



2011-2012 TEAM REGISTRATION INSTRUCTIONS.

This is the OISRA annual letter as required in Policy 3. Instructions are for all head coaches, and designated adult team representatives to act on. The print forms required for the registration of teams, student racers and coaches and other print forms that you may need for the 2011-12 season are all posted on the OISRA web site, www.oisra.org

Apart from the submission of the **M1 before Nov. 9th**, the following forms prefix **#3-9 must be submitted by Dec. 1st**:

- Form 2-11-M1.** Team membership Application—due before November 9th.
- Form 3-11-A1.** Student Racer Application for membership in the OISRA.
- Form 4-11-C1.** Coach and Coaching Assistant Application for membership in the OISRA,
- Form 4-11-C2.** Coaches Code of Conduct-to be printed on the reverse of C1.
- Form 5-11-CBC** Confirmation of Criminal Back Ground Check compliance.
- 6-11- B1Excel Electronic Master Registration Spread Sheet.** Roster of registered students, coaches, and others
- 7-11-A-Alpine and 7-11-B-Nordic invoices.** Each Division's invoice includes the OISRA levy and each division's dues.
- 8-11-Team Membership Criteria.** SUGGESTED format for Team document to be on file with the OISRA.

Racers registering after December 1 must submit a written explanation for their late registration to the league representative, who will forward it to the division executive for their final approval.

Do Not delay registering your team because of possible late racer signings. It is easier to add racers and upgrade school/team status than for a team's registration to be delayed because of possible late signers.

Team Membership Application form M1.

This form validates the school's approval of students participating in OISRA activities and also validates that the school is covered by OISRA insurance. It must be submitted to the OISRA before any team activity can commence

Student Athletes Application and Indemnity form A1.

Students over 18 may sign for themselves; however their parent of record must be named on the student's A1. **These forms have the medical release and medical insurance information on them so it is important that all coaches keep copies of these forms with them during OISRA activities and that race secretaries have copies of these forms at league races and the state meet.**

Coach and Coaching Assistants Application for membership in the OISRA C1.

All coaches, and those assisting with coaching activities for OISRA teams, must submit form C1. This includes technical coaches and employees of Ski Areas or Ski Education Foundations who will be coaching OISRA team activities.. All coaches and those assisting with coaching must have current criminal back ground checks. **Head coach C1 forms must be filed with the OISRA before any team activity can commence, and the coach must be in compliance with concussion awareness requirements see policy 6**

Coaches Code of Ethics, Form C2, The coaches' code of ethics is Appendix II in the policies of the OISRA.

Criminal Background Check Form CBC1. It is mandatory for all OISRA coaches to submit this form that allows the OISRA to confirm the status of the coach as set out in the form.

Excel Electronic Master Registration Spread Sheet B1.

All racers, coaches, assisting coaches, parent representatives and Athletic Directors/Activities Directors must be registered on your B1. Refer to the respective tabs on the B1 Excel file. J1 students are listed at the bottom of the racer section. Technical coaches and employees of Ski Areas or Ski Education Foundations who will be coaching activities for OISRA teams must be registered. All coaches must have current verifiable criminal background clearances. It is the responsibility of the member school or club to keep its Electronic Registration current and to email the original and any updates to their league representative and to the OISRA at: Registration@OISRA.org,

Alpine and Nordic Invoices.

The OISRA levy covers OISRA operating costs and indemnity and accident insurance. Each division's dues cover the respective division's operating costs, which includes costs for running the State championships

Team Membership Criteria.

OISRA Policy 6 instructs head coaches to “Develop a written team policy that shall include the requirements to be a team member in good standing, including attendance, grades and participation.”

(1) Participation and Attendance requirements for all team training, both on and off snow, including criteria for excusable absences.

(2) Criteria used to determine selection of team members for the State Championship.

(3) Criteria used to determine seeding/start order for League and State Races.

All team members must sign to confirm they have read the team criteria, and this confirmation is to be available to the league representative.

Forms prefix # 10-15, that do NOT have a registration deadline of December 1 are the following:

Form 10-11-V1. Volunteers Registration-Agreement—can be filled out prior to race season or at the races.

Form 11-11-J 1. Associate membership application for siblings and the like.—can be filled out whenever the need arises

12- 11-Academic Eligibility Certificate. Academic eligibility verified by school personnel. Must be turned in by **January 7th** (prior to first league race) and by **February 15th** (prior to state meet)

13- 11-Foreign Student. Any foreign exchange student must submit this form prior to participating.

14- 11-Eligibility-Transfer-Hardship application. Is used for ALL hardship situations.

15- Transfer certificate. Any student that transfers for any reason must submit this form prior to participating..

Foreign student forms, J1 forms, transfer certificates, and eligibility hardship requests must be turned in before the student can commence training.

Volunteer registration, Form V1.

Excepting coaches who have submitted C1's, all volunteer workers (parent or non parent) who assist with your teams at OISRA mandated activities, and/or work at the league and state events need submit this form.. This form is held by the league representative. The OISRA provides indemnity insurance coverage for OISRA volunteers who have turned in this form.

Associate membership application for siblings and the like Form J1.

Students who are under high school age are allowed to participate in OISRA training activities if they file this form. They must be directly supervised by a designated adult who is a registered OISRA volunteer. Participation restrictions apply. J1 students are listed on the B1 Excel Spreadsheet at the bottom of the racer section.

Academic Eligibility.

A copy of this certification of enrollment and eligibility must be on file with the Board of Directors of the OISRA before **January 7th** No student may compete in any OISRA sanctioned activity who is not deemed eligible at this time. Further your school must confirm by **Feb 15th** to the OISRA the continued eligibility of all of your team members. It is important for the head coach to ascertain that team members are academically eligible 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 or the **state meet..** **NOTE: Student eligibility rule 8 -1 has a number of sub sections that cover all student special academic circumstances that are allowable - it is the coach's responsibility to be aware of the conditions applicable in this rule.**

Foreign Student.

This form verifies that foreign exchange students are participating in a CSIET program or are participating within allowable circumstances.

Eligibility-Transfer-Hardship application.

This form covers transfers that do not meet the criteria of any of the exceptions listed in OISRA Policy 8-6-3, and foreign students who are not enrolled in CSIET programs, as well as other hardship circumstances. Refer to chart on page 15 of OISRA policies.

Transfer Certificate

The Transfer Certificate is required for every transfer student, even if the student does meet the criteria of the exceptions stated in OISRA Policy 8-6-3 (Exceptions to Fundamental Rule for Transfers).

If there are any questions regarding the process for registration with the OISRA, these can be addressed to Registration@oisra.org or telephones: 541 344 1549, cell phone 541 913 4618