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

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.

A student is not longer eligible for athletic activities after reaching their 20th birthday.

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 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 an on-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 could indicate the student may have had week to week grade issues. Asking the student why he or she 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?

8. Since entering 7th grade have you ever been home-schooled or had an interruption in consecutive semesters of the educational tract?

Once a student enters 7th grade, the student must maintain passing grades at the end of each semester. This question can also help to determine whether or not the student has remained on a consecutive academic tract.
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 for **any** school. (member or non-member)

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

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 last school year, the student’s eligibility should be investigated further before they are allowed to participate.
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.

Legal guardian = court appointed

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

A student may live with only one parent and maintain eligibility as long as it is the same parent the student was living with the previous school year. Should a change occur, 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 enrolling the student as a legal student in the district prior to allowing the student to participate at any level.

Legal guardian=court appointed

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 ADDITION TO 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. Should a subsequent move occur back to the former residence after eligibility has been established at a school in the district of residence, the student will be limited to sub-varsity participation for a period of one year.

CHANGING SCHOOLS FORM

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

This form must be filled out by the RISING SCHOOL.

Principal of School

Date

Parent(s) of Student

Date

This form must be filled out by the RECEIVING SCHOOL.

Principal of School

Date

Parent(s) of Student

Date

I am enclosing a certified copy of each of the documents listed below:

1. A copy of the student’s most recent transcript
2. A copy of the student’s most recent report card
3. A copy of the student’s most recent attendance record

I certify that the information herein is true and correct. I hereby authorize the RECEIVING SCHOOL to verify the information contained in this form. The RECEIVING SCHOOL is authorized to release this information in accordance with the provisions of the Student Privacy Act.

Signature of Parent(s)

Date

Signature of Student

Date

This form must be filled out by the RECEIVING SCHOOL. The form shall be retained as part of the student’s permanent record. The CHANGING SCHOOLS ATHLETIC PARTICIPATION form listed above must be completed for sub-varsity and varsity level applications. Any form that is not completed must be returned to the RECEIVING SCHOOL.
COMPLYING WITH DUAL RESIDENCE REQUIREMENTS

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 eligibility status of the student 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.

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**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 the student 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 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 another 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.

A conflict between parents and a coach, administrator or teacher could result in an eligibility issue for the student.
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.
WAIVER REQUESTS FILED DUE TO BULLYING

As these requests become more frequent, emphasis needs to be placed on the required documentation.

A written statement from administration at the former school with first-hand knowledge of the issue, specifically stating the school was aware of the problem and after a reasonable effort was made to resolve the issue the school was unable to resolve the problem.

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. Any waiver that was denied by the initial 3 Staff members is also read and considered by the Executive Director.

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 entering grades 7-12 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.
CONSTITUTION CHANGE

ADDITION TO Section 3 ON THE OSSAA CONSTITUTION

RENEWAL OF MEMBERSHIP

To renew its membership each year, a member school must pay the entry fees and file the reports required by the Board of Directors, and must be in good standing with the Association.

To maintain membership, schools must return the annual entry fees form or the entry form for the first activity in which the school participates for the school year. All entry fees must be paid to the Association by October 15 or a penalty fee shall be added. Any school failing to remit its entry fees by June 1 is hereby automatically denied membership and may be reinstated only by action of the Board of Directors.

A member school that fails to maintain accreditation is suspended from membership. If and when accreditation is re-established, the school must apply to the Board of Directors to lift the suspension and be reinstated to good standing with the Association.

Any school that willfully chooses to withdraw from membership will be required to wait a period of six years before submitting a request to become a member of the OSSAA. The request will be submitted to the Executive Director.

EDUCATION BASED ACTIVITIES

EDUCATION-BASED ACTIVITY PROGRAMS

The National Federation of State High School Associations and the Oklahoma Secondary School Activities Association recognize the numerous potential benefits of participation by students in education-based activities. While education-based activities may differ between the stakeholder groups, all should be centered on optimizing the student's scholastic activity experience. Students will change, develop and expand abilities over time; coaches, administrators and parents should not only be cognizant of the fluid process, but also foster a safe, positive environment in which development can occur. Education-based activities must always be viewed as an evolving and unpredictable path.

The NFHS and the OSSAA recognize the influential role played by coaches and directors in all activities, and therefore emphasis should be placed on those individuals to instill and reinforce fundamentals and best practices, not only to minimize risk but also to promote an environment in which a student has the opportunity to reach his or her full potential. The common goal for all the stakeholders involved with education-based activities should be to make the experience enjoyable and rewarding for all.

While our position is not intended to squelch dreams of achieving a college scholarship or professional or Olympic glory, we do place emphasis on the student's entire scholastic activity experience with the goals of enhancing participation, reducing injury risk, and optimizing performance and success (however defined) during the student's high school career. The ultimate goal, Producing an individual who is competent, confident, connected to his or her peer group and community, and of high character. This essential principle is at the core of the scholastic activity experience and is fundamental to the mission of the OSSAA and NFHS.
NEW BOARD POLICIES FOR 2018-2019

NEW: POLICY II-B

Any time a coach who does not hold a valid Oklahoma teaching certificate (lay or volunteer coach) is ejected from a contest for unsportsmanlike conduct, including but not limited to arguing a call, language or gestures directed toward a game official, he or she will be required to complete the NFHS Teaching and Modeling Behavior course within seven (7) days of the ejection. (the course can be found at NFHSLearn.com) Additionally, personnel not holding a valid Oklahoma teaching certificate must meet with a representative of the OSSAA prior to being reinstated to coach the school team. A school administrator will also be required to attend the meeting.

COMBINE – DEFINED
(within camp rule)

NEW: POLICY XI-F-5

Combine—an assessment of certain sport specific conditioning drills to determine speed, strength and skill level. No instruction may be given.
OFF-SEASON TRYOUTS

NEW: POLICY XII

XII. OFF SEASON TRY-OUTS

Only students in grades 8-11 attending school in the district for which the try-out is held may be permitted to participate in a try-out. Try-outs should only be conducted for the purpose of the selection of a school team and may not be used for practice time. Each day of the try-out may be up to 2 hours in length. No off-season try-out will be approved for more than three days, and all sessions of the try-out must conclude by 9 p.m. A record of all try-outs should be kept on file at the member school. The OSSAA reserves the right to request try-out forms from a member school. Exception: Cheerleading is exempt from the try-out Policy.

EMERGENCY ACTION PLAN

XXVII. EMERGENCY ACTION PLAN

Any time a member school is hosting a planned activity at a school facility there must be an Emergency Action Plan in place. The plan must be shared with any visiting school. An Emergency Action Plan, or EAP, is a formal written plan, developed by the host site, that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize or prevent loss of life and property.
SUMMERTIME DEAD PERIOD

**EFFECTIVE SUMMER 2019**

**SUMMERTIME DEAD PERIOD**

The dead period will occur during the week in July that includes the 4th of July each year. The dead period will be nine (9) days in length and begin the weekend preceding or including the 4th of July and the weekend following the 4th of July.

School athletic facilities may not be used by enrolled or pre-enrolled students during the dead period in connection with any athletic activity governed by the OSSAA. Contact between coaches, assistant coaches and sponsors in any athletic activity governed by the OSSAA for the purpose of coaching, training, or instructing and any secondary-level students is prohibited by this Policy.

ENTRY FORMS

Entry forms can be found on the OSSAARankings.com website. Entry forms may be submitted by the AD or the coach for the respective activity.

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

**ACTIVITIES THAT REQUIRE AN ENTRY FORM**

<table>
<thead>
<tr>
<th>BASEBALL (FALL AND SPRING)</th>
<th>VOLLEYBALL</th>
<th>COMPETITIVE CHEER</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAME DAY CHEER</td>
<td>FAST-PITCH SOFTBALL</td>
<td>CROSS COUNTRY</td>
</tr>
<tr>
<td>SWIMMING</td>
<td>SLOW-PITCH SOFTBALL</td>
<td>GOLF</td>
</tr>
<tr>
<td>TENNIS</td>
<td>TRACK AND FIELD</td>
<td></td>
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</tbody>
</table>
ENTRY FORMS

ATHLETIC DIRECTOR OR COACH MAY SUBMIT ENTRY FORM

Use your OSSAARankings.com login. After you login you will see the complete list of activities. 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.

Some entry forms also ask for facility information.

ENTRY FORM AND ACADEMIC ACHIEVEMENT DEADLINES

You can find a list of deadlines for Entry Forms and Academic Achievement forms on the homepage of OSSAA.com.
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.

SPORTSMANSHIP

TAUNTING AND HAZING POLICY

XXXIII. TAUNTING

Any form of taunting which is intended or designed to anger, bait, embarrass, ridicule, or demean others is subject to additional penalties imposed by the OSSAA beyond an officials ejection or caution.

XXIX. HAZING

Hazing incidents have no place in the activity programs of our member schools. The OSSAA encourages each member school to develop procedures to inform their students that this type of behavior is not acceptable and should not be tolerated.
In an ongoing effort to educate high school coaches, student-athletes and parents regarding all aspects of concussions, the National Federation of State High School Associations (NFHS) and the Centers for Disease Control and Prevention (CDC) have revised the free “Concussion in Sports” online course available on the NFHS Learning Center at [www.NFHSLearn.com](http://www.NFHSLearn.com).

The “Concussion in Sports” course, which was originally launched in 2010, has been the most popular course on the Learning Center, with more than 2.2 million courses delivered in the past eight years. The free course aims to educate coaches and others on the significance of concussions, how to recognize their signs and symptoms, how to respond to a suspected concussion and the proper steps to help players return safely after recovering.

The revision to the course, provides updated return-to-activity and return-to-play guidelines, including specific steps to be taken at each point of the return-to-play process.

**NEW OSSAA MEMBER SCHOOL**

**NORTH ROCK CREEK**

42400 GARRETTS LAKE ROAD

SHAWNEE, OK  74804

OFFERING GRADES 9th grade only this year

Wesleyn Christian is back as a member school
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

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

SPORTSMANSHIP IS EVERYONE’S RESPONSIBILITY...

DO THE RIGHT THING!