



## Oregon School Activities Association

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April 25, 2025

**TO:** Superintendents, Principals, and Athletic Directors  
**FROM:** Missy Smith, OSAA Assistant Executive Director  
**SUBJECT:** 2025-26 OSAA Administrator Workshops

The OSAA will be presenting its Administrator Workshops listed below to familiarize representatives from the member schools with the services, policies, procedures, rules and interpretations of the Association in August 2025. We would also like to invite all Assistant Athletic Directors and Athletic Director Secretaries to join us for the trainings.

<b>Tuesday, August 12</b>	<b>8:30am – Noon*</b>	<a href="#"><u>Camp Withycombe, Happy Valley</u></a>
<b>Wednesday, August 13</b>	<b>8:30am – Noon*</b>	<a href="#"><u>Pendleton High School</u></a>
	<b>8:30am – Noon*</b>	<a href="#"><u>Eagle Point High School</u></a>
	<b>12:30pm – 4pm</b>	<a href="#"><u>OSAA Office, Wilsonville</u></a>
	<b>12:30pm – 4pm</b>	<b>OSAA Webcast</b>
<b>Thursday, August 14</b>	<b>8:30am – Noon*</b>	<a href="#"><u>Bend High School</u></a>
	<b>8:30am – Noon*</b>	<a href="#"><u>North Eugene High School</u></a>
<b>Friday, August 15</b>	<b>8:30am – Noon*</b>	<a href="#"><u>OSAA Office, Wilsonville</u></a>
		<b>OSAA Webcast</b>

- All attendees must register for the workshop on our site: [www.osaa.org/administrators/workshop](http://www.osaa.org/administrators/workshop) (registration opens May 1)
- \*Indicates that a meal will be provided at the conclusion of the Workshop.

### **Administrator Workshop Attendance Requirement** (OSAA Handbook, Executive Board Policies) (Revised Fall 2024)

- Each member school shall ensure that at least one representative participates in one of the annual Administrator Workshops presented by OSAA staff. Role shall be taken at the Workshops to confirm compliance with this policy.
- Each member school who has an Athletic Director in their first year of service in that role in Oregon shall ensure that their Athletic Director participates in one of the annual New AD Workshops presented by OSAA staff. Roll shall be taken at the workshops to confirm compliance with this policy.***
- Should it be determined that a member school failed to have a representative at **either** the Administrator Workshops **or New AD Workshops**, that school shall have an administrator view a recorded version of the workshop within five days, receive a \$1,000 fine, appear before the Executive Board at their next meeting, and be placed on probation during the Association Year of non-attendance. The Executive Board shall consider the probationary status of the school when assigning penalties for any violations of OSAA Regulations by the school that might occur during the period of probation. ***In the case of a new Athletic Director not attending, that Athletic Director shall be required to attend the New AD workshop the following year.***