

# OREGON INTERSCHOLASTIC SKI RACING ASSOCIATION POLICIES

## 1. Duties of OISRA Officers

In addition to the authority and responsibilities of the Board of Directors as described in the OISRA Bylaws, the Board of Directors shall report any actions taken by members of the Board of Directors on behalf of the OISRA in writing within three days to the full Board.

The affirmative vote of a majority of the entire Board of Directors at a properly called meeting, at which a quorum is present, is necessary and sufficient, to make, alter, amend or repeal OISRA Policies.

## 2. Division Steering Committees

Each Division Steering Committee (Nordic and Alpine) will establish the program policies and race rules of their division, review and change them as necessary, oversee its programs and activities, authorize its expenditures, oversee its financial affairs, and ensure the proper management and use of its assets and property. Each Steering Committee must also ensure that the Division properly employs the necessary formalities to make its decisions, that it prepares and submits all required state and federal reports, and that it operates in compliance with relevant state and federal laws. Committee members must diligently prepare for, attend, and participate in the meetings of the Division Steering Committee and any sub-committees as needed, in order to carry out these tasks.

Each year following the State Race and before September 14<sup>th</sup> each Steering Committee shall approve a budget for the upcoming season. The Steering Committees shall then determine the fees for Division membership. The Steering Committees shall submit their budget and fees by September 16<sup>th</sup> to the Secretary of the OISRA for inclusion in the invoice that is posted to the OISRA web on October 1<sup>st</sup>. and included in the registration package.

Actions in Extremis: Any action which could be taken by the Director, Assistant Director, or Commissioner at a Steering Committee meeting may be taken without a meeting if a consent setting forth the action so taken shall be agreed upon by at least three-fourths of the members of the Steering Committee. The members of the Steering Committee shall ratify such consent in writing within fourteen (14) days.

### A. Steering Committee Members

Members of the steering committees shall be a representative from each League in the Division and the officers of the Division; a Commissioner; a Director; an Assistant Director; a Secretary; and a Treasurer. The Secretary and Treasurer are non-voting members, unless they are also representing a League.

A Commissioner, Director and Assistant Director will be elected by each Division's membership at the start of the Fall General Meeting for each Division, and will assume office following the election. The term of office for each officer will be for two (2) years; however, there shall be no limit to the number of terms an officer can serve. Their terms shall be staggered; the Director being elected in odd years and the Commissioner and Assistant Director in even years.

The Secretary and Treasurer shall be selected by the Steering Committee in even years following the election of the Director.

League Representatives will be elected by their respective leagues, and serve for one (1) year, from the time of their election.

Any officer of a Division Steering Committee can be removed, with or without cause, by the affirmative vote of at least a majority of the voting members present at or participating by phone, mail or e-mail in a properly called meeting of the Division, for which a quorum has been achieved. Such a decision shall require a clearly stated motion, a second, and a vote. All motions which are successfully adopted must be recorded in the written minutes.

Any member of the Steering Committee may resign at any time by sending or delivering a written resignation to the Secretary of the Division Steering Committee.

Vacancies on the Steering Committee (except league representatives) shall be filled by a majority vote of the Steering Committee members then on the Steering Committee.

## B. Duties of Steering Committee members

### I. Commissioner

- a. Shall have oversight responsibility for Division matters.
- b. May interpret Division policy and Race Rules. Where possible, such decisions should be taken in consultation with members of the Steering Committee. In any case, such decisions and rulings will be subject to ratification or modification by the Steering Committee.
- c. May appoint special committees, authorize payment of expenses, and otherwise act on a day-to-day basis on behalf of the Steering Committee.
- d. Shall be responsible for keeping the Steering Committee informed of any actions or concerns, which may arise.

### II. Director

- a. Shall preside at all Steering Committee meetings.
- b. Shall set the time and place for Steering Committee meetings.
- c. Shall prepare the agenda for Steering Committee meetings at least 15 days prior to the meeting.
- d. May appoint special committees, authorize payment of expenses, and otherwise act on a day-to-day basis on behalf of the Steering Committee. Actions, which the Director takes on behalf of the Division, shall be summarized in writing within seven (7) days and sent to the Secretary, for distribution to each member of the Steering Committee.
- e. Shall be responsible for overall management of the Steering Committee.

### III. Assistant Director

- a. Shall perform the duties of the Director in the absence of the Director until an election has been held to elect a new Director.
- b. Shall coordinate the State Race subcommittee.

### IV. Secretary

- a. Shall record and maintain the minutes of all Steering Committee meetings.
- b. Shall see that all notices, agendas, meeting minutes and other information are duly given in accordance with these Policies.
- c. Shall be the custodian of all records of the Division.

### V. Treasurer

- a. Shall insure that all financial records of the Division are properly maintained and kept current.
- b. Shall write, sign, and disburse checks from the Division Treasury for payment of expenses as authorized by the Steering Committee or the Director; or the Commissioner, acting on the behalf of the Steering Committee.
- c. Shall deposit dues in the Division Treasury.
- d. Shall submit a Financial Report to the Commissioner and the Director whenever requested.
- e. Shall provide a Treasurer's Report at all Steering Committee meetings
- f. Shall send the State Treasurer the proper paperwork about the Division account activity so the State Treasurer can file with the IRS each year.

### VI. League Representative

- a. Shall be responsible for overall management of their League.
- b. Shall have the authority to sign contracts in the name of the OISRA organization only for OISRA sanctioned races and the OISRA State Race, as approved by the steering group responsible for that event.
- c. Shall insure that all activities of the league are consistent with (1) OISRA Articles of Incorporation, (2) OISRA Bylaws, (3) OISRA Policies, (4) Division Policies and Race Rules and (5) Specific League SOP's.
- d. Shall convey the concerns of their league members to the Steering Committee.

- e. Shall inform their respective league member schools or member clubs, league executives and the coaches in their league, within a reasonable timeframe, of any deliberations or decisions of the Division Steering Committee that are relevant to league operations; this will include but is not limited to: (1) Date, time and place of Division Meetings; (2) Forms and Dues, Penalties and Fines; (3) Any changes in OISRA By-Laws, OISRA Policies, Division Policies, or Division Race Rules; (4) State Race information; (5) League Race Schedule; (6) League SOP's.
- f. Shall submit the following team and League information to the Secretary of the OISRA (not the Division Secretary) by December 1, and update when necessary: (1) League SOP's; (2) League Race Schedule; and (3) All registration documents as required by OISRA.

### C. Steering Committee Meetings

Steering Committee meetings should be attended by the Director, Assistant Director, Commissioner, Secretary, Treasurer and League Representatives. A League Representative will send a substitute chosen by their League if they are unable to attend.

Each Division Steering Committee will establish a schedule of its annual meetings. The Steering Committees must meet in the fall prior to the General Meeting for the OISRA and in the spring following their State Race. The location and time of the meetings will be at the discretion of the Divisions' Director with due consideration to traveling times and distances required for members to be able to attend.

Special meetings of the Division Steering Committees may be called by their Director or by two-thirds of their Division Steering Committee members. Upon notification of the call for a Special Meeting, the Divisions' Director must establish the date, time, place, and purpose of the meeting, giving at least two (2) weeks notice to the Steering Committee members by mail, fax, e-mail, or other electronic process as allowed by law.

Interested parties wishing to place items on the agenda shall submit their request to the respective Divisions' Secretary no later than ten (10) days prior to the meeting. Those wishing to present their concerns in person to the Steering Committee are to notify the Secretary no later than ten (10) days prior to the meeting. Items not on the agenda shall be addressed as new business, but only as time allows. If possible items that are to be included as new business should be supported by at least sufficient copies of written material for every member of the steering committee.

Minutes from every meeting of the Steering Committee will be sent to the OISRA Secretary.

A quorum at a Steering Committee meeting shall be two-thirds of its members in person, by mail, fax, e-mail, or other electronic process as allowed by law. Action is taken by a majority vote of the leagues represented, unless otherwise provided for in the OISRA Bylaws, OISRA Policies, or Division Policies. Each member league shall have one (1) vote. The Director shall only vote to break a tie.

### 3. Dues and Fees:

OISRA dues shall be determined annually by the Board of Directors and posted to the OISRA Web page by October 1<sup>st</sup>. DIVISION dues shall be determined annually by the respective divisions and submitted to the Secretary of the OISRA by September 16<sup>th</sup>. Fees for the State Championship races will be determined each year and announced in the State Race Handbook of each Division and available on the OISRA web site.

### 4. Leagues

A league is a unit, open to all member schools or member clubs within its geographic area. There are two leagues within the Nordic Division and seven leagues within the Alpine Division. School placements to each league within a Division shall be determined by the Steering Committee of that Division, taking into consideration the following criteria: (a) Balance of numbers of competitors in each league; (b) Balance of strengths of teams in each league; (c) Distance of travel to competitions; (d) The orderly growth and development of the OISRA; (e) Any other criteria the Board of Directors may deem

relevant; (f) Individual leagues, member schools or member clubs may request placement of schools in specific leagues.

A new league may be established upon application to the Steering Committee of the respective division. A league shall total four (4) or more member schools or member clubs.

Leagues shall hold at least one annual meeting for the general membership of the league.

Leagues shall maintain, validate, and post to its website, the results of each league race by Wednesday following each race.

Leagues shall submit the names of the teams and individuals that qualify for the State Race as required in their respective State Race Handbooks posted on the OISRA Web.

Leagues shall oversee their own finances: (1) write, sign, and disburse checks for payment of league expenses from the League Treasury; (2) deposit League dues, donations, and fundraising proceeds in the League Treasury; and (3) send the State Treasurer the proper paperwork about the league account activity so the State Treasurer can file with the IRS each year.

Each league will have SOPs that clarify and explain the following:

- A method of rating the athletes, based upon their season performance. It should also include a means of resolving a tie between individuals.
- A method of rating the teams, based upon their season performance. It should also include a means for resolving a tie.
- How alternates are to be allowed to participate in league races. There is no provision for alternates at State. Injured or incapacitated racers are replaced by substitutes.
- Protest fees: a fee charged in the event a team wishes to protest the outcome of an official judgment or decision.
- The Jury Members: Identification of the individuals or officials that will comprise the race jury, and a statement of which members of the jury have a vote in jury deliberations.
- Alternate Start Procedure: A procedure agreed upon in advance to be followed in the event there is a breakdown in the primary start or timing system.
- A statement of the amount of league dues and when they are payable.
- A statement about who is allowed to vote for each member school and member club on league matters and the majority voting requirements for passing a motion for that league.
- A method of recording accidents or incidents at league races in conformity with section 16 incident reports and their submittal to the OISRA.
- **It is the policy of the OISRA not to inhibit the establishing of "local rules" for league races. As a rule of thumb unless there is a compelling reason, such as allowing leagues to have more than 3 voting members on their race day juries, or changing times for submitting of protests and appeals, "local rule" provisions need be kept to a minimum, and where they deviate from published OISRA Policies, and Race Rules, they must be so identified in the league SOP's.**

Each league's race season must consist of at least five (5) official qualifying races for the state championships.

## **5. Membership**

The following are requirements for membership in addition to those described in the OISRA Bylaws, member schools or the school that a member club is representing must: (1) Offer a comprehensive curriculum that meets Oregon graduation requirements; (2) Include students in grades 9-12 or 10-12; and (3) Provide completed registration documents as described in the annual letter from OISRA, "Registration Instructions" to the Secretary of the OISRA by December 1<sup>st</sup> {This letter and registration documents will be updated and posted to the OISRA website by October 1<sup>st</sup> of each year}.

Oregon high school students, who wish to compete in OISRA ski events, but have no formal team which represents their school, should request assistance from the OISRA.

Schools, Students, Coaches, Officials, who are members of the OISRA shall at all times present themselves in such a way that they are not associated with any fraudulent conduct or any act prejudicial to the interests of any competition or to the interests of the OISRA. Any allegations of misconduct shall

be investigated by the relevant divisions and advised to the board of directors if penalties where defined as being their responsibilities, are deemed appropriate.

## 6. Coaches

The term “coach” as used throughout the OISRA documents shall include: head coach, assistant coach, coaching assistant or parent providing instruction to or supervision of any OISRA racers either on the snow or off the snow. For the protection of the students and the organization, all coaches and adults who are helping coach must be registered as OISRA coaches and have current Criminal background checks. Coaches must abide by School District rules and regulations where not in conflict with OISRA By-laws, Policies, or Race Rules. Where there is a conflict the OISRA rules shall prevail. **Coaches need to be fully conversant with and in compliance with their school and school district regulations and expectations regarding concussion awareness, and with the instructions and requirements as set out in the OISRA incident report.**

The Head Coach must carry out the following duties or be responsible to delegate these responsibilities to an assistant coach or team representative:

- Be responsible for registration of team members as required by OISRA.
- Must ensure that students when submitting membership applications (A1) are in compliance with rule 8 academic requirements. (Form A1 may be accessed from the OISRA web site)
- Monitor academic performance of students to ensure that students are maintaining academic eligibility, and are not under any disciplinary restriction e.g., temporary suspension, that would make them ineligible to participate and score team or individual points **in any state** qualifying race.
- Must ensure that OISRA Academic Eligibility Forms are submitted as required.
- Develop a written team policy that includes requirements for team membership, attendance requirements for training and races, seeding for races and requirements for earning a varsity letter.
- Must ensure that an OISRA registered coach is present with his/her team at all OISRA sanctioned events.
- Must submit required incident reports for any incident and or injury associated with their team that may be considered a liability risk. (refer section 16)
- Convey information to team members about race rules.
- Attend mandatory coaches meetings.
- Abide by the OISRA Coaches code of Ethics: *Refer Appendix*

## 7. Participatory Season

The OISRA participatory season shall commence no earlier than November 1 and end no later than March 15<sup>th</sup>.

## 8. Student eligibility: rule 8

OISRA Rule 8 is based on Rule 8 in Oregon School Activities Association 2005-2006 Handbook. The OISRA adaptations to Rule 8 make references to the OISRA organization and are in agreement with OISRA Policies. **Bold indicates OISRA adaptations.**

### Individual Eligibility

The purpose of Rule 8 is to preserve harmony among member schools and school districts by preventing not only actual proselytizing, professionalism and participation by other than regular students in good standing, but conduct or circumstances which may give rise to the appearance thereof. Exceptions to the general rules herein will be narrowly construed to serve that purpose.

### 8-1 Attendance-Semester-Grades:

An eligible student must be enrolled full time as defined in this rule.

8-1-1 For purposes of this rule, a full time student is one who is enrolled in high school, attending regularly and passing in subjects equivalent to at least the quantity listed on the appropriate line of the chart below and who during the immediate preceding semester was enrolled in school, attended regularly and passed subject equivalent to at least the quantity listed on the appropriate line of the chart below. A home school student who transfers to a public or private school may establish initial academic eligibility by achieving a minimum score on the achievement test required annually at the end of the school year of all home school students wishing to participate in activities. NOTE: In a traditional setting, two (2) semester units equals one (1) credit of work, and one-half credit is granted each semester.

Number of Classes Offered	Minimum Number Passed
4	3
5	4
6	5
7	5
8	5

8-1-2 If the school enters grades/credits on the official transcript each semester/trimester/quarter, that is the time period of eligibility or ineligibility of students attending that school.

8-1-3 In addition to the specific credit requirement identified in Rule 8-1, to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements as determined by the local school administration.

**8-1-4** A semester, as used in these Rules, is one-half of the regular school year.

8-1-5 Where a student is enrolled in a high school and receiving credit at that high school for off-campus college classes, work experiences or other school-approved educational activities (including summer school or night school) where regular attendance is required, the school may count those credits earned off-campus for the purposes of determining individual eligibility.

8-1-6 Credits earned during the summer or as a result of submitting work to satisfy requirements for classes for which an incomplete grade was assigned shall be deemed to have been completed during the previous semester for the purpose of determining individual eligibility.

8-1-7 Exceptions to this Rule (subject to application and approval by the OSAA Executive Director for eligibility):

- a) A school wishing to define full time enrollment in a manner different from the definition in 8-1-1 shall apply to the OSAA by July 1 for the following year on the Application to Deviate from the Standard Definitions of Full Time Enrollment form available in the Forms section of this Handbook. The application to the OSAA shall specify the equivalent alternate definition the school wishes to utilize. The OSAA Executive Director shall approve the alternative definition if the definition is equal to or greater than the standard definition in 8-1-1. Following initial approval of the alternative definition by the OSAA Executive Director, it shall be assumed by the OSAA that the school continues to use the alternative definition unless another Application to Deviate has been submitted. **The OSAA accepts the definition of full time enrollment for each school that is thus determined by the OSAA and used by each school.**
- b) Forced absence due to *illness* or injury as certified in writing by a licensed physician, shall excuse regular attendance for the period of such forced absence, and where such forced absence entirely prevents completion of the semester, shall excuse completion of the required subjects.
- c) The requirement for immediate preceding semester credit is inapplicable to a student who has not previously enrolled in any high school offering the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades.
- d) Any student with an Individualized Educational Program (IEP) who, primarily because of the student's disability, (i) did not pass the appropriate number of classes, per Rule 8-1-1, in the immediately preceding semester, (ii) is not currently enrolled in and passing the appropriate number of classes, per Rule 8-1-1, and/or (iii) has not been attending school regularly, may still be eligible to participate if the student's IEP team determines that the student is making adequate educational progress towards meeting the student's IEP goals and objectives

## **8-2 Duration of Eligibility/Graduation:**

A student may participate in the interscholastic program for four (4) consecutive years (eight (8) semesters or the equivalent) after entering 9<sup>th</sup> grade, EXCEPT THAT:

8-2-1 A student entering the 9<sup>th</sup> grade for all or part of a school year has used a full year of eligibility for the purpose of computing duration of eligibility under this rule.

Exception to 8-2-1: If a student enters 9<sup>th</sup> grade at a school in a foreign country in the southern hemisphere prior to the start of the Oregon school year and the transfers to attend an Oregon high school, the time attending the 9<sup>th</sup> grade prior to the start of the Oregon school year shall not be considered for the purpose of computing duration of eligibility under this rule.

8-2-2 A student who begins participation prior to entering the 9<sup>th</sup> grade is only eligible for four consecutive years beginning the year the student first participated for all or part of the year.

8-2-3 A student becomes ineligible upon graduation from high school.

## **8-3 Age:**

A student who becomes nineteen (19) before August 15 shall become ineligible for interscholastic competition. A student who becomes nineteen (19) on or after August 15 shall remain eligible for that entire school year.

## **8-4 Awards:**

A student becomes ineligible for one (1) calendar year after the date of the report of the violation to the **OISRA** if at any time the student accepts or enters into any agreement for the purpose of later accepting any compensation or thing of value for or in recognition of athletic abilities, with these exceptions:

**8-4-1** A student may not accept monetary compensation in recognition of athletic ability, participation and/or achievement during the

Association year. A student may accept non-monetary compensation or items of value solely in recognition of athletic ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any *gift certificates*, discounts, coupons, etc., does not exceed \$300.00 in any association year. **CLARIFICATION: a student may receive discounted equipment with a combined discount greater than \$300, as long as the same discount is available to all ski racers on the same OISRA team and is not based on achievement during the Association year**

NOTE: For the purposes of this rule, "non-monetary compensation or items of value" does not include customary awards of a symbolic nature without resale value such as the school's athletic letter, medals, ribbons, certificates, plaques, trophies and other emblems or *gift certificates as long as they are not convertible to cash*. This rule does not regulate or prohibit compensation received by a student athlete for ability, participation and/or achievement in a non-**OISRA** sport, nor does this rule prohibit the acceptance of college scholarships by student athletes.

8-4-2 A coach is responsible for reporting to **the OISRA League Representative** all compensation or items of value received by the student athletes on that coach's team within one (1) month of the receipt of the compensation or items of value. OISRA League Representatives are responsible for verifying to the OISRA Association that the total sum of compensation or items of value received by student athletes at their schools does not exceed \$300.00.

8-4-3 A student participating without compensation as a contestant, coach or similar participant in athletic activities may accept the use of necessary equipment and incidental services customarily furnished amateur participants in such activities, may accept reimbursement for direct and necessary expenses for participation (including mileage where the student must drive), and where participation requires absence from home, may accept necessary meals and lodging.

## **8-5 School Representation:**

8-5-1 A student who competes in athletics representing a school other than the one in which the student has been enrolled becomes ineligible for that sport for the remainder of its season.

EXCEPTION:

- a) A home schooled student who meets the eligibility standards established by Oregon law may represent a public or private school located within the public school attendance boundaries of Joint Residence of the student and student's parents provided that the home school student was enrolled in the home school prior to the first day of school for the public/private school. See OSAA Executive Board Policy, "Eligibility – Home Schooled Students" for additional information.

Once a home school student represents a school, that home school students may not represent another school for one (1) calendar year after last representing the original school without a change of Joint Residence.

### 8-6 Transfer

8-6-1 Fundamental Rule: It is a fundamental rule of the Association that a student must attend the high school in the high school attendance boundary within which the Joint Residence of the student and the student's parents is located. Exceptions to this Fundamental Rule are to be narrowly construed.

8-6-2 Eligible Student Transfer Certificate. In connection with any student who has transferred but is eligible under the Rules of the Association, the student shall complete an Eligible Student Transfer Certificate in the form prescribed by the Association, properly signed by the superintendent, assistant superintendent, or principal of the high school the student enters, **and shall file it with the Secretary of the appropriate OISRA Division.**

#### 8-6-3 Exceptions to Fundamental Rule.

- a) Entering ninth grade students. A student is eligible to participate at a school other than the high school in the high school attendance boundary within which Joint Residence of the student and the student's parents is located when the student first enters the ninth grade.
- b) Students who are wards of the court. A student who is otherwise eligible does not become ineligible by virtue of being made a ward of the court and placed by the court in a residence in a different attendance boundary, except a student made a ward of the court under ORS 419C.440 (Juvenile Code)..
- c) Foreign students on CSIET approved programs. A student from a foreign country who is on a CSIET approved program is eligible for one year from the date of enrollment if the following criteria are met:
- 1) The student is attending a school in the attendance boundary where the host family resides.
  - 2) The student satisfies the OISRA age requirement.
  - 3) The student has not completed the equivalent of twelve years of education (excluding kindergarten).
  - 4) The student has not previously attended a high school in the United States.
  - 5) Neither the school the student attends nor any person associated with the school has had any input in the selection of the student.
  - 6) The host family is not a member (paid or voluntary) of the school's athletic coaching staff.
  - 7) The student has not been terminated from the CSIET program.
- d) Students whose parents are divorced, legally separated, or unmarried. A student who does not maintain a Joint Residence with both parents is eligible when:
- 1) The student moves to reside with a parent in a different high school attendance area at the time the parent initiates legal separation or divorce proceedings; or
  - 2) Between school years, the student moves to reside with the other parent and transfers to the school within whose attendance boundaries the other parent resides.
- e) Students who reside on campus at a member boarding school. A student who transfers to reside on campus at a member boarding school between school years is eligible.
- f) Students who transfer between school years. A student who transfers between school years is eligible if:
- 1) The student transfers to a member private school, charter school or home school and maintains a Joint Residence. (See Rule 8-6-7 "Definitions")
  - 2) The student transfers to the public school within the attendance boundaries of Joint Residence and maintains a Joint Residence.
  - 3) The student transfers within a multiple high school district with the approval of the administration of the multiple high school district and maintains a Joint Residence.
  - 4) The student transfer between Oregon school districts under the terms of a reciprocal transfer agreements, and maintains a Joint Residence.

8-6-4 Continuity Requirement. A student who is otherwise eligible under the Rules of the Association loses eligibility for one calendar year when the student's parents move from the attendance area of the high school the student is attending unless:

- a) The student is enrolled in the high school at the beginning of the freshman year and the students parents move during the freshman year, or
- b). Continuity of enrollment is maintained by the student and the student has been enrolled in and attending the high school for at least one calendar year immediately preceding the move of the parents.

8-6-5 Transfers to a school with which a **non-OISRA ski team** is affiliated or with which an athletic instructor of a **non-OISRA ski team** is affiliated. Despite compliance with the other provisions of these Rules, a student who attends, participates or was eligible to participate for an **OISRA** team, and then transfers to another member school is ineligible for one calendar year under any of the following circumstances:

- (a) The student transfers from a school that has an **OISRA** team after:
  - (i) Participating in **non-OISRA** activities on a team affiliated with the school to which the student transfers, AND/OR
  - (ii) Receiving athletic instruction within the past calendar year from a person affiliated with the school to which the student transfers.
- (b) The student transfers from a home school after:
  - (i) Participating in **non-OISRA** activities on a team affiliated with the school to which the student transfers, AND/OR
  - (ii) Receiving athletic instruction within the past calendar year from a person affiliated with the school to which the student transfers.

8-6-6 Mid-Year Transfers. A student who transfers during the school year without a move of the student's parents is ineligible for one calendar year unless the student becomes eligible at an earlier date based upon an exception listed in Rule 8-6-3.

8-6-7 Definitions. For purposes of these Rules, the following definitions apply:

- a) "Joint Residence" is the place where both the student and the student's parents reside (or, if the student is a ward of the court, where the student resides pursuant to court order). The student and the student's parents reside in a place when they occupy a dwelling for all purposes, with the intent to live there indefinitely and terminate all occupancy of their previous residence. If a student resides with only one (1) parent, that student's Joint Residence is the residence of that student and his/her parent.
- b) A "home school student" is a student described in ORS 339.030(3), who has met the requirements established under ORS 339.035
- c) A student "resides on campus at a member boarding school" when the student lives on the school grounds, or in residence halls used in connection with the school, of a school that provides room and board for resident students.
- d) A student "transfers" if the student attended classes (or studied at a home school) or participated in any practices or interscholastic activities at another school.
- e) "Legal separation" or "divorce proceedings" occur when a petition has been filed with the court.
  - f) "Between school years" is after the end of the Association Year and before a student participates in practice or attends classes during the next Association Year.
  - g) A team is considered to be "affiliated with the school" if:
    - (i) The team is organized by and/or coached by any coach, booster, teacher, administrator, parent or any other person associated with that school, and/or
    - (ii) The majority of the members of the team are students who attend that school or who represent that school in that team's activity.

h) A person is considered to be “affiliated with the school” if that person is a coach, booster, teacher, administrator, parent or any other person associated with that school.

8-6-8 Period of Ineligibility. Except as otherwise provided in the Rules of the Association, any transfer resulting in ineligibility of the student renders the student ineligible for one calendar year

#### **8-7 Undue Influence:**

Despite compliance with the other provisions of these Rules, any student who attends a member high school as a result of undue influence as defined in these Rules is thereafter ineligible and the high school team is subject to the penalties the **OISRA Board of Directors** may impose.

For purposes of this Rule, “undue influence” is the attempt by any person (including but not limited to coaches, boosters, teachers, administrators, parents, alumni) to induce the attendance of a student at a public or a private member school for purposes of athletic participation. Undue influence includes, without limitation, contacting a student with the intent of recruiting the student to a particular school for purposes of athletic participation or promising employment or any other pecuniary benefit to the student or any member of the student’s family to induce the attendance of the student at a particular school for purposes of athletic participation. It shall not be considered undue influence for authorized representatives of a private high school to contact students attending private feeder schools to induce their attendance at the private high school or for authorized representatives of public high schools to so contact students within that public high school’s district attendance boundaries.

#### **8-8 Misrepresentation:**

Misrepresentation, such as an incorrect address, or participating under an assumed name in any interscholastic contest, shall make a student ineligible for the remainder of that sport season and for any additional period of time determined by the **OISRA Board of Directors**, and in addition, the school team shall be subject to any further penalty the **OISRA Board of Directors** may impose.

#### **8 -9 Hardship:**

##### 8-9-1 Transfer

The OISRA Division Steering Committee may in individual cases at, their discretion, waive or modify the eligibility rule regarding transfer, other than transfers involving home schools (except in the circumstances described below), foreign students or alleged undue influence, when in their opinion there are circumstances beyond the control of both the student and the student’s parent(s) or other circumstances whereby enforcement of the rule would work an undue hardship upon the student.

Except where the denial of eligibility of a home school student is based upon Oregon statutory or regulatory requirements, the OISRA Division Steering committee may in individual cases, at its discretion, waive or modify the eligibility rules regarding transfers involving home schools when in its opinion there are circumstances beyond the control of both the student and the student’s parent(s) or other circumstances whereby enforcement of the rule would work an undue hardship upon the student.

Other eligibility considerations, including academic eligibility, may be considered by the **OISRA Division Steering committees** only when ruling on transfer eligibility requests.

Transfer cases that involve fifth year eligibility, age requests *foreign* student eligibility or alleged undue influence must go directly to the **OISRA Executive Director**.

In the case of a foreign student attending a member school under the auspices of a non-CSIET approved program, the OISRA President may consider whether the program is a long-standing school or community exchange program when ruling upon the appeal.

Decisions of the **OISRA Division Steering committees**, which deny eligibility, may be appealed to the **OISRA Board of Directors**.

A decision by the **OISRA Board of Directors** may be appealed to the State Superintendent of Public Instruction under OAR 581-021-0035.

**8-9-2 Fifth Year: The OISRA Board of Directors, or as it may provide, the OISRA Executive Director**, may in individual cases, upon written request, declare eligible a student who would otherwise be ineligible under Rule 8-2 (Duration of Eligibility /Graduation) because more than eight (8) semesters have passed after the student entered the 9<sup>th</sup> grade if all of the following conditions are met:

- a) the student has not graduated from high school;
- b) the student establishes, to the reasonable satisfaction of the **OISRA Board of Directors or the OISRA Executive Director** as the case may be, either:
  - 1) that the student's Individualized Education Program Team has determined that the student has a "disability" (as defined below), and that the student was meeting the requirements of the student's I.E.P., yet was unable to graduate from high school within eight (8) semesters after entering the 9<sup>th</sup> grade primarily because of the disability; or
  - 2) due to circumstances beyond the control of both the student and the student's parent(s), there has been both a significant absence from school (not less than one (1) semester) and an inability to obtain academic credit during that period of absence; and
- c) the student establishes, to the reasonable satisfaction of **the OISRA Board of Directors or OISRA Executive Director**, as the case may be, that the student's participation would not constitute an undue risk to the health or safety of other participants. For purposes of this Rule 8-9-2, "disability" shall have the meaning provided in the Individuals With Disabilities Education Act, 20 U.S.C. § 1401(a).

Without limiting the evidence that may be considered, the **OISRA Board of Directors or OISRA Executive Director**, as the case may be, may consider the following in determining whether the student's participation would constitute an undue risk to the health or safety of other participants:

- a) whether the student has presented a report from a physician regarding the student's height, weight and whether the student is likely to pose an undue risk to the safety and health of other participants; the student shall submit to an independent medical examination by a physician selected by and paid for by the Association at the request of the **OISRA Board of Directors or OISRA Executive Director**.

A decision of the **OISRA Executive Director** may be appealed to the **OISRA Board of Directors**. A decision of the **OISRA Board of Directors** may be appealed to the State Superintendent of Public Instruction under OAR 581-021-0035.

8-9-3 Age The **OISRA Executive Director**, may in individual cases, upon written request, declare eligible a student who would otherwise be ineligible under Rule 8-3 (regarding age) if all of the following conditions have been met:

- a) the student has not graduated from high school;
- b) the student establishes that the student's Individualized Education Program Team has determined that the student has a "disability" (as defined in Rule 8-9-2);
- c) the student establishes, to the reasonable satisfaction of **the OISRA Board of Directors or OISRA Executive Director**, as the case may be, that the student entered school later than others of the student's age or was retained primarily because of the disability; and
- d) the student establishes, to the reasonable satisfaction of the **OISRA Board of Directors or OISRA Executive Director**, as the case may be, that the student's participation would not constitute an undue risk to the health or safety of other participants. Without limiting the evidence that may be considered, the **OISRA Board of Directors or OISRA Executive Director**, as the case may be, may consider the following in determining whether the student's participation would constitute an undue risk to the health or safety of other participants:
  - 1) whether the student has presented a report from a physician regarding the student's height, weight and whether the student is likely to pose an undue risk to the safety and health of other participants; the student shall submit to an independent medical examination by a physician selected by and paid for by the Association at the request of the **OISRA Board of Directors or OISRA Executive Director**.

A decision of the **OISRA Executive Director** may be appealed to the **OISRA Board of Directors**. A decision of the **OISRA Board of Directors** may be appealed to the State Superintendent of Public Instruction under OAR 581-021-0035.

#### 8-9-4 All Other Requests (Except Transfer, Eight Semester and Age Requests)

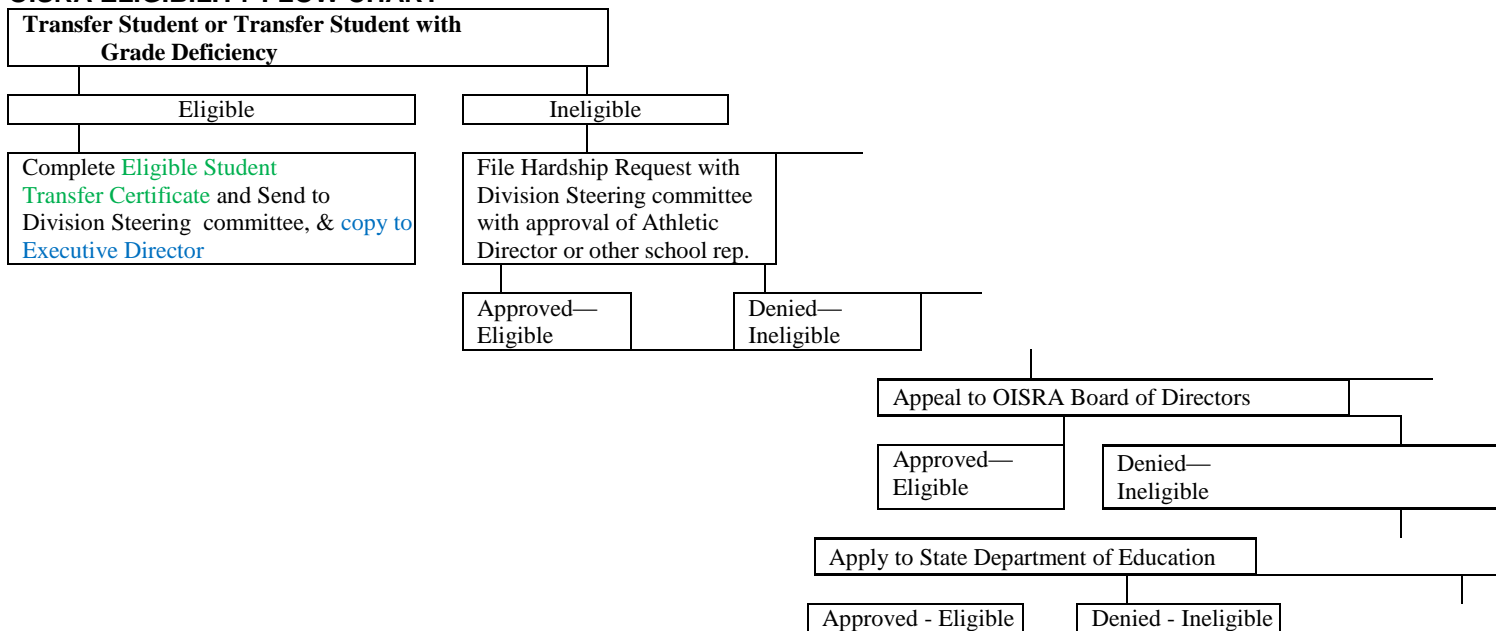
The **OISRA Executive Director**, in individual cases may, at his/her discretion, and upon terms and conditions as he/she may impose, waive or modify any eligibility rule, except the transfer, eight semester and age rules, when in his/her opinion there are circumstances beyond the control of *both the student and the student's parent(s)* or other circumstances whereby enforcement of the rule would work

an undue hardship upon the student. A decision of the **OISRA Executive Director** may be appealed to the **OISRA Board of Directors**. A decision of the *OISRA Board of Directors* may be appealed to the State Superintendent of Public Instruction under OAR 581-021-0035.

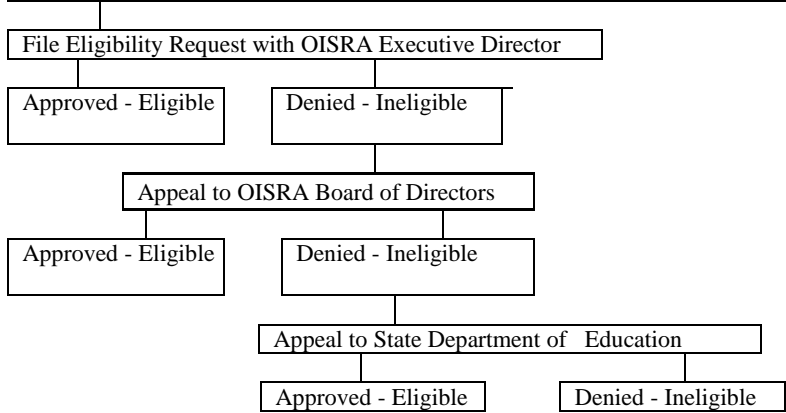
Question: How does legal guardianship apply to eligibility?

Answer. Historically, guardianships have frequently been used to attempt to avoid the fundamental rule of the OSAA that a student attend school only in the district in which the student's parents reside. Consequently, the appointment of a legal guardian alone is not recognized by OSAA nor **OISRA** as an exception to the fundamental rule. If a student resides with anyone other than the student's parents, and eligibility is sought in any district other than the one in which the student's parents reside, the school must apply for eligibility for the student by submitting an Eligibility Request Form to the **OISRA Division Steering committee**, setting forth the circumstances justifying a hardship exception to the fundamental rule. Under no circumstances will the appointment of a guardian be tolerated as a device to circumvent the eligibility rules of the **OISRA**.

**OISRA ELIGIBILITY FLOW CHART**



**ALL OTHER HARDSHIP REQUESTS: Grade deficiency only/Fifth Year\*/Age\*/Foreign Students (Non CSIET)\*/ Undue Influence\* Ineligibility,**



\*All requests involving **Fifth Year, Age, Non-CSIET** must be filed with the *Executive Director*.

**9. OISRA sanctioned events:**

An OISRA sanctioned skiing activity must meet the following criteria:

- The skiing activity (training or racing) must contribute to the purpose of the OISRA organization to promote an interscholastic team skiing race form of competition for student athletes attending member schools or member clubs in the State of Oregon.
- An OISRA coach must be present.

An OISRA race may be a qualifying race for the State Race if it is a league race, sanctioned by the majority of member schools and member clubs of that league and attended only by the OISRA racers who belong to that specific league. Team and individual points are assigned at each qualifying race, and these points determine the eligibility of teams and individuals for the state race.

Two or more leagues may combine to provide a qualifying race for one or all of the leagues. The majority of member schools and member clubs of a league must sanction and attend the race and each leagues teams and individuals must be scored separately for the race to be a qualifying race.

A race as described above that is not sanctioned and attended by the majority of the member schools and member clubs of a league or in which leagues' scores for teams and individuals are not kept separate from each other, would not be a qualifying race. This would be an invitational race and individual and team state qualifying points may not be assigned.

#### **10. Eligibility of individuals for the State Championship Meet**

Racers must have competed in at least 50% rounded up of the official league races. This participation can be while racing Varsity or Junior Varsity. The 50% requirement may be waived by the Division Commissioner only in case of injury and only if the following criteria are met:

- A written request must be submitted at least on week prior to the State Championship Meet.
- Written verification must be stating nature and duration of injury by a physician.
- Written release by a physician to participate.

#### **11. Appeals of Decisions Made by the Leagues or Steering Committees of each Division**

Appeals of decisions made by a league should first be made to the Steering Committee of the respective division; however, appeals of decisions made by leagues or the Steering Committee of either division may be made to OISRA Board of Directors.

The appeal must be in writing, in sufficient detail to set forth the reason for the perceived or alleged inequity of the prior decision or decisions. Supporting evidence or anecdotal narrative from interested or affected persons may be included. A fee of \$25.00 must be sent with the appeal. If the appeal is denied, the fee will be retained by OISRA. If the appeal is upheld, the fee will be returned. If the appeal was made to the Steering Committee and denied there will not be an additional fee to appeal to the Board of Directors.

The Steering Committee or OISRA Board of Directors must act on an appeal in all haste, or within a maximum of ten (10) days.

The appellant must be notified of the decision within a maximum of three (3) days after the vote on the appeal.

A decision on an appeal made by the Board of Directors is binding and final, except for eligibility appeals, which may be made to the State Superintendent of Public Instruction under OAR 581-21-035.

#### **12. Violations of Regulations – Penalties**

Upon a ruling by the Board of Directors that a student is ineligible, that student's race results are deleted from any race results for races in which that student participated during the student's ineligibility.

For violation of an OISRA By-law or policy, by any Team, Racer, Coach or Official of the OISRA the Board of Directors may impose a fine, not to exceed \$100, and/or suspend or expel the violator(s) from the OISRA.

#### **13. Lines of Communication:**

Communication procedures should be as follows:

- Racer and parent concerns should first be addressed by their respective coaches.
- Coach's concerns should first be addressed by the League Representative.
- League Representatives should communicate concerns to their respective Steering committee.
- Steering committee members should communicate concerns to the OISRA Board of Directors through the Steering Committee liaison to the Board of Directors.

#### 14. Releasing of student identification information:

State and Federal law requires that student information considered to be "Education Records" be confidential. The information that the OISRA and teams request, and become holders of, contains such "confidential" information.

All coaches and parent representatives are required to make certain that only the team name, the members names, their gender and age, are on any rosters provided to ski areas and other organizations commercial or non commercial. No team rosters shall include any address or electronic communication information.

Should a ski area require more than the applicants name, gender and age on their individual indemnity release-forms, it is the parent's responsibility as to what further information they provide.

Only the names and addresses of students that have not signed the non-disclosure clause on the OISRA application form A1 shall be made available to the State Race Photographer. This information shall be released on the written understanding that it shall not be copied or shared with any other person or persons.

Forwarding of photographs to those students who signed the non-disclosure clause shall be by the secretary of the appropriate Division of OISRA. Cost of postage shall be born by the photographer.

Any solicitations made to coaches or parent representatives for student information that may fall within the "Educational Records" description are to be referred to the School District official in charge of students' records.

#### 15. Religious observances in public high schools:

The Oregon State Board of Education has authorized the OISRA to provide ski racing for pupils attending public high school. The inclusion of non-public high schools in the program requires the non-public schools to align with public school practices. Regarding religious observances in public high schools; the general rule is that no non-public high school students (coach, parent, volunteer) can proselytize or lead any student or team prayers during a team activity. If you have any questions on this take them to your school administration so that you are fully aware of what is mandated by the state and acceptable to them.

#### 16. Incident Reports:

Accidents/Incidents at an OISRA sanctioned event will be reported immediately to an OISRA coach or race official. The coach or official will immediately inform the TD of the event.

An Incident Report must be filled out where one or more of the following occurs:

- A parent/guardian is contacted
- Dizziness, nausea or a bump involved
- Extensive bleeding is exhibited
- Incident involves a student with an identified disabling condition.
- Medical consultation is sought.
- An injured team member; racer, coach, volunteer, or member of the public is attended by ski patrol or moved to the ski patrol emergency rooms, or other medical facility.
- Legal action is threatened by any of the parties involved.

**Coaches responsibility:** Training or race incidents involving injury shall be reported to the OISRA as per the OISRA Incident/Injury report. **Refer to page 5 Item 6 regarding concussion awareness**

**Leagues responsibility:** All race accidents involving injury, either personal or property shall be reported to the OISRA as per the OISRA Incident/Injury report. Any incident involving a member of the general public that happens in or about the race arena and may be considered to be a liability risk, must be reported by the event TD and confirmed by the League Representative. If a ski area, or state forest

requires a report from a league official it is the responsibility of the League Representative to ensure that this report is copied to the OISRA

Discretion to fill out a report may be used when a child asks for first aid for minor injuries, requiring a band-aid or ice pack and TLC.

ALL incidents, whether reported or not, should be logged in a team's incident log with date, name of student, injury and first aid rendered. If there is some question whether an incident report is needed, please complete a report form.

Written reports will be submitted within 24 hours to the Secretary of the OISRA for all accidents/incidents occurring at team practices or OISRA races. Reports will cover property damage as well as personal injury.

The Board of Directors will investigate accidents/incidents when necessary. As a result of an investigation any corrective measures needed will be acted upon.

Records from November through March will be maintained by the Board of Directors. An analysis of the data and trends will be made at least annually.

#### **17. Ski area indemnities and waivers:**

No official of the OISRA or of its affiliated member leagues and/or teams or coach or parent representative shall sign on behalf of another member of OISRA or its leagues any indemnity or waiver that would purport to remove the rights of any individual associated with the OISRA or its associated leagues and/or teams to seek redress through the courts. (Refer attorney opinion 10-15-03 on OISRA & league files.)

#### **18. Financial Policies**

The OISRA will allow each Division to have its own Assumed Business Name (DBA) using the OISRA Tax ID#. Only the OISRA bank account and the Division bank accounts may use the OISRA Tax ID #. No other bank accounts (league or team) may use the OISRA Tax ID#.

Each division treasurer will submit to the OISRA treasurer the proper paperwork describing the division bank account activity so the state treasurer can file with the IRS each year.

All expenditures from the state treasury must be approved by the OISRA President or the Board of Directors.

All expenditures from a Division bank account must be approved by a Division Director, Division Commissioner or the Division Steering Committee.

#### ***Appendices:***

##### **Appendix 1.**

##### **Duties of the Executive Director**

1. Act on instructions of the Board.
2. Present an annual operating budget that includes anticipated expenditures.
3. Keep a journal that is a record of expenses, activity and actions.
4. Present a report of "operational information" to the President and/or Board monthly.
5. Communicate and liaise with the OISRA legal representatives on issues that are relative to the welfare of the OISRA.  
Prepare OISRA forms and contracts for review by the Board.
6. Investigate any registration or eligibility problems and prepare reports for the Board if necessary
7. Communicate with school districts, schools, and clubs regarding the sanctioned activities and policies of the OISRA.
8. Communicate with the State Board of Education and insure that OISRA maintains SBE approval.
9. General contact with insurance carrier.
10. Receive suggested policy amendments and prepare them in a format for Board review
11. Present any suggested policy amendments.

12. Prepare registration materials in a form (CD or other) that can be easily distributed to coaches and/or team representatives in the fall
13. Prepare OISRA Handbook documents for the printer as requested by the Board
14. Communicate with sponsors to encourage their continued support
15. Research and prepare “white papers” on issues the Board chooses to discuss and debate
16. Prepare requests, reminders, instructions, etc. to Alpine and Nordic Steering Committee liaisons for any information the Board wants to send to coaches.
17. Periodically review the OISRA website to insure that upcoming and reoccurring annual activities and meetings are posted or updated in a timely manner. Notify Divisions or Leagues or Teams if information found is outdated or inaccurate. Insure that clear directions are made available to the membership for finding general meetings and special events.

## **Appendix 2**

### **OISRA Coaches Code of Ethics, C2.**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated with respect and support, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the OISRA Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, fellow coaches, officials, athletic directors, school administrators, the OISRA organization, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of controlled substance, including alcohol and tobacco abuse. The coach shall avoid the use of controlled substances, including alcohol and tobacco products when in contact with athletes.

The coach shall be knowledgeable of the OISRA Bylaws, OISRA Policies, Division Policies **and Division Race Rules** and shall teach the Race Rules to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by parents and spectators, both directly and by working closely with sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of fellow coaches, officials or players is unethical.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the OSAA.

## **Appendix 3**

### **Recommendations for Coaches and officials.**

1. It is highly recommended that all coaches have first aid certification.
2. Coaches should be aware of the ASEP (American Sports Education Program) class that is sponsored by the National Federation of Interscholastic Coaches Association, and it is recommended that they take this class.
3. Coaches and officials shall at all times exemplify sportsmanlike **and mature** behavior when attending OISRA sanctioned events, **they** will refrain from use of profanity and controlled substances including alcohol and tobacco when in the race area or in the presence of student

athletes. Coaches and officials who fail to observe this requirement and are reported to a race official are liable to appropriate division and or OISRA sanctions.

Posted 08-31-09

