

**OSAA
DISTRICT ATHLETIC
COMMITTEE
GUIDELINES**

OSAA DISTRICT ATHLETIC COMMITTEES

- **Who:**
 - Three selected school representatives from the regular league/district
- **Role:**
 - To rule on ineligible transfers from schools within the regular league/district
- **Meeting Schedule**
 - As needed, at least once per season
 - May meet via conference call and/or via email

OSAA DISTRICT ATHLETIC COMMITTEES

◎ Authority:

- May, at its discretion, waive or modify eligibility rules regarding transfers

◎ DAC may rule on the following waivers:

- Transfers without change of Joint Residence
 - May also include grade deficiency and/or not making Satisfactory Progress Toward Graduation
- Transfers to a school with affiliation (Rule 8.6.5)

OSAA DISTRICT ATHLETIC COMMITTEES

- DAC may not rule on the following waivers:
 - Age
 - Fifth Year
 - Grade Deficiency (without transfer)
 - Satisfactory Progress Toward Graduation (without transfer)
 - All non-CSIET Foreign Students
 - All CSIET students not meeting criteria
- These types of waivers must be sent directly to the OSAA

OSAA DISTRICT ATHLETIC COMMITTEES PROCESS

- School submits online Eligibility Request Form on behalf of a student
 - Student must be ineligible at time of request (has attended a class and/or a practice at the new school)
 - Committees may not rule on future eligibility
- Online Eligibility Request Form Requirements
 - Must use online form (no paper forms accepted)
 - Official transcript
 - Completed enrollment record
 - Letter from previous school principal
 - Necessary signatures (e-signature accepted)

OSAA DISTRICT ATHLETIC COMMITTEES PROCESS

- Examples of additional information that may accompany request:
 - Letters of Explanation from:
 - Student
 - Parents/Legal Guardians
 - School Representative
 - Attendance Records

RULING ON ELIGIBILITY REQUESTS

- **Key Factors to Consider:**
 - Are there circumstances beyond the control of each of the student and the student's parent(s), or other circumstances whereby enforcement of the rule would work an undue hardship upon the student?
 - What is the student's transfer history?
 - Did the transfer occur under Open Enrollment? If so, what, if any, extenuating circumstances are present?

RULING ON ELIGIBILITY REQUESTS

- **Key Factors to Consider:**
 - If transferring for academic reasons, why is the transfer happening after initial enrollment in the 9th grade?
 - What factors contributed to the ineligibility that were outside the control of each of the student and the student's parent(s)?
 - Is the transfer athletically motivated?

RULING ON ELIGIBILITY REQUESTS

◎ DAC Chair:

- Distribute link to voting members when emailed that a hardship request has been submitted
- Finalize decision once voting members have input their decision; be sure to include rationale for the DAC's decision (especially for denials)
- ****If the final decision is a denial, there needs to be an explanation as to why the request was denied. This information is crucial if the family chooses to appeal. ****
- School is automatically notified once decision and rationale have been entered by DAC Chair

◎ DAC Voting Members:

- Access online form to review hardship request using link sent by DAC Chair
- Input your information, decision, and rationale directly into the online form

FUTURE STEPS FOR DENIED REQUESTS

- Denials by the DAC may be appealed to the OSAA Eligibility Appeals Board (EAB)
- ****The DAC Chair needs to submit an explanation as to why the request was denied. This information is crucial during the Eligibility Appeals Board hearing. ****
 - Five member group consisting of school administrators, school board members, and lay citizens
 - \$100 non-refundable appeal filing fee
 - May be held in person at OSAA Office or via conference call
- Additional information may be presented to the EAB that wasn't presented at the regular league/district level

FUTURE STEPS FOR DENIED REQUESTS

- Denials by the OSAA Eligibility Appeals Board may be appealed to a Hearings Officer:
 - Retired Oregon Supreme Court Justices
 - \$250 non-refundable appeal filing fee
 - May be held in person or via conference call
- Appealing party must exhaust this administrative remedy prior to seeking relief in any other forum or by any other means
- Final order issued by the Hearings Officer may be appealed to a proper Circuit Court in the State of Oregon

FREQUENTLY ASKED QUESTIONS

- Is support from the school required to continue the appeals process to the Eligibility Appeals Board or Hearings Officer?
 - No, support from the school is only required for the initial appeal to the District Athletic Committee. Further appeals may be made with or without support from the school.
- What is the proper procedure if the school of a DAC member is requesting a hardship?
 - That DAC member should be replaced by another school representative from the regular league/district.

QUESTIONS / CONTACTS

- ◉ If you have questions or need additional information, please contact one of these staff members at the OSAA (503.682.6722):
 - Peter Weber, Executive Director
 - peterw@osaa.org, x231
 - Brad Garrett, Assistant Executive Director
 - bradg@osaa.org, x229
 - Cindy Simmons, Assistant Executive Director
 - cindys@osaa.org, x227
 - Kyle Stanfield, Assistant Executive Director
 - kyles@osaa.org, x239
 - Kris Welch, Assistant Executive Director
 - krisw@osaa.org, x230
- View a 5-minute video tutorial for DAC members online at:
<https://www.youtube.com/watch?v=rqbzXmDUr6o&feature=youtu.be>