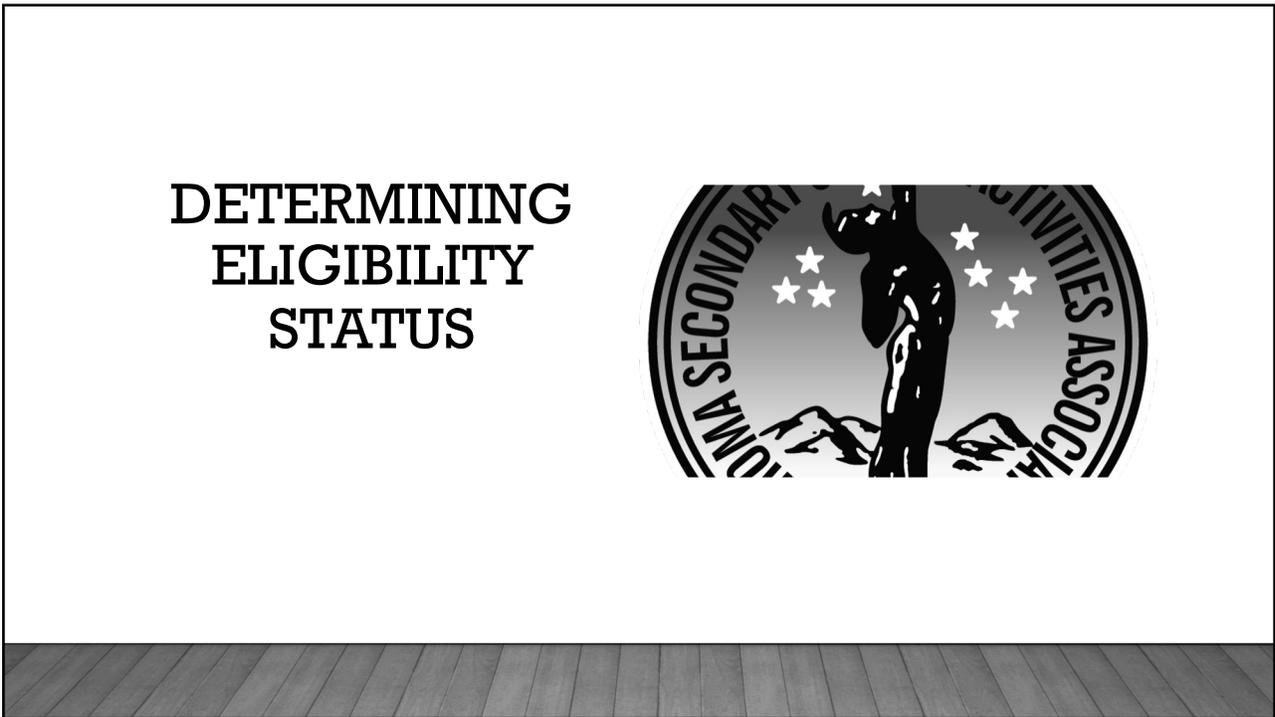




1



2

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.

3

OHIO ELIGIBILITY RECORD FORM FOR STUDENTS GRADES 1-12
OHIO ELIGIBILITY RECORD FORM FOR STUDENTS GRADES 1-12

NAME OF STUDENT (PRINT) _____ DATE _____ YEAR _____
 SCHOOL (PRINT NAME) _____
 LOCAL SCHOOL DISTRICT _____

PLEASE CHECK YES "Y" OR NO "N" IN THE SPACE BELOW.

DO NOT COMPLETE AND RETURN TO SCHOOLS ADMINISTRATION

Each school must have the following information on file:
 1. Copy of this eligibility record form. **Submit copies to OHSAA with applicable materials.**
 2. Physical examination and test report (grades 10-12).
 3. Statement signed by parent or guardian and school administrator.

If the student answers "no" to all of the above questions, you can be reasonably assured he/she is eligible to participate in your school. This is valid as long as the administrator reviewing this material in your school copies and files and immediately guarantees a student's eligibility. If the student answers "yes" to any of the questions, further investigation is required to determine eligibility status. **NOTE:** This eligibility form guarantees a student's eligibility only if completed in accordance with the instructions on the reverse side. Questions being answered "no" are not subject to further investigation.

Based on the above questions (circle "yes" or "no") Yes No No Eligible to participate as checked. _____ for the school year 20__-20__

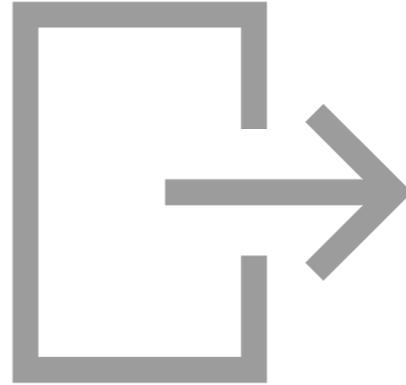
School Administrator Name and Title _____ (Print)

ELIGIBILITY RECORD FORM

4

STUDENTS NOT ELIGIBLE BY RULE

WHEN TO FILE A HARDSHIP REQUEST



5

- IF YOU DETERMINE A STUDENT IS NOT ELIGIBLE IN COMPLIANCE WITH OSSAA RULE BUT THERE IS A CIRCUMSTANCE THAT COMPELLED THE CHANGE OF SCHOOLS YOU MAY FILE A REQUEST FOR AN EXCEPTION TO THE ELIGIBILITY RULES



6

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. "*Required documentation*" is described by each 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.

7

An unstable home environment in which the physical and/or emotional health of the student is at serious risk.

REQUIRED DOCUMENTATION

Documentation must be submitted describing the student's situation, prepared and verified by a health or law enforcement professionally familiar with the student's home environment. Broad and vague claims of potential threats are not sufficient. The request must further state the address of the home in question, identify the principal residents at the address, and state the address of the home or residence facility in which the student currently is or will be residing, and identify the principal residents or supervisor at that location.

•

CRITERIA-#1

8

CRITERIA-#2

Placement in a different residence by order of court or a supervising government agency.

REQUIRED DOCUMENTATION

A certified copy of the order of the court or supervising government agency directing the removal of the student from the home in question and placing the student in another home or residence facility must be submitted. If the order does not identify the address of the home from which the student was removed, the address of the home or other facility in which the student has been placed, and the names, addresses and telephone numbers of any attorneys involved in the placement, then that information should be supplied in the application or other supporting documentation. A divorce decree, or a separation or temporary custody order, or an order establishing a guardianship, which grants custody to a parent or other person who has moved to or is living in a different residence, will not be sufficient, unless the decree or order includes an express finding by the court or agency that the student's health or safety would be at risk if the student remained in the prior residence, or that placement in a different residence and transfer of schools is necessary in the student's best interests.

CRITERIA-#3

A sincere desire to continue a course of study, program, or activity in which the student was actively involved in the previous school year and which is no longer available at the school at which eligibility had been established.

REQUIRED DOCUMENTATION

Documentation must be submitted describing the course of study, program, or activity that would be or has become unavailable, verifying the extent of the student's prior participation in that course of study, program, or activity, and confirming the unavailability of that course of study, program, or activity. A lack of advanced placement or honors classes in a particular subject, or a previous school's inability or refusal to offer courses in a subject area which are more advanced or more specialized than the courses already offered, will not be a basis for approving a waiver or exception.

A waiver will only be approved under this provision if the student has moved to a school located in the same public school district in which the student's previous school is located, or to a school located in a public school district contiguous to that district.

WAIVER REQUESTS DUE TO COURSE OFFERINGS

ONLY when a course of study or activity program was offered the previous year, and only if the student was actively engaged in that program can a waiver to the eligibility rules be considered.

Students desiring a program, or an offering that was not available at the previous school would not meet the established criteria to be granted a waiver.

11

CRITERIA-#4

An annexation, redistricting, or school closing affecting that student.

REQUIRED DOCUMENTATION

Documentation must be submitted identifying the school previously attended, describing the annexation, redistricting or school closing at issue, and verifying how the student was affected.

12

Any other circumstance beyond the control of the student and the student's family which creates an unavoidable hardship for that student.

REQUIRED DOCUMENTATION

Documentation verifying the relevant facts and explaining the impact upon the student in question must be submitted. Consideration will be given only if special circumstances beyond the control of the student and the student's family create an unavoidable hardship. Exceptions will be a rarity.

Examples include, but are not limited to, incidents of bullying or harassment which have been communicated to school personnel, and reasonable efforts by school personnel were made to resolve the issues before the student was compelled to change schools.

Consideration will be given when a full-time certified teacher or administrator changes schools away from where the student is currently established. The family must be able to demonstrate that the student(s) have a pattern of attending school where the full-time certified educator is employed. The change in schools for the student must occur when the job change occurs.

CRITERIA-#5

13

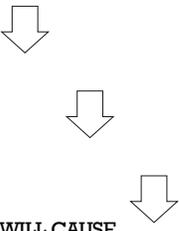
FIRST MOVE BETWEEN PARENTS

LETTER SIGNED BY MOM, DAD AND STUDENT STATING 3 THINGS:

THIS IS THE FIRST MOVE BETWEEN PARENTS SINCE ENTERING 9TH GRADE

THE MOVE IS NOT FOR ATHLETIC REASONS

EVERYONE UNDERSTANDS A SUBSEQUENT MOVE BACK WILL CAUSE THE STUDENT TO BECOME INELIGIBLE AT VARSITY LEVEL.



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

**WAIVER
REQUESTS
FILED DUE TO
BULLYING**

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.

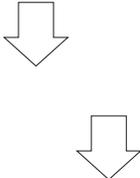
15

*****NEW***
ESTABLISHING AWAY FROM DISTRICT OF RESIDENCE**

A STUDENT ESTABLISHES ELIGIBILITY AT THE 9TH GRADE LEVEL OR ABOVE BY
FIRST PARTICIAPTION AS LONG AS THE STUDENT IS LEGALLY ENROLLED.

A STUDENT WANTING TO ATTEND THE DISTRICT OF RESIDENCE AFTER
ESTABLISHING AWAY MAY REQUEST A HARDSHIP PROVIDED THE STUDENT
HAS NOT EVER ESTABLISHED AT THE DISTRICT OF RESIDENCE.

THE DOCUMENTATION SHOULD INCLUDE A STATEMENT SIGNED BY MOM,
DAD AND STUDENT THAT STATES 3 THINGS



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**REQUIRED
DOCUMENTATION
FOR NEW
CONSIDERATION**

A statement signed by mom, dad and student verifying the following:

The student has established eligibility away from the district of residence;

The student has not established in the district of residence since entering the 9th grade;

The reason for establishing in the district of residence at the time the request is made.

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REQUESTS FOR A WAIVER TO RULE



AFTER ALL THE FORMS AND REQUIRED DOCUMENTATION HAVE BEEN SUBMITTED TO THE OSSAA FOR PROCESSING, IT MAY TAKE UP TO 15 DAYS TO RECEIVE A RESPONSE.



NOTIFICATION OF THE DECISION WILL BE MADE THROUGH A LETTER ADDRESSED TO THE SCHOOL ADMINISTRATOR SUBMITTING THE REQUEST.



ANY ADDITIONAL QUESTIONS AFTER SUBMITTING THE REQUEST SHOULD BE DIRECTED TO THE OSSAA THROUGH THE SCHOOL ADMINISTRATOR.



PLEASE INFORM THE PARENT/GUARDIAN OF THE PROCESS, AND MAKE THEM SPECIFICALLY AWARE ALL COMMUNICATION WILL BE BETWEEN THE SCHOOL ADMINISTRATOR AND THE OSSAA STAFF.

18

CHOICE VS. COMPELED

To determine whether or not a student is eligible to file a waiver request, determine whether the change of schools was compelled or a choice.

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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.

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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.

SUB-VARSITY PARTICIPATION



CHANGING SCHOOLS FORM

THIS FORM MUST BE ON FILE FOR SUB-VARSITY PARTICIPATION.

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION
PO BOX 14590 OKLAHOMA CITY, OK 73113
405-540-1116 www.osasa.com

**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, Principal _____ of School _____
certify to the best of my knowledge Student's Name _____
was not recruited in violation of OSAA 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 OSAA in connection with any investigation or report concerning the student's eligibility to participate and/or any possible violation of OSAA rules. OSAA 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 _____

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 OSAA 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

Updated July 2017

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STUDENTS LIMITED TO SUB-VARSITY PARTICIPATION

- A STUDENT WHO HAS BEEN DEEMED INELIGIBLE FOR VARSITY PARTICIPATION IS NOT PERMITTED TO PARTICIPATE WITH OR AGAINST ANY OTHER STUDENTS IN A VARSITY LEVEL CONTEST.

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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.



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RESIDENCE AFFIRMATION FORM

OKLAHOMA SECONDARY SCHOOL
ACTIVITIES ASSOCIATION P.O. BOX 14390,
Oklahoma City, OK 73113-0390

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

(This form is not to be returned unless filled in and signed.)
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 8-2-6-13, 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 8-2-6-13. 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 supposedly 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 *in situ* 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 8-2-6-13.

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 has attended.

Executive Director _____ Date _____



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CHECK LIST FOR DUAL RESIDENCY

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION
7300 BROADWAY EXTENSION - OKLAHOMA CITY, OK 73116
PHONE: 405-840-1116 FAX: 405-840-9539



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; (ie 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 home (school) 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 _____



27

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.

28

SPORTSMANSHIP

IT IS THE RESPONSIBILITY OF EACH LOCAL SCHOOL DISTRICT'S ADMINISTRATION TO MAINTAIN A CLIMATE OF GOOD SPORTSMANSHIP AT ALL LEVELS IN ALL CONTESTS.

UNRULY BEHAVIOR SHOULD NOT BE TOLERATED AND ANY INDIVIDUAL, COACH, PLAYER OR SPECTATOR SHOULD BE REMOVED FROM THE AREA IMMEDIATELY TO ALLOW THE CONTEST TO CONTINUE WITHOUT THE DISRUPTION OF DISTRACTING INDIVIDUALS.

THE OSSAA ENCOURAGES ALL SCHOOL ADMINISTRATORS AND COACHES TO TAKE A STRONG STAND AGAINST UNSPORTSMANLIKE ACTS.

29

SPORTSMANSHIP

Ensuring good sportsmanship at OSSAA member schools requires the responsibilities of different groups be coordinated and carried out at each contest involving secondary level students.

- **School Administration:** The responsibility for fan behavior resides with the participating school administrations from each participating school (combined with the host site security in neutral site contests). School administration must provide adequate supervision at the venue. Negative behavior targeting participants or officials must not be tolerated. Removal of non-compliant fans shall be managed by the administrative team. A report detailing the circumstances must be sent to the OSSAA anytime a fan is removed from a contest.
- **Coaches:** Head coaches must communicate expectations for fan/parent, and player behavior. Communications should include consequences for unruly fan/parent or player behavior and be shared with each player and the player's parent/guardian.
- **Officials:** Officials shall, upon arrival at the contest, meet with on-site administration to ensure lines of communication are open and officials know where to find school administration should a problem arise outside the playing area. Under no circumstances should an official directly remove a person outside the playing area from the venue. The administrative team or designee will be responsible for removal of any fan.
- **Participants:** Participants experiencing inappropriate behavior from other participants and/or non-participants during the contest must communicate those issues directly to their coaching staff to ensure identifiable issues are addressed by the administrative teams.

30

SUSPENSION FROM ACTIVITIES

- Any time an egregious act of unsportsmanlike conduct occurs two or more times during the same season, at the same school, in the same activity, the team and/or individual will be suspended from participation in that activity for the remainder of the season. Egregious acts of unsportsmanlike conduct will be defined as instances not within the OSSAA adopted rules of the contest. In the event the second act of misconduct occurs when there are no contests left in the current season, the penalty will be applied to the next season in the same activity. The OSSAA will notify the school that the team and/or individual has been placed on warning after the first offense. Unsportsmanlike acts under this policy will include acts by coaches, players or spectators.

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POINTS OF EMPHASIS

- EACH SCHOOL IS REQUIRED TO HAVE AN EMERGENCY ACTION PLAN FOR EACH FACILITY.
- THE EAP SHOULD BE DISTRIBUTED TO VISITING TEAMS PRIOR TO THEIR ARRIVAL AT THE SCHOOL.
- EAP'S SHOULD ALSO BE POSTED AT EACH FACILITY.

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ANNUAL REQUIRED COURSES

HEAT
ACCLIMITIZATION

SUDDEN CARDIAC

CONCUSSION
MANAGEMENT

IMPLICIT BIAS

SPIRIT SAFETY (FOR
SPIRIT COACHES
ONLY)
(REQUIRED EVERY 4
YEARS)

33



**OKLAHOMA SECONDARY SCHOOL
ACTIVITIES ASSOCIATION**

*SPORTSMANSHIP IS EVERYONE'S
RESPONSIBILITY...*

DO THE RIGHT THING!

34