

## 2019 OSSAA ELIGIBILITY WORKSHOP



## ELIGIBILITY RECORD FORM

The Eligibility 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.





## 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.



## STUDENTS ENROLLED IN SUPPLEMENTAL ON-LINE CURRICULUM AND FULL-TIME ON-LINE CURRICULUM

If a student is enrolled in supplemental on-line courses, those courses also are included in determining whether a student is enrolled in the required minimum number of courses, and in determining whether that student has passed or is passing all courses, as required to maintain eligibility under OSSAA Rule 3.

As with other courses, if the student withdraws from or drops a supplemental on-line course after the first three weeks of the semester, the student then will be ineligible for a three-week period. To regain eligibility at the end of that three-week period, the student must be taking the required minimum number of courses, and must be receiving passing grades in those other courses.

A student enrolled in supplemental online courses may maintain athletic eligibility at a member school provided:

- a) The student is enrolled in the member school.
- b) The student is using the online curriculum approved by the local school board of the member school.
- c) The member school has a system in place to monitor progress and grades for the online course(s).
- d) The student is meeting the requirement to be enrolled in no less than 5 courses for grades 7-11 and no less than 4 courses for grade 12.
- e) The student must attend a minimum of one class per day on site at the member school.

Full-time virtual students shall not be permitted to participate in interscholastic activities and contests on behalf of member schools. A full-time virtual student is a student who is enrolled at a member school but receiving all instruction electronically at a location away from the member school's facilities. Full-time virtual students will not be counted in the school's ADM for classification purposes.

## ACADEMIC ELIGIBILITY FOR STUDENTS ENTERING AFTER THE START OF THE SEMESTER

---

### 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 an on-level course after the first three weeks of the semester, and enrolls in a different on-level course, 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.

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.

**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.



## HISTORICAL ACADEMIC STATUS FOR STUDENTS NEW TO YOUR SCHOOL

---

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

## MINIMUM COURSE LOAD REQUIREMENTS

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

A 12<sup>th</sup> grade student who has met ALL graduation requirements, and is no longer enrolled in a minimum of 4 hours is not eligible to participate in OSSAA athletic activities.



## LENGTH OF PARTICIPATION

7. Have you failed any semesters 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 7<sup>th</sup> grade, the student must maintain passing grades at the end of each semester to be eligible for the following semester.

## CONTINUOUS ACADEMIC TRACT

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

Students repeating 7<sup>th</sup> or 8<sup>th</sup> grade are **not** permitted to participate during the repeat year for **any** school. (member or non-member)

If a student repeats 7<sup>th</sup> or 8<sup>th</sup> 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 permitted to participate.





## BASIC RULE FOR 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 9<sup>th</sup> 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



## STUDENT'S RESIDING WITH ONE PARENT OR LEGAL GUARDIAN

### 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 in with whom the student is living, then the student's eligibility should be investigated further prior to allowing that student to participate.

Legal guardian = court appointed



## DETERMINING DISTRICT OF RESIDENCE

### 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



## MORE THAN ONE RESIDENCE

### 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.

This Rule effects varsity participation for students in grades 7-12.

A family that moves into another residence in a different school district, or who moves in with another family or person(s) in another school district 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 no family member will return to the former residence for an overnight stay. The former residence may not be rented or leased long term to another family member. It may be closed and left unoccupied, put on the market for sale, sold or leased to a non-family member.

### 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; the student shall not be permitted to participate in varsity level athletics until dual residence requirements have been met.

Should a subsequent move back occur to the former residence after eligibility has been established in compliance with dual residency requirements, the student will be limited to sub-varsity participation for a period of one year.

## COMPLYING WITH DUAL RESIDENCE REQUIREMENTS

OKLAHOMA  
SECONDARY  
SCHOOL  
ATHLETICS  
ASSOCIATION, P.O.  
BOX 14590, OK  
73113-0590

### AFFIRMATION OF COMPLIANCE WITH OSSAA RULES AFTER A CHANGE IN RESIDENCE AND SCHOOL

(This form is not needed when filing a transfer 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 8-6-c-(8), which states in part:

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

- (i) The original residence has been sold or leased at market value in a transaction, or has been closed and emptied of personal property;
- (ii) The original residence is not being used by any family member;
- (iii) 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 8-6-c-(8). They each 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 as previously having been made, then the student shall be deemed immediately to be ineligible for further participation at any school until reinstated by OSSAA's Board of Directors. The school further may be subject to sanctions or penalties, including the possible forfeiture of previous contracts 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 onsite 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





## CHECK LIST FOR DUAL RESIDENCY



### Dual Residency Compliance Protocol

NAME OF RECEIVING SCHOOL: \_\_\_\_\_

The following documentation is required for all requests seeking approval for varsity participation for dual residence eligibility.

- Student Record Form;
- OSSAA Transfer Athletic eligibility Information Form (Sending School form)
- Affirmation of Compliance after a Change in Residence and School;
- Changing Schools Form;
- A statement from the family explaining the current situation with the residence in the former district, including copies of lease agreements or contracts if applicable; (for sale, being leased/rented to a non-family member, etc.);
- A statement from the family that the former residence is not being rented, leased or occupied by a family member;
- A statement from the family indicating they understand eligibility is granted based on the new residence and no family member will return to the former residence;
- Pictures of each room (labeled) of the former residence verifying the residence has been completely emptied of all belongings;
- A statement from the school administrator verifying the family is a resident of their school district.
- Copy of any lease agreements, contracts for new residence.
- Copy of any lease agreements, contract for former residence.

A request for approval for varsity participation is being submitted to the OSSAA. I verify all documentation is accurate and included in this request.

Signature of Receiving School Administrator \_\_\_\_\_

Date \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_

## 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.



## DETERMINING 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 the student subsequently enrolls in the district of residence, the student is not eligible for a period of one year from the student's date of first attendance. If the student and the student's parents complete a bona-fide move into a new district, and there is not a former residence in the previous district, the student may choose to attend the new district of residence or continue at the district where eligibility has been established.



## 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 places great emphasis on 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, including but not limited to, boosters, coaches, counselors, teachers, parents, other students, is prohibited.



## PREVIOUS WAIVERS GRANTED TO A STUDENT

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

If a student has already been granted a hardship request for varsity eligibility, documentation must be provided to substantiate another request should be considered.

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 CSJET 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 CSJET 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, will not 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 the student only being eligible for non-varsity participation.



## 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.

## ELIGIBILITY FOR 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE STUDENTS OR STUDENTS LIMITED TO SUB-VARISTY PARTICIPATION

Students in the 7<sup>th</sup> or 8<sup>th</sup> grade who choose to attend school outside their district of residence are considered to be ineligible for participation.

To become eligible for 7<sup>th</sup> or 8<sup>th</sup> grade participation, the receiving school must submit the Changing Schools Form to the previous school.

If the previous school agrees that the student was not influenced to attend the receiving school, indicates that the student was in good standing at the time the student left, and eligible in all other regards, The Changing Schools Form should be signed and returned to the receiving school, at which time the student will be eligible for participation.

## CHANGING SCHOOLS FORM

### CHANGING SCHOOLS ATHLETIC PARTICIPATION FORM (TO BE COMPLETED FOR 7<sup>TH</sup>, 8<sup>TH</sup>, 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 of Guardian Date

\_\_\_\_\_

## WAIVER PROCESS

The OSSAA Board of Directors have established 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 meeting 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 independently evaluate 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 evaluated by the Executive Director.

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.

Should the request be denied, there are two levels of appeals available to the school.

## INTERMEDIATE APPEALS PANEL

The Intermediate Appeals Panel is a group of elected panel 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 generally meet one week 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 in 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 indicated in the OSSAA two-year planner.

## REQUIRED SIT OUT AFTER THE FIRST DAY OF SCHOOL

A 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. The sit out period will begin on the first day the student attends the full school day of classes.





## 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.



## 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

|                                   |                            |                          |
|-----------------------------------|----------------------------|--------------------------|
| <b>BASEBALL (FALL AND SPRING)</b> | <b>VOLLEYBALL</b>          | <b>COMPETITIVE CHEER</b> |
| <b>GAME DAY CHEER</b>             | <b>FAST-PITCH SOFTBALL</b> | <b>CROSS COUNTRY</b>     |
| <b>SWIMMING</b>                   | <b>SLOW-PITCH SOFTBALL</b> | <b>GOLF</b>              |
| <b>TENNIS</b>                     | <b>TRACK AND FIELD</b>     |                          |

## 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](http://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.

## NFHS COACHES EDUCATION

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 COURSE: UNDERSTANDING VAPING AND E-CIGARETTES; FIRST AID, HEALTH AND SAFETY

## BOARD POLICY CHANGES FOR 2019-2020

Reorganized the book to put like Policies together

Added Academic Achievement award for Game Day Cheer

Reorganized and clarified the application process for Charter public schools



## OSSAA STAFF

David Jackson—Executive Director [djackson@ossaa.com](mailto:djackson@ossaa.com)

Mike Whaley—Associate Director [mwhaley@ossaa.com](mailto:mwhaley@ossaa.com)

Amy Cassell—Assistant Director [acassell@ossaa.com](mailto:acassell@ossaa.com)

Mike Plunkett—Assistant Director [mplunkett@ossaa.com](mailto:mplunkett@ossaa.com)

David Glover—Assistant Director [dglover@ossaa.com](mailto:dglover@ossaa.com)

Todd Goolsby—Assistant Director [tgoolsby@ossaa.com](mailto:tgoolsby@ossaa.com)

Office Phone: 405-840-1116



## OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

*SPORTSMANSHIP IS EVERYONE'S RESPONSIBILITY...*

*DO THE RIGHT THING!*

