



**OHIO INTERSCHOLASTIC  
ATHLETIC ADMINISTRATORS ASSOCIATION**

***Policies, Operations, Procedures  
of the Executive Board of Directors***

Revised, Spring-2018

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## **Table of Contents**

### **Section I: OIAAA Constitution and Bylaws**

Article I:	Organization
Article II:	Mission Statement
Article III:	Membership
	1. Regular
	2. Associate
	3. Honorary
	4. Membership Year
Article IV:	Offices
	1. Officers
	2. Duties of Executive Director
	3. Duties of President
	4. Duties of President-elect
	5. Duties of Past-President
	6. Duties of Secretary
	7. Duties of Treasurer
	8. Duties of District & Special Representatives
	9. Appointment of Officers
	10. Eligibility
Article V:	Executive Board
	1. Membership
	2. Legislative Action
	3. Ex-officio Members
	4. Quorum
	5. Executive Board Meetings
Article VI:	Meeting
	1. Regular
	2. Appointments
	3. Fall Conference (State Conference)
	4. Committee Meetings
	5. NIAAA Delegates: National Assembly and Section 2 Meetings
Article VII:	Committees
	1. Audit Committee
	2. Appointive Powers
Article VIII:	District Organizational Relationship
	1. Relationships
	2. Correlation
	3. Joint Membership
Article IX:	Vacancies
	1. President
	2. President-elect
	3. Secretary
	4. Executive Director
Article X:	Constitutional Revision
	1. Constitutional Purpose

2. Amendments
3. Adoption
4. Referendum
5. Emergency

**Section II: *Operations Manual***

- A. Duties of the Executive Board
  1. Executive Director
  2. Past-President
  3. President
  4. President-Elect
  5. Secretary
  6. Treasurer
  7. District Representatives
  8. Indemnification of Officers, Directors
  9. Committee/Committee Chairs
    - a. Standing Committees/Chair:
      - i. LTI/Professional Development
      - ii. Website
      - iii. Certification
      - iv. Awards
      - v. Newsletter
      - vi. Vendor
      - vii. Membership
      - viii. Retired A.D.
      - ix. Endowment
      - x. Ad hoc Committees
  10. Compensation of Directors, Officers and Chairs
- B. Meetings
- C. Succession Plans (for Board-approved positions)
- D. Organization Timelines and Annual Calendar
- E. Voting
- F. Orientation of new Board Members
- G. Endorsements and Intellectual Properties
- H. Partnerships and Sponsorships
- I. Appendices:
  - a. NIAAA Code of Ethics
  - b. OIAAA Awards Brochure
  - c. OIAAA Membership (by school)
  - d. OIAAA "Award of Excellence"
  - e. OIAAA Endowment Investment Policy Statement
  - f. OIAAA Endowment Committee Protocols

## **Foreword**

The OIAAA Executive Council's main functions include planning, policy-making and implementation of initiatives and objectives of the organization. The direct responsibilities of the Executive Board are managerial functions, appraisal, consideration or evaluation in the best interest of the total membership. Additional responsibilities of the Executive Board are outlined in this POP Manual.

In making plans, policies and procedures that align with the OIAAA Constitution and By-Laws, this manual will provide guidance and direction to the Executive Board and others who are charged with fulfilling the purposes of the Association.

The OIAAA Constitution and By-Laws place specific administrative and managerial responsibilities on the Executive Board, as well as the legislative, administrative and managerial process of the membership.

### **OIAAA Mission Statement**

*"The OIAAA advocates for our members by promoting the educational values of interscholastic athletics."*

To accomplish this mission, the OIAAA serves its members by providing resources to develop and enhance leadership skills and to offer opportunities for professional growth. Working under the guidance of the National Interscholastic Athletic Administrators Association, the OIAAA seeks to enhance the professional growth and development of current and aspiring athletic directors in the State of Ohio.

### **Statement of Purpose**

The Ohio Interscholastic Athletic Administrators Association was founded in 1956 to provide a professional organization in Ohio for interscholastic athletic administrators. From its beginning, the OIAAA was established to create an exchange forum of best practice for the oversight and enhancement of education-based athletic programs in Ohio schools.

Services performed by the OIAAA include (but not limited to):

- Certified professional development for athletic administrators.
- Professional forums for current athletic issue solutions.
- Exchange of professional literature, ideas and training programs.
- Marketing of and public relations for the development of education-based athletic programs.
- Endorsement of ethical standards in interscholastic athletics.
- Support and development of sportsmanship in athletics.

The main source of income for OIAAA is membership dues, professional and corporate sponsorships and conference exhibitors' fees. Expenses are for the provision of professional communications, awarding of student scholarships, the annual state conference (expenditures for facilities, meals and services), minimizing association members' costs for professional development presentations and associated expenses for sending representatives to NIAAA Section 2 and national professional conferences.

The OIAAA is dedicated to the advancement of interscholastic, education-based athletic programs in Ohio. We are a non-profit (501c3) organization.

**SECTION I:  
THE CONSTITUTION  
of the  
OHIO INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION  
*Revision Approved by vote of Membership: November 18, 2013***

**ARTICLE I - Organization**

This organization is incorporated according to the laws of the State of Ohio as a nonprofit (501c3) association. The name of the organization shall be known as the **Ohio Interscholastic Athletic Administrators Association**.

**ARTICLE II – Mission Statement**

*The OIAAA advocates for our members by promoting the educational values of interscholastic athletics*

**ARTICLE III - Membership**

1. Regular

- A. A person is qualified to become a regular member of the OIAAA with full privileges and benefits if he or she is employed on a full- or part-time basis by a school district in Ohio and has among his/her responsibilities some segment of the administration of the interscholastic athletic program of that school or district.
- B. The individual shall agree to comply with the constitution of the OIAAA, make application to the OIAAA, and submit registration fees annually to the Association Treasurer during enrollment periods.
- C. Privileges and benefits shall include, but not limited to:
  - \* Supplemental liability insurance coverage for duties aligned with fulfillment of duties as athletic administrator.
  - \* Access to “Members Only” privileges on association website and association properties.
  - \* Regular communication newsletters
  - \* Statewide list-serve for postings and athletic communications
  - \* Discounted rates for annual conference registration
  - \* Opportunities to seek positions and office within District and State OIAAA committees and boards
  - \* Representation on state committees and collegial associations

2. Associate

- A. An individual is qualified to participate as an associate member in the meetings and activities Specified by the Executive Board if any one of the following conditions are met:
  - 1. Is employed by an educational institution or is a member of an organization that is directly involved with interscholastic athletics;
  - 2. Has been a regular member of this association but no longer qualifies for that membership classification because of change of employment

or job classification;

3. Is retired from education/interscholastic athletics and who has been a regular member of this association.

4. Is a current student at a qualified educational institution and is taking coursework leading toward a potential vocation within interscholastic athletics;

~~5. Is a business vendor which services or supports interscholastic athletics.~~ (Member referendum vote)

B. Associate members will be entitled to publications, the privilege of registering for conference and meetings and all mailings and other services as determined by the Executive Board.

C. Associate members shall not have the right to vote or hold office.

D. Fees shall be set annually by the Executive Board.

### 3. Honorary

A. Honorary membership may be bestowed on individuals by the Executive Board. There shall be no dues or voting privileges for such a member.

### 4. Membership Year

A. Association year shall begin July 1 and end June 30 annually.

## **ARTICLE IV – Offices** (See detailed job descriptions within “Operations” Section)

### 1. Officers

The officers shall be Executive Director, Past President, President, President-elect, Secretary and Treasurer. The executive board consists of the officers, district representatives and the position of Ethnic Minority rep, Female rep and Middle School rep. With the exception of the Executive Director and Treasurer, each officer and representative shall have voting privileges on all items of association business.

### 2. Duties of the Executive Director

The Executive Director shall be appointed by approval of a majority vote of the Executive Board for a term of three (3) years and does not have voting privileges. The Executive Director will serve as an advisor and liaison officer for the OIAAA on all matters pertaining to the operation of the organization.

### 3. Duties of the President

The president shall preside at all meetings of the association. He/she shall have the power to appoint special committees for the purpose of improving the objectives of the association. He/she will work directly with the Executive Director in the preparation of OIAAA Executive Board agendas. The President shall represent the OIAAA in any NIAAA sanctioned meetings (National or Section). The length of term of president is two years beginning with the conclusion of the state conference in the initial year of term.

### 4. Duties of the President-elect

The President-elect shall perform the duties of the President in his/her absence or inability to act. The President-elect shall assist the President in any matters necessary. The President-elect

serves as the Coordinator of the Annual State Conference working directly with the Executive Director and Conference Chair(s). The length of term of president-elect is two years beginning with the conclusion of the state conference in the initial year of term.

#### 5. Duties of Past President

Upon completion of his/her term of the Presidency, he/she shall serve as an advisor and will assist the President in any matters requested and will have voting privileges. The Past-President will also serve as the Membership Chair.

#### 6. Duties of the Secretary

The secretary shall be the chief correspondence officer responsible for all such records and proceedings of the association. He/she shall be responsible for notices, publication, reports and other items necessary for proper operation of the association. The Secretary shall furnish copies of all minutes to all members of the Executive Board and maintain an archive of such notations. He/she shall conduct meetings in the absence of the President and President-elect.

#### 7. Duties of the Treasurer

The Treasurer shall be appointed by approval of a majority vote of the Executive Board for a term of three (3) years and does not have voting privileges. The Treasurer shall be the chief financial officer responsible for receipt and disbursement of funds authorized by the Executive Board. Accurate records are to be kept, subject to an annual audit by the Auditing Committee. A Financial report shall be given as routine order of business at all open meetings. The Treasurer shall also serve as the Fiscal Agent for all disbursement of funds related to the Annual State Conference. It is also the responsibility of the Treasurer to submit a budget at the May Executive Committee meeting. The OIAAA Executive Board will designate additional signee(s) for all fiscal matters.

#### 7. Duties of District and Special Representatives

The District representatives shall consist of one from each district of the athletic district of the OHSAA, duly-appointed by each district. They shall be the liaison between the district and the state board. The length of term for each district representative is four years.

Special Representatives shall be selected in the following manner:

- Middle School representative(s) shall be employed by an OHSAA member school district and employed fulltime with more than 60% of his or her duties in their respective Middle School assignment
- Ethnic/Minority representative shall be defined as one who is considered in the U.S. census as either American Indian, Asian, African American, Hispanic or Native Pacific Islander.

Initial cycle of Special representation (each position will be a maximum of four-year appointments to the OIAAA Board of Directors):

- First cycle:
  - Middle School rep will be chosen between the Central and Southwest Districts.
  - Female rep will be chosen between the Northeast and East Districts
  - Ethnic Minority rep will be chosen between the Northwest and Southeast Districts.

- Second cycle:
  - The second cycle for each representative position will come from the first cycle District NOT chosen as the representative.
- Future cycles:
  - Representative positions will rotate positions and alternate between the Districts as identified in First Cycle.
    - Example: For the Middle School rep in cycle one, the Southwest District candidate is selected. In the second cycle, the Central District candidate will assume the MS rep position. In a third cycle, the Southwest and Central would decide upon the Female representative; subsequent cycles and District alignments would follow same sequence.

In the event a District does not have a viable candidate to fill the representative position, the choice of representative defaults to the paired District.

### 8. Appointment of Officers

The appointment of officers shall be on a rotation basis. Each district will submit a candidate for Secretary when their district's term becomes available for that office. If a district does not submit a candidate for the office of Secretary, the next district in sequence will have the right to submit a candidate for the Secretary's office. The district that passes will not be permitted to submit another candidate until their term comes in proper sequence. The term of office shall be for not longer than two (2) years. The office will begin immediately after the state Fall Conference. The sequence in order of the candidate of Secretary shall be as follows:

2017 - East  
 2019 - Southwest  
 2021 - Northwest  
 2023- Northeast  
 2025- Central  
 2027- Southeast

The district whose turn it is to elect a Secretary must submit his/her name and an alternate by the May meeting the year before that person will take office. The sequence of office will be Secretary, President-elect, President, and Past President. The offices of Executive Director and Treasurer shall be appointed at the pleasure of the Executive Board. These appointments shall be reviewed annually at the January Executive Board meeting.

#### Appointment of OHSAA Representative:

The ex-officio member on the OHSAA Board of Directors from the OIAAA will be a representative as selected by the OIAAA Executive Board.

### 9. Eligibility

A regular member of this association may be appointed to an office. If at any time during his/her term the person's responsibilities as an athletic administrator are terminated, the person shall, with the approval of the Executive Board, complete their term of immediate office.



## **ARTICLE V - Executive Board**

### **1. Membership**

The Executive Board shall be composed of all duly appointed officers and board members specified in Article IV, each having one vote on all legislative matters. The Executive Board shall put into effect the rules, regulations and amendments passed by the membership and take official action on the behalf of all OIAAA members. The Board will establish organization dues and Conference fees on an annual basis. The Executive Board will approve an annual budget for the organization. The Executive Board will meet a minimum of twice a year to plan, organize and implement the Annual State Conference along with conducting association business at regular intervals.

### **2. Legislative Action**

The executive Board shall act on all matters pertaining to membership and legislation in accordance with the Constitution.

### **3. Ex-Officio Members**

The Commissioner or their designee of the Ohio High School Athletic Association and a representative of the Ohio Association of Secondary Administrators (OASSA) shall be ex-officio members of the Ohio Interscholastic Athletic Administrators Association. The Executive Board, on the recommendation of the president, may appoint other ex-officio members. They may attend meetings but do not have a vote. These may include such positions as: various Ohio Coaches Association liaison(s), Awards Chairperson, Exhibits Chairperson, Newsletter Editor, State Conference Program coordinator, State Conference Chairperson, State LTC Coordinator, State Website Chair, State Certification Chair and any other individuals which the Executive Board feel necessary to conduct Executive meetings.

### **4. Quorum**

A quorum shall consist of two-thirds of the voting membership of the Executive Board and any action taken shall be based on simple majority vote.

### **5. Executive Board Meetings**

The Executive Board at the August meeting shall determine an annual schedule of meeting dates along with approving the annual budget.

## **ARTICLE VI - Meeting**

### **1. Regular**

Regular meetings shall be conducted on dates set by the Executive Board.

### **2. Appointments**

Appointments shall be a part of the business meeting at the Annual State Conference.

### **3. Fall Conference (State Conference)**

General Membership Meeting will be held at the fall conference. The hosting district shall submit final plans for the state conference for approval at the May Executive Board meeting. The following rotation will be in effect as to district hosting of the fall conference.

**Southwest** 2018, 2024, 2030  
**Northeast** 2019, 2025, 2031  
**Northwest** 2020, 2026, 2032

**East** 2021, 2027, 2033  
**Southeast** 2022, 2028, 2034  
**Central** 2023, 2029, 2035

#### 4. Committee Meetings

The Executive Board and other committees may meet as often as deemed necessary to administer business. The chairperson of the group shall call all such meetings. Notice of at least one week should be given to all members as to time, place, and agenda.

#### 5. NIAAA Delegates: National Assembly/Section 2 Meeting

A. The Ohio Delegates to the Annual NIAAA Delegate Assembly will be (in hierarchy):

1. Executive Director of OIAAA
2. President of OIAAA
3. Treasurer of OIAAA
4. Secretary of OIAAA
5. President-elect of OIAAA
6. Past-President of OIAAA
7. District Representative (representative of the District that hosts the Fall Conference the following year.)

B. In the event that any of the above is unable to attend the NIAAA Delegate Assembly, The President of the OIAAA may appoint the appropriate number of delegates to represent Ohio.

1. Representatives from the various districts will fill the remaining number of delegates assigned to Ohio by NIAAA.
2. The rotation will be the same as that for the district sponsoring the state conferences. The first available delegate position will be offered to the district sponsoring the State Conference for the following year. The second delegate seat will be given to the district sponsoring the state conference the following year.

### **ARTICLE VII - Committees**

#### 1. Audit Committee

The OIAAA Treasurer will submit a full fiscal report to the audit committee and be present to address queries from the committee. The auditing committee will consist of the President, Secretary, and two district representatives appointed by the President and they shall have completed the annual audit by the Fall Conference.

#### 2. Additional Committees

Standing and Working Committee will provide additional guidance and support for the business and operations of the OIAAA. See a full list of committees in Section II of the POP Manual.

#### 3. Appointive Powers

All appointed committee chairpersons may appoint a member from each of the athletic districts of the OHSAA to serve on the respective committee.

## **ARTICLE VIII - District Organizational Relationship**

### **1. Relationships**

District organizational relationships shall exist with each of the District Interscholastic Athletic Association (IAA) organizations that are directly affiliated with the OIAAA.

### **2. Correlation**

It is recommended that the constitution and proceeding of each district association be consistent with the fundamental purposes of the OIAAA.

### **3. Joint Membership**

Membership in the District, State and National organizations shall be encouraged.

## **ARTICLE IX - Vacancies**

### **1. President**

In case of a vacancy in the office of the presidency, the President-elect shall become President and serve the remainder of that vacated term. Following completion of the President's term, the President-elect shall serve the original appointed term as President.

### **2. President-elect**

In case of a vacancy in the office of President-elect, the position will remain vacant until the next general membership meeting. At this meeting the Secretary will assume the duties of the President-elect and membership shall appoint a new Secretary.

### **3. Secretary**

In case of a vacancy in the office of Secretary, the position will be filled through an appointment by the Executive Board. This appointee will remain in the Secretary's office until the next General Membership Meeting. At the next General Membership meeting a new secretary will be appointed according to the proper district rotation and to complete the term of office.

### **4. Executive Director**

In case of a vacancy in the position of Executive Director, the President shall serve in the role of Interim Executive Director until such a point in time where the Executive Board of Directors has selected and approved a candidate to fill the vacancy on a full-time basis.

## **ARTICLE X - Constitutional Revision**

### **1. Constitutional Purpose**

The constitution of the Ohio Interscholastic Athletic Administrators Association has been developed to best serve the purpose of this organization as outlined in Article II

### **2. Amendments**

Amendments to the Constitution shall be by referendum vote of the members of the Executive Board.

### **3. Adoption**

Adoption of amendments shall be by simple majority of voting members of regular meetings.

#### 4. Referendum

All amendments may be proposed by the Executive Board or by petition of thirty (30) active members to the Executive Board at least thirty (30) days prior to any regular meeting.

#### 5. Emergency

In the event of an emergency, the President may call a special meeting or he/she may poll the membership by the most efficient available communication. The Executive Board shall have the power to fill vacancies created on the Board or to take any necessary action in the interest of the Association in accordance with the Constitution and By-Laws of the Association.

Revised **1/21/2018**

Revised **11/18/2013**

Membership approval **11/12/18**

Previous revision: 10/12/05

## **Section II: OPERATIONS OF THE ORGANIZATION**

### **A. Duties and Expectations of the Executive Board**

1. **Executive Director:** The position of Executive Director of the Ohio Interscholastic Athletic Administrator Association (OIAAA), will be a non-voting member of the Board of Directors and will be appointed by the President and approved by the Board of Directors for renewal terms of three years in length. Said approval should be part of the March business meeting. The Executive Director's term shall be from July 1 through June 30 in any contracted term.
  - a. Purpose: The Executive Director will help maintain continuity of the OIAAA, develop alliances with other professional organizations and support the mission of the OIAAA.
  - b. Applicant Requirements:
    - i. Must have served or is currently serving as an athletic administrator.
    - ii. Current member of OIAAA
    - iii. Current member of NIAAA
    - iv. Preference will be for candidates that have served in some capacity on the OIAAA Board of Directors
  - c. Responsibilities to include:
    - i. Assist with the coordination of the OIAAA website (with Website Chair)
    - ii. Assist with the State Conference Host District and serve as Co-Chair of annual state conference
    - iii. Maintain and Increase Corporate Partners and Sponsors for OIAAA
    - iv. Attend all OIAAA Board of Director meetings

- v. Shall assist or seek the assistance of officers and members, when applicable, to fulfill needs of the organization.
- d. The Executive Director shall attend the following:
  - i. OIAAA State Conference
  - ii. NIAAA Conference
  - iii. NEDC (National Executive Director Committee) meeting in the summer
  - iv. NIAAA Section 2 Summer Meeting
  - v. Additional meetings deemed relevant to the professional enhancement of the OIAAA
- e. Compensation:
  - i. The OIAAA shall pay the Executive Director an annual stipend for duties performed in the role of Executive Director per the compensation schedule (Section II, A-10-g). The amount of the stipend shall be determined by the Executive Board of Directors and can be reviewed annually by the Board based upon the performance of the Executive Director.
  - ii. The Board of Directors will reimburse the Executive Director for duties performed in the role as Executive Director, including, but not restricted to:
    - 1. OIAAA State conference
    - 2. NIAAA National Conference
    - 3. NIAAA Section 2 Summer Meeting
    - 4. NEDC annual meeting in the summer
    - 5. Meetings associated with OIAAA Districts, OIAAA business partners or solicitation of potential partners.
    - 6. Expenses associated with the normal operation of an OIAAA office of operation
  - iii. If the Executive Director is not a current athletic administrator or their school district does not cover expenses for the above meetings the OIAAA will reimburse for these expenses.
- f. Additional Duties:
  - i. Assist the President as specified under duties and responsibilities, with specific responsibilities to distribute and develop Board meeting agendas and document packets via the Board online portal.
  - ii. Shall serve as a liaison, mentor and advisor for the OIAAA on matters pertaining to the operation of the association.
  - iii. Shall be committed to the mission of the OIAAA as stated in Article II of the Constitution and By-Laws.

- iv. Attend all Executive Board meetings, State Conference, Summer Meetings and National Conference.
- v. Advise and direct the Executive Board in carrying out the affairs of the organization.
- vi. Coordinate the collection of all records and archival material of the association to the website.
- vii. Oversee that all permanent records are collected and secured from each officer and committee chair.
- viii. Assist all standing committees in performing their duties and responsibilities.
- ix. Coordinate all financial request and/or allocations with various committees and the Treasurer.
- x. Maintain and provide a Constitution, Operations Manual and staff development on OIAAA policies, procedure, and operations for newly elected officers and committee chairpersons.
- xi. Assess and procure member benefits.
- xii. Assist the President and Past President in annual review of Constitution and Operations Manual.
- xiii. Coordinate with the Leadership Training chairperson an annual assessment of Professional Development and Leadership Training opportunities with membership.
- xiv. Assist the Newsletter Chair with quarterly editing and publication of electronic e-zine.

2. **Past-President:** Will have successfully completed term as President. The past president shall serve as the chairman of the Membership committee. The past president shall be responsible for any proposed revisions of the constitution or by-laws, and present any changes at the August meeting of the board of directors. The past president shall provide copies of the constitution to all new board members. The past president shall assist the president and board of directors in all constitutional procedures. The past president shall serve for a two-year term.
3. **President:** The president shall be the principal executive officer of the organization and shall in general supervise and control all of the business and affairs of the organization. The president shall preside at all meetings of the members and of the board of directors. The president may sign, with the secretary or any proper officer of the organization authorized by the board of directors, any deeds, mortgages, bonds, contracts, or other instruments which the board of directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these by-laws or by statute to some other officer or agent of the organization; and in general perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time. The president shall have

the power to appoint special committees and call special meetings of the OIAAA Board of Directors. The president shall approve all vouchers for expenditures. The president shall serve for a two-year term upon which time they will assume the position of past-president.

- a. **President's Award:** A "President's Award" is presented to the current president at the November Conference Award Banquet upon the completion of their second year as service as President.

4. **President-Elect:** In the absence of the president or in the event of the president's inability to act or refusal to act, the president-elect shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all restrictions upon the president. The president-elect shall perform such other duties from time to time that may be assigned by the president or the board of directors. The president-elect shall serve for a two-year term upon which time they will assume the position of president.
5. **Secretary:** The secretary shall keep the minutes of the meeting of the members and of the board of directors in one or more books, provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provision of these by-laws; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the board of directors. The secretary shall conduct meetings in the absence of the president or president-elect. The secretary shall be responsible for preparing a report of all district caucuses and prepare a report for the State Conference meeting listing actions and recommendations taken at such causes. The secretary shall serve as the Chair of the Auditing Committee. The secretary shall serve for a two-year term upon which time they will assume the position of president-elect.
6. **Treasurer:** The position of Treasurer of the Ohio Interscholastic Athletic Administrator Association (OIAAA), will be a non-voting member of the Board of Directors and will be appointed by the President and approved by the Board of Directors for renewal terms of three years in length. Said approval should be part of the March business meeting. The Treasurer's term shall be from July 1<sup>st</sup> through June 30<sup>th</sup> in any contracted term. The Treasurer shall be the chief financial officer responsible for the receipt and disbursement of funds authorized by the Executive Board or President. The Treasurer shall write checks for all approved vouchers. The Treasurer shall submit a financial report as routine order of business at all OIAAA meetings. The Treasurer shall submit a yearly financial statement at the State Conference, subject to the audit of the Auditing Committee. The treasurer shall provide a written financial statement to the board of directors at the August meeting and give a financial report at the annual conference meeting. The treasurer shall make all financial records available for the annual audit. The

Treasurer will complete and file all required federal and state tax forms on an annual basis.

*a. Compensation:*

- i.* The OIAAA shall pay the Executive Director an annual stipend for duties performed in the role of Executive Director per the compensation schedule (Section II, A-10-f). The amount of the stipend shall be determined by the Executive Board of Directors and can be reviewed annually by the Board based upon the performance of the Executive Director.
- ii.* The Board of Directors will reimburse the Treasurer for duties performed in the role as Treasurer, including, but not restricted to:
  1. OIAAA State conference
  2. NIAAA National Conference
  3. NIAAA Section 2 Summer Meeting
- iii.* If the Treasurer is not a current athletic administrator or their school district does not cover expenses for the above meetings the OIAAA will reimburse for these expenses.

7. **District Representatives:** Attend all meetings of the board of directors called by the president. Assist in recruiting all possible athletic administrators in the district to become members of the association. Conduct or assist with district meetings and annually coordinate the selection of the respective district nominations for all other awards. Secure a district door prize to be presented at the annual State Conference, and assist in getting other prizes for the regular door prize drawing. Provide district news items to the OIAAA Newsletter Chair by deadline dates. Coordinate the District Caucus at the Annual State Athletic Directors Conference. District representatives should be an active, regular member of the OIAAA and NIAAA and shall have primary responsibility in athletic administration.
8. **Indemnification of Officers, Directors:** The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Association) by reason of the fact that he or she is or was a Director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fine and amounts to be paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order,



settlement, conviction or upon a plea of *nolo contendere* or its equivalent, shall not, or itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

9. **Committee/Committee Chairs:** Appointments to Committees shall be made by the Board of Directors at the recommendation of the Secretary. The Board of Directors shall also designate the chairperson and vice-chairperson of each committee as-needed. Qualifications for committee members include:

- Must be an OIAAA/NIAAA member
- Must be active within their respective District association
- Must be able to attend called Committee meetings
- Terms of Committee Service:
  - Shall be determined by the Board of Directors
  - An individual term may be extended beyond the designated length if the individual plays a vital role in the successful completion of a project at the time his/her term would be concluding.
  - Term of service may be terminated at any time if responsibilities are not fulfilled.

a. Standing Committees/Chair:

- i. **Leadership Training/Professional Development:** The Professional Development Coordinator shall be responsible for the coordination of all NIAAA leadership training classes/workshops provided through any OIAAA or OIAAA District function. This individual shall be responsible for the coordination of all OIAAA Educational opportunities that would avail the membership to CEU or similar credit. This individual shall work closely with the NIAAA liaison and the OIAAA Treasurer to assist in the coordination of the leadership training programs. Develop a list of LTI instructors. Work with the Executive Director and the Treasurer to develop a LTI Budget. The Leadership Training/Professional Development Chair must be certified to teach LTI courses.
- ii. **Website:** The website coordinator shall oversee all aspects of the OIAAA website. The website chair will be responsible to maintain the accuracy of the records on the OIAAA site. The website coordinator should work with the membership chairperson, District liaisons, district representatives, leadership training chairperson, NIAAA representative and retired athletic director liaison to provide membership information. The website chair shall work closely with the conference chair(s) and committee members with conference registration and related conference activities. The website chair shall assist all members with website needs and concerns. The website chair will be responsible for all communication with the

webmaster. The website chair will post OIAAA Journals and Board minutes.

iii. **Certification:** The certification training chair shall oversee all aspects of the certification process for the members of the OIAAA. Will be the Chief Administrator of the CAA Exam.

iv. **Awards:** Awards Chairperson is responsible for the collection of each District's:

1. State Athletic Director of the Year.
2. OIAAA Hall of Fame nominees.
3. District scholarship recipients.
4. Years of Service

The Awards Chair will chair the awards committee consisting of the president, president-elect, membership chair and an appointed Board of Directors member. Write personal resumes for all athletic directors who qualify for the OIAAA Awards and create same in the Annual Awards Banquet PowerPoint and Awards program. Write articles for the OIAAA e-zine, notifying membership of the awards, screening and selection procedures, including nomination forms. Assist with the presentation of Service Awards at the annual State Conference.

v. **Newsletter:** Work with the President and Executive Director to publish the three e-zine publications and one OIAAA State Conference edition. Serve as chief editor and proofreader for all e-zine publications. Solicit from District reps timely and seasonal information. Will develop direct communication with e-zine provider and review, advise and develop enhancements and appropriate improvements for the delivery of electronic newsletters to membership and allied administrative audiences.

vi. **Vendors:** The vendor chair is responsible for the solicitation of and contracting of all business vendors at the Annual State Conference. All operations related directly to the securing of prospective vendors and the trade show are under the administration of the vendor chair. Such duties may include, but not limited to:

1. Development of an annual Vendor Show prospectus and registration packet.
2. Communications with vendors and related businesses.
3. Accounting for all payments related to vendor registrations.
4. Collaboration with the OIAAA Executive Director and State Conference Chair in conference organization and administration
5. Securing of Trade Show auxiliary support logistics
6. Assist with host hotel communications (as related to Trade Show)
7. Serve as direct onsite point-person with Vendors during conference and post-conference
8. Capture of vendor surveys post-conference

- vii. **Membership:** The OIAAA Past-President will serve as the Membership Chairperson. The marketing, promotion and communication of Membership initiatives will be conducted throughout the school year. The Membership Chairperson and the Membership Committee shall be responsible for solicitation of membership renewals as well as new members. The Membership Chairperson shall serve as the delegate to the Representative Assembly of the NIAAA.
  - viii. **Retired A.D.:** Collect, organize, and maintain a file of all retired athletic directors. Promote the OIAAA and its activities to retired members by including them in the Annual State Conference. Provide opportunities for retired members to meet – such as receptions and golf Outings and related activities at the annual State Conference. Attend Executive Board meetings during the year. Send sympathy card to family of deceased A.D.'s when notified of their death. Submit articles for the OIAAA e-zine.
  - ix. **Endowment:** The Endowment Committee is charged with the oversight and management of funds designated for the promotion and professional development of members of the education-based athletic community in Ohio. Funds from the Endowment may be utilized for (but not limited to):
    - Student scholarships
    - Assistance for state and national conference registrations
    - Outreach and professional development delivery to members
    - Mentorship programs
    - Leadership Training instructor trainingRecommendations for utilization of funds toward such objectives will be forwarded to the OIAAA Executive Board for approval. A semi-annual update of Endowment Funds will be made at the August and January Board of Directors' meeting.

**For additional data, see: Appendix E and Appendix F**
  - x. **Ad hoc Committees:** The OIAAA Board of Directors may approve temporary or short-term committees for the purpose of study, development, advisement or selection processes on an as-needed basis.
10. **Compensation of Directors and Officers:** The OIAAA will compensate individuals for their efforts on behalf of the OIAAA as listed below:
- a. **Mileage:** Mileage associated with business conducted on behalf of the OIAAA and OIAAA Board of Directors: per current IRS rate.
  - b. **National Athletic Directors' Conference (NADC):**

- i. Executive Director and sitting President: Full travel, registration and lodging.
  - ii. Approved Ohio Delegates: Travel, registration and lodging (maximum of \$1,000 pp for NADC held east of the Mississippi; maximum of \$1,200 pp for NADC held west of the Mississippi). Order of selection of Ohio Delegates: Executive Director, President, Treasurer, Secretary, President-Elect, Past-President; if additional delegate needed, sitting President selects per OIAAA by-law
  - iii. NIAAA Board Position: Should an Ohio athletic administrator represent Ohio/Section 2 as an active member of the NIAAA Board, the OIAAA will pay for travel, registration and lodging expenses to the National Conference NOT covered by the representative's home school.
- c. Section 2 Meeting representative:
  - i. Executive Director and sitting President: Full travel, registration and lodging.
  - ii. Approved Ohio Delegates: Full travel, registration and lodging (maximum of \$500 pp). Order of selection of Ohio Section 2 Delegates: Executive Director, President, Treasurer, Secretary, President-Elect, Past-President; if additional delegate needed, sitting President selects per OIAAA by-law; maximum of five (5) delegates can be approved by OIAAA.
- d. Chairs: Approved standing Chairs will be paid a maximum stipend of \$500 annually per the payment schedule approved by the OIAAA Board of Directors.
- e. Website Chair: The OIAAA Website Chair will be paid an annual stipend of \$3,000 for continual maintenance and updating of the OIAAA website.
- f. Treasurer: The OIAAA Treasurer will be paid an annual stipend of \$6,000 to be paid quarterly.
- g. Executive Director: The OIAAA Executive Director will be paid an annual stipend of \$20,000 to be paid quarterly. Additionally, the OIAAA will pay the Executive Director 20% of all corporate partnerships currently in-contract for any OIAAA fiscal year.

**B. Meetings:**

- a. **Parliamentary Procedures:** Robert's Rules of Order shall prevail in the parliamentary procedures of meetings of the Board of Directors. The Secretary shall serve as parliamentarian for all such meetings.
- b. **Agendas:** The meeting agenda shall be developed by the OIAAA President and the OIAAA Executive Director. Agendas and support material are to be posted on the Board member portal (via the NIAAA member pages) no less than one week prior to each Board meeting.
- c. **Audiences and Delegations:** Outside individuals or groups desiring to speak directly to the Board of Directors must receive approval in advance from the President and/or Executive Director.
- d. **Travel Expense:** Members of the Board of Directors and Chairs responsible to report at Board meetings will be paid reasonable and customary costs for travel at the current

IRS rate. The Board may authorize travel expense for individuals invited to participate in meetings of the Board of Directors. The Board may authorize travel expenses for individuals to fulfill special assignments or to represent the association in special matters/meetings.

C. **Succession Plans (for Board-approved positions)**

Succession planning is a proactive, intentional design to assess the future needs of the organization and identify potential candidate(s) who best match the direction of the organization. This method of leadership succession is a broad-based and organized approach for the organization rather than simply being reactive or “managing” the change of leadership.

The objectives of succession planning for the OIAAA will be to:

- Ensure leadership continuity in key positions
- Retain and develop future intellectual and knowledge capital
- Encourage individual advancement
- Plan and manage the succession to ensure success of the candidate and the OIAAA

Proposed steps of the OIAAA Succession Plan:

- Identify the date for transition of incumbent position
- Assess current status and direction of organization and review desired pathway
- Determine traits of ideal candidate for the position
- Establish a proposed timeline for succession, including:
  - Posting of the position and establish candidate submission deadline
  - Collection of qualified candidates’ information
  - Review of candidates’ pool including reference/background checks
  - Identify acceptable number of candidates for interviews
  - Proposed date(s) for candidate interviews by Selection Committee
  - Recommendation by Selection Committee to OIAAA Board for approval
- If appropriate, establish a 3-6 month “shadow” opportunity with the incumbent member and the selected candidate

Recommendation for candidates’ review process:

- Board of Directors (officers and chairs that are non-candidates) review all submissions
- Narrow initial list to eight (8) candidates; Selection Committee do background review for eight candidates
- Upon review of background data, Selection Committee suggests maximum of three (3) candidates to be interviewed
- Final candidates interviewed with candidate recommendation to follow with Board of Directors.

**Suggestions** for membership of Selection Committee (positions that are non-candidates):

- Immediate Past-President
- Current President
- Current President-Elect
- Treasurer
- Past-President (2+ years removed from BOD) selected by current Board of Directors
- One current OIAAA Chairperson

**D. Organizational Timelines and Annual Calendar:**

**a. July**

- i. Executive Director attends NEDC national conference.
- ii. Hold Officers Summer Organizational Retreat session.
- iii. By July 22, submit to the Executive Director August Board meeting agenda items.
- iv. Establish quarterly dates for collection of articles and publication for quarterly electronic newsletter.
- v. Send Membership updates and reminders to A.Ds and school administrators
- vi. Fiscal Audit Committee to share initial review (formal presentation at August Board meeting)

**b. August**

- i. Communicate “back-to-school” updates to membership (statewide):
  1. OHSAA “New Administrators Workshop”
  2. Current school year membership information
  3. Listing of important meetings and workshops hosted/affiliated with OIAAA.
- ii. Conduct August Board meeting; ALL officers, directors, chairs and additional membership (that may serve on associated committee or initiative work) to attend and report from their respective areas.
- iii. Fiscal Audit Committee reports to Board meeting.
- iv. Board adopts official OIAAA Membership referendum/voting agenda for November State Conference.
- v. Communicate with all District officers to update fiscal year meetings/conferences of respective Districts
- vi. Place all OIAAA and OIAAA District functions on master (website) calendar.
- vii. Begin promotion of Fall State Conference
- viii. Website:
  1. Prep all state conference registration data
  2. Post August Board meeting meetings
- ix. Collect final documents for initial (Fall) newsletter

**c. September**

- i. By September 1, publish initial (Fall) OIAAA newsletter
- ii. Begin registration of Fall State Conference.
- iii. Review conference duties, responsibilities and meeting dates and times.
- iv. By September 25, submit to Executive Director agenda items for the October Board of Directors meeting.
- v. Certification and Leadership Training Chairs attend annual NIAAA update meeting in Indianapolis.
- vi. Website:
  1. Work with FinalForms to provide accurate posting of membership list on website.
- vii. Finalize all State Conference duties and responsibilities (Host District)

**d. October**

- i. Finalize all State Conference duties and responsibilities (Host District)

- ii. Conduct October Board meeting; only directors and officers along with the State Conference Planning Committee required to attend and report from their respective areas.
  - iii. Identify and finalize OIAAA delegates and additional duties for the NADC.
  - iv. Consider approval for NADC hospitality and associated sponsorships.
  - v. State Conference planning committee provides final report in preparation of State Conference.
  - vi. Website:
    - 1. Post October Board minutes on website.
  - vii. By October 1, submission of final documents for the Pre-Conference OIAAA newsletter.
- e. November
- i. Conduct November Board meeting on Saturday night prior to opening session of Fall State Conference.
  - ii. Review and confirm OIAAA delegates and responsibilities for NADC.
  - iii. Conduct OIAAA primary partners “Social Hour” following November Board meeting.
  - iv. Provide semi-annual CAA exam at state Conference
- f. December
- i. OIAAA Officers attend NADC conference functions (committee meetings, Section meetings, delegate assembly and annual meeting).
  - ii. Collect all November conference surveys (vendors and attendees).
- g. January:
- i. By January 5, submit to the Executive Director January Board meeting agenda items.
  - ii. Prepare State and National Conference summaries for January Board meeting.
  - iii. Treasurer prepares the State Conference summary and January fiscal report for the January Board meeting.
  - iv. Conduct January Board meeting:
    - 1. ALL officers, directors and chairs to attend and report from their respective areas.
    - 2. Conduct semi-annual review of current Strategic Plan
    - 3. Provide initial State Conference information for next (Fall) conference
  - v. Website:
    - 1. Post January Board minutes on website.
    - 2.
  - vi. Initial session of State Conference Planning Committee convenes (Host District to provide Planning Committee members)
  - vii. Develop first draft Summer Institute course schedule.
  - viii. Finalize Winter newsletter
- h. February
- i. Finalize Summer Summit course schedule and presenters.
  - ii. Communicate with District leadership (President, President-elect, Secretary, Treasurer) a review of the January board meeting. Include date, location and time of spring District meetings.
  - iii. Confirm tentative November conference speakers/keynotes.
  - iv. Identify and coordinate delegates to June Section 2 meeting in host state.

i. March

- i. By March 1, submit to the Executive Director March Board meeting agenda items.
- ii. Treasurer prepares the March fiscal report for the March Board meeting.
- iii. Finalize appropriate District award and scholarship submissions per Award Schedule (see Appendix)
- iv. Conduct March Board meeting; only directors and voting members required to attend and report from their respective areas.
- v. Website:
  1. Post March Board minutes on website.
  - 2.
- vi. Develop first draft Summer Institute course schedule.
- vii. Review Membership Management system with FinalForms.
- viii. Approve following fiscal year's event/meeting schedule (dates/times)

j. April/May

- i. By April 5, submit to the Executive Director April/May Board meeting agenda items.
- ii. Prepare Awards and Scholarship recognitions for Board approval at April/May Board meeting.
- iii. Board identifies potential OIAAA membership referendum/voting items for August approval.
- iv. Treasurer prepares the fiscal summary report for the April/May Board meeting.
- v. Fiscal Audit Committee is identified and determines summer audit sessions.
- vi. Conduct April/May Board meeting; ALL officers, directors and chairs to attend and report from their respective areas.
- vii. Communicate with assigned committee chairperson. Review committee checklist and projects identified.
- viii. Board members in the final year of their term should communicate with their replacement the expectations related to board functions and actions. Provide appropriate timelines and schedules for the next OIAAA fiscal year.
- ix. Promote OIAAA Summer Institute
- x. Provide secretary input on potential candidates for committee appointments upon request.
- xi. Assist NIAAA office in securing board nominating form and/or support material as requested.
- xii. Website:
  1. Update Membership forms in prep for Membership Drive in May.
  2. Post April/May Board minutes on website.
  - 3.
- xiii. Launch Membership Drive for following year (May 1).
- xiv. Prepare State Conference Vendor brochure
- xv. Launch Vendor registration for State Conference.
- xvi. Rank NFHS Citation nominees and return ranking form to NIAAA.
- xvii. Prepare materials on state scholarship winners for OHSAA District Athletic Board presentations.
- xviii. Present first draft of November state conference agenda for approval.
- xix. Review Section 2 attendees and approval tentative travel expenses



- xx. Finalize Spring (final fiscal year edition) newsletter
- xxi. Collect registrations for Summer Institute
- k. June
  - i. Prepare spring section meeting report
  - ii. Review agenda for Section 2 meetings
  - iii. Conduct OIAAA Summer Leadership Institute
  - iv. Provide semi-annual CAA exam at Summer Institute
  - v. Website:
    - 1. Update all RAA, CAA and CMAA listings
    - 2. Update "A.D. Toolbox" as needed
    - 3. "Clean-up" webpages (pull down out-of-date material, update membership postings, etc.)
  - vi. Send Spring section minutes to section and NIAAA Leadership highlighting specific agenda items to be covered
- E. **Voting:** All members of the Board of Directors with the exception of the Executive Director, the Treasurer and Chairs, are voting members, including the immediate past-president.
- F. **Orientation of new Board Members:** Prior to the August Board of Directors meeting, those Board members coming onto the Board will engage in a meeting conducted by the sitting President, the Executive Director and the Treasurer. The agenda of this meeting will include :
  - a. Brief history of the OIAAA, Mission Statement, Brand
  - b. OIAAA correspondence and NIAAA portal
  - c. Philosophy of the association as a guide for decision-making
  - d. POP Manual, By-laws and Constitution of the OIAAA
  - e. Board responsibilities
  - f. Meeting information (reimbursements, calendar attire, etc.)
  - g. Board and Association committee structure
  - h. Recent Board/Association activity and projects

**G. Endorsements and Intellectual Properties**

The materials comprising the OIAAA (Ohio Interscholastic Athletic Administrators Association) website, printed materials, social media and all communications and resources shared by the OIAAA to association members and interested parties, are provided by OIAAA as a service to its customers on an "as-is, as-available" basis for informational purposes only. OIAAA assumes no responsibility for any errors or omissions in these materials. OIAAA makes no commitment to update the information contained herein.

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OIAAA'S names and logos and all related trademarks, tradenames, and other intellectual property are the property of OIAAA and cannot be used without its express prior written permission.

#### **H. Partnerships and Sponsorships**

- a. The expansion of our Corporate Sponsorship program is a direct outgrowth of our OIAAA Strategic Plan. To deliver high quality programming and professional development opportunities to our members, we will need the fiscal capacity to deploy our plans.
- b. In developing our partnerships, we want to view the company's product or service in light of what it (the product/service) will do for our member schools' students and stakeholders. *"What value does this product have for our members?"*
- c. In developing partnerships, the OIAAA will not influence or require others to purchase the product or service. Partnerships and promotion of such collaborations are a member service that we (OIAAA) believe is of high quality and we support through the partnerships.
- d. The OIAAA will actively seek collaborations with companies which are Ohio-based whenever possible.
- e. To create solid, long-term relationships, we must understand the product and the service the product provides. The depth of the commitment from each company to the OIAAA will be in direct proportion to what our organization believes is of most value from the particular product or service. The OIAAA has a responsibility to do "due diligence" in studying the potential partner. *"Ultimately, we must be sold on our partners!"*
- f. For corporate level sponsorships, we will intentionally prospect for partners. As such, the OIAAA will need to initiate many of these contacts after identifying potential businesses with whom we may want to collaborate.
- g. One of the critical skills we need to have is the ability to determine the true "decision-maker" within the prospective business. This person may range from the business owner to the Director of Sales, to the Vice-President of Marketing.
- h. Critical questions we will want our business partner(s) to address:
  - i. *"Why do you want to sponsor/collaborate with us?"*

- ii. *“What is your ROI (return on investment)?”*
  - iii. *“What is your target market?”*
  - iv. *“How much market penetration is desired?”*
  - v. *“How can we help each other?”*
- i. For every entitlement the OIAAA provides within a Corporate Sponsorship, we need to understand the dollar-value (or proximate value) of such options. Every booth has a dollar value; each website logo position has a dollar value; each sponsor listing in our OIAAA newsletter has a dollar value; every face-to-face presence at our conference has a dollar value. We do not want to undervalue what the OIAAA has to offer a company which is wanting to build relationships with our member athletic administrators.
  - j. We can provide flexibility in how businesses may choose to make their payments or create their level of involvement:
  - k. The adage “all things are negotiable” certainly can apply. When we may need to consider such adjustments, however, we must maintain the integrity of the Corporate Sponsorship program as it affects all such partners.
  - l. Bear in mind that “gift-in-kind” sponsorships can often be as good as cash donations to the organization.
  - m. We must be very clear in determining what the company wants from this relationship.
  - n. Most Corporate Partnership/Sponsorship contracts tend to run similar to the school year: July 1 to June 30. This rationale has typically been that most school personnel think and act within that framework. However, we will be flexible pending what a prospective business’ fiscal calendar may be and the relational contract year will be reflected in the specific partnership contract.

***I. Appendices:***

- a. NIAAA Code of Ethics
- b. OIAAA Awards Brochure
- c. OIAAA District Membership (by school)
- d. OIAAA “Award of Excellence”

## APPENDIX A

# *NIAAA Code of Ethics*



### **Prologue: Why a Code of Ethics for Athletic Administrators?**

The athletic administrator is an educational-leader who oversees one of the most visible and scrutinized aspects of the school community. Athletic administrators understand that athletics as an extension of a dynamic educational program. As a result, this serves as a guide to support the day-to-day decision making of an athletic administrator. It clarifies the mission, values and principles of educational-athletics and how they translate into everyday decisions and actions.

### **The Interscholastic Athletic Administrator is committed to the student-athlete:**

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the respective school community.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.

### **The Interscholastic Athletic Administrator is committed to education-based athletics:**

- Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program and enhances the learning process.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of the local, district, state and national governing body's rules and regulations.

### **The Interscholastic Athletic Administrator is committed to the profession:**

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national professional development programs including, but not limited to, the NIAAA Leadership Training Institute and Certification Program.
- Avoids using their position for personal promotion. Leads by helping others achieve their goals.

**APPENDIX B**



**OHIO INTERSCHOLASTIC ATHLETIC**

**ADMINISTRATORS ASSOCIATION**

**AWARD INFORMATION PACKET**

**Created:**

**12/08**

**Modified & Approved:**

**2/9/14 wms**

**5/6/16 wms**

## AWARD TIME LINE

Below is a listing of all OIAAA, NIAAA, and OHSAA awards and scholarships that can be earned, and the deadlines for submitting candidates. District representatives must submit the names of their candidates to the OIAAA President or designee **two weeks** prior to the meeting date listed. This will allow the President or designee enough time to have the information added to the password protected area of the OIAAA website.

<u>AWARD</u>	<u>INFO. DUE</u>	<u>APPLICATION LOCATION</u>
NIAAA Distinguished Service Award	<b>March Meeting</b>	NIAAA Website
NIAAA State Award of Merit	<b>March Meeting</b>	NIAAA Website
NIAAA Frank Kovaleski Prof. Devel.	<b>March Meeting</b>	NIAAA Website
NFHS Citation	<b>March Meeting</b>	NIAAA Website
Athletic Admin. of the Year Nominee[s]	<b>May Meeting</b>	OIAAA Website
Hall of Fame Inductee[s]	<b>May Meeting</b>	OIAAA Website

### SCHOLARSHIPS

NIAAA Scholarship	<b>March Meeting</b>	NIAAA Website
Nelson Thinnes Scholarship (up to \$500)	<b>May Meeting</b>	OIAAA Website
Dow Nelson Scholarship Nominee (up to \$500) <i>Website(awarded to Prior Year's Host District)</i>	<b>May Meeting</b>	OIAAA
Ralph & Nancy Young Scholarship (up to \$500))	<b>May Meeting</b>	OIAAA Website
OIAAA Board Scholarships (up to 3 x \$500 each)	<b>May Meeting</b>	OIAAA Website

**Biographical Information and photographs of award winners due to the Awards Committee Chairperson at August meeting. (or earlier)**

### AWARD DESCRIPTIONS

#### National Awards

Each August, the President of the OIAAA will appoint three members of the executive committee to serve on the national awards subcommittee. After nominations are received from each district, the committee will review the applications from the nominees and will recommend the one most qualified nominee for each award. The nominations must be completed for the March executive meeting. Those

individuals not selected as a state nominee will remain on an active roster for two additional years and could be considered for nomination in the future.

**NIAAA Distinguished Service Award (Current Athletic Administrator)**

Presented annually to individuals outside the field of athletic administration, as well as NIAAA members in recognition of their length of service, special accomplishments and contributions to interscholastic athletics at the local, state and national levels. Nominations are submitted by state athletic director associations, screened by the Awards Committee, and selected by the Board of Directors.

***(Nominations due at March Meeting)***

**NIAAA State Award of Merit**

This award is presented on an annual basis to an **NIAAA member** in each state in recognition of meritorious service, leadership and special contributions to interscholastic athletics at the local and state level. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, NIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

***(Nominations due at March Meeting)***

**NIAAA Frank Kovaleski Professional Development Award**

This award is presented annually to a recipient who most possesses and has contributed to the vision of Professional Development – the legacy of Frank Kovaleski. Frank was instrumental in the creation of the Leadership Training Program of the NIAAA. The Frank Kovaleski Award is presented annually to an NIAAA member who has made significant contributions and demonstrated excellence in the area of professional development at both the state and national levels. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. Once a state nominee is determined, the candidate’s application must be forwarded to a Section 2 board member. The nominee must be a member of OIAAA, NIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

***(Nominations due at March Meeting)***

**NFHS Citation**

This award is presented to individuals associated with categories of professionals who have made significant contributions to the NFHS and/or other national organizations that have impacted high school activities.

Among the factors which may be considered are:

- Individual has a long-standing and distinguished record of involvement with high school activities programs at the local and state levels.

- Service to OHSAA and/or OIAAA (board positions held, committees, tournament management, etc.)
- Service to NFHS and/or NIAAA (positions held, committees, conference participation, i.e., speaker, president, delegate, host committee, articles published, etc.)
- Individual is recognized as among the best in their profession by their colleagues.

Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, NIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

***(Nominations due at March Meeting)***

**State Awards**

**OIAAA Athletic Administrator of The Year\***

The purpose of this award is to give recognition to athletic administrators who exemplify the highest standards of their profession and who, through their influence on the lives of the young people under their direction, have made significant contributions to their schools and communities. The candidate shall be an athletic administrator who is recognized in the community as an educational leader and who maintains athletics as an integral part of the total education program. He/she shall administer an exemplary athletic program making full use of school and community resources and involving as many students as possible. Each District is permitted to nominate one person from their area, and the Executive Committee will choose one nominee as the Athletic Administrator of the Year. The nominee must be a member of OIAAA and their local district by no later than October 31 during the school year in which they have been nominated.

Each District will have the option to nominate and honor more than one candidate; the number of “Athletic Administrator of the Year” will be reflected by the number of OIAAA members from the district by the close of the OIAAA State Conference. Each nominee will be presented a plaque at the OIAAA Conference in the Fall.

**Formula for number of District nominations:**

- 0-49 OIAAA Members:           One (1) ADOTY
- 50-99 OIAAA Members:       Two (2) ADOTY
- 100-149 OIAAA Members:    Three (3) ADOTY
- 150 or more OIAAA Members: Four (4) ADOTY

***(Nominations due at May Meeting)***

**OIAAA Hall of Fame Inductee\***

This honor is bestowed upon an active or retired athletic administrator in recognition of their special accomplishments and contributions at the local and/or state levels. Length of service should not necessarily be a deciding factor when choosing a candidate for this honor. Each District is permitted to



select one individual and must forward a completed application to the Executive Committee. If the nominee is an active athletic administrator, they must be a member of OIAAA, and their local district by no later than October 31 during the school year in which they have been nominated. If the nominee is a retired athletic administrator, the OIAAA Treasurer or his designee must verify that the individual had been an OIAAA member at some point during their career.

Each District will have the option to nominate and honor more than one candidate; the number of “Hall of Fame Inductees” will be reflected by the number of OIAAA members from the district by the close of the OIAAA State Conference. Each nominee will be presented a plaque at the OIAAA Conference in the Fall

Formula for number of District nominations:

0-49 OIAAA Members:	One (1) HOF
50-99 OIAAA Members:	Two (2) HOF
100-149 OIAAA Members:	Three (3) HOF
150 or more OIAAA Members:	Four (4) HOF

Each nominee will be presented a plaque at the OIAAA Conference in the Fall.

***(Nominations due at May Meeting)***

### **Scholarships**

#### **Thinnes Scholarship Nominee**

This scholarship (up to \$500 in value) is awarded annually to the son or daughter of an active member of OIAAA. Factors such as financial need, scholastic achievement and leadership qualities shall be considered. Applicants must complete the required application and submit it to their District Representative. Each athletic district may select one candidate for this scholarship each year and the OIAAA Executive Committee will select the scholarship winner at their May meeting. Applicants who have previously have been awarded this scholarship will only be considered if there are no other legitimate candidates during that year. A plaque will be presented to the scholarship winner at the Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

#### **Dow Nelson Scholarship Nominee**

This scholarship (up to \$500 in value) is awarded annually to the son or daughter of an active member of OIAAA. Factors such as financial need, scholastic achievement and leadership qualities shall be considered. Applicants must complete the required application and submit it to their District Representative. Candidates for this award are recommended by and only taken from the district that is responsible for the state conference the previous year. A plaque will be presented to the scholarship winner at the Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

### **Ralph & Nancy Young Scholarship Nominee**

This scholarship (up to \$500 in value) is awarded annually to the son or daughter of an active member of OIAAA. Factors such as financial need, scholastic achievement and leadership qualities shall be considered. Applicants must complete the required application and submit it to their District Representative. Each athletic district may select one candidate for this scholarship each year and the OIAAA Executive Committee will select the scholarship winner at their May meeting. Applicants who have previously have been awarded this scholarship will only be considered if there are no other legitimate candidates during that year. A plaque will be presented to the scholarship winner at the Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

### **OIAAA Executive Scholarship Nominee**

This scholarship (up to \$500 in value) is awarded annually to the son or daughter of an active member of OIAAA. Factors such as financial need, scholastic achievement and leadership qualities shall be considered. Applicants must complete the required application and submit it to their District Representative. Each athletic district may select one candidate for this scholarship each year and the OIAAA Executive Committee will select the scholarship winner at their May meeting. Applicants who have previously have been awarded this scholarship will only be considered if there are no other legitimate candidates during that year. A plaque will be presented to the scholarship winner at the Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

### **Service Awards**

District Representatives will be given the names of all service award winners and will be given certificates for the five and ten year honorees. Those certificates will be presented to members after the October state conference. In order to encourage the other recipients to attend the awards presentation, the District Representatives will contact each recipient by email, phone, or by form letter notifying them that they will be receiving their service plaque at the conference.

### **OIAAA Service Awards**

Presented to OIAAA members at the following intervals:

- Five Year Certificate - Presented at a local association meeting held after the OIAAA State Conference in October during the member's fifth year of service.
- Ten Year Certificate - Presented at a local association meeting held after the OIAAA State Conference during the member's tenth year of service.
- Fifteen Year Plaque - Presented at the OIAAA State Conference during the member's sixteenth year of service.
- Twenty Year Plaque - Presented at the OIAAA State Conference during the member's twenty-first year of service.
- Twenty-Five Year Plaque - Presented at the OIAAA State Conference during the member's twenty-sixth year of service.

- Thirty Year Ring – Presented at the OIAAA State Conference during the member’s thirty-first year of service.
- Thirty-Five Year Award - Presented at the OIAAA State Conference during the member’s thirty-sixth year of service.
- Forty Year Award - Presented at the OIAAA State Conference during the member’s forty-first year of service

**\*\* In order to receive the service award, the individual must have been a member of the OIAAA by**

**October 31 during the year in which they were eligible.** Example: To receive a five-year service award, the athletic administrator must have been a member of OIAAA during their fifth year of service. Awards will not be presented retroactively.

**NIAAA Service Awards**

*Presented to NIAAA members at the following intervals*

- Fifteen Year Certificate
- Twenty Year Certificate
- Twenty-Five Year Certificate
- \* Thirty Year Certificate
- \* Thirty-Five Year Plaque

**\*\* In order to receive the service award, the individual must have been a member of the NIAAA by**

**October 31 during the year in which they were eligible.** Ex: To receive a fifteen-year service award, the athletic administrator must have been a member of NIAAA during their fifteenth year of service. Awards will not be presented retroactively.

***All NIAAA Service awards are presented at a local association meeting held after the OIAAA State Conference in October***

## DISTRICT REPRESENTATIVE

### AWARDS CHECK LIST

#### For January Meeting

- \_\_\_\_1. Obtain candidates from local association for awards to be voted at January OIAAA Exec. Meeting. (see timeline)
- \_\_\_\_2. Contact nominees and have them complete applications.
  - Go to OIAAA website for state awards
  - Go to <http://www.niaaa.org/Award/Forms.asp> for all NIAAA award applications
- \_\_\_\_3. Submit applications to OIAAA website **two weeks** prior to January meeting for award committee review.
- \_\_\_\_4. Bring master copy of applications to January meeting and retain a copy of all applications until after October conference.

#### For May Meeting

- \_\_\_\_1. Obtain candidates from local association for awards to be voted at May OIAAA Exec. Meeting. (see timeline)
- \_\_\_\_2. Contact nominees and have them complete applications.
  - Go to OIAAA website for state awards
  - Go to <http://www.niaaa.org/Award/Forms.asp> for all NIAAA award applications
- \_\_\_\_3. Submit applications to OIAAA website **two weeks** prior to May meeting for voting member review.
- \_\_\_\_4. Bring master copy of applications to May meeting and retain a copy of all applications until after October conference.
- \_\_\_\_5. Notify all successful award winners from your District. (March winners and May winners)
  - Inform them of what they will receive and when they will receive it. (see award ` descriptions)
  - All award winners must submit a self-written bio and electronic picture to you by **Aug. 1** for state program

**AWARD WINNER PAPERWORK CHECKLIST**

<u>Award</u>	<u>Winner Name</u>	<u>Application</u>	<u>Biography</u>	<u>Picture</u>
<u>Banquet/Guests</u>				
<u>NFHS Citation</u>	Joe Smith – Elgin H.S.	X		

**For Conference – Early/Mid September**

- \_\_\_1. Confirm that Conference Program chairman has all info for your district award winners.
- \_\_\_2. Notify service award recipients (15 + years or more) that they will be receiving award at state conference at banquet.  
 -See list sent by awards chairman  
 -Email, call, or mail form letter to each recipient
- \_\_\_3. Contact any of the following award winners from your district:
  - Scholarship winners
  - NIAAA State Award of Merit
  - NIAAA Distinguished Service winner
  - NFHS Citation
  - NIAAA Frank Kovaleski Prof. Devel.
  - OIAAA Hall of Fame
  - OIAAA HS and MS AD of the Year
  - SEI AWARD

-Ask how many guests they will be sending to conference banquet

\_\_\_\_ 4. Contact OIAAA Treasurer and provide guest count (give number of guests INCLUDING award recipient)

- NOTE: OIAAA pays for first 4 guests and local association pay for any additional guests

#### **After State Conference**

\_\_\_\_ 1. Using press information provided on award applications, contact news media to publicize district award winners.

-Use media form letter and fill in the blanks

\_\_\_\_ 2. Present post-conference awards at local association meeting

-Five & Ten Year Service Certificates

-Horizon, OIAAA Meritorious Service, and / or OIAAA Citatio

\*\*\*\*SAMPLE RESS RELEASE \*\*\*\*

Dear Sports Editor:

At it's recent state workshop in November, the Ohio Interscholastic Athletic Administrators Association awarded

\_\_\_\_\_ from \_\_\_\_\_ high school  
(name) (school)

the \_\_\_\_\_ award.

Please contact our award recipient at their high school in order to obtain quotes and background information. On behalf of our organization, thank you for publicizing this outstanding accomplishment. A brief description of this award is listed on the accompanying page.

Sincerely,

xx

District Representative

Ohio Interscholastic Athletic Administrators Association

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### **NIAAA Distinguished Service Award**

This award is presented to an association member each year in recognition of their length of service, special accomplishments and contributions to athletic administration at the local, state and national levels.

### **NIAAA State Award of Merit**

This award is presented on an annual basis to an NIAAA member in each state in recognition of meritorious service, leadership and special contributions to interscholastic athletics at the local and state level.

### **NIAAA Frank Kovaleski Professional Development Award**

This award is presented annually to a recipient who most possesses and has contributed to the vision of Professional Development – the legacy of Frank Kovaleski. Frank was instrumental in the creation of the Leadership Training Program of the NIAAA. The Frank Kovaleski Award is presented annually to an NIAAA member who has made significant contributions and demonstrated excellence in the area of professional development at both the state and national levels.

### **NFHS Citation**

This award is resented to individuals associated with categories of professionals who have made significant contributions to the NFHS and/or other national organizations that have impacted high school activities.

Among the factors which may be considered are:

- Individual has a long-standing and distinguished record of involvement with high school activities programs at the local and state levels.
- Service to OHSAA and/or OIAAA (board positions held, committees, tournament management, etc.)
- Service to NFHS and/or NIAAA (positions held, committees, conference participation, i.e., speaker, articles published, etc.)

### **OIAAA Athletic Administrator of The Year**

The purpose of this award is to give recognition to athletic administrators who exemplify the highest standards of their profession and who, through their influence on the lives of the young people under their direction, have made significant contributions to their schools and communities. The candidate shall be an athletic administrator who is recognized in the community as an educational leader and who maintains athletics as an integral part of the total education program. He/she shall administer an exemplary athletic program making full use of school and community resources and involving as many students as possible.

### **OIAAA Hall of Fame Inductee**



This honor is bestowed upon an active or retired athletic administrator in recognition of their special accomplishments and contributions at the local and/or state levels. Length of service should not necessarily be a deciding factor when choosing a candidate for this honor.

**OIAAA Meritorious Service Award**

This award will be given in recognition of special contributions, leadership and service to interscholastic athletics in Ohio at the local, district and state levels.

**OIAAA Citation**

This award recognizes exceptional time, effort, and energy devoted to the OIAAA.

**OIAAA Horizon Award**

Each District is permitted to present this award each year to an active Athletic Administrator who is in the first 2-3 years of service at his/her school. This person must have demonstrated clear signs of professionalism and involvement, and has made a difference at their school, and/or within their conference.)

**A section such as this will be added to each award application so that media can be notified of the winner of the award from each district. It will be up to each district representative to contact the media members for their candidates.**

**NEWSPAPERS**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State** \_\_\_\_\_

**Contact/person** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

For additions or corrections:

Please contact

Bill Schumacher  
OIAAA Awards Chairman  
[wschu22@me.com](mailto:wschu22@me.com)

## APPENDIX C

# OIAAA SCHOOLS BY DISTRICT

(based upon 2016-2017 OHSAA Membership)

### ***Central District (COIAAA)—113 schools***

AFRICENTRIC EARLY COLLEGE (COLUMBUS)  
AMANDA-CLEARCREEK  
BEEHCROFT (COLUMBUS)  
BERNE UNION (SUGAR GROVE)  
BEXLEY  
BIG WALNUT (SUNBURY)  
BISHOP HARTLEY (COLUMBUS)  
BISHOP READY (COLUMBUS)  
BISHOP WATTERSON (COLUMBUS)  
BLOOM-CARROLL (CARROLL)  
BRIGGS (COLUMBUS)  
BUCKEYE VALLEY (DELAWARE)  
CANAL WINCHESTER  
CARDINGTON-LINCOLN  
CENTENNIAL (COLUMBUS)  
CENTERBURG  
CENTRAL CROSSING (GROVE CITY)  
COLUMBUS ACADEMY (GAHANNA)  
COLUMBUS INTERNATIONAL  
COLUMBUS SCHOOL FOR GIRLS  
DANVILLE  
DELAWARE CHRISTIAN SCHOOL  
DUBLIN COFFMAN  
DUBLIN JEROME  
DUBLIN SCIOTO  
EAST (COLUMBUS)  
EAST KNOX (HOWARD)  
EASTMOOR ACADEMY (COLUMBUS)  
ELGIN (MARION)  
FAIRBANKS (MILFORD CENTER)  
FAIRFIELD CHRISTIAN ACADEMY (LANCASTER)  
FISHER CATHOLIC (LANCASTER)  
FRANKLIN HEIGHTS (COLUMBUS)

FREDERICKTOWN  
GAHANNA CHRISTIAN ACADEMY  
GAHANNA LINCOLN  
GILEAD CHRISTIAN SCHOOL (MOUNT GILEAD)  
GRANDVIEW HEIGHTS (COLUMBUS)  
GRANVILLE  
GRANVILLE CHRISTIAN ACADEMY  
GROVE CITY  
GROVE CITY CHRISTIAN  
GROVEPORT-MADISON  
HAMILTON TOWNSHIP (COLUMBUS)  
HARVEST PREPARATORY (CANAL WINCHESTER)  
HAYES (DELAWARE)  
HEATH  
HIGHLAND (MARENGO)  
HILLIARD BRADLEY  
HILLIARD DARBY  
HILLIARD DAVIDSON  
HORIZON SCIENCE ACADEMY (COLUMBUS)  
INDEPENDENCE (COLUMBUS)  
JOHNSTOWN-MONROE  
JONATHAN ALDER (PLAIN CITY)  
LAKEWOOD (HEBRON)  
LANCASTER  
LIBERTY UNION (BALTIMORE)  
LICKING HEIGHTS (PATASKALA)  
LICKING VALLEY (NEWARK)  
LINDEN-MCKINLEY (COLUMBUS)  
LONDON  
MADISON CHRISTIAN (GROVEPORT)  
MADISON PLAINS (LONDON)  
MARION-FRANKLIN (COLUMBUS)  
MARION HARDING  
MARYSVILLE  
MIFFLIN (COLUMBUS)  
MILLERSPORT  
MOUNT GILEAD  
MOUNT VERNON  
MOUNT VERNON ACADEMY  
NEW ALBANY  
NEWARK  
NEWARK CATHOLIC

NORTH UNION (RICHWOOD)  
NORTHLAND (COLUMBUS)  
NORTHMOR (GALION)  
NORTHRIDGE (JOHNSTOWN)  
NORTHSIDE CHRISTIAN (WESTERVILLE)  
OLENTANGY (LEWIS CENTER)  
OLENTANGY LIBERTY (POWELL)  
OLENTANGY ORANGE (LEWIS CENTER)  
PATRIOT PREPARATORY ACADEMY  
(COLUMBUS)  
PICKERINGTON HIGH SCHOOL CENTRAL  
PICKERINGTON HIGH SCHOOL NORTH  
PLEASANT (MARION)  
REYNOLDSBURG  
RIDGEDALE (MORRAL)  
RIVER VALLEY (CALEDONIA)  
SHEKINAH CHRISTIAN (PLAIN CITY)  
SOUTH (COLUMBUS)  
ST CHARLES (COLUMBUS)  
ST FRANCIS DESALES (COLUMBUS)  
TEAYS VALLEY (ASHVILLE)  
THOMAS WORTHINGTON (WORTHINGTON)  
TREE OF LIFE CHRISTIAN (COLUMBUS)  
UPPER ARLINGTON  
UTICA  
VILLAGE ACADEMY (POWELL)  
WALNUT RIDGE (COLUMBUS)  
WATKINS MEMORIAL (PATASKALA)  
WELLINGTON SCHOOL (COLUMBUS)  
WEST (COLUMBUS)  
WEST JEFFERSON  
WESTERVILLE CENTRAL  
WESTERVILLE NORTH  
WESTERVILLE SOUTH  
WESTLAND (GALLOWAY)  
WHETSTONE (COLUMBUS)  
WHITEHALL-YEARLING  
WORTHINGTON CHRISTIAN  
WORTHINGTON KILBOURNE

***East District (EOIAAA)—55 schools***

BARNESVILLE  
BEALLSVILLE  
BEAVER (LISBON)  
BELLAIRE  
BISHOP ROSECRANS (ZANESVILLE)  
BRIDGEPORT  
BUCKEYE LOCAL (RAYLAND)  
BUCKEYE TRAIL (LORE CITY)  
CALDWELL  
CAMBRIDGE  
CARROLLTON  
CATHOLIC CENTRAL (STEUBENVILLE)  
CLAYMONT (UHRICHSVILLE)  
CONOTTON VALLEY (BOWERSTON)  
COSHOCOTON  
DOVER  
EAST LIVERPOOL  
EAST RICHLAND CHRISTIAN SCHOOL (ST CLAIRSVILLE)  
EDISON (RICHMOND)  
FORT FRYE (BEVERLY)  
FRONTIER (NEW MATAMORAS)  
GARAWAY (SUGARCREEK)  
HARRISON CENTRAL (CADIZ)  
HILAND (BERLIN)  
INDIAN CREEK (WINTERSVILLE)  
INDIAN VALLEY (GNADENHUTTEN)  
JOHN GLENN (NEW CONCORD)  
MALVERN  
MARTINS FERRY  
MAYSVILLE (ZANESVILLE)  
MEADOWBROOK (BYESVILLE)  
MINERVA  
MONROE CENTRAL (WOODSFIELD)  
MORGAN (MCCONNELSVILLE)  
NEW PHILADELPHIA  
NEWCOMERSTOWN  
PHILO (DUNCAN FALLS)  
RIDGEWOOD (WEST LAFAYETTE)  
RIVER (HANNIBAL)  
RIVER VIEW (WARSAW)

SANDY VALLEY (MAGNOLIA)  
SHADYSIDE  
SHENANDOAH (SARAHSVILLE)  
ST CLAIRSVILLE  
ST JOHN CENTRAL (BELLAIRE)  
STEUBENVILLE  
STRASBURG-FRANKLIN  
TORONTO  
TRI-VALLEY (DRESDEN)  
TUSCARAWAS CENTRAL CATHOLIC (NEW PHILADELPHIA)  
TUSCARAWAS VALLEY (ZOARVILLE)  
UNION LOCAL (BELMONT)  
WEST HOLMES (MILLERSBURG)  
WEST MUSKINGUM (ZANESVILLE)  
ZANESVILLE

***Northeast District (EOIAAA)—239 schools***

ALLIANCE  
ARCHBISHOP HOBAN (AKRON)  
AURORA  
AUSTINTOWN-FITCH  
AVON  
AVON LAKE  
BADGER (KINSMAN)  
BARBERTON  
BAY (BAY VILLAGE)  
BEACHWOOD  
BEAUMONT SCHOOL (CLEVELAND HEIGHTS)  
BEDFORD  
BENEDICTINE (CLEVELAND)  
BEREA-MIDPARK  
BERKSHIRE (BURTON)  
BLACK RIVER (SULLIVAN)  
BLOOMFIELD (NORTH BLOOMFIELD)  
BOARDMAN  
BRECKSVILLE-BROADVIEW HEIGHTS  
BRISTOL (BRISTOLVILLE)  
BROOKFIELD  
BROOKLYN  
BROOKSIDE (SHEFFIELD)

BRUNSWICK  
BRUSH (LYNDHURST)  
BUCHTEL (AKRON)  
BUCKEYE (MEDINA)  
CANFIELD  
CANTON CENTRAL CATHOLIC  
CANTON MCKINLEY  
CANTON SOUTH  
CANTON TIMKEN  
CARDINAL (MIDDLEFIELD)  
CARDINAL MOONEY (YOUNGSTOWN)  
CENTRAL CHRISTIAN (KIDRON)  
CHAGRIN FALLS  
CHALKER (SOUTHINGTON)  
CHAMPION (WARREN)  
CHARDON  
CHIPPEWA (DOYLESTOWN)  
CLEARVIEW (LORAIN)  
CLEVELAND CENTRAL CATHOLIC  
CLEVELAND HEIGHTS  
CLOVERLEAF (LODI)  
COLLINWOOD (CLEVELAND)  
COLUMBIA (COLUMBIA STATION)  
COLUMBIANA  
CONNEAUT  
COPLEY  
CORNERSTONE CHRISTIAN (WILLOUGHBY)  
COVENTRY (AKRON)  
CRESTVIEW (COLUMBIANA)  
CRESTWOOD (MANTUA)  
CUYAHOGA FALLS  
CUYAHOGA HEIGHTS  
CUYAHOGA VALLEY CHRISTIAN ACADEMY  
DALTON  
DAVID ANDERSON (LISBON)  
EAST (AKRON)  
EAST (YOUNGSTOWN)  
EAST CANTON  
EAST PALESTINE  
EAST TECHNICAL (CLEVELAND)  
EDGEWOOD (ASHTABULA)  
ELLET (AKRON)

ELYRIA  
ELYRIA CATHOLIC  
EUCLID  
FAIRLESS (NAVARRE)  
FAIRPORT HARDING (FAIRPORT HARBOR)  
FAIRVIEW (FAIRVIEW PARK)  
FIELD (MOGADORE)  
FIRELANDS (OBERLIN)  
FIRESTONE (AKRON)  
FUCHS MIZRACHI (BEACHWOOD)  
GARFIELD (AKRON)  
GARFIELD (GARRETTSVILLE)  
GARFIELD HEIGHTS  
GENEVA  
GILMOUR ACADEMY (GATES MILLS)  
GIRARD  
GLENOAK (CANTON)  
GLENVILLE ACADEMIC CAMPUS (CLEVELAND)  
GRAND VALLEY (ORWELL)  
GREEN (UNIONTOWN)  
HARVEY (PAINESVILLE)  
HATHAWAY BROWN SCHOOL (SHAKER HEIGHTS)  
HAWKEN (GATES MILLS)  
HEARTLAND CHRISTIAN SCHOOL (COLUMBIANA)  
HERITAGE CHRISTIAN SCHOOL (CANTON)  
HIGHLAND (MEDINA)  
HILLSDALE (JEROMESVILLE)  
HOLY NAME (PARMA HEIGHTS)  
HOOVER (NORTH CANTON)  
HOWLAND (WARREN)  
HUBBARD  
HUDSON  
INDEPENDENCE  
JACKSON (MASSILLON)  
JACKSON-MILTON (NORTH JACKSON)  
JANE ADDAMS (CLEVELAND)  
JEFFERSON AREA  
JOHN ADAMS (CLEVELAND)  
JOHN F KENNEDY (CLEVELAND)  
JOHN F KENNEDY (WARREN)  
JOHN HAY (CLEVELAND)  
JOHN MARSHALL (CLEVELAND)



KENMORE (AKRON)  
KENSTON (CHAGRIN FALLS)  
KEYSTONE (LAGRANGE)  
KIRTLAND  
LABRAE (LEAVITTSBURG)  
LAKE (UNIONTOWN)  
LAKE CATHOLIC (MENTOR)  
LAKE CENTER CHRISTIAN SCHOOL (HARTVILLE)  
LAKE RIDGE ACADEMY (NORTH RIDGEVILLE)  
LAKESIDE (ASHTABULA)  
LAKEVIEW (CORTLAND)  
LAKEWOOD  
LAUREL (SHAKER HEIGHTS)  
LEDGEMONT (THOMPSON)  
LEETONIA  
LIBERTY (YOUNGSTOWN)  
LINCOLN WEST (CLEVELAND)  
LORAIN  
LORDSTOWN (WARREN)  
LOUDONVILLE  
LOUISVILLE  
LOWELLVILLE  
LUTHERAN EAST (CLEVELAND HEIGHTS)  
LUTHERAN WEST (ROCKY RIVER)  
MADISON  
MAGNIFICAT (ROCKY RIVER)  
MANCHESTER (AKRON)  
MAPLE HEIGHTS  
MAPLETON (ASHLAND)  
MAPLEWOOD (CORTLAND)  
MARLINGTON (ALLIANCE)  
MARTIN LUTHER KING JR (CLEVELAND)  
MATHEWS (VIENNA)  
MAX S HAYES VOCATIONAL SCHOOL (CLEVELAND)  
MAYFIELD  
MCDONALD  
MCKINLEY (SEBRING)  
MEDINA  
MEMORIAL (CAMPBELL)  
MENTOR  
MIDVIEW (GRAFTON)  
MINERAL RIDGE

MOGADORE  
NEWBURY  
NEWTON FALLS  
NILES MCKINLEY  
NORDONIA (MACEDONIA)  
NORMANDY (PARMA)  
NORTH (AKRON)  
NORTH (EASTLAKE)  
NORTH OLMSTED  
NORTH RIDGEVILLE  
NORTH ROYALTON  
NORTHWEST (CANAL FULTON)  
NORTHWESTERN (WEST SALEM)  
NORTON  
NORWAYNE (CRESTON)  
NOTRE DAME-CATHEDRAL LATIN (CHARDON)  
OBERLIN  
OIAAA  
OLMSTED FALLS  
OPEN DOOR CHRISTIAN (ELYRIA)  
ORANGE (PEPPER PIKE)  
ORRVILLE  
OUR LADY OF THE ELMS (AKRON)  
PADUA FRANCISCAN (PARMA)  
PARMA  
PERRY (MASSILLON)  
PERRY  
POLAND SEMINARY  
PYMATUNING VALLEY (ANDOVER)  
RAVENNA  
REVERE (RICHFIELD)  
RHODES (CLEVELAND)  
RICHMOND HEIGHTS  
RITTMAN  
RIVERSIDE (PAINESVILLE)  
ROCKY RIVER  
ROOSEVELT (KENT)  
ROOTSTOWN  
SALEM  
SHAKER HEIGHTS  
SHAW (EAST CLEVELAND)  
SMITHVILLE

SOLON  
SOUTH (WILLOUGHBY)  
SOUTH RANGE (CANFIELD)  
SOUTHEAST (RAVENNA)  
SOUTHERN (SALINEVILLE)  
SPRINGFIELD (AKRON)  
SPRINGFIELD (NEW MIDDLETOWN)  
ST EDWARD (LAKEWOOD)  
ST IGNATIUS (CLEVELAND)  
ST JOHN SCHOOL (ASHTABULA)  
ST JOSEPH ACADEMY (CLEVELAND)  
ST MARTIN DEPORRES (CLEVELAND)  
ST THOMAS AQUINAS (LOUISVILLE)  
ST VINCENT-ST MARY (AKRON)  
STEELE (AMHERST)  
STOW-MUNROE FALLS  
STREETSBORO  
STRONGSVILLE  
STRUTHERS (NON-MEMBER)  
TALLMADGE  
TRINITY (GARFIELD HEIGHTS)  
TRIWAY (WOOSTER)  
TUSLAW (MASSILLON)  
TWINSBURG  
UNITED (HANOVERTON)  
UNIVERSITY SCHOOL (HUNTING VALLEY)  
URSULINE (YOUNGSTOWN)  
VALLEY FORGE (PARMA HEIGHTS)  
VERMILION  
VILLA ANGELA-ST JOSEPH (CLEVELAND)  
WADSWORTH  
WALSH JESUIT (CUYAHOGA FALLS)  
WARREN G HARDING  
WARRENSVILLE HEIGHTS  
WASHINGTON (MASSILLON)  
WATERLOO (ATWATER)  
WAYNE DALE (APPLE CREEK)  
WELLINGTON  
WELLSVILLE  
WEST BRANCH (BELOIT)  
WEST GEAUGA (CHESTERLAND)  
WESTERN RESERVE (BERLIN CENTER)

WESTLAKE  
WHITNEY M YOUNG GIFTED & TALENTED  
ACADEMY  
WICKLIFFE  
WINDHAM  
WOODRIDGE (PENINSULA)  
WOOSTER  
YOUNGSTOWN CHRISTIAN SCHOOL

***Northwest District (EOIAAA)—163 schools***

ADA  
ALLEN EAST (HARROD)  
ANTHONY WAYNE (WHITEHOUSE)  
ANTWERP  
ARCADIA  
ARCHBOLD  
ARLINGTON  
ASHLAND  
AYERSVILLE (DEFIANCE)  
BATH (LIMA)  
BELLEVUE  
BLUFFTON  
BOWLING GREEN  
BOWSHER (TOLEDO)  
BRYAN  
BUCKEYE CENTRAL (NEW WASHINGTON)  
BUCYRUS  
CALVERT (TIFFIN)  
CARDINAL STRITCH CATHOLIC (OREGON)  
CAREY  
CELINA  
CENTRAL CATHOLIC (TOLEDO)  
CLAY (OREGON)  
CLEAR FORK (BELLEVILLE)  
CLYDE  
COLDWATER  
COLONEL CRAWFORD (NORTH ROBINSON)  
COLUMBIAN (TIFFIN)  
COLUMBUS GROVE  
CONTINENTAL  
CORY-RAWSON (RAWSON)

CRESTLINE  
CRESTVIEW (ASHLAND)  
CRESTVIEW (CONVOY)  
DANBURY (LAKESIDE)  
DEFIANCE  
DELTA  
EASTWOOD (PEMBERVILLE)  
EDGERTON  
EDISON (MILAN)  
EDON  
ELIDA  
ELMWOOD (BLOOMDALE)  
EVERGREEN  
FAIRVIEW (SHERWOOD)  
FAYETTE  
FINDLAY  
FORT JENNINGS  
FORT RECOVERY  
FOSTORIA  
FREMONT ROSS  
GALION  
GENOA AREA  
GIBSONBURG  
HARDIN NORTHERN (DOLA)  
HICKSVILLE  
HILLTOP (WEST UNITY)  
HOLGATE  
HOPEWELL-LOUDON (BASCOM)  
HURON  
JEFFERSON (DELPHOS)  
JONES LEADERSHIP ACADEMY  
KALIDA  
KELLEYS ISLAND  
KENTON  
LAKE (MILLBURY)  
LAKOTA (KANSAS)  
LEIPSIC  
LEXINGTON  
LIBERTY CENTER  
LIBERTY-BENTON (FINDLAY)  
LIMA CENTAL CATHOLIC  
LIMA SENIOR

LINCOLNVIEW (VAN WERT)  
LUCAS  
MADISON COMPREHENSIVE (MANSFIELD)  
MANSFIELD CHRISTIAN  
MANSFIELD SENIOR  
MARGARETTA (CASTALIA)  
MARION LOCAL (MARIA STEIN)  
MAUMEE  
MAUMEE VALLEY COUNTRY DAY (TOLEDO)  
MCCOMB  
MILLER CITY  
MINSTER  
MOHAWK (SYCAMORE)  
MONROEVILLE  
MONTPELIER  
NAPOLEON  
NEW BREMEN  
NEW KNOXVILLE  
NEW LONDON  
NEW RIEGEL  
NORTH BALTIMORE  
NORTH CENTRAL (PIONEER)  
NORTHWOOD  
NORWALK  
NOTRE DAME ACADEMY (TOLEDO)  
OAK HARBOR  
OLD FORT  
ONTARIO  
OTSEGO (TONTOGANY)  
OTTAWA HILLS (TOLEDO)  
OTTAWA-GLANDORF  
OTTOVILLE  
PANDORA-GILBOA  
PARKWAY (ROCKFORD)  
PATRICK HENRY (HAMLER)  
PAULDING  
PERKINS (SANDUSKY)  
PERRY (LIMA)  
PERRYSBURG  
PETTISVILLE  
PLYMOUTH  
PORT CLINTON

PUT-IN-BAY  
RIDGEMONT (RIDGEWAY)  
RIVERDALE (MT BLANCHARD)  
ROGERS (TOLEDO)  
ROSSFORD  
SANDUSKY  
SCOTT (TOLEDO)  
SENECA EAST (ATTICA)  
SHAWNEE (LIMA)  
SHELBY  
SOUTH CENTRAL (GREENWICH)  
SPENCERVILLE  
SPRINGFIELD (HOLLAND)  
ST FRANCIS DESALES (TOLEDO)  
ST HENRY  
ST JOHN'S (DELPHOS)  
ST JOHN'S JESUIT (TOLEDO)  
ST JOSEPH CENTRAL CATHOLIC (FREMONT)  
ST MARY CENTRAL CATHOLIC (SANDUSKY)  
ST MARYS MEMORIAL  
ST PAUL (NORWALK)  
ST PETER'S (MANSFIELD)  
ST URSULA ACADEMY (TOLEDO)  
ST WENDELIN (FOSTORIA)  
START (TOLEDO)  
STRYKER  
SWANTON  
SYLVANIA NORTHVIEW  
SYLVANIA SOUTHVIEW  
TEMPLE CHRISTIAN (LIMA)  
TINORA (DEFIANCE)  
TOLEDO CHRISTIAN  
UPPER SANDUSKY  
UPPER SCIOTO VALLEY  
(MCGUFFEY)  
VAN BUREN  
VAN WERT  
VANLUE  
VERMILION  
WAITE (TOLEDO)  
WAPAKONETA  
WAUSEON

WAYNE TRACE (HAVILAND)  
WAYNESFIELD-GOSHEN  
WESTERN RESERVE (COLLINS)  
WHITMER (TOLEDO)  
WILLARD  
WOODMORE (ELMORE)  
WOODWARD (TOLEDO)  
WYNFORD (BUCYRUS)

***Southeast District (EOIAAA)—71 schools***

ADENA (FRANKFORT)  
ALEXANDER (ALBANY)  
ATHENS (THE PLAINS)  
BELPRE  
CHESAPEAKE  
CHILlicothe  
CIRCLEVILLE  
CLAY (PORTSMOUTH)  
CROOKSVILLE  
DAWSON-BRYANT (COAL GROVE)  
EASTERN (BEAVER)  
EASTERN (REEDSVILLE)  
EASTERN (WINCHESTER)  
FAIRFIELD (LEESBURG)  
FAIRFIELD UNION (LANCASTER)  
FAIRLAND (PROCTORVILLE)  
FEDERAL HOCKING (STEWART)  
GALLIA ACADEMY (GALLIPOLIS)  
GLENWOOD (NEW BOSTON)  
GREEN (FRANKLIN FURNACE)  
HILLSBORO  
HUNTINGTON (CHILlicothe)  
IRONTON  
JACKSON  
LOGAN  
LOGAN ELM (CIRCLEVILLE)  
LYNCHBURG-CLAY  
MANCHESTER  
MARIETTA  
MCCLAIN (GREENFIELD)  
MEIGS (POMEROY)



MIAMI TRACE (WASHINGTON COURT HOUSE)  
MILLER (CORNING)  
MINFORD  
NELSONVILLE-YORK  
NEW LEXINGTON  
NORTH ADAMS (SEAMAN)  
NORTHWEST (MCDERMOTT)  
NOTRE DAME (PORTSMOUTH)  
OAK HILL  
OHIO UNIVERSITY  
OHIO UNIVERSITY  
PAINT VALLEY (BAINBRIDGE)  
PEEBLES  
PIKETON  
PORTSMOUTH  
PORTSMOUTH WEST  
RIVER VALLEY (BIDWELL)  
ROCK HILL (IRONTON)  
SCIOTOVILLE COMMUNITY (PORTSMOUTH)  
SHERIDAN (THORNVILLE)  
SOUTH GALLIA (CROWN CITY)  
SOUTH POINT  
SOUTH WEBSTER  
SOUTHEASTERN (CHILLICOTHE)  
SOUTHERN (RACINE)  
ST JOSEPH CENTRAL (IRONTON)  
SYMMES VALLEY (WILLOW WOOD)  
TRIMBLE (GLOUSTER)  
UNIOTO (CHILLICOTHE)  
VALLEY (LUCASVILLE)  
VINTON COUNTY (MCARTHUR)  
WARRN (VINCENT)  
WASHINGTON (WASHINGTON COURT HOUSE)  
WATERFORD  
WAVERLY  
WELLSTON  
WEST UNION  
WESTERN (LATHAM)  
WESTFALL (WILLIAMSPORT)  
WHEELERSBURG  
WHITEOAK (MOWRYSTOWN)  
ZANE TRACE (CHILLICOTHE)

## ***Southwest District (EOIAAA)—181 schools***

AIKEN (CINCINNATI)  
AMELIA (BATAVIA)  
ANDERSON (CINCINNATI)  
ANNA  
ANSONIA  
ARCANUM  
ARCHBISHOP ALTER (KETTERING)  
ARCHBISHOP MCNICHOLAS (CINCINNATI)  
ARCHBISHOP MOELLER (CINCINNATI)  
BADIN (HAMILTON)  
BATAVIA  
BEAVERCREEK  
BELLBROOK  
BELLEFONTAINE  
BELMONT (DAYTON)  
BENJAMIN LOGAN (BELLEFONTAINE)  
BETHEL (TIPP CITY)  
BETHEL-TATE (BETHEL)  
BISHOP FENWICK (MIDDLETOWN)  
BLANCHESTER  
BOTKINS  
BRADFORD  
BROOKVILLE  
BUTLER (VANDALIA)  
CARLISLE  
CARROLL (DAYTON)  
CATHOLIC CENTRAL (SPRINGFIELD)  
CEDARVILLE  
CENTERVILLE  
CHAMINADE JULIENNE (DAYTON)  
CINCINNATI CHRISTIAN (FAIRFIELD)  
CINCINNATI COLLEGE PREPARATORY ACADEMY  
CINCINNATI COUNTRY DAY  
CINCINNATI HILLS CHRISTIAN ACADEMY  
CLARK MONTESSORI (CINCINNATI)  
CLERMONT NORTHEASTERN (BATAVIA)  
CLINTON-MASSIE (CLARKSVILLE)  
COLERAIN (CINCINNATI)  
COVINGTON

DAYTON CHRISTIAN (MIAMISBURG)  
DEER PARK (CINCINNATI)  
DIXIE (NEW LEBANON)  
DUNBAR (DAYTON)  
EAST CLINTON (LEES CREEK)  
EATON  
EDGEWOOD (TRENTON)  
ELDER (CINCINNATI)  
EMMANUEL CHRISTIAN ACADEMY (SPRINGFIELD)  
FAIRBORN  
FAIRFIELD  
FAIRLAWN (SIDNEY)  
FAYETTEVILLE-PERRY  
FELICITY-FRANKLIN  
FINNEYTOWN (CINCINNATI)  
FORT LORAMIE  
FRANKLIN  
FRANKLIN MONROE (ARCANUM)  
GEORGETOWN  
GLEN ESTE (CINCINNATI)  
GOSHEN  
GRAHAM LOCAL (ST PARIS)  
GREENVIEW (JAMESTOWN)  
GREENON (SPRINGFIELD)  
GREENVILLE  
HAMILTON  
HARRISON  
HILLCREST ACADEMY (CINCINNATI)  
HOUSTON  
HUGHES (CINCINNATI)  
INDIAN HILL (CINCINNATI)  
INDIAN LAKE (LEWISTOWN)  
JACKSON CENTER  
JAMES N GAMBLE MONTESSORI (CINCINNATI)  
JEFFERSON TOWNSHIP (DAYTON)  
KENTON RIDGE (SPRINGFIELD)  
KETTERING FAIRMONT  
KINGS (KINGS MILLS)  
LAKOTA EAST (LIBERTY TOWNSHIP)  
LAKOTA WEST (WEST CHESTER)  
LASALLE (CINCINNATI)  
LEBANON

LEHMAN CATHOLIC (SIDNEY)  
LITTLE MIAMI (MORROW)  
LOCKLAND  
LOVELAND  
MADEIRA (CINCINNATI)  
MADISON SENIOR ( MIDDLETOWN)  
MARIEMONT (CINCINNATI)  
MASON  
MCAULEY (CINCINNATI)  
MEADOWDALE (DAYTON)  
MECHANICSBURG  
MIAMI EAST (CASSTOWN)  
MIAMI VALLEY CHRISTIAN ACADEMY  
MIAMI VALLEY SCHOOL (DAYTON)  
MIAMISBURG  
MIDDLETOWN  
MIDDLETOWN CHRISTIAN (FRANKLIN)  
MILFORD  
MILTON-UNION (WEST MILTON)  
MISSISSINAWA VALLEY (UNION CITY)  
MONROE  
MOTHER OF MERCY (CINCINNATI)  
MOUNT HEALTHY (CINCINNATI)  
MOUNT NOTRE DAME (CINCINNATI)  
NATIONAL TRAIL (NEW PARIS)  
NEW MIAMI (HAMILTON)  
NEW RICHMOND  
NEWTON LOCAL (PLEASANT HILL)  
NORTH COLLEGE HILL (CINCINNATI)  
NORTHEASTERN (SPRINGFIELD)  
NORTHMONT (CLAYTON)  
NORTHRIDGE (DAYTON)  
NORTHWEST (CINCINNATI)  
NORTHWESTERN (SPRINGFIELD)  
NORWOOD  
OAK HILLS (CINCINNATI)  
OAKWOOD (DAYTON)  
OYLER (CINCINNATI)  
PIQUA  
PONITZ CAREER TECHNOLOGY CENTER (DAYTON)  
PREBLE SHAWNEE (CAMDEN)  
PRINCETON (CINCINNATI)

PURCELL MARIAN (CINCINNATI)  
READING  
RIPLEY-UNION-LEWIS-HUNTINGTON  
RIVERSIDE (DEGRAFF)  
RIVERVIEW EAST ACADEMY (CINCINNATI)  
ROGER BACON (ST BERNARD)  
ROSS (HAMILTON)  
RUSSIA  
SCHOOL FOR CREATIVE PERFORMING ARTS (CINCINNATI)  
SETON (CINCINNATI)  
SEVEN HILLS (CINCINNATI)  
SHAWNEE (SPRINGFIELD)  
SHRODER (CINCINNATI)  
SIDNEY  
SOUTHEASTERN LOCAL (SOUTH CHARLESTON)  
SPRINGBORO  
SPRINGFIELD  
ST BERNARD-ELMWOOD PLACE  
ST URSULA ACADEMY (CINCINNATI)  
ST XAVIER (CINCINNATI)  
STEBBINS (RIVERSIDE)  
STIVERS SCHOOL FOR THE ARTS (DAYTON)  
SUMMIT COUNTRY DAY (CINCINNATI)  
SYCAMORE (CINCINNATI)  
TAFT (CINCINNATI)  
TALAWANDA (OXFORD)  
TAYLOR (CLEVES)  
TECUMSEH (NEW CARLISLE)  
THURGOOD MARSHALL (DAYTON)  
TIPPECANOE (TIPP CITY)  
TRIAD (NORTH LEWISBURG)  
TRI-COUNTY NORTH (LEWISBURG)  
TRI-VILLAGE (NEW MADISON)  
TROTWOOD-MADISON  
TROY  
TROY CHRISTIAN  
TURPIN (CINCINNATI)  
TWIN VALLEY SOUTH (WEST ALEXANDRIA)  
URBANA  
URSULINE ACADEMY (CINCINNATI)  
VALLEY VIEW (GERMANTOWN)  
VERSAILLES

WALNUT HILLS (CINCINNATI)  
WAYNE (HUBER HEIGHTS)  
WAYNESVILLE  
WEST CARROLLTON  
WEST LIBERTY-SALEM  
WESTERN BROWN (MOUNT ORAB)  
WESTERN HILLS (CINCINNATI)  
WILLIAMSBURG  
WILMINGTON  
WINTON WOODS (CINCINNATI)  
WINTON WOODS MIDDLE SCHOOL  
WITHROW (CINCINNATI)  
WOODWARD (CINCINNATI)  
WYOMING (CINCINNATI)  
XENIA  
XENIA CHRISTIAN  
YELLOW SPRINGS

## APPENDIX D



OIAAA/OHSAA

### ***“Award of Excellence”***

2016-2017

**Purpose:** *To recognize on-going and consistent efforts on the part of Ohio interscholastic athletic departments that demonstrate best practice in the endorsement and promotion of education-based athletic programming. Specifically, this award recognizes schools that demonstrate intentional efforts to shift the culture of school-based sport programs as an on-going process.*

#### **Award Criteria:**

1. Ohio interscholastic athletic departments may submit their data (as indicated below) at any time of the school year.
2. An individual school may win the award once during a 36-month period.
3. All data submitted must have been deployed, created or accomplished within the past 12-month period at the time of submission.
4. Submissions will be reviewed by a committee comprised of OIAAA membership and OHSAA staff.
5. Recognition of schools/athletic departments for attainment of the award will be made at an appropriate OHSAA-sanctioned state tournament site (First recognition tentatively slated for Boys State Basketball Championships, March 23-25, 2017).

#### **Criteria Domains:**

1. Philosophy of Education-based Athletics
2. Education Strategies
3. Risk Management
4. Access/Equity
5. Assessment
6. Technology/Media
7. Sports Medicine
8. Innovation/Creativity
9. Continuous Improvement

## *Provisions for submission of evidence:*

### **Philosophy of Education-based Athletics:**

- Athletic department philosophy statement which *specifically identifies* the mission of interscholastic athletic programs as extensions of the curricular/academic program within the school district. Statement should include *educational objectives* of the athletic department/programs.
- Evidence of Board of Education adoption of athletic department philosophy.
- Evidence of athletic department philosophy posted in/on following:
  - Athletic Department handbook
  - Coach/Athlete/Parent handbook
  - Athletic department statement on school website

### **Education Strategies:**

- Evidence of the athletic administrator's personal professional development activities specific to interscholastic athletics within the 12 months prior to submission for the Award. Examples would include, but not limited to:
  - Attendance at the OIAAA State Conference
  - Completion of at least one Leadership Training Course (LTC)
  - Acquiring one or more of the following designations:
    - RAA (through NIAAA)
    - RMSAA (through NIAAA)
    - CAA (through NIAAA)
    - CMAA (through NIAAA)
    - AIC (through NFHS)
    - CIC (through NFHS)
  - Earning a Master's degree in Education or Athletic Administration
- Evidence (copies of agendas) of meetings and in-house sessions for purposes of training, educating, updating in-house coaching of athletic staff members. Examples might include regular coaches meetings (pre- and in-season), in-services specific to interscholastic athletic topics, mentoring, strategic planning, etc.
- Evidence of support and promotion of coach education beyond sport-specific (offensive/defensive strategies) training. Examples of such tactics could include in-house seminars on media/public relations, promotion of *Accredited Interscholastic Coach* certification (NFHS online courses), etc.
- Provide a brief (one page or less) overview of the process for mentoring new coaches currently within the athletic department.
- The applicant school's athletic administrator must be a member of the Ohio Interscholastic Athletic Administrators Association (OIAAA) for the school year of award submission.

### **Risk Management:**

- Provide evidence of cautionary statement provisions shared with parents and students (per sport)- **Click [HERE](#) for example of a Cautionary Statement**
- Describe protocols currently in place to assess atmospheric (heat, humidity) and severe weather (lightening) emergencies for athletic teams.



**Access/Equity:**

- Evidence of assessment plan for athletic department and programs relative to accessibility and equity parameters. Some examples of evidence may include:
  - Facility inventory (listing of boys and girls facilities, age/condition of facilities, fiscal support for upkeep, etc.)
  - Line-item budget comparisons (by sport; by gender)
  - Title IX surveys and/or studies
  - Provisions and accommodations for students with disabilities (“*How are special needs students engaged within your interscholastic athletic programs?*”)

**Assessment:**

- Description of the process utilized to evaluate and assess coaches within your interscholastic athletic program. More than just the evaluation tool (form), what protocol is utilized to review and target improvement within the coach(es) and the sport-specific program?

**Technology/Media:**

- Provide five (5) examples the interscholastic athletic department utilizes technology/media in support of education-based athletics. Examples may include, but not limited to:
  - Posting and accessibility of team schedules
  - Availability of public-access information
  - Utilization of “push” data (e.g., parent alerts, text messaging, Twitter/Facebook feeds)
  - Local/School/Public media access to interscholastic sport programs and events
  - Feedback and survey opportunities for stakeholders and/or community

**Sports Medicine:**

- Provide evidence of “Emergency Action Plan” protocols that are utilized by interscholastic teams within the school’s athletic department. [Click HERE for example of an Emergency Action Plan](#)
- EACH team’s plan should include:
  - Facility layout
  - Entry and exit routes (particularly for EMS and evacuation routes)
  - Location of rescue and first aid equipment
  - Location of landline telephones with emergency numbers and personnel posted
  - Location of a cell phone and the person responsible for carrying it
  - Location of keys that may be necessary for access to phones and equipment
  - Location of rescue equipment and first aid kit(s)
  - Location of emergency supplies (e.g. flashlights, fire extinguishers, masks, gloves, etc.)

**Innovation/Creativity:**

- Provide examples and description of non-contest engagement of students and/or adults within the scope of the school’s interscholastic athletic program. Examples of such may be:
  - Varsity team members traveling to elementary school to read to students
  - Choir students who audition and perform the “National Anthem” at athletic events

- Non-participant student involvement; e.g., student media crew for graphics or video board at game events, student host squad for guest teams or game officials, etc.
- Student-Athlete Advisory Council
- Community stakeholder engagement with planning, advisory or feedback groups related to interscholastic athletics

#### **Continuous Improvement:**

- Identify at least one organized event/activity where the educational mission and purpose of interscholastic athletics is clearly and intentionally addressed. Specifically, how is the question of “*What is the true purpose of having sports within our schools?*” being answered with your stakeholders?
- Provide an example of how the athletic department delivers a *continuing* message and supports “*Respect the Game*” and Sportsmanship initiatives within your school and league.

The objective of the “*Award of Excellence*” is to recognize those Ohio interscholastic athletic departments who are purposefully educating and supporting the mission of education-based athletics in Ohio. Defining success based solely based upon “wins and losses” or the number of championship trophies a school/team possesses misses the mark of what our interscholastic athletic programs should be targeting. The award is designed to honor and celebrate those school athletic departments that are attempting to shift the sport culture toward the genuine purpose of why sports are a part of our school and community culture in America.

As such, the collection and submission of data is meant to be a reflection of what schools are already doing to underscore the mission of education-based athletics. To create a level of consistency and to maintain an appropriate level of professionalism, submission of school data should follow this protocol:

- Submission of materials should be inclusive of all data that is to be considered. “Part and parcel” submissions (scattered or segmented submission of data over time) will not be accepted.
- Electronic OR hard-copy data submissions are permissible.
- Submission for the award can be made at any time of the year; once all criteria have been met, corresponding data can be submitted.
- Data submission should be sent electronically to: *Bruce Brown, OIAAA Executive Director* at: [oiaaa.brucebrown@gmail.com](mailto:oiaaa.brucebrown@gmail.com).
- Awards will be presented annually at the Girls/Boys State Basketball Championship games in Columbus (March).
- Please include the attached “Cover Sheet” with submission. **click [HERE](#) for the “Cover Sheet”**
- A “checklist” to assist the gathering of all related data – **click [HERE](#) for the checklist**
- Questions regarding the award and data submission can be directed to Bruce Brown per the above e-mail address.



## **APPENDIX: B—Example of Sport-specific Cautionary Statement**

### **BASKETBALL CAUTIONARY STATEMENT**

Basketball is a highly competitive, fast-action game that places demands on the individual player. For this reason, coaches will implement conditioning regimens that are based on scientific principles, and designed to enhance player endurance, quickness and playing skills. While contact and rough play are prohibited by rule, a certain amount of inadvertent physical contact is predictable. To enhance stability and strength, certain weight room workouts may also be prescribed along with a regular practice activity. In addition, the following considerations and cautions will enhance player enjoyment and safety.

#### **PREPARATION FOR ACTIVITY:**

1. Wear all pads, braces and supportive undergarments to all practices and competitions.
2. Clothing and shoes should fit properly, be comfortable, and allow for maximal physical efforts. Clothing should be kept clean and sanitary.
3. Clothing should prevent heat dissipation, or restrict movement.
4. Players should ingest the equivalent of 4 - 6 glasses of water each day.
5. Feet should be covered with a thin cotton sock followed by a heavier wool sock. If blisters are a chronic problem or begin to appear, coaches or trainers should be consulted for appropriate responses or preventive actions.
6. Players who require corrected vision must wear shatterproof glasses or lenses. Glasses must be mounted in break resistant frames, and be held in place by an elastic strap.
7. Players requiring preventive taping, padding, or bracing should arrive early enough to receive treatment and be able to participate in specialty work.
8. Remove all jewelry, metal hair clips and hats.
9. No horseplay, rough-housing, hazing or initiations.
10. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
11. High top basketball shoes are suggested and they should be properly laced up.
12. The use of braces is recommended.
13. Mouth guards are highly recommended.

#### **IN THE LOCKER ROOM:**

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and elevated thresholds between lockers and shower rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower area.
6. Use foot powder in designated areas.
7. Refrain from rapid movements, rough-house or horseplay in locker/shower areas.
8. Identify incidents of foot or skin infection to coach(es) immediately.
9. No hazing or initiations.

### TRAVEL TO CONTEST/PRACTICE SITE

1. Be alert to ramps leading to practice/contest area.
2. Be alert to variations in surfaces of locker room, ramps, stairways, or playing floors.
3. Be alert to the following:
  - A. Ball carts.
  - B. Basketballs in flight, rolling, rebounding or bouncing.
  - C. Wind sprints or fast break drills.
  - D. Proximity of bleachers and walls to playing surface.
4. Stretch thoroughly and jog easy laps to warm up.
5. Do not accept rides home from strangers.
6. Be alert for possible hazards when conditioning in the halls.
7. Be aware of and avoid contact with bleachers, curtains, and any other miscellaneous peripheral equipment.
8. No horseplay, rough-housing, hazing or initiations.

### HAZARDS SPECIFIC TO BASKETBALL:

1. Be alert to dehydration symptoms. Dry mouth, inability to cool down, dizziness/light headed. Ingest 4-6 glasses of water during the school day and additional amounts at practice.
2. Frequent drink breaks will be built into the practice plan and players should make use of each one.
3. Foot Problems Refer to coach(es) or athletic trainer
  - A. Blisters.
  - B. Calluses.
  - C. Ingrown toe nails.
  - D. Fungus infections or plantar warts.
4. Other Skin-Problems Refer to coach(es).
  - A. Boils.
  - B. Rashes.
  - C. Floor bums, cuts.
5. Ankle and other orthopedic problems.
  - A. Sprains • new - ice, compression, elevation, rest.
  - B. Sprains • old taping, easy workouts, rehabilitative exercise
6. Weight training regimens will have separate standards and progressions designed to enhance safety and physical conditioning.
7. Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance of health. Notify coach about use and location of inhalants.
8. Check your weight. Sudden or large losses over a month should be brought to the coaches' attention, especially if you are feeling tired or ill or if you demonstrate cold symptoms and swollen throat or neck glands.
9. DO NOT hang on the rims or nets.
10. DO NOT engage in rough, thoughtless play.
11. DO NOT run under a player who is in the air to shoot or receive a pass.
12. DO NOT swing elbows excessively when clearing a rebound.

- 13 Taller players may need to be alert to their proximity to the lower surface of the backboard
- 14 **DO NOT** take an intentional foul that might cause an injury to an opponent.
- 15 When taking a charge or screening an opponent, assume a weight-balanced, protected position.
- 16 If a backboard shatters, notify the coach and keep people away from the broken glass. **BROKEN BACKBOARDS ARE THE FINANCIAL RESPONSIBILITY OF THOSE WHO BREAK THEM!**
- 17 Notify the coach or trainer of any injury, no matter how slight it may seem.
- 18 **DO NOT** share water bottles, towels, or anything else that might transmit body fluids or pathogens.

**EMERGENCIES:**

Because of the nature of basketball, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

- 1. Be alert to any injury that the coach may not see. He/she will manage the person in trouble. **DO NOT move the victim!** Assist by:
  - A. Stop all practices, scrimmages.
  - B. After calling the coach to manage the situation, help with the injured person;
  - C. Telephone for additional assistance (phone numbers and information are posted on the telephone); obtain first aid supplies or equipment.
  - D. Keep onlookers away.
  - E. Sit or kneel in close proximity.
  - F. Direct rescue squad members to the site.
- 2. **Fire or Fire Alarm:**
  - A. Evacuate and remain 150 feet from the building.
  - B. Be prepared to implement emergency procedures.
- 3. **Bomb Threat:**
  - A. Evacuate building and remain-200 yards from building.
- 5. **Tornado:**
  - A. Go to basketball team room, sit on floor next to and facing lockers.

**ACKNOWLEDGMENT**

We certify that we have read, understand, and agree to adhere to the cautions, considerations and responsibilities required for participation on the xxxxxxxx High School Basketball Team.

\_\_\_\_\_/\_\_\_\_\_  
 Athlete Signature Date Parent/Guardian Signature Date

**APPENDIX: C—Emergency Action Plan sample**

**ATHLETICS: “EMERGENCY ACTION PLAN”**

Team: \_\_\_\_\_ Coach: \_\_\_\_\_

**2014-2015 Sport Season**

Coach’s Cell Phone: \_\_\_\_\_

1. Each coach must complete all requested data within the first two days of official practice start.
2. An Emergency Action Plan PRACTICE must be completed within the first week of each practice season (*see notes at bottom of this page*).
3. One copy of this completed page must be on file in the High School athletic office within seven days of the first official start date of practice.
4. Additional copies of this data should be provided to each coaching staff member, designated first-aid responder and the athletic trainer.

Practice site and official address:

\_\_\_\_\_

Specific directions to practice/home site from nearest major intersection:

\_\_\_\_\_

\_\_\_\_\_

Where should EMS come to have quick access to the injured athlete:

\_\_\_\_\_

Who is to provide primary care to the athlete: \_\_\_\_\_

Where is the First-Aid kit located:

\_\_\_\_\_

Where is the AED located from your area:

\_\_\_\_\_

Where are the Emergency Medical Information forms:

\_\_\_\_\_

Who calls EMS:

---

Where is the phone from which to call

EMS: \_\_\_\_\_

Who notifies the parent(s) that athlete is being transported:

\_\_\_\_\_

Who notifies the trainer and athletic director:

\_\_\_\_\_

Who manages the remainder of contest/practice:

\_\_\_\_\_

Who opens doors/gates for EMS:

\_\_\_\_\_

Who travels with injured athlete:

\_\_\_\_\_

Who does follow-up with parent:

\_\_\_\_\_

Who documents the injury:

\_\_\_\_\_

Where is the closest weather shelter:

\_\_\_\_\_

Who has keys/access to weather shelter:

\_\_\_\_\_

Who performs daily safety check of field/court

area: \_\_\_\_\_

Date of "Emergency Action Plan" Practice:

\_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_



**APPENDIX: D—“Award of Excellence” Data checklist**

**OIAAA/OHSAA “AWARD OF EXCELLENCE” CHECKLIST**

*Order of submitted data*

- \_\_\_ “Award of Excellence” cover sheet
- \_\_\_ Athletic Department philosophy statement
- \_\_\_ BOE adoption of Athletic Department philosophy
- \_\_\_ Athletic Department philosophy posting in: Coaches handbook, Athlete/Parent Handbook, online
- \_\_\_ Athletic Administrator’s professional development example
- \_\_\_ Example agenda of in-house coaching staff meeting/training session
- \_\_\_ Example of promotion of coach education
- \_\_\_ Example of Budget process
- \_\_\_ Verification of Athletic Administrator’s membership in OIAAA
- \_\_\_ Example of sport-specific “Cautionary Statement” (identified with school name)
- \_\_\_ Accessibility/Equity example
- \_\_\_ Description of Coach/Program assessment process
- \_\_\_ Five technology/media utilization examples
- \_\_\_ Example of “Emergency Action Plan” (identified by sport-specific and school data)
- \_\_\_ Example of non-contest engagement within interscholastic athletic program
- \_\_\_ Example of promoting educational mission of interscholastic athletics within school/community

## APPENDIX E

### OIAAA Foundation



## Investment Policy Statement

### Introduction

The purpose of this Investment Policy Statement (the "IPS") is to establish a clear understanding as to the investment objectives and policies applicable to the management of our investment Portfolio.

The Investment Policy Statement:

- Establishes reasonable expectations, objectives and guidelines for the investment of our Portfolio.
- Sets forth an investment structure detailing permitted asset classes and the expected allocation among asset classes.
- Creates the framework for a well-diversified asset mix that can be expected to generate acceptable long term returns at a suitable level of risk.
- Encourages effective communications between ourselves and our Investment Advisor(s).

The IPS is not a contract. The IPS is intended to be a written summary of an investment philosophy that provides guidelines for us and our Investment Advisor(s).

### Time Horizon

We understand that the long-term time horizon for portfolios should be in excess of ten years. A period in excess of ten years takes into account a full market cycle. For shorter periods, we understand that markets can be volatile and preservation of principal should be considered in these shorter time horizons. We view our overall time horizon as 5-10 years. While scholarships need to be funded yearly, the amount is not large enough currently to warrant a shorter time horizon.

### Risk Tolerance

We view ourselves as balanced growth investors, seeking capital appreciation and to a lesser extent current income. It is our desire to have our assets allocated primarily among equity securities. The equity portion of our Portfolio should be invested predominately in domestic large cap and small/mid cap equities. International markets exposure, when utilized, is intended to add diversification and the opportunity for enhanced returns over the long-term. Investment in fixed income securities and Real Estate Investment Trusts, when utilized, are intended to provide both income and stability to the Portfolio. Our equity exposure should range between approximately 40% - 80%.

### Investment Objectives

Based on our primary goal of capital appreciation and some current income, we have established our annual rate of return objective over the next 5-10 years at 5% -8%.

We understand that this objective is defined in order to establish guidelines for our portfolio, and that adoption of this objective does not assure achievement of any specific investment results.

### Asset Allocation

An important research study suggests that the decision as to how our assets are allocated among various asset classes will account for over 90% of our Portfolio's performance.\* Therefore, maximum emphasis will be placed on the determination of the asset mix that is appropriate to meet our risk/return objectives.

In creating our Portfolio, our Investment Advisor(s) will select the asset classes, evaluate the historic and expected relationships between the asset classes, develop the target allocation for each asset class and make changes as necessary in an effort to reach or exceed our established risk and return objectives.

We and our Investment Advisor(s) will maintain the flexibility to choose either a TACTICAL or STRATEGIC portfolio strategy. The Investment Advisor(s) will be responsible for monitoring the asset allocation and recommending rebalancing or making adjustments to the Portfolio as described below.

### **Rebalancing Procedures**

Over time, market conditions and the varying performance of the asset classes may cause the Portfolio's asset mix to vary from the original target allocation. To remain consistent with the asset allocation guidelines established, each asset class shall be reviewed on a periodic basis by our Investment Advisor(s). On an annual basis, our Investment Advisor(s) will recommend the rebalancing of the Portfolio either to maintain (approximately) the initial target allocation or to make an adjustment to the target allocation as they deem appropriate.

### **Investments**

#### A. Asset Classes

The diversification of assets among asset classes will be based on our Risk/Return Profile and the research and analysis conducted on our behalf by our Investment Advisor(s).

The asset classes that may be included in our Portfolio are:

- Large Cap U.S. Equities
- Small/Mid Cap U.S. Equities
- International Equities
- Real Estate Investment Trusts
- Emerging Markets Equities
- Money Markets
- U.S. Government Bonds
- U.S. Corporate Bonds
- U.S. High Yield Bonds
- International Bonds
- Inflation Protected Securities
- Natural Resources

#### B. Investment Vehicles

Our Portfolio's asset allocation strategy will be implemented with the following investment vehicles:

Open ended mutual funds, ETFs, Stocks, Bonds

The initial asset classes and investment vehicles selected for our Portfolio appear in the "Proposal" presented by our Investment Advisor(s). The Proposal will be filed with this document for future reference.

### **Liquidity**

Since the investment vehicles our Portfolio will be invested in are considered highly liquid investments, we will not need to maintain unnecessarily high cash balances among our asset mix, except as may be dictated for investment purposes.

We may request withdrawals at any time by notifying either our Investment Advisor(s) or the Custodian.

### **Duties and Responsibilities**

#### A. Foundation Board

We will provide our Investment Advisor(s) with all relevant information on our financial condition, net worth, and risk tolerance and must notify our Investment Advisor(s) promptly of any changes to this information.

We will read and understand the information contained in the prospectus of each mutual fund in our Portfolio.

#### B. Investment Advisor(s)

Our Investment Advisor(s) is responsible for assisting us in making an appropriate asset allocation decision based upon our particular needs, objectives, and Risk/Return Profile.

Our Investment Advisor(s) shall be responsible for:

- Analyzing our current financial situation and assisting us in determining our Risk/Return Profile.
- Advising us about the selection and allocation of asset classes and mutual funds for our Portfolio.
- Monitoring the asset allocation and mutual fund selection decisions.
- Monitoring the performance of our Portfolio and each mutual fund relative to our goals and objectives.
- Periodically reviewing the suitability of the investments in our Portfolio.
- Being available to meet with us at our Board meetings.
- Preparing and presenting appropriate reports, including Quarterly Performance Reports.

### **Investment Management**

Our Investment Advisor(s) shall utilize the following criteria when assisting us in the selection of our investment vehicles:

- Potential to add value, considered relative to other investments having the same investment objective. Our Investment Advisor(s) will evaluate several factors including the investment philosophy, organizational stability, investment team qualifications, business strategy, and Portfolio construction process in selecting mutual funds. Performance rankings over various time frames and consistency of performance will also be reviewed.
- The historic volatility and downside risk of each proposed investment.
- The investment style and discipline of proposed mutual funds.
- How well each proposed investment complements other assets in the Portfolio.
- The current economic environment.
- The likelihood of future investment success, relative to other opportunities.

### **Adoption**

The signature(s) below affirm(s) that this document has been read, understood and accepted.

Board Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX E



# Endowment Committee Protocol

### **Purpose:**

The purpose of the OIAAA Endowment Committee is to pursue resources and revenue streams to expand and fund educational services which support the mission of the OIAAA. The Committee will provide background, research and recommendations to the OIAAA Executive Board regarding raising, allocating, investing, and budgeting funds earmarked for OIAAA scholarships, member professional development, and special events as determined by the OIAAA executive board.

### **Committee Members:**

- The sitting OIAAA Treasurer
- The sitting OIAAA Past-president
- The OIAAA Secretary-elect
- One past OIAAA Board officer
- One current OIAAA regular member

### **General Guidelines:**

Recommendations of the Endowment Committee must be approved by the OIAAA Board of Directors to become resolutions/action items by the association.

The Endowment Committee may not request funds of greater than 10% of the fund balance.

### **Funding Sources:**

Endowment funding may have a direct and indirect funding sources. The Endowment committee would make recommendations to the Executive Board for approval for fund designations.

Any gift or donation made to the OIAAA, from any person, business or corporation, may be designated for a particular program or activity which is currently being carried on by the OIAAA such as, but not limited to: student leadership training, student-athlete scholarships, coaching education instructor training, coaching education, outreach programs for athletic directors, new athletic director mentorship programs, and leadership training courses for new athletic directors. Any designated gift, if accepted by the OIAAA, shall be used only for the purposes for which it has been designated. The Board is empowered to reject any gift which it deems inappropriate.

Any gift or donation received by the OIAAA which is not designated for a particular purpose, shall be used by the OIAAA in such manner as the Board deems best.

The assets of the OIAAA are irrevocably dedicated to the educational mission and the identified purposes of the OIAAA. No part of the net earnings, or assets of this OIAAA, upon dissolution or otherwise, shall inure to the benefit of any private person or individual or board member of the OIAAA. Upon liquidation or dissolution, all assets and obligations shall be distributed and paid over to an organization dedicated to educational purposes, providing that the organization continues to be dedicated to the exempt purposes, specified in the Internal Revenue Code Section 501(C)3.

**Direct Sources may include:**

OIAAA Endowment Committee Golf Outing(s)

Silent Auction (OIAAA Conference)

Donations

**Current Allocations**

**\*Included but not limited to:**

Student Scholarships

Section 2 hosting

Outreach

OIAAA professional Development

Summer Institute