

*The Ohio High School Athletic Association*

*August 6, 2014*

Greetings to each of you and thanks for taking the time to listen to an overwhelming presentation yesterday. I often tire of 'over-used phrases' but when I say 'been there – done that', I say it with a degree of certainty. Having 'survived' the Athletic Administrator's role for a number of years and having been a head coach (for 10 years at the same time), I know the daunting tasks ahead of you. Not to make light of it but as mentioned, are probably more concerned with "Picture Day" for your programs and local media; making sure that the volunteer assistant coach you are trying to 'hire' gets properly certified and inundated with every last second demand from your coaches. I HAVE been there and done that so my commitment is to HELP YOU make your job easier. PLEASE use me as a resource. I committed myself a few short years ago to help all Athletic Directors, especially those 'new' to the position. The more successful YOU are....the easier my job becomes.

If you find my "WIN's" clogging up your email inbox and of no help – you will never offend me by simply hitting the delete button!

## 1. **Have a Question.....Just Contact Me!**

Do not be afraid to contact me when you have a question. The best way is via email at [jsnodgrass@ohsaa.org](mailto:jsnodgrass@ohsaa.org) or text on my cell at 614-949-2970. If you have something that is immediate, no matter how simple you might think the question is..... You may have to identify yourself the first time but I will put you in my contacts for future reference. Any questions you might have that are specific to an issue you are facing now....send my way. I'll compile a listing of them and share with everyone – I can almost assure you that others are encountering the same issue.

## 2. **myOHSAA**

Get used to it...it will become your friend (and at times your frustration!). myOHSAA is the data management system created by the OHSAA for your use. It contracts opponents, contracts officials, rates officials, records scores, manages the Harbin FB (computer) ratings, etc. The system has come a LONG way. You will need a 'user name' and 'password'. If you happen to be a Tournament Manager, you will have a separate login/password as a tournament manager (more on that later). The greatest friend you'll have working with myOHSAA and the various data items is Dana Bushong. You can reach Dana at [dbushong@ohsaa.org](mailto:dbushong@ohsaa.org).

## 3. **Set Your Priorities**

Despite all the great information you heard yesterday, don't ask yourself "what did I get myself into". Just prioritize some of the items I mention and other things covered today will "happen when they happen". I would recommend these priorities:

- **Start Checking Eligibility**
- **Make sure Coaches are Certified & Attend their Rules Meeting (see below)**
- **Schedule a Pre-Season Meeting for Parents/Coaches (Schedule your Winter one while you are at it!)**
- **Mark a few Calendar Items (Tournament Draw dates, Officials Voting Requirement)**
- **Develop a Plan to Accurately obtain Rosters from Coaches**
- **Do You Have Any Transfers???**
- **Check Your Contracts**

I will be giving you some pointers on each of these to give you help.

## 4. **Getting Your Coaches Certified**

No doubt, a huge challenge. Here is the 'nuts and bolts' of Coach Certification:

- Pupil Activity Coaching Permits and Certification of coaches is required by the Ohio Department of Education. The OHSAA requires all coaches to meet the requirements of the ODE and Ohio Administrative Code.
- All school coaches, whether PAID or VOLUNTEER must meet the requirements.
- Certification is checked at the tournament level through the Tournament Entry Form.
- Certification is complete by obtaining a "Pupil Activity Coaching Permit" issued by the ODE.
- An application is required to the ODE and the following is required:
  - o Completion of an approved Sports First Aid Course
  - o Completion of the NFHS (or CDC) Concussion Course
  - o Completion of an approved CPR Course (not an online course)
  - o Completion of an FBI Background Check (done through most schools)
  - o Completion of the NFHS Fundamentals of Coaching

Once each of the above are completed, follow this link to obtain information for the online application:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License>

## 5. **Mandatory Rules Interpretation Meetings**

The OHSAA requires all schools to be represented at a "Rules Interpretation Meeting" with the real **intent** being that the HEAD COACH attend these meetings. Attendance is required to be eligible for Tournament Play. Take a moment to send a quick email reminder to your head coaches with the following links. Rules meetings are not required in Cross Country or Tennis. Golf must be done in face to face meetings.

**Volleyball:** <http://ohsaa.articulate-online.com/ContentRegistration.aspx?DocumentID=a49be804-5ad0-4a4e-815b-8b8b52a27e92&Cust=42440&ReturnUrl=/p/4244091455>

**Soccer:** <http://ohsaa.articulate-online.com/ContentRegistration.aspx?DocumentID=45fbc98-7b74-4186-825c-ee085f87a2ff&Cust=42440&ReturnUrl=/p/4244097719>

**Football:** <http://ohsaa.articulate-online.com/ContentRegistration.aspx?DocumentID=f0675a0c-c44c-4e2a-8daa-ecb1147d936d&Cust=42440&ReturnUrl=/p/4244034476>