## 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



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



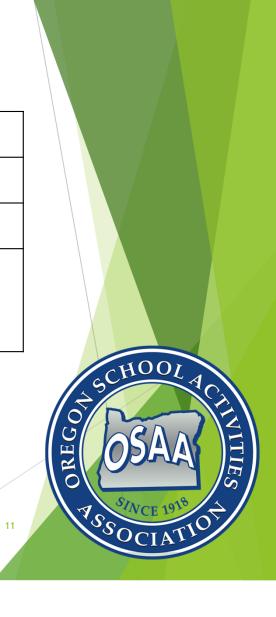
August 31 - December 27	
Waived Policies	Practice Limitations
OSAA Sanctioned vs. non-Sanctioned	Football - Flag football, 7-on-7 Volleyball - Outdoor Volleyball, Sand Volleyball, 4-on-4
School vs. Club	Coaches Players Facilities Equipment/Uniforms



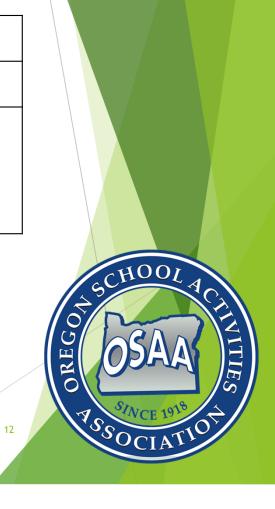
December 28 - January 28 Culminating week March 1 - 6				
Traditional Winter Season	Basketball Cheer (non-contact) Dance (non-contact) Swimming Wrestling			



February 22 -	April 25		
Culminating we	eek April 26 - May 1		
(Football) Culm	ninating week May 3 - 8		
Traditional Fall Season	Cross Country Football Soccer Volleyball		



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



## **Activities**

No defined season	
Culminating weeks	
Cheerleading	March 8 - 13
Dance/Drill	April 12 - 17
Speech	April 19 - 24
Solo Music	April 26 - May 1
Choir	May 3 - 6
Band/Orchestra	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 transcripted 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 <u>Within</u> Your Building

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



## Individual Student Eligibility <u>Outside</u> 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: <u>Racial Equity in School Athletics and Activities Training</u>
  - Training is not required by OSAA
  - Equity and Diversity Fund
  - > Other resources available
- Sportsmanship
  - Toolkits
  - Event management suggestions: <u>http://www.osaa.org/equity/event-toolkits</u>



#### Break





## Managing Your School on the OSAA Website

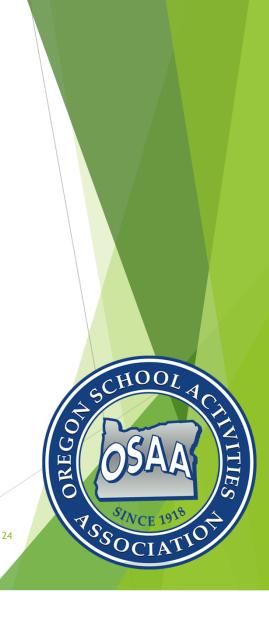
OSAA website user accounts, my account, editing school information and staff contacts, & downloading school schedules



## **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
- Manage Staff
- www.osaa.org/spirit-safety



# Inputting Schedules, Rosters, and Scores

Activity programs and playoffs & endowment games



## **OSAA Website Tutorial**

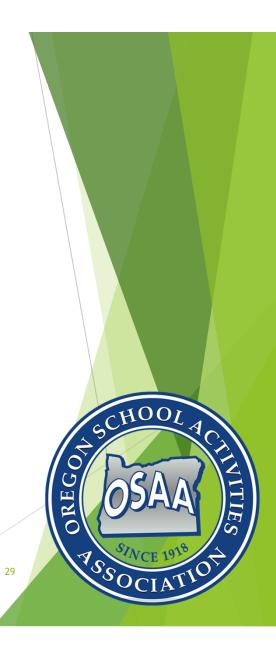
Team Pages and OSAA Activity Pages

www.osaa.org/governance/forms



## Website Resources

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



## **OSAA Website Tutorial**

- www.osaa.org/coronavirus
- www.osaa.org/for
- www.osaa.org/health-safety
- www.osaa.org/awards
- www.osaa.org/calendar
- www.osaa.org/classifieds
- 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!



