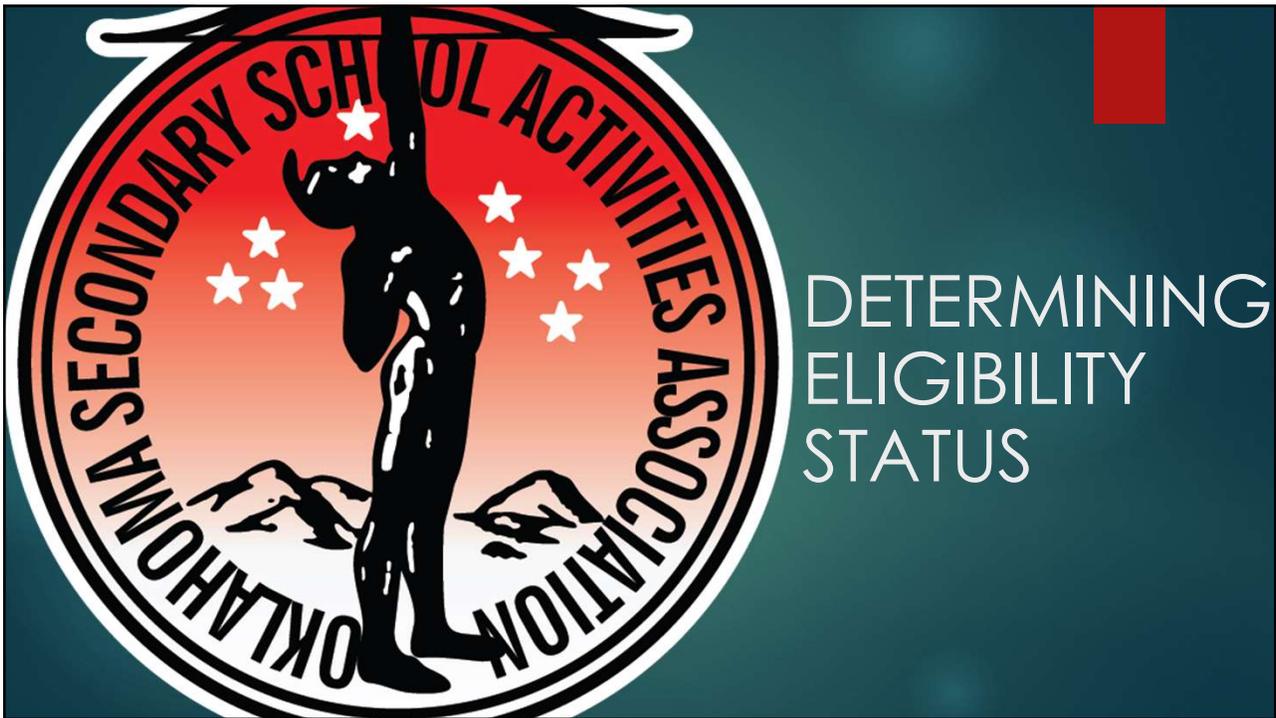


1



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

OSSAA ELIGIBILITY RECORD FORM FOR STUDENTS IN GRADES 7-12
(TO BE FILLED OUT BY THE STUDENT AND PARENT WITH A SCHOOL ADMINISTRATOR)

NAME OF STUDENT (PRINT) _____ Grade _____ Birth date _____ Age _____
 Student's Current Address _____
 Last School attended _____

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

1. If entering 7th grade, will you be 14 before September 17? If entering 8th grade will you be 15 before September 17? If entering 9th grade will you be 16 before September 17? If entering 12th grade will you be 19 before September 17?

2. Did you fail any classes during the last 18-week grading period? (Rule 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 completed all 12th grade requirements for high school graduation? (Rule 6)

6. Have you failed any semesters (received no credit for the semester) since the time you entered the 7th grade? (Rule 7)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21. 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)

22. 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)

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

Incorrect information could result in the student's eligibility being revoked. The penalty for use of an ineligible athlete could result in forfeiture of contests and additional penalties.

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

(Parent/Guardian) (Date)

PLEASE EXPLAIN ALL "YES" ANSWERS IN THE SPACE BELOW.

FOR SCHOOL USE ONLY

TO BE COMPLETED AND CERTIFIED BY SCHOOL ADMINISTRATION

Each school must have the following information on file:
 1. Copy of this eligibility record form. (Send copy to OSSAA office with hardship request)
 2. Physical examination and an annual parent consent form. (Rule 1)
 3. Attendance record for current 18-week grading period. (Rule 2)
 4. Transcript and any other documentation regarding student's eligibility status.

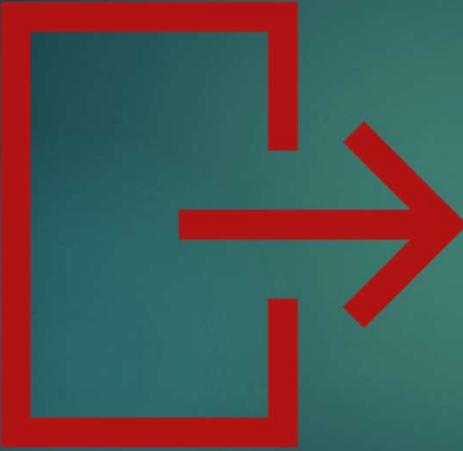
If the student answers no to all of the above questions, you can be reasonably assured he/she is eligible (residence) to participate at your school. This is only an aid to the administrator concerning new students in your school system and does not automatically guarantee a student is eligible. If the student answers yes to any of the questions, further examination is required to determine eligibility status. NOTE: Any outstanding athletic transferring to your district should not be certified for athletic participation without complete information being obtained from all sources concerning the student's athletic eligibility.

Based on the above questions (student's name - PRINT) _____ is eligible is not eligible
 to participate at (school) _____ for the school year 20____ 20____.

(School Administrator Name and Title) (Date)

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

CRITERIA-# 1

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.

8

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 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-#2

9

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.

CRITERIA-#3

10

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

CRITERIA-#5

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

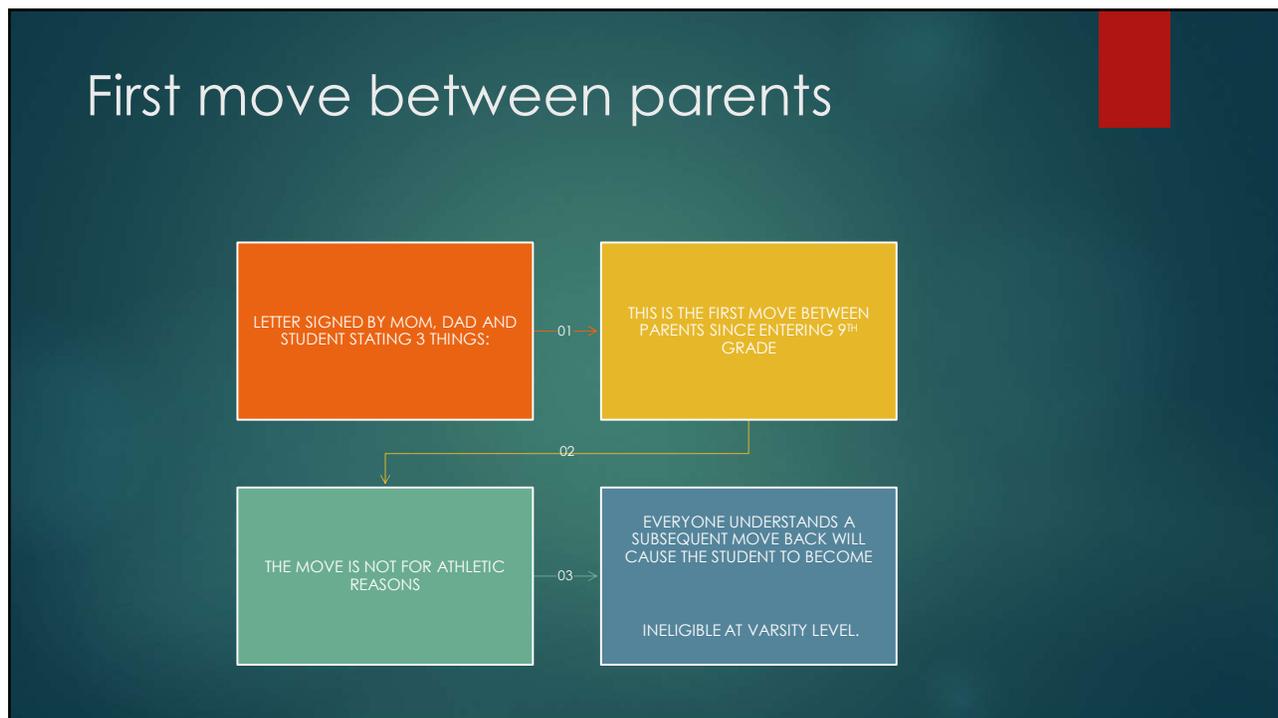
REQUIRED DOCUMENTATION

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.

13



14

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.

15

ESTABLISHING AWAY FROM DISTRICT OF RESIDENCE

A STUDENT ESTABLISHES ELIGIBILITY AT THE 9TH GRADE LEVEL OR ABOVE BY FIRST PARTICIPTION PROVIDED 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 IN THE DISTRICT OF RESIDENCE. THE CHANGE OF SCHOOLS WILL ONLY BE CONSIDERED IF THE SCHOOLS ARE LOCATED IN TWO SEPARATE PUBLIC SCHOOL DISTRICTS.

THE REASON FOR THE CHANGE OF SCHOOLS MUST BE PROVIDED IN THE DOCUMENTATION ACCOMPAYNING THE WAIVER REQUEST.

16

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.

17

CHOICE VS. COMPELED

To determine whether a student is eligible to file a waiver request, determine whether the change of schools was compelled or a choice.

18

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.

19

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.

20



21

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
405-840-1116 ~ www.ossaa.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, _____ of _____ 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


Updated July 2017



22

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.

23

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.



24

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.

27

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.



28

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.

SPORTSMANSHIP

- ▶ **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.

29

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.

30

SUSPENSION FROM MEMBERSHIP

- ▶ A member school may be suspended from membership if at any time a school's failure to comply with the required obligations of the Association result in an undue hardship on other member schools.
- ▶ When a member school commits to participation in an activity in which District standings determine a position in post season play, and subsequently does not meet that obligation for a period of more than one season, the school will be suspended from membership. Other violations such as sub-standard or failed procedures for week-to-week grade checks, semester grade checks or other issues of non-compliance with OSSAA eligibility requirements will also result in suspension from membership.
- ▶ The Executive Director will meet with the violating school prior to any suspension to determine if there were any mitigating circumstances that resulted in the school's non-compliance.
- ▶ Any school suspended from membership will not be permitted to participate in any OSSAA athletic activities for the duration of the suspension. The length of any suspension will be determined by the Executive Director.
- ▶ A pattern of compliance over the course of two consecutive school years must be documented and presented to the Executive Director for review prior to reinstatement.

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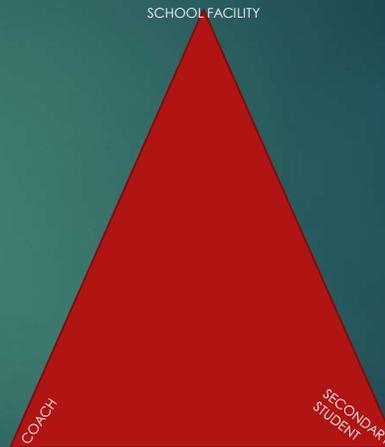
POINTS OF EMPHASIS

- ▶ 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.

32

SUMMERTIME DEAD PERIOD

Secondary-level students enrolled or pre-enrolled at a member school may not use any member school's athletic facilities during the dead period in connection with any athletic activity governed by the OSSAA. Member school coaches, assistant coaches and sponsors may not have any contact with secondary-level enrolled or pre-enrolled students in that member school in any athletic activity governed by the OSSAA for the purpose of coaching, training, or instructing.



33

STUDENTS ENROLLED IN SUPPLEMENTAL ONLINE CURRICULUM

MUST BE ENROLLED IN A MEMBER SCHOOL

MUST BE USING THE SCHOOL BOARD ADOPTED ONLINE CURRICULUM

MUST ATTEND BRICK AND MORTAR ONE HOUR PER DAY (THIS HOUR MAY BE THE ATHLETIC HOUR)

SCHOOL MUST BE ABLE TO VERIFY ATTENDANCE IN ONLINE COURSES (ATTENDANCE POLICIES AS ADOPTED BY SCHOOL BOARD)

SCHOOL MUST BE ABLE TO VERIFY ATTENDANCE IN BRICK AND MORTAR COURSE (ATTENDANCE POLICIES AS ADOPTED BY SCHOOL BOARD POLICY)

34

ANNUAL REQUIRED COURSE



SUDDEN CARDIAC



HEAT RELATED
ILLNESS



CONCUSSION
MANAGEMENT

35

OSSAA STAFF

DAVID JACKSON—EXECUTIVE DIRECTOR

AMY CASSELL-SPIRIT, ESPORT, 5A-6A BASKETBALL, TENNIS, HARSDHIP
WAIVERS O-Z (ALL OKC AND TPS)

GRANT GOWER-DIRECTOR OF OFFICIALS, BASEBALL

ALEX CLAUSSEN-FINE ARTS

BRIAN LESTER-CROSS COUNTRY, B-4A BASKETBALL, TRACK AND FIELD,
HARSHIP WAIVERS A-F.

MIKE CLARK-FAST-PITCH, SLOW-PITCH, ACADEMIC BOWL, HARSDHIP
WAIVERS G-N.

WES RUTH-VOLLEYBALL, WRESTLING, SOCCER, FOREIGN EXCHANGE.

TRINITY JOHNSON-FOOTBALL, SWIMMING, GOLF

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OKLAHOMA
SECONDARY SCHOOL
ACTIVITIES ASSOCIATION

*SPORTSMANSHIP IS EVERYONE'S
RESPONSIBILITY...*

DO THE RIGHT THING!

