

**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 9<sup>th</sup> 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

- **Key Factors to Consider:**
  - What is meant by “circumstances beyond the control of each of the student and the student’s parent(s)”?
  - When considering a hardship request, it is always an integral part of the evaluation to determine whether the events are outside a student or student’s parent(s) control, or whether the choices/decisions/actions that created the eligibility problem included knowable/predictable eligibility outcomes or consequences. Requests are denied when it appears the student’s eligibility situation has come about as a result of choices, decisions and/or actions made by the student, or the student’s parent(s), or both.

# 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), which meets once a month (see next slide for the dates)
- **\*\*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. \*\***
  - Three member group consisting of school administrator, school board member, and an Executive Board member
  - \$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

- **OSAA Eligibility Appeals Board (EAB) Dates:**
  - Wednesday, August 28, 2019
  - Wednesday, September 18, 2019
  - Wednesday, October 16, 2019
  - Wednesday, November 15, 2019
  - Wednesday, December 11, 2019
  - Wednesday, January 15, 2020
  - Wednesday, February 19, 2020
  - Wednesday, March 18, 2020
  - Wednesday, April 15, 2020
  - Wednesday, May 13, 2020

# 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](mailto:peterw@osaa.org), x231
  - Brad Garrett, Assistant Executive Director
    - [bradg@osaa.org](mailto:bradg@osaa.org), x229
  - K. T. Emerson, Assistant Executive Director
    - [kte@osaa.org](mailto:kte@osaa.org), x227
  - Kyle Stanfield, Assistant Executive Director
    - [kyles@osaa.org](mailto:kyles@osaa.org), x239
  - Kris Welch, Assistant Executive Director
    - [krisw@osaa.org](mailto:krisw@osaa.org), x230
  - Additional information can be found at [www.osaa.org](http://www.osaa.org)