

OREGON INTERSCHOLASTIC SKI RACING ASSOCIATION POLICIES

*(Bold Italics are amendments made by unanimous consent resolution November, 2011.
Documentation of full details of motion is available from Executive Director.)*

Directory	Page 1.
1. Duties of OISRA Officers:	2.
2. Division Steering Committees:	2.
A. Steering Committee Members:	2.
B. Duties of Steering Committee members.	3.
I. Commissioner.	3.
II. Director.	3.
III. Assistant Director.	3.
IV. Steering Committee Secretary.	3.
V. Steering Committee Treasurer.	3.
VI. League Representative.	4.
C. Steering Committee Meetings.	4.
3. Dues and Fees:	5.
4. Leagues:	5.
5. Membership:	6.
6. Coaches:	6.
7. Participatory Season:	7.
8. Student eligibility:	7.
Flow Chart	10.
9. Non-Eligibility Appeals	10
10. OISRA sanctioned events:	11.
11. Eligibility of individuals for the State Championship Meet:	11.
12. Appeals of Decisions Made by the Leagues or Steering Committees:	11.
13. Violations of Regulations – Penalties:	12.
14. Lines of Communication:	12.
15. Releasing of student identification information:	12.
16. Religious observances in public high schools:	13.
17. Incident Reports:	13.
18. Ski area indemnities and waivers:	14.
19. Financial Policies:	14.
Appendices:	
Appendix I. Duties of the Executive Director:	15.
Appendix II. Coaches Code of Ethics:	15.
Appendix III. Recommendations for Coaches:	16.
Appendix IV. Insurance:	16.
Appendix V. Temporary Membership:	17.
Appendix VI. Election Policy	17.

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

As provided by the Bylaws section V.2., there shall be two Division Steering Committees; one for the OISRA Nordic Division and one for the OISRA Alpine Division. Each Division Steering Committee will develop program policies and race rules for its division and recommend them for adoption by the Board. In addition, each Committee will propose an annual budget for its division. In compliance with the Board-approved policies and budget, each committee will oversee its divisional programs and activities and ensure the proper management and use of OISRA assets and property dedicated for that Division. Each Steering Committee must also ensure that the Division properly employs the necessary formalities to make its decisions, 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. In accordance with state law and the OISRA bylaws, the Steering Committees may not execute the corporate authority of the Board which includes authorizing expenditures, adopting budgets for the organization as a whole, setting policy, establishing programs, or making decisions for the entire corporation.

Each year following the State Race and before September 14th each Steering Committee shall develop and propose a budget for the upcoming season to the Board. The proposed budget shall include the Steering Committee's recommendation for the fees for Division membership. Each final Division budget adopted by the Board shall be delivered by September 16th to the Registrar of the OISRA for inclusion in the invoice that is posted to the OISRA web on October 1st and included in the registration package.

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 Steering Committee Secretary and Treasurer are non-voting members, unless they are also representing a League. Steering Committee members shall be officers of OISRA.

A Steering Committee 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 Steering Committee Secretary and Steering Committee 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. Steering Committee Commissioner

- a. Shall have oversight responsibility for Division matters.
- b. May interpret Division policy and Race Rules which have been adopted by the Board. 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 and final approval of the Board when required by law or deemed appropriate by the Board.
- c. May appoint special committees, authorize payment of expenses within the Board-adopted Budget, 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. Steering Committee 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 within the Board-adopted budget, 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. Steering Committee 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. Steering Committee 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. Steering Committee Treasurer

- a. Shall insure that all financial records of the Division are properly maintained and kept current.
- b. Shall write, sign, and disburse checks, in accordance with OISRA's policies and the Board-approved budget 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, the Director and the Board 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 Committee responsible for that event and in accordance with Board-approved OISRA policies.
- 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 Registrar at Registration@oisra.org by December 1, and update when necessary: (1) League SOP's; (2) League Race Schedule; and (3) All registration documents as set out in the annual letter from the OISRA.

C. Steering Committee Meetings

Steering Committee meetings should be attended by the Director, Assistant Director, Commissioner, Steering Committee Secretary, Steering Committee 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 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.

Actions in Extremis: Any action which could be taken by the Steering Committee at a meeting may be taken without a meeting if at least three-fourths of the voting members of the Steering Committee consent to such action. The members of the Steering Committee shall ratify such consent in writing, which includes email, within fourteen (14) days.

3. Dues and Fees:

OISRA Annual Membership Dues

- (1) Membership dues are incorporated into the individual participation fees.
- (2) Full membership is given to those schools or clubs paying individual participation fees for three or more racers of one gender.
- (3) Associate membership is given to those schools or clubs paying individual participation fees for less than three racers of one gender.
- (4) Member schools and member clubs must pay membership dues to the OISRA before they can commence operating as members of the OISRA. (Articles IV & V of the OISRA Bylaws define qualification for full and associate membership.)
- (5) The OISRA individual participation fees are determined annually by the Board of Directors and are based on the insurance and other running costs, and are to be posted on the OISRA web page by October 1st.

State Championship Race Fees

Fees for the division State Championship races will be determined each year and announced in each divisions State Race Handbook, and available on the division page on the OISRA Website.

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: [OAR 581-021-0032- (a) Safety of student participants and spectators, parents and other spectators, and other personal; (b) minimizing the loss of student instructional time; (c) Minimizing the expenditure of school district and student and parent participation funds; (d) School enrollment data;] (e) Balance of strengths of teams in each league; (f) The orderly growth and development of the OISRA; (g) Any other criteria the Board of Directors may deem relevant; (h) 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 confirm (clarify and explain) the following:

- That the method rating of the athletes is based upon their season performance and shall include a means of resolving a tie between individuals. (Alpine Race Rules E scoring 2; Nordic Race Rules, Section B)
- 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 17 incident reports and their submittal to the OISRA.
- It is the policy of the OISRA not to inhibit the establishing of “local operating procedures” for the running of the leagues. 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 procedure” provisions shall not deviate from the published OISRA Policies, and Race Rules regarding the fair and equitable participation and scoring and classification of the contestants.
- 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, (refer new Article III) that member schools or the school that a member club is representing must:

- Offer a comprehensive curriculum that meets Oregon graduation requirements.
- Include students in grades 9-12 or 10-12.
- Submit completed registration documents as described in the annual letter from OISRA. (This letter and registration documents will be updated and posted to the OISRA website by October 1st of each year).

The Bylaws of the OISRA provide for any student enrolled in a Public or Private High School, to participate in the OISRA in the name of the High School that they are enrolled at. Home schooled students who have no affiliation with a High School will be accommodated, as set forth in OAR 581-021-0033.

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.

Concussion awareness: [OAR 581-022-0421] All 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. All coaches shall take the OSAA concussion awareness test as set out in; <http://activecoach.orcasinc.com/> <http://www.nfhslern.com/> They shall carry the certification that confirms there taking either or both of the tests at all times they are attending to students.

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 listed in Appendix II.
- All coaches are strongly encouraged to follow the Recommendations for Coaches contained in Appendix III.

7. Participatory Season

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

8. Student Eligibility.:

The OISRA accepts the determination of student eligibility according to OISRA Rule 8.5, inserted below, and according to the current OSAA Rules 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 8.8, and 8.9, which can be found at <http://www.osaa.org/publications/handbook/1112/> :

- *OSAA Rule 8.1 (Academic Eligibility),*
- *OSAA Rule 8.2 (Duration of Eligibility – Graduation),*
- *OSAA Rule 8.3 (Age),*
- *OSAA Rule 8.4 (Awards),*
- *OSAA Rule 8-6 (Transfer),*
- *OSAA Rule 8.7 (Undue Influence),*
- *OSAA Rule 8.8 (Misrepresentation),*
- *OSAA Rule 8.9 (Hardship).*

The OISRA applies the following adaptations to OSAA Rules 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 8.8, and 8.9:

[Throughout OSAA Rule 8, substitute “OISRA” wherever “OSAA” is written.]

Adaptations of OSAA Rules that apply to Hardship Requests:

- *Considerations of exceptions to OSAA Rule 8.2 (Duration of Eligibility-Graduation) or OSAA Rule 8.3 (Age) require a written request be made to the OISRA Executive*

Director. *The Executive Director's declaration of eligibility is subject to the OSAA conditions listed in the OSAA Hardship Appeals Procedures for each rule.*

- **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 OISRA Individual Eligibility rule except fifth year (OSAA Rule 8.2), and age (OSAA Rule 8.3), 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 by the OISRA Executive Director may be appealed to the OISRA Board of Directors. A decision of the OISRA Board may be appealed to a Hearings Officer.*

Adaptations of OSAA Rule 8.6 (Transfers):

- *In OSAA's Rule 8.6 (Transfers), OSAA defines circumstances under which a student may not transfer to a school with "affiliation." (OSAA Rule 8.6.5) Replace the OSAA words "non-school athletics" with the OISRA words "non-OISRA athletics," wherever OSAA uses the term "non-school athletics" in rules related to this restriction.*
- *In connection with any student who has transferred and is eligible under the OSAA rules, the student shall complete an OISRA Eligible Student Transfer Certificate, properly signed by the superintendent, assistant superintendent, or principal of the high school the student enters, and shall file it with the OISRA Executive Director.*
- *A written request, with the approval of the school's athletic director, must be made to the OISRA Executive Director for his consideration of any waiver or modification of OSAA Rule 8.6 (Transfers). The OISRA Executive Director's declaration of eligibility is subject to eligibility considerations that the OSAA Rule 8.6 requires the OSAA District Committee and OSAA Executive Director to consider and the conditions listed in the OSAA Hardship Appeals Procedure for OSAA Rule 8.6. A decision of the OISRA Executive Director may be appealed to the OISRA Board of Directors. A decision of the OISRA Board may be appealed to a Hearings Officer.*

Adaptations that apply to OSAA Rule 8.4:

- *Any violations are reported to OISRA.*
- *In OSAA Rule 8.4.1, add the CLARIFICATION statement: 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.*
- *In OSAA Rule 8.4.2, the OISRA League Representative receives the reports from the OISRA coach regarding all compensation or items of value received by the student athletes on that coach's team and the OISRA League Representatives are responsible for verifying to the OISRA Association.*

Other OISRA adaptations of OSAA rules:

- *Despite compliance with the other provisions of OSAA and OISRA Eligibility Rules, any student who attends a member high school or school affiliated with a member club as a result of undue influence, as defined by OSAA Rule 8.7, is thereafter ineligible*

and the high school team is subject to the penalties the OISRA Board of Directors may impose.

- *Misrepresentation, such as defined by OSAA Rule 8.8, 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.*
- *OISRA adopts all of the OSAA requirements for eligibility of a foreign student [OSAA Rule 8.6.3 (c)], with the exception of the OSAA restriction stating that the host family cannot be “a member (paid or voluntary) of the school’s athletic department nor coach/director of the non-athletic activity.” OISRA allows a host family to be an OISRA coach or assistant coach or affiliated with the school’s athletic department.*

Q. How does legal guardianship apply to OISRA eligibility?

A. 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 or 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.

8.5 School Representation:

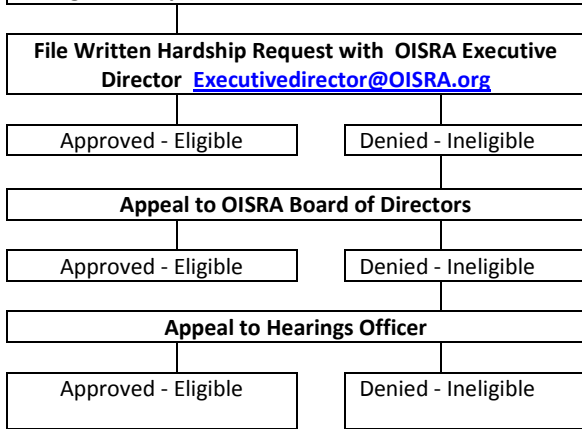
8.5.1 *A student who competes in OISRA activities representing a school other than the one in which the student has been enrolled becomes ineligible for that sport for the remainder of its season.*

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”

http://www.osaa.org/publications/handbook/1112/06ExecutiveBoardPolicies.asp#_Toc298932526 for additional information. Once a home school student represents a school, that home school student may not represent another school for one calendar year after last representing the original school without a change in Joint Residence.

ALL HARDSHIP REQUESTS: Including transfer ineligibility, ineligibility due to Grade Deficiency only/Fifth Year/Age/ Non CSIET Foreign Students /Alleged Undue influence / Satisfactory Progress toward Graduation /Alleged Misrepresentation



Rule 8.10 Hearings Officer

8.10.1 Appointment. *The OISRA Board shall appoint one or more Hearings Officers to whom eligibility decisions made by the OISRA Board may be appealed.*

8.10.2 Appeals Procedure. *A final determination, made by the OISRA Board, that a student is ineligible to participate in OISRA activities may be appealed by a school, a student or student's parent or guardian by making a written complaint to the OISRA Executive Director, as provided in Rule 8.10.4; any such school, student, or parent or guardian must exhaust this administrative remedy prior to seeking relief in any other forum or by any other means. The Hearings Officer shall cause the appropriate hearing notices to be served and, except as otherwise provided in the OISRA Rules, the matter heard as a contested case in accordance with ORA 183.411 to ORS 183.470. The hearing shall be held at a place determined by the hearings officer, but parties or witnesses may appear by telephone, at the discretion of the hearing officer.*

8.10.3 Final Determination (Definition). *A final determination occurs upon (a) conclusive ineligibility ruling made by the OISRA Board, or (b) a delay of longer than 14 working days between a written request for an eligibility determination and a conclusive ineligibility ruling.*

8.10.4 Complaint. *A written complaint made to the OISRA Executive Director shall include an appeal fee of \$200.00 and state:*

- a. The name and address of the person making the complaint and the name of the student(s) affected by the delay or denial.*
- b. That the person is an OISRA member school or member club, a student who has been determined to be ineligible, or the student's parent or guardian;*
- c. A statement describing the way in which the petitioner asserts that the determination of ineligibility violates a state or federal law, an administrative rule, or the Rules of the OISRA, and whether the petitioner wishes to provide additional evidence beyond what was produced previously, and if so, what that evidence will establish;*
- d. The relief requested.*

8.10.5 Appeals. *A final order issue by the Hearings Officer may be appealed to a proper Circuit Court of the State of Oregon.*

9. Non-Eligibility Appeals

9.1 Appointment of Hearings Officer. *The OISRA Board shall appoint one or more Hearings Officers to whom all decisions of the OISRA, other than eligibility decisions under Rule 8,*

may be appealed.

9.2 Appeals Procedure. *A final determination, made by the OISRA Board, may be appealed by a member school or member club by making a written complaint to the OISRA Executive Director, as provided in Rule 19.4; any such school must exhaust this administrative remedy prior to seeking relief in any other forum or by any other means. The Hearings Office shall cause the appropriate hearing notices to be served and, except as otherwise provided in the OISRA Rules, the matter heard as a contested case in accordance with ORA 183.411 to ORS 183.470. The hearing shall be held at a location determined by the Hearings Officer or by telephone.*

9.3 Final Determination (Definition). *A final determination occurs upon (a) conclusive ineligibility ruling made by the OISRA Board, or (b) a delay of longer than 14 working days between a written request for an eligibility determination and a conclusive ineligibility ruling.*

9.4 Complaint. *A written complaint made to the OISRA Executive Director shall include an appeal fee of \$200.00 and state:*

a. The name and address of the member school making the complaint.

b. A statement describing the way in which the petitioner asserts that the decision of the OISRA violates a state or federal law, an administrative rule, or the Rules of the OISRA, and whether the petitioner wishes to provide additional evidence beyond that which was produced previously, and if so, what that evidence will establish;

c. The relief sought requested.

9.5 Appeals. *A final order issued by the Hearings Officer may be appealed to a proper Circuit Court of the State of Oregon.*

10. 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.

11. 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 one 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.

12. Appeals of Decisions Made by the Leagues or Steering Committees of each Division

Appeals of decisions made by a league will 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.

13. 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.

14. 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.

15. 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 borne 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.

16. 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.

17. 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. (Fax: 1-775-640-4650 or Executivedirector@OISRA.org)

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 OISRA Registrar; (Fax: 1-775-640-4650 or Executivedirector@OISRA.org) 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 required 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.

18. 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.)

19. 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 and must comply with the Board-approved budget and all OISRA policies.

Appendices:

Appendix I.

Duties of the Executive Director

1. Act on instructions of the Board.
2. Be responsible for the daily operations of the OISRA.
3. Present a report of “operational information” to the President and/or Board monthly.
4. Keep a record of expenses, activity and actions.
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. Act as Registrar for all membership applications, enquiries and related issues. Investigate any registration or eligibility problems and prepare reports for the Board when 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 package (*as stipulated in Policy 5. 3 –annual letter*) and post them to the OISRA web site. He shall make available copies (CD or other) if requested by coaches and/or team representatives.
13. Prepare OISRA Handbook documents for the printer if 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 II

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 III

Recommendations and Requirements 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. Comply with State Board of Education concussion awareness requirements; Policy 6:
4. In order to protect the students who participate in our programs and best comply with Oregon law, OISRA will:
 - a. Exclude any coach, assistant coach or instructor who has committed a Disqualifying Crime from participating in any and all OISRA events and programs regardless of his or her appointment to such position by the organization sponsoring the team. Disqualifying Crimes are:
 - i. those crimes listed in OAR 581-021-0500(9) or the equivalent should regulations and laws of Oregon change in the future; and
 - ii. any crime not listed in OAR 581-021-0500, but which OISRA in its sole discretion believes is good cause to disqualify that volunteer from participation.
 - b. Perform or inspect criminal background checks on every coach, assistant coach or instructor affiliated with OISRA member teams every year to determine whether any of them have committed a Disqualifying Crime. This requirement may be satisfied by inspection of criminal background checks performed by the organization sponsoring the team within one year prior to the volunteer's participation or OISRA will perform its own criminal background checks. Any and all charges incurred by OSIRA in performing Criminal Background Checks in accordance with this policy shall be paid or reimbursed by volunteer whose background is being checked or by the sponsoring organization on behalf of the volunteer.
 - c. Utilize form C1-A and the procedures it incorporates for inspecting or obtaining criminal background checks for volunteers.
5. 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.

Appendix IV OISRA Indemnity, Accident, and General Liability Insurance.

Indemnity and Accident for OISRA Sanctioned Activities:

The OISRA carries a multimillion dollar liability policy that indemnifies the listed parties that we are involved with; ski areas, and state forests, the schools that have agreed to their ski teams using their name, registered students, coaches, instructors, and volunteers. In addition we carry an excess coverage accident medical policy, and a commercial non skiing policy to cover the elected officers and staff when acting for the OISRA.

Ski areas and the state forests require the OISRA to provide them with a certificate of insurance that names the ski areas and the state forests as additionally insured.

The OISRA insurance is aligned to our season.

OISRA Sanctioned activities (Refer Policy 9):

Alpine Ski Instruction

Nordic Ski Instruction

Alpine Ski races

Nordic Ski races

Instruction of Ski racing skills

Dryland training:

Dryland training is recognized as being a controlled-Coach/instructor in attendance-activity taking place in or at a school or like gymnasium or athletics field, and the activities being identified as directly related to skiing.

Appendix V Temporary Membership

Temporary OISRA membership allows students on teams affiliated with temporary member high schools and temporary member clubs to participate in a specific OISRA event on a specific date.

1. The temporary membership dues are \$45 per event and are not refundable.
2. Athletes who compete on a team under an OISRA Temporary Membership will not be eligible for competing in the OISRA State Championships
3. The following forms - obtainable from the registrar at Registration@oisra.org - must be received before any student has permission to compete in the specified OISRA event(s) on a specified date(s):
 - a. A school official must sign the OISRA Temporary Membership Application (M1T) and the designated head coach for the event must sign the C1T. These forms must be received by OISRA by January 1.
 - b. Each racer must sign the OISRA Participation Agreement of Release and Indemnity (A1T)

Appendix VI. Policy on Election of the Board of Directors

Overview of the Election Process

In compliance with the OISRA bylaws, nominees for the Board of Directors are elected by the voting members using written ballots prior to the Annual Meeting held in the Fall each year. The Board may consist of between 5 and 11 members. At least 60% must be affiliated with the Alpine Division and at least 2 directors must be affiliated with the Nordic Division. Each division elects its affiliated members. Voting members cast their votes via ballot and the results are announced at the annual meeting or within 10 days thereafter. This policy provides the specific process used for nomination, voting and announcement.

Nomination of Candidates for the Board of Directors

1. Nominations of candidates for the Board of Directors may be made by any voting member, committee member, director or officer.
2. In compliance with Article V. Section 3 of the bylaws, nominees for Board of Directors must be affiliated or involved with a league, a member school or a member club, as a coach, advisor, parent, director, officer or representative.
3. A call for nominations will be sent by the Executive Director to voting members no less than 45 days prior to the annual meeting. The call for nominations may be sent by mail, email or any other means that the Board of Directors reasonably feels will reach all voting members. Email will be used in most cases. The call for nominations must include the deadline for submissions.
4. Nominations must be made in writing and contain the name, telephone number and address of nominee.
5. All nominations must be received by the Executive Director no less than 30 days prior to the annual meeting.
6. After the deadline for submissions as has passed, the Executive Director will contact each nominee to confirm whether that person consents to be a nominee and, if elected, serve as a member of the Board of Directors. No nominee will be included on the ballot without his or her written consent to be a nominee.

Election by Ballot

1. Nominees will be voted on by written ballot as provided for in the bylaws, unless the Board expressly approves another legal method prior to delivery of ballots.
2. Ballots will be delivered by email or mail to each voting member no less than 15 day prior to the annual meeting.
3. The ballot shall include
 - a. The number of open positions
 - b. First and last names of all confirmed nominees,
 - c. The number of responses needed to meet quorum requirements: 60% of the then current number of voting members.
 - d. The percentage of approvals necessary to approve each matter other than election of directors which requires a simple majority of those voting.
 - e. Instructions for delivery of completed ballots, which may include email, mail, fax or hand-delivery at the annual meeting.

Tabulation of Votes

Votes shall be counted by the Executive Director and the verified by the current Board president. If any discrepancies are discovered, the Executive Director and Board President shall investigate with the goal of ensuring that each voting member's vote is accurately obtained and counted. Ballots delivered prior to the annual meeting may be counted prior to the meeting and those delivered at the annual meeting will be added to the totals. In the event of any dispute, the President of the Board may appoint a committee of disinterested Board members to review the votes, verify the count and conduct any investigations necessary.

Announcement of Results

The results of the vote for nominees to the Board of Directors will be announced at the annual meeting by the President of the Board or the person chairing the meeting if the President is not available. If the Board of Directors feels that announcement at some other time is reasonably in the best interests of the organization, the Board may designate and publicize the new announcement date to the members. The new announcement date may not be more than 10 calendar days following the annual meeting.

Amended –November, 2011