

2017 OSSAA ELIGIBILITY WORKSHOP



ELIGIBILITY RECORD FORM

The record form is designed to be a tool to aid you in determining athletic eligibility for students at your school.

All questions have a YES or NO answer.

Any question with the YES answer should be investigated further prior to allowing the student to participate.



ELIGIBILITY RECORD FORM

OKLAHOMA ELIGIBILITY RECORD FORM FOR STUDENTS IN GRADES 7-12 (TO BE FILLED OUT BY THE STUDENT AND PARENT AND FILED IN PRINCIPAL'S OFFICE) Updated July 2017

NAME OF STUDENT (PRINT) _____ Grade _____ Birth Date _____ Age _____

Student's Current Address _____ Last School Address _____ City _____

NOTE: STUDENT AND PARENT MUST SIGN BELOW AND EXPLAIN ALL "YES" ANSWERS FROM BELOW ON BACK OF FORM.

YES NO

☐ 1. Before September 1 will you be 14 years of age for 7th grade, 15 years of age for eighth grade, 16 years of age for ninth grade, or 19 years of age for high school participation? (Rule 1)

☐ 2. Did you fail any classes during the last 18-week grading period? (Rules 3 & 4)

☐ 3. Are you currently failing any class? (Rule 3)

☐ 4. Were you ineligible to participate at any time during the last 18-week grading period? (Rules 3 & 4)

☐ 5. Have you done anything to jeopardize your amateur status such as receiving cash or merchandise connected with an athletic activity? (Rule 5)

☐ 6. Have you completed all 12th grade requirements for high school graduation? (Rule 6)

☐ 7. Have you failed any semester (received no credit) for the semester since the time you entered the 7th grade? (Student's are generally barred from participating in athletics during the 7th grade and the five school years that follow consecutively after that school year.) (Rule 7)

☐ 8. Since entering 7th grade have you ever been suspended or had an interruption in consecutive semesters of the educational track? (Rule 8)

☐ 9. Are you now or have you ever repeated any grade since entering the 7th grade? (Rule 7)

☐ 10. Do you live with someone now other than whom you lived with last school year? (Rule 8)

☐ 11. Do you live with someone other than your parent? (Rule 8)

☐ 12. Do you live with only one parent? (Rule 8)

☐ 13. Do you live outside this school district? (Rule 8)

☐ 14. Is more than one residence owned, rented or maintained by your parents or guardian? (Rule 8)

☐ 15. Have you ever attended school outside the district where your parents reside? (Rule 8)

☐ 16. Are other family members in grades K-12 attending a different school district other than the district you are now attending? (Rule 8)

☐ 17. Have you ever participated at any school outside the district in which both parents had residences? (Rule 8)

☐ 18. Have you, your parents, or your guardian ever been influenced in any manner by anyone in this school district to attend this school to engage in athletics? (Rule 9)

☐ 19. Have you ever been granted athletic eligibility on the basis of an OHSAA hardship waiver? (Rule 20)

☐ 20. Were you on an approved foreign exchange program last year? (Hardship Waiver Manual-X)

☐ 21. Have you participated in a foreign exchange program for more than 365 days? (Hardship Waiver Manual-X)

☐ 22. Were you suspended, expelled, or under discipline at the previous school attended or were you or your parents having a conflict with a coach, teacher, or administrator at the time you left your previous school? (Rule 4 and 8)

Each of the undersigned, after careful reading and upon the basis of the information furnished by the student, hereby certifies that the information furnished by the student is true and correct to the best of their knowledge and belief.

Each of the undersigned also acknowledges and agrees that furnishing information about the above mentioned student may be disclosed to OHSAA in connection with any investigation or inquiry concerning the student's eligibility to participate and/or any possible violation of OHSAA rules. OHSAA will undertake reasonable measures to maintain the confidentiality of such identifying information, provided that such information has not otherwise been publicly disclosed to some person.

If the above guidelines are not satisfied for athletic eligibility, the student may be ineligible for one year. (See Rule 8). INCORRECT INFORMATION COULD CAUSE ELIGIBILITY TO BE REVOKED AND COULD RESULT IN THE FORFEITURE OF CONTESTS IN WHICH THE STUDENT HAS PARTICIPATED IN ADDITION TO OTHER PENALTIES.

(Student) _____ (Date) _____ (Coach) _____ (Date)

(Parent/Guardian) _____ (Date)



AGE

1. Will you be 14 years of age for 7th grade, 15 years of age for eighth grade, 16 years of age for ninth grade, or 19 years of age for high school participation before September 1? (Rule 1)

If this question is answered YES, an overage hardship waiver must be filed prior to allowing the student to participate at any level.

Student's are allowed to continue to participate in non-athletics unless they reach their 21st birthday prior to September 1.



ACADEMIC ELIGIBILITY FOR A SEMESTER

2. Did you fail any classes during the last 18-week grading period?
(Rules 3 and 4)

A student must pass a minimum of five classes that count toward graduation at the end of a semester to be eligible for participation the following semester. Students not meeting this requirement must sit out the first six weeks of the following semester, and be passing all courses at that time to become eligible.



ACADEMIC ELIGIBILITY DURING A SEMESTER

A student must be passing all subjects in which he/she is enrolled during a semester.

If a student is not passing all subjects on the day of the grade check, he/she will be placed on probation for the next one-week period.

If a student is still failing one or more classes, during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period.

ACADEMIC ELIGIBILITY FOR A SENIOR

Seniors must be enrolled in a minimum of 4 courses, and are only required to pass the courses they need for graduation.



ACADEMIC ELIGIBILITY FOR A NEW STUDENT

3. Are you currently failing any class? (Rule 3)

Students admitted with failing grades must sit 3 weeks to gain eligibility.



ACADEMIC ELIGIBILITY AFTER DROPPING A CLASS

If a student drops a class after the first three weeks of the semester, then the student must sit out 3 weeks to regain eligibility.

At the end of the three weeks, the student must be passing all classes to regain eligibility.

EXCEPTION: A senior student may drop a class at any time and maintain eligibility, provided the class dropped is not required for graduation, and the student is still enrolled in the minimum number of classes required for eligibility and has passing grades in those classes.

ACADEMIC ELIGIBILITY AFTER DROPPING AN AP OR HONORS CLASS

A student dropping an AP or honors-level course can maintain eligibility provided the student was passing the course at the time he or she dropped the course, and provided the student enrolls in a non-AP or non-honors level course in the same subject.



NEW STUDENT'S WEEK TO WEEK ELIGIBILITY

4. Were you ineligible to participate at any time during the last 18- week grading period? (Rules 3 & 4)

A yes answer to this question would indicate the student may have had week to week grade issues. An inquiry as to why the student was failing would be helpful in making sure the student understands the importance of the keep up with school work.



AMATEUR STATUS

5. Have you done anything to jeopardize your amateur status such as receiving cash or merchandise connected with an athletic activity? (Rule 5)

No monetary awards or prizes other than medals, plaques, rings or trophies of any nature shall be given to or accepted by students in recognition of participation, attainment or honor because of participation in interscholastic athletics.

The amateur rule does not apply to non-athletics.

GRADUATION REQUIREMENTS

6. Have you completed all 12th grade requirements for high school graduation? (Rule 6)

A student who has met ALL graduation requirements, and is no longer enrolled in a minimum of 4 hours (if the student is a senior) is no longer eligible to participate in OSSAA athletic activities.



LENGTH OF PARTICIPATION

7. Have you failed any semesters (received no credit for the semester) since the time you entered the 7th grade? (Students are generally limited to participating in athletics during the 7th grade and the five school years that follow consecutively after that school year-Rule 7)
8. Since entering 7th grade have you ever home-schooled or had an interruption in consecutive semesters of the educational tract?

Once a student enters 7th grade, he/she must maintain passing grades at the end of each semester.



LENGTH OF PARTICIPATION

9. Are you now or have you ever repeated any grade since entering the 7th grade? (Rule 7)

Students repeating 7th or 8th grade are not permitted to participate during the repeat year.

If a student repeats 7th or 8th grade, and does not participate, then the repeat year is NOT counted against the six consecutive years.

Whenever a student is found to have participated in any contests in a particular activity during a repeat seventh or eighth grade period at a member school the student will be immediately ineligible for that activity.

To regain eligibility for that activity, the student must sit out of one contest in the same activity for each contest in which the student participated during the repeat period.

RESIDENCE ELIGIBILITY

10. Do you live with someone now other than whom you lived with last school year? (Rule 8)

If a student's residence has changed, or if they are living with someone other than with whom they lived with last school year, their eligibility should be investigated further before they are allowed to participate.



RESIDENCE ELIGIBILITY

11. Do you live with someone other than your parents? (Rule 8)

The basic rule of eligibility: a student establishes eligibility based on first participation at the 9th grade level or above, living with the parent or legal guardian. If a student lives with someone other than the parent/legal guardian, eligibility should be investigated further prior to allowing the student to participate.



RESIDENCE ELIGIBILITY

12. Do you live with only one parent? (Rule 8)

A student may live with only one parent as long as it is the same parent the student was living with last year. If there is a change in with whom the student was/is living, then the student's eligibility should be investigated further prior to allowing that student to participate.



RESIDENCE ELIGIBILITY

13. Do you live outside this school district? (Rule 8)

If a student lives outside the district in which the parent or legal guardian resides, the school is responsible for insuring the student is a legal student in the district prior to allowing the student to participate at any level.



RESIDENCE ELIGIBILITY

14. Is more than one residence owned, rented or maintained by your parents or guardian? (Rule 8)

For the purpose of establishing or maintaining athletic eligibility, a student's parents or legal guardian may only maintain one residence.

A family that moves into another residence with another family or person(s) while continuing to own or rent the former residence is considered to be in a **dual residence** situation.

COMPLYING WITH DUAL RESIDENCE REQUIREMENTS

The family must agree that they or any other family member will not return to the former residence for an overnight stay.

Further, the former residence may not be rented or leased long term to another family member. It may also be closed and left unoccupied.

NEW: RULE 8-7 Effect of Dual or Multiple Residences on Eligibility

A student whose parents (or custodial parent or court-appointed guardian with legal custody of the student) maintain two or more residences in circumvention of the requirements of this Rule shall only be eligible to participate at a sub-varsity level and the student shall not be permitted to participate in varsity level athletics.

CHANGING SCHOOLS ATHLETIC PARTICIPATION FORM (TO BE COMPLETED FOR 7TH, 8TH, OR SUB-VARSITY ONLY PARTICIPATION)

This portion is to be filled out by the SENDING SCHOOL.

I _____ of _____
Principal School

certify to the best of my knowledge _____
Student's Name

was not recruited in violation of OSSAA Rule 9, and is not changing schools for athletic purposes.

Signature of Principal _____ Date _____

This portion is to be filled out by the RECEIVING SCHOOL.

Each of the undersigned certify to the best of my knowledge that _____
Student's name

was not recruited in violation of Rule 9, and is not changing schools for athletic purposes. Each of the undersigned also acknowledge and agree that identifying information about the above-mentioned student may be disclosed to OSSAA in connection with any investigation or inquiry concerning the student's eligibility to participate and/or any possible violation of OSSAA rules. OSSAA will undertake reasonable measures to maintain the confidentiality of such identifying information, provided that such information has not otherwise been publicly disclosed in some manner.

Signature of Principal _____ Date _____

Signature of Parent or Guardian _____ Date _____

Signature of Student _____ Date _____

This form shall be retained by the receiving school and become part of the student's permanent records. The Changing Schools/Athletic Participation form allows a student to participate at the sub-varsity and/or junior high level provided the student is in compliance with all other eligibility requirements. This form shall be made available to the OSSAA upon request.

STUDENT'S ELIGIBILITY STATUS

- CHECK ONE:
- ☐ STUDENT IS ELIGIBLE FOR 7TH GRADE PARTICIPATION
 - ☐ STUDENT IS ELIGIBLE FOR 8TH GRADE PARTICIPATION
 - ☐ STUDENT IS ELIGIBLE FOR SUB-VARSITY FOR A PERIOD OF ONE YEAR
 - ☐ STUDENT IS NOT ELIGIBLE FOR VARSITY PARTICIPATION UNTIL IN COMPLIANCE WITH DUAL RESIDENCE REQUIREMENTS



COMPLYING WITH DUAL RESIDENCE REQUIREMENTS

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION, P.O. BOX 14590, Oklahoma City, OK 73113-0590

AFFIRMATION OF COMPLIANCE WITH OSSAA RULES AFTER A CHANGE IN RESIDENCE AND SCHOOL
(This form is not needed when filing a hardship waiver)

On occasion, a student who has established athletic eligibility at a particular school or within a particular school district has attempted to evade OSSAA eligibility rules by falsely claiming to have moved to a new residential address that would make the student immediately eligible for continued participation at a different school. Claiming that a student has moved to a new residence for the purpose of evading OSSAA rules on eligibility, when the student and/or the student's parents or legal guardians have, in fact, continued to reside at the original address, or subsequently have returned to the original address, violates OSSAA Rule 8-2-b-(5), which states in part:

For the purposes of the Rule, a bona fide move and change of residence shall mean that:

- The original residence has been sold or leased at market value in a transaction, or has been closed and emptied of personal property;
- The original residence is not being used by any family member;
- All resident family members have moved out of the original residence, and personal property associated with permanent, long-term occupancy is located in the new residence.

The receiving school shall submit documentation to OSSAA verifying that the original residence and new residence were inspected and that the family completed a bona fide move. A student whose parents maintain two or more residences in order to circumvent the resident requirements of this Rule shall not be eligible at any new school, and the student shall not be permitted to participate in athletics.

By signing this form, the student who has changed schools and is seeking immediate eligibility to participate based on a change of residence, and the student's parent(s) or legally appointed guardian acknowledge and affirm that they understand and are in compliance with OSSAA Rule 8-2-b-(5). They also acknowledge that if it is determined that the change of residence was not actually made, or the family returns to the original residence, or that some involvement in the former residence has continued which would indicate that the change of residence was a sham, made for the purpose of evading OSSAA rules concerning eligibility after changing schools, or if they or any family member are found to have been residing in the former residence, either full-time or part-time, subsequent to a change of residence supposedly having been made, then the student shall be deemed immediately to be ineligible for further participation at any school until sanctioned by OSSAA's Board of Directors. The school further may be subject to sanctions or penalties, including the possible forfeiture of previous contests or championships.

By signing this form, the undersigned principal or head of the receiving school acknowledges and affirms that he/she has investigated the student's change of residence, which included an on-site inspection of the student's new residence, and is satisfied that the student and/or the student's parent(s) or legally appointed guardian are not violating OSSAA Rule 8-2-b-(5).

Each of the undersigned also acknowledge and agree that identifying information about the above-mentioned student may be disclosed to OSSAA in connection with any investigation or inquiry concerning the student's eligibility to participate and/or any possible violation of OSSAA rules. OSSAA will undertake reasonable measures to maintain the confidentiality of such identifying information, provided that such information has not otherwise been publicly disclosed in some manner.

Student _____ Parent(s) or Legal Guardian _____

School _____

Principal or Head of Receiving School _____ Date _____

This form must be returned with the New Student form to the OSSAA office for approval prior to the student participating in any athletic competition. A copy of this form also must be sent, via mail or fax, to the principal or head of the school from which the student last attended.

Ed Musakley, Executive Director _____ Date _____



SIBLINGS ATTENDING DIFFERENT SCHOOLS

15. Are there other family members in grades K-12 attending a different school district other than the district you are now attending?

If all family members, of school age, are not attending the same school, the situation should be investigated further prior to allowing the student to participate.



PREVIOUS PARTICIPATION

16. Have you ever participated at any school outside the district in which both parents had a residence? (Rule 8)

If a student has established athletic eligibility away from their home district, and a bona-fide move into another district occurs, the student is permitted to choose to remain at the previous school, or legally enroll as a student at the new school and be eligible at the varsity level.



RECRUITING

17. Have you, your parents, or your guardians ever been influenced in any manner by anyone in this school district to attend this school to engage in athletics? (Rule 9)

The OSSAA membership values maintaining a level playing field for participants in all athletic and non-athletic activities. Influencing an athlete to attend a school by anyone associated with the school, i.e. boosters, coaches, counselors, teachers, parents, students, etc. is prohibited.



RECRUITING

18. Have you ever been granted athletic eligibility on the basis of an OSSAA hardship waiver? (Rule 20)

The hardship waiver process is intended to aid students who find themselves in a circumstance beyond their control that compels them to change schools.

Waivers to rules will be a rarity, and seldom would one student receive two waivers throughout their varsity career.



FOREIGN EXCHANGE AND INTERNATIONAL STUDENTS

19. Were you on an approved foreign exchange program last year? (Hardship Waiver Manual-X)

Students attending member schools on a CSIET approved exchange program may be granted eligibility for 365 days.

Application for eligibility must be submitted and approved prior to allowing the student to participate.

International students eligibility status should be fully investigated prior to being allowed to participate at any level.

These students are on an F-1 Visa, not on an approved CSIET program, and they are not generally eligible by Rule. Contact the OSSAA office.

STUDENT CONDUCT

20. Were you suspended, expelled, or under discipline at the previous school attended?

A student changing schools who was ineligible or otherwise barred from athletics for any reason at the time the student left the previous school, or who would have become ineligible if the student had remained at the previous school, is not permitted to participate in athletics at the student's current school, unless and until the student satisfies or complies with the requirements that were or would have been imposed for reinstating eligibility at the previous school.

Disciplinary action can be imposed by the school, or by the coach of an athletic program.

A student who is suspended from an athletic program, or who would have become suspended if the student had remained at the previous school, cannot be eligible at another school until the terms of that disciplinary action have been met.

CONFLICT AT PREVIOUS SCHOOL

21. Were you or your parents having a conflict with a coach, teacher, or administrator at the time you left your previous school?

If a conflict existed at previous school, the school should investigate the matter further.



DETERMINING ELIGIBILITY STATUS

If any questions on the OSSAA Eligibility Record Form have been answered “yes”, the student’s eligibility status should be investigated further prior to allowing the student to participate.

A written explanation is required on the OSSAA Eligibility Record Form for Students for any questions that have been answered “yes.”

On occasion, students find themselves in circumstances beyond their control that would qualify him or her for a waiver to the rule(s) that prohibit their participation.

In those extreme circumstances a Hardship Waiver may be filed by the school on behalf of that student.

WAIVER PROCESS

There are five (5) criteria that can be considered for a hardship waiver. You should be familiar with those criteria.

When a family inquires about a waiver, you should go over the criteria with them. If the circumstances meet one of the five (5) criteria, then you should guide them in proceeding with filing the paperwork.

If the circumstances do not meet criteria for a waiver to the rules, then the family should be counseled that the student (upon completion of the Changing Schools Form and meets all other eligibility requirements) will be eligible for sub-varsity participation for a period of one year from the student’s date of first attendance.

FORMS REQUIRED FOR A WAIVER REQUEST

There are 3 forms that must be completed to file a waiver request.

- Request of OSSAA Hardship Eligibility Clarification
- OSSAA Eligibility Record Form
- Transfer Athletic Eligibility Information Form

ALL FORMS CAN BE FOUND ON THE ELIGIBILITY LINK AT OSSAA.COM

When submitting a hardship waiver request, you should complete all necessary forms with the parents and student.

Documentation describing the circumstance should accompany the forms.

A description of what needs to be included in the documentation is described below each criteria in the handbook.

RESPONSES TO WAIVER REQUESTS

Hardship requests are initially processed by 3 Staff members who determine whether or not the documented circumstances are in compliance with the established criteria.

There are two layers of appeals for waiver requests that have been denied by Staff.

Hardship Waiver requests require a minimum of 15 calendar days to be processed once all forms and required documentation have been received.

You will be notified by regular mail once a determination has been made.

INTERMEDIATE APPEALS PANEL

The Intermediate Appeals Panel is a group of elected members whose sole task is to listen to appeals of hardship waivers. The Panel is comprised of a member from each quadrant of the State, and one member representing the multi-high districts.

The Panel will meet prior to each meeting of the Board of Directors. There is no cost to appeal to the Panel. All appeals must be scheduled no later than 4 p.m. on the Friday prior to the Appeals Panel Meeting, meeting dates can be found on the OSSAA two-year planner, or on the OSSAA website.



APPEALS TO OSSAA BOARD OF DIRECTORS

Should an appeal be denied by the Intermediate Appeals Panel, the waiver request may then be appealed to the OSSAA Board of Directors.

All requests to appeal to the Board must be made by 4 p.m. on the Friday prior to the scheduled Board Meeting date, and there is a \$100 administrative fee.

Meeting dates are posted on the OSSAA website (OSSAA.com) and in the OSSAA two-year planner.

REQUIRED SIT OUT AFTER THE FIRST DAY OF SCHOOL

A new student who is not in class the first day of school, regardless of whether the student moved into the district, or transferred into the district, is required to sit out for 15 calendar days prior to being allowed to participate.



UPDATES TO OSSAARankings.com

Prior to the beginning of the school year, Athletic Directors should login to the OSSAARankings.com site and update the list of coaches for their school.

Please be sure to include cheer and academic bowl coaches.

The OSSAA uses this database to get very important information to coaches during the course of the school year.



NEW FOR 2017-2018

CLARIFICATION OF NOISE MAKER POLICY

INDOOR ACTIVITIES: Boom boxes or any type of device that plays music, sounds, or voices, and noise makers of any kind such as air horns, cow bells, etc. will not be allowed to function/operate.

OUTDOOR ACTIVITIES: Noise makers are allowed at outdoor activities unless they interrupt the normal game/contest procedure of announcers, bands, cheer squads, drill teams or any other game/contest related activities. The game officials have the authority to stop the use of any noisemakers or disruptions that interrupt the normal game/contest procedures. This rule applies to both regular and post-season games or contests.

PENALTY FOR VIOLATION OF CONTEST LIMITS

I. RULE ENFORCEMENT

2. Violation of contest limits (teams and/or individuals)

Generally, if the contest, meet, or tournament limits for a particular activity have been exceeded, by either a school team or by individual participants from a school, the following sanctions will be applied:

- a. The head coach in that activity shall be suspended from coaching in any regular season contests, at the same level, in the same activity, for the remainder of the current regular season and any championship play-off events for that school year.
- b. The head coach in that activity may also be suspended from coaching any regular season contests, at the same level, in the same activity, in the subsequent season for that activity.
- c. The school will not be allowed to host any play-off contests in that activity during the school year in which the violation occurred.
- d. The program will be placed on warning for a period of one year.

ADMINISTRATOR'S HANDBOOKS

Available this year on the OSSAA.com website. No books will be mailed to the schools.

The two-year planner is also available on the OSSAA.com website and printed copies will be sent to schools.

ENTRY FORMS

Entry forms for activities that require one will be done on-line on the OSSAARankings website.

You will be able to see which have been submitted and which have not.



ENTRY FORMS

ACTIVITIES REQUIRING AN ENTRY FORM

BASEBALL (FALL AND SPRING)
VOLLEYBALL
COMPETITIVE CHEER
FAST-PITCH SOFTBALL
CROSS COUNTRY
SWIMMING
SLOW-PITCH SOFTBALL
GOLF
TENNIS
TRACK AND FIELD

ENTRY FORMS

ATHLETIC DIRECTOR

Use your OSSAARankings.com login. After you login you will see the complete list of activities. You will click the check box next to the activity as participating or not participating, for those marked participating, click *Enter Form Details* to fill in the entry form for that activity.

If the form has already been completed by the coach for that activity, you will be able to see that indicated, (the participating; not participating box will already be checked).

ENTRY FORM AND ACADEMIC ACHIEVEMENT DEADLINES

Posted to the OSSAA homepage.



SPORTSMANSHIP

The OSSAA's vision for sportsmanship is built on expectations. Expectations that the school community—administrators, teachers, coaches, students, and patrons strive for displaying only positive behavior and good sportsmanship in everything they do at all interscholastic contests.

As educators we have the unique opportunity to teach the value of discipline, dignity, integrity, fairness and respect to young people each day.

We encourage all school personnel to take advantage of the opportunity and make a lasting difference.

OSSAA STAFF

David Jackson—Executive Director djackson@ossaa.com

Mike Whaley—Associate Director mwhaley@ossaa.com

Amy Cassell—Assistant Director acassell@ossaa.com

Mike Plunkett—Assistant Director mplunkett@ossaa.com

David Glover—Assistant Director dglover@ossaa.com

Todd Goolsby—Assistant Director tgoolsby@ossaa.com

Todd Dilbeck—Assistant Director tdilbeck@ossaa.com

Office Phone: 405-840-1116



OSSAA

SPORTSMANSHIP IS EVERYONE'S RESPONSIBILITY...

DO THE RIGHT THING!

