

**OSAA
DISTRICT ATHLETIC
COMMITTEE
GUIDELINES**

OSAA DISTRICT ATHLETIC COMMITTEES

- **Who:**
 - Three selected school representatives from the regular league/district
- **Role:**
 - To rule on transfers 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
 - Could 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 COMMITTEE PROCESS

- School submits Eligibility Request Form on behalf of a student
 - Committees may not rule on future eligibility
 - Transfer student must have attended a class and/or a practice at the new school
- Form Requirements
 - Filled out in its entirety
 - Official transcript attached
 - Completed enrollment record
 - Letter from previous school principal
 - Necessary signatures

OSAA DISTRICT ATHLETIC COMMITTEE PROCESS

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

RULING ON ELIGIBILITY REQUESTS

- **Key Factors to Consider:**
 - Are there 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?
 - 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 both 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

FUTURE STEPS FOR DENIED REQUESTS

- Denials by the OSAA Eligibility Appeals Board may be appealed to the Hearings Officer:
 - Retired Oregon Supreme Court Justices
 - \$200 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
 - K. T. Emerson, Assistant Executive Director
 - kte@osaa.org, x227
 - Kyle Stanfield, Assistant Executive Director
 - kyles@osaa.org, x239
 - Kris Welch, Assistant Executive Director
 - krisw@osaa.org, x230
 - Additional information can be found at www.osaa.org