



Oregon School Activities Association

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TO: Superintendents, Principals, and Athletic Directors

FROM: Kelly Foster, OSAA Associate Director

SUBJECT: 2017-18 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 2017. We would also like to invite all Assistant Athletic Directors and Athletic Director Secretaries to join us for the trainings.

Eligibility/Transfer Tutorial – This year we will, again, be offering a specific tutorial aimed at our eligibility and transfer policies. These policies will only be reviewed briefly in the main workshop session. This tutorial will review, in detail, major OSAA eligibility rules, regulations and policies. New AD's are strongly encouraged to attend.

Tuesday, August 8	8am – 9am 9:30am – Noon*	Eligibility/Transfer Tutorial – Shriners Building <u>Shriners Building</u> <i>Located across the street from the OSAA Office</i>
Wednesday, August 9	8am – 9am 9:30am – Noon*	Eligibility/Transfer Tutorial – Ridgeview High School <u>Ridgeview High School, Redmond</u>
	8am – 9am 9:30am – Noon*	Eligibility/Transfer Tutorial – St. Mary's School, Medford <u>St. Mary's School, Medford</u>
	Noon – 1pm 1:30pm – 4pm Noon – 4pm	Eligibility/Transfer Tutorial – OSAA Office <u>OSAA Office</u> OSAA Webcast – Register with OSAA by August 4 - \$50 fee
Thursday, August 10	8am – 9am 9:30am – Noon*	Eligibility/Transfer Tutorial – Pendleton Convention Center <u>Pendleton Convention Center</u>
	8am – 9am 9:30am – Noon*	Eligibility/Transfer Tutorial – Springfield High School <u>Springfield High School</u>
Friday, August 11	8am – 9am 9:30am – Noon* 8am – Noon	Eligibility/Transfer Tutorial – OSAA Office <u>OSAA Office</u> OSAA Webcast – Register with OSAA by August 4 - \$50 fee

- New this year, all attendees must register for the workshop on our site: [OSAA Administrator Workshop Registration](#)
- * 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.