 26 - May 1**

**(Football) Culminating week May 3 - 8**

**Traditional Fall  
Season**

Cross Country  
Football  
Soccer  
Volleyball



## Season 4

<b>April 19 - June 20</b>	
Culminating week June 21 - 26	
Traditional Spring Season	Baseball Golf Softball Tennis Track & Field



# Activities

<b>No defined season</b>	
<b>Culminating weeks</b>	
<b>Cheerleading</b>	March 8 - 13
<b>Dance/Drill</b>	April 12 - 17
<b>Speech</b>	April 19 - 24
<b>Solo Music</b>	April 26 - May 1
<b>Choir</b>	May 3 - 6
<b>Band/Orchestra</b>	May 10 - 15



# 2020-21 Association Year Eligibility Policies and Rules

OSAA policies and individual student eligibility



# Important Reminders

- ▶ Contingency Groups
- ▶ Academic Eligibility and Satisfactory Progress Toward Graduation
  - ▶ This applies to all OSAA activities, including speech and music competitions
  - ▶ Students who were eligible prior to the pandemic are eligible during Season 1 until grades are transcribed for the first grading period. Students who were not eligible prior to the pandemic will need to petition for a hardship.
- ▶ FALL AD Workshops
  - ▶ Tuesday, October 27 (9:00am - noon)
  - ▶ Wednesday, October 28 (11:00am - 2:00pm)
  - ▶ Thursday, October 29 (3:00pm - 6:00pm)
- ▶ No Endowment Contests this year, been suspended for 2020-21 Association Year



# Individual Student Eligibility Within Your Building

- ▶ Currently enrolled in and passing the appropriate number of classes
- ▶ Passes appropriate number of classes in previous transcribed grading period
- ▶ On track to graduate prior to the start of the school year





# Individual Student Eligibility Outside Your Building

- ▶ Home School
  - ▶ Registered with ESD prior to 1st day of classes
  - ▶ Passed one of the approved tests by August 15
  - ▶ “Home Schooled” versus “Schooled at Home”
- ▶ Associate Member School
  - ▶ Registered with the OSAA
  - ▶ Eligible back at resident public school only
    - ▶ Public Associate Member School automatically
    - ▶ Private Associate Member School needs both Principals agreement
- ▶ Full Member Private School
  - ▶ Eligible back at resident public school when sponsored activity is not offered, provided both Principals agree



# Individual Student Eligibility Transfers

- ▶ Eligible Student Transfer Certificate
- ▶ Student Intent to Transfer Certificate
- ▶ Mid-Year Transfers
- ▶ Eligibility Request Form - Online Only
- ▶ Eligibility Appeals Board



# Scheduling

- ▶ Recommended to schedule locally/regionally
  - ▶ Need to be flexible (like traditional spring sports with weather changes ☺)



# Event Management

- ▶ Large gathering sizes (includes game management, teams, officials)
  - ▶ As of today maximum 100 indoors
  - ▶ As of today maximum 250 outdoors



# Racial Equity Training

- ▶ Email went out to Superintendents, Principals, and ADs (September 16)
- ▶ Training Link: [Racial Equity in School Athletics and Activities Training](#)
  - ▶ Training is not required by OSAA
  - ▶ Equity and Diversity Fund
  - ▶ Other resources available
- ▶ Sportsmanship
  - ▶ Toolkits
  - ▶ Event management suggestions: <http://www.osaa.org/equity/event-toolkits>



# Break



# Managing Your School on the OSAA Website

OSAA website user accounts, my account, editing school information and staff contacts, & downloading school schedules



# OSAA Website Tutorial

- ▶ User Accounts and My Account
- ▶ Website Walkthrough
  - ▶ OSAA website accounts
  - ▶ *My Account*
  - ▶ Editing school information and contacts
  - ▶ Downloading school schedules
  - ▶ Merging school staff





# AD/Coach Training Requirements and Managing Staff

Training and certification requirements, managing staff/certification records/alerts, syncing with the NFHS learning center, downloading staff, & OSAA spirit safety



# OSAA Website Tutorial

- ▶ [www.osaa.org/coaches/requirements](http://www.osaa.org/coaches/requirements)
- ▶ Manage Staff
- ▶ [www.osaa.org/spirit-safety](http://www.osaa.org/spirit-safety)



# Inputting Schedules, Rosters, and Scores

Activity programs and playoffs & endowment games



# OSAA Website Tutorial

- ▶ Team Pages and OSAA Activity Pages
- ▶ [www.osaa.org/governance/forms](http://www.osaa.org/governance/forms)



# Website Resources

OSAA for, health and safety, awards, calendar, OSAA classifieds, OSAA weekly, forms



# OSAA Website Tutorial

- ▶ [www.osaa.org/coronavirus](http://www.osaa.org/coronavirus)
- ▶ [www.osaa.org/for](http://www.osaa.org/for)
- ▶ [www.osaa.org/health-safety](http://www.osaa.org/health-safety)
- ▶ [www.osaa.org/awards](http://www.osaa.org/awards)
- ▶ [www.osaa.org/calendar](http://www.osaa.org/calendar)
- ▶ [www.osaa.org/classifieds](http://www.osaa.org/classifieds)
- ▶ [www.osaa.org/weekly](http://www.osaa.org/weekly)



# Feedback

- ▶ Feedback and Evaluation Google Form
  - ▶ We will send out a google doc evaluations
- ▶ Please let us know how we did
  - ▶ What went well?
  - ▶ What can we do better?



Thank You for Attending!

