
2023-2024

Oregon School Activities Association

Choir Handbook



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<http://www.osaa.org>

How to find information in the Choir Handbook

*This handbook can be found on the OSAA website. Wording that has been changed from previous years is indicated by **bold italic** lettering. Linked references to other sections are **shaded** and Questions and Answers are shaded.*

OSAA Mission Statement

The mission of the OSAA is to serve member schools by providing leadership and state coordination for the conduct of interscholastic activities, which will enrich the educational experiences of high school students. The OSAA will work to promote interscholastic activities that provide equitable participation opportunities, positive recognition and learning experiences to students, while enhancing the achievement of educational goals.

Non-Discrimination Policy

(Executive Board Policies, Revised July 2019)

- A. The Oregon School Activities Association does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in the performance of its authorized functions, and encourages its member schools, school personnel, participants and spectators to adopt and follow the same policy.
- B. A claim of discrimination against a member school shall be brought directly to the member school of concern.
- C. Any party that believes he/she has been subjected to an incident involving discrimination or discriminatory harassment at an OSAA sanctioned event, may submit a written complaint through the online complaint process provided on the OSAA website ([Complaint Form](#)). When the coaches, players students, staff or spectators of any members school engage in discriminatory behaviors, or act in a manner disruptive to the school environment, or cause disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sanctioned by the Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association. See **Rule 3, "Contests – Sportsmanship – Crowd Control"** for additional information.

OSAA Sportsmanship Statement

Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission and promote civility in society. Therefore, student-athletes, coaches, spectators and all others associated with high school activities programs and events should adhere to the fundamental values of respect, fairness, honesty and responsibility. These values should be established as a priority among all OSAA member high schools.

It is the responsibility of each member high school to establish policies for sportsmanship and ethical conduct consistent with the educational mission and goals of that school and to continually educate students, coaches, teachers, parents and all involved about those policies.

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CHOIR PLAN

1. SEASON DATES

First Practice Date	August 14
First Contest Date	August 24
Registration Form Available	8am / February 12
Registration Form Submission Deadline/Cutoff Date	11:59pm / April 13
Registration Supplemental Materials Submission Deadline	4pm / April 17
Championship Schedule Post Date	April 24
2A/1A, 3A State Championships	Thursday, May 2
4A, 5A State Championships	Friday, May 3
6A State Championship	Saturday, May 4

2. STATE CHAMPIONSHIP INFORMATION

A. **Staff Contact:** Kelly Foster, Associate Director, 503.682.6722 x233, kellyf@osaa.org

B. **State Championships Posting Timelines:**

1) **Registration Information:** <https://www.osaa.org/activities/cho/>

The Registration Form will be available on the OSAA website by **8am on Monday, February 12, 2024**. Form submission deadline for all qualifying groups is **11:59pm on Saturday, April 13, 2024**. Deadline for supplemental registration materials to arrive at the OSAA office is **4pm on Wednesday, April 17, 2024**.

2) **Athletic Director, Group Director and Spectator Information:** <https://www.osaa.org/activities/cho/>

Detailed information regarding the Choir State Championships will be posted on the OSAA website by 4pm on **Thursday, April 18, 2024**. It is essential that participating groups and individuals access this information prior to the state championships. Included will be information regarding where to purchase tickets, ticket prices, parking, maps, souvenir merchandise, etc.

3) **Championship Schedule:** <https://www.osaa.org/activities/cho/>

The Championship Schedule will be posted by noon on **Wednesday, April 24, 2024**. This schedule contains the performance order, team photo schedule, check-in time, practice schedule and performance time. Check the OSAA website frequently prior to the State Championships for any schedule changes.

3. STATE CHAMPIONSHIP DATES AND LOCATIONS:

A. **Finals:** Thursday – Saturday, May 2-4.

B. **Location:** LaSells Stewart Center, Oregon State University, 875 SW 26th Avenue, Corvallis, OR 97333.

OSAA MUSIC RULES (Excerpt OSAA Handbook, Rules)

The Music Rules for the Association are the same as the Rules listed in the OSAA Handbook with the following exceptions:

1. Rule 1 – Responsibility of the Member School and Principal

1.4. Athletic Director and Coach Certification. Certification of Coach Eligibility does not apply to music directors.

1. Q. Must an authorized representative be present with each group or participant at each music event?

A. Yes, the principal or their authorized representative must be present at each music event.

2. Rule 2 – Officials

2.1. The Band/Orchestra, Choir and Solo Music Handbooks shall govern the adjudicating of all competitive state music events and OSAA League/Special District and/or OMEA District qualifying events.

2.2. Adjudicators for state events shall be recommended by the State Championships Directors. The OSAA shall approve adjudicators for state events.

2.3. Adjudicators for OSAA League/Special District and/or OMEA District qualifying events shall be selected by local contest chair.

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1. **Q.** Must OSAA Leagues/Special Districts and/or OMEA Districts, invitational or local contests and festivals follow the Band/Orchestra, Choir and Solo Music Handbooks in their contest format?
 - A. Only if they wish to enable schools to qualify for a state event. The handbook format has flexible recommendations that could be used regardless of local festival philosophy or needs, e.g., competitive vs. non-competitive.

2. **Q.** Must all adjudicators be selected from the OMEA "approved" lists?
 - A. No, unless schools wish to qualify for a state event. If state qualification is desired, certified adjudicators must be used. Exceptions may be made for out-of-state adjudicators by OSAA approval.

3. Rule 3 – Contests – Sportsmanship – Crowd Control

1. **Q.** Would full member schools be permitted to participate with OSAA schools that have not elected to participate in state music competitions?
 - A. Yes.

2. **Q.** May a band and choir from the same school participate in the state band and choral events?
 - A. Yes. They are separate activities. A school may also enter both a full and a string orchestra.

NOTE: Rule 4 and Rule 5 are the same as stated in the Rules section.

6. Rule 6 – Association Sports / Activities.

- 6.6. Music events sanctioned by the OSAA may take place throughout the Association Year.
- 6.8. There shall be no limits on the number of music events in which schools may participate, other than those imposed by the individual school districts.

1. **Q. (Solo Music Only)** Must league, invitational or local music activities be registered by OSAA?
 - A. Music events in Oregon involving Oregon schools only shall be registered with OMEA and acknowledged by OSAA. Music events in Oregon involving out-of-state schools must apply to the OSAA for interstate sanction; application forms are available from the OSAA.

7. Rule 7 – Out-of-Season and Non-School Activities

- 7.1. Individuals and groups of students from a member school may participate in summer instructional, recreational, or competitive music programs, except during Moratorium Week.

8. Rule 8 – Individual Eligibility

Individual eligibility rules to be satisfied by a music student in order to represent their full member school in competitive Choir, Band and Orchestra music activities are the same as for any other OSAA sport or activity with the following additional rules.

- 8.1. **School Music Class Participation Requirement.** An eligible music student shall be enrolled in the class for an appropriate performing ensemble at the full member school to participate in competitive Choir, Band and Orchestra music activities.

EXAMPLES:

Vocalists shall be enrolled in a choir class.

Woodwind/Brass/Percussion players shall be enrolled in a band class.

String players shall be enrolled in a string/orchestra class or band class in the case of double bass players performing with a band or if a school does not offer a strings class.

Vocalists performing a vocal part with a band / orchestra shall be enrolled in the band, orchestra or choir class.

- 8.2. **3A, 2A, 1A Band/Orchestra/Choir Exception.** For 3A, 2A and 1A schools, students in the 7th and/or 8th grades of feeder schools may represent the high school they will be attending in Choir, Band and Orchestra competitions.

1. **Q.** If a student musician is not enrolled in the “appropriate performance ensemble” class available at the full member school, may that student musician participate at the league large group (Choir, Band, Orchestra) music contest or OSAA large group (Choir, Band, Orchestra) music contest representing the school?
 - A. No.

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- 2. Q.** Must a home school or Associate Member school student be enrolled in the “appropriate performance ensemble” at their resident public school to be eligible for competitive Choir, Band and Orchestra music activities?
- A.** Yes.
- 3. Q.** Must a student participating in an event which the school will use to qualify for state competition be eligible to participate in that event?
- A.** Yes.
- 4. Q.** If a student musician is not enrolled in the “appropriate performance ensemble” class available at the full member school they wish to represent, may that student musician participate at the OMEA district or OSAA Solo Music State Championships representing that school?
- A.** Yes, provided they meet all other OSAA eligibility requirements. There is no music class requirement for Solo Music participation.
- 5. Q.** What are examples of competitive music activities at which attendees are required to satisfy OSAA individual eligibility rules?
- A.** Any performance at which judges/adjudicators declare a winner and publish rankings of performance that include the identification of the performers is considered a music competition regardless of whether the performance is by a group or is a solo performance.
- 6. Q.** What are examples of music performances that are not considered competitions, so the OSAA individual eligibility rules would not apply?
- A.** If communicated to the event organizer in advance of the performance, a performance by a group or soloist is not considered a music competition if:
- 1) there are no judges / adjudicators present or,
 - 2) judges / adjudicators are present, and performers receive “comments only” (no score is given) or,
 - 3) judges / adjudicators are present, scores are given but no winner is declared, and no recap sheet of any kind is published.
- However, if a group or soloist is performing at an event of this kind with the intent of qualifying for OSAA state level competition that group’s or soloist’s performance would be considered a competition and individual eligibility rules would apply. School music performances such as concerts, pep assemblies, football games, etc. are not considered music competitions, nor are pep band performances at the lower classification basketball championships where community representatives sometimes provide awards.
- 7. Q.** Do OSAA individual eligibility rules apply only to a school’s top group/students (Solo Music / Choir / Band / Orchestra)?
- A.** No. Any group or student who participates in a competitive Solo Music, Choir, Band and Orchestra music activity is governed by OSAA individual eligibility rules regardless of the performance level.

CHOIR HANDBOOK

1. Eligibility. The OSAA Director responsible for the activity shall verify the eligibility of each group applying to participate in state championships.

1.1. School Eligibility.

1.1.1. A school must be a member of an OSAA League or Special District in order for a group from that school to be designated the winner of that OSAA League or Special District.

1.1.2. A school must be registered in the designated music activity with the OSAA prior to competing. Failure to do so is a violation of OSAA policy and will result in Executive Board sanction(s).

1.2. Individual Student Eligibility. Individual eligibility rules to be satisfied by a music student in order to represent his or her full member school in competitive choir music activities are the same as for any other OSAA sport or activity with the following additional rules.

1.2.1. School Music Class Participation Requirement. An eligible music student shall be enrolled in the class for *an* appropriate performing ensemble at the full member school to participate in competitive Choir, Band and Orchestra music activities.

EXAMPLES:

Vocalists shall be enrolled in a choir class.

Woodwind/Brass/Percussion players shall be enrolled in a band class.

String players shall be enrolled in a string/orchestra class or band class in the case of double bass players performing with a band or if a school does not offer a strings class.

Vocalists performing a vocal part with a band / orchestra shall be enrolled in the band, orchestra or choir class.

1.2.2. 3A, 2A, 1A Choir Exception. For 3A, 2A and 1A schools, students in the 7th and/or 8th grades of feeder schools may represent the high school they will be attending in choir competitions.

1.3. Accompanist Eligibility. Choir championship instrumental accompanists may consist of up to 12 eligible students. If band and orchestra instruments are used as accompaniment, the players must be enrolled in their corresponding ensemble if one exists. A pianist may be an adult and / or an eligible student not enrolled in the class. The group's director may play piano or an accompanying instrument.

1.4. Penalty for Use of Ineligible Participant. Use of an ineligible participant shall disqualify the group all events in which the ineligible student participated.

2. Participation.

2.1. Multiple Participation.

2.1.1. School.

(a) State Qualifying Event. A school may enter as many concert groups as it wishes in a State qualifying event but must designate in advance which group is seeking State qualification. Additional groups may perform and be evaluated at the State qualifying event but shall not be eligible for State qualification. No school may apply for more than one choir to participate in the state championships.

(b) State Championships. Each school may enter only one choir.

2.1.2. Student. Students may be entered in only one like group on the same voice.

2.2. Divisions. There shall be five divisions (6A, 5A, 4A, 3A and 2A/1A) for concert choirs. School music classifications are determined by OSAA the same as in athletics.

2.3. Group Size. There shall be no restrictions on the size of 4A, 3A or 2A/1A classification groups. 6A and 5A schools must qualify and compete with their large concert ensemble; chamber choirs are not permitted.

3. Qualification for State Championships.

3.1. Definition of OSAA League/Special District Contest. All references to “leagues” or “Special Districts” in this handbook are referring to OSAA Leagues or Special Districts. An OMEA District Contest DOES NOT count as an OSAA League or Special District Contest for the purpose of automatic qualification. However, if there is no OSAA League or Special District Contest, the OSAA League or Special District members may by vote designate an OMEA District Contest or another League or Invitational Contest to serve as the OSAA League or Special District Contest for the purpose of determining an automatically qualifying OSAA League or Special District winner.

3.1.1. *If the OSAA League or Special District members vote to designate an OMEA District Contest as an event where an automatic qualifier will be selected, there must be at least two schools at that classification level in order for one of the schools to automatically qualify for the State Championship.*

3.2. Any group wishing to perform at the Choir State Championships shall have qualified for participation by performing at an OSAA League/Special District **or a qualifying contest such as an** OMEA District or Invitational contest that satisfied the requirements specified in this Handbook.

3.3. Automatic Qualifiers.

3.3.1. A choir that meets all three of the following criteria will be an automatic qualifier if all other requirements are satisfied:

- (a) Win the OSAA League/Special District Contest **where there are two or more competing schools receiving scores**; AND
- (b) Receive at least two “I” ratings (81 or higher) from certified adjudicators using the appropriate evaluation scale for the school classification at the OSAA League/Special District Contest, AND
- (c) Receive an average score of 85 or higher from the three **ACDA-certified performance adjudicators** at the OSAA League/Special District Contest.
- (d) Directors are responsible to meet registration deadline, including submission of registration form, required support material and verifying accuracy of all materials prior to submission.

3.4. Tape* Pool Qualifiers. *NOTE: For the purposes of this rule, “tape” refers to a video recording.

3.4.1. A maximum of 24 - 6A choirs, 12 – 5A choirs, 12 – 4A Choirs, 10 – 3A Choirs and 12 - 2A/1A choirs shall be scheduled to perform at the state championship. After all automatic qualifiers have been scheduled, the additional performance opportunities shall be provided to choirs selected from a tape pool.

- (a) Any choir that received at least two “I” ratings (81 or higher) from certified adjudicators at a qualifying contest is eligible to apply to be placed in the tape pool from which the remaining Choir State Championships performing groups are selected.
- (b) All choirs placed in the tape pool but not selected to perform shall be recognized by the OSAA for the honor of consideration for state level participation.

3.4.2. Recorder Malfunction. In the case of a malfunction by the equipment recording a qualifying performance, an alternative recording may be submitted for tape pool consideration if the conditions under which the alternative recording was created are approved in advance by the OSAA. The OSAA shall grant permission only if the conditions under which the alternative recording is produced are as similar as feasible to those of the original qualifying performance.

3.4.3. Tape Pool Review Process. Tape pool entries shall be reviewed and timed by at least two qualified out-of-state adjudicators.

- (a) **OSAA League/Special Districts Results Adjustment.** If a group is not selected to perform at State by the tape pool adjudicators, and that group received a higher combined score from the OSAA League/Special District live performance adjudicators than a group from the same OSAA League/Special District which was selected to perform at State by the tape pool adjudicators, the following adjustment shall be made. Any group(s) that received a higher combined score from the OSAA League/Special District live performance adjudicators but were not selected to

perform at State by the tape pool adjudicators shall be inserted by contest administrators into the list selected to perform at State. This shall be done by replacing the lowest ranked group(s) from the live performances for that OSAA League/Special District that were previously on the tape pool adjudicator's list selected to perform at State. Once OSAA League/Special District results adjustments, if any, have been made by the contest administrators, the results of the Tape Pool Review Process shall be released.

(b) Notification. The results of the tape pool selection process shall be posted on the OSAA website, <https://www.osaa.org/activities/cho/>, as soon the results become available.

4. State Qualifying Event Rules & Procedures.

4.1. Philosophy.

4.1.1. Large group festivals or contests such as OSAA League or Special District Contests, OMEA District Contests and Invitational Contests provide an opportunity for school performing groups to be evaluated against a standard of excellence. They also provide an opportunity to qualify for the Choir State Championships.

4.1.2. This format provides flexibility for differing philosophies among OSAA League or Special District, but certain requirements must be followed if groups wish to qualify for the state championships. The Large Group Festival / Contest is, however, designed to be an educational activity in itself through providing groups with an independent written and / or verbal critique of their performance strengths and weaknesses.

4.2. Entry Fees. A school must pay the entry fees determined by the State Qualifying Event Contest Director.

4.3. Performance Order. Performance order shall be scheduled randomly to the extent possible.

4.4. Literature.

4.4.1. Required Literature. Each group shall perform one selection from the appropriate level current required state music lists. Higher-level music may also be used.

(a) EXCEPTION: A substitute selection to a required music list piece may be used if written permission is obtained from the Oregon ACDA Literature Chair two weeks before a qualifying OSAA League/Special District, OMEA District or festival event.

(b) PENALTY: A group, which does not perform a selection from the Required Literature List, or a selection approved by the Oregon ACDA Literature Chair, shall be ineligible for consideration to participate in the state championships.

4.4.2. Once stage timing begins, everything that takes place, including tuning and warm-up chorales, is considered to be part of the performance and may be considered by adjudicators when assigning scores.

4.4.3. Director Introduction. Before stage time begins, the director is encouraged to announce repertoire selections and background information in order to give education and cultural context to the program. Alternatively, choirs may include introductions to the pieces during the timed performance.

4.5. Musical Scores. Three complete original scores or authorized copies of all music performed must be presented to the adjudicators.

4.5.1. Score measures must be consecutively numbered.

4.5.2. Scores must be labeled with school name and classification.

4.5.3. Penalty for provision of unauthorized photocopied scores to adjudicators. U.S. Copyright laws prohibit the use of photocopies unless approval is obtained from the publisher or their agent. The penalty for the provision of unauthorized photocopies shall be disqualification of the group from consideration for State participation.

4.6. Time Limits.

- 4.6.1. Maximum Time Onstage.** Choirs shall have 20 minutes to enter, perform and exit the stage. Each group must perform during its assigned time and adhere strictly to the time limit. This time will begin after the director's introduction of the pieces.
- (a) Onstage time shall begin with the first step on the stage or first note of music (whichever occurs first) and shall end when the last participant steps off the stage.
 - (b) **Maximum Time Limit Violations – Penalty.** Groups exceeding the maximum allowed time onstage shall have five points deducted from the combined total of the points awarded by the adjudicators.
- 4.6.2. Minimum Performance Time Limit.** Only actual music performed shall be timed; time between movements or selections shall not be included in the total time.
- (a) Choirs shall perform at least 12 minutes of music.
 - (b) **Minimum Time Limit Violations – Penalty.** Violation of the minimum performance time limit rules shall disqualify the group from consideration for State participation.
- 4.7. Adjudication.**
- 4.7.1. Adjudication Forms.** Oregon American Choral Directors Association (ACDA) adjudication forms shall be used. Forms are available for download from the OSAA website, <https://www.osaa.org/activities/cho/>.
- 4.7.2. Criticism.**
- (a) **Written.**
 - (1) Criticism shall be of a length and nature so as to aid in improving the performance.
 - (2) Criticism should correlate with the scores awarded.
 - (b) **Oral.** Oral criticisms are permitted and encouraged but must not be a substitute for written criticisms unless recorded.
 - (c) **Recorded Adjudicator's Comments.** Electronic-recorded criticism may be given in lieu of detailed written criticism.
- ~~**4.7.3. Number of Adjudicators.** Three *ACDA-certified* performance adjudicators *must be used* at State qualifying events.~~
- 4.8. Sight-Reading Event (Optional).**
- 4.8.1. Philosophy.** Sight-reading scores do not count toward state championships qualification; however, an OSAA League/Special District may choose to include the sight-reading score as a factor in the determination of the OSAA League/Special District winner.
- 4.8.2. Music.**
- (a) **Grade.** Sight-reading music shall be one grade lower than the group's division.
 - (b) **Selection of Music.** Sight-reading music shall be selected and furnished by the sight-reading adjudicator or the festival / contest chair if their group is not performing at the festival.
- 4.8.3. Ratings.**
- (a) Sight-reading event scoring and rating shall be kept separately from the concert scoring and rating but may be used in determining total points in competitive contests.
 - (b) A 60-point Sight-Reading Evaluation Form shall be used for choirs. Forms are available for download from the OSAA website, <https://www.osaa.org/activities/cho/>.
- 4.8.4. Sight-Reading Room Procedure.** (See State Championships Rules and Procedures)
- 4.8.5. Adjudication.**
- (a) Written comments shall be made in such a way as to aid in the improvement of the overall performance of the organization.
 - (b) The relative strengths of the various phases of performances shall be indicated.

- (c) Constructive verbal comments may be made, but the adjudicator may not rehearse the group or ask them to play passages again.

4.9. Awards.

- 4.9.1.** Ranking shall be determined by the adding of scores of the three **ACDA-certified** performance adjudicators. An OSAA League/Special District may also choose to include the sight-reading score as a factor in the determination of the OSAA League/Special District placement.
- 4.9.2.** An optional sight-reading award may be given.
- 4.9.3.** Rankings shall not be posted but will be given to directors.
 - (a) **RECOMMENDATION:** OSAA Leagues/Special Districts may determine whether names of schools shall be included on this sheet, or numbers only.

4.10. Responsibilities of State Qualifying Event Contest Director.

- 4.10.1. *Communicate the Contest Date, Location and Entry Fees to Schools. In order for a league / district to use an event as an automatic qualifier, all schools must have the opportunity to compete.*** The date must be set to allow ample time for state qualifying groups to submit Registration Forms and materials to the OSAA to be received by the OSAA established deadlines found on the OSAA website, <https://osaa.org/activities/cho/>.
- 4.10.2. *Arrange for Certified Adjudicators.*** To maximize opportunity for State qualification, three performance adjudicators should be provided at State Qualifying Events. In order for groups to qualify for the state championships, all three-performance adjudicators must be certified by the respective directors' association for that activity (ACDA). Only scores from certified adjudicators may be used for qualification.
- 4.10.3. *Arrange for the Required Adjudication Forms.*** Oregon American Choral Directors Association (ACDA) adjudication forms shall be used. Forms are available for download from the OSAA website, <https://www.osaa.org/activities/cho/>.
- 4.10.4. *Confirm that each group seeking to qualify for State has performed at least one selection from the Required Literature List.*** Each group shall perform one selection from the appropriate level current required state music lists. Higher-level music may also be used. **EXCEPTION:** A substitute selection to a required music list piece may be used if written permission is obtained from the Oregon ACDA Literature Chair two weeks before a qualifying OSAA League/Special District, OMEA District or festival event. **PENALTY:** A group, which does not perform a selection from the Required Literature List, or a selection approved by the Oregon ACDA Literature Chair, shall be ineligible to participate in the state championship.
- 4.10.5. *Arrange for Performance Timing.*** See 4.6 Time Limits earlier in this section. (Multiple timekeepers are recommended.)
- 4.10.6. *Arrange for Performance Recordings.*** In order to allow groups to submit recordings to satisfy state championships tape pool-qualifying procedures, ALL FESTIVAL / CONTEST CHAIRS MUST PROVIDE VIDEO RECORDING SERVICES.
 - (a) For the purposes of this rule, "tape" refers to a video recording.
 - (b) A video recording of the performance shall be provided.
- 4.10.7. *Confirm OSAA League/Special District SOP (Standard Operating Procedures) to Break Possible Ties for OSAA League/Special District Championship.*** Only one automatic qualifier may be designated from each OSAA League/Special District. OSAA Leagues/Special Districts must be prepared to either break ties in the case of a tie for the championship or forfeit the automatic qualifying position and have both groups placed in the tape pool.
- 4.10.8. *Immediately Following the Contest, Submit a Copy of the Large Ensemble Report to the OSAA.*** Forms are available on the OSAA website, <https://www.osaa.org/activities/cho/>.

5. State Championship Registration.

- 5.1. Directors are responsible to meet registration deadline, including submission of registration form, required support material and verifying accuracy of all materials prior to submission.
- 5.2. Directors', whose groups qualify to participate in the state championships, shall apply to the OSAA using the Registration Form available on the OSAA website, <http://www.osaa.org/activities/cho/>.
- 5.3. The Registration Form as well as any required recordings or other support materials must be received by the OSAA by the dates indicated on the OSAA website <http://www.osaa.org/activities/cho/>. LATE REGISTRATION FORMS OR SUPPORT MATERIALS SHALL NOT BE ACCEPTED.
- 5.4. **Materials to be submitted to the OSAA for State Championships.**
 - 5.4.1. **Automatic Qualifiers.**
 - (a) Completed registration form.
 - 5.4.2. **Tape Pool Qualifiers.**
 - (a) Completed registration form.
 - (b) Video recording from the State qualifying event via an online submission process determined by the OSAA.

6. State Championships Rules and Procedures.

- 6.1. **Philosophy.**
 - 6.1.1. This event is a limited championship to recognize musical excellence in Oregon's most outstanding high school choirs. It provides an opportunity for these accomplished groups to perform before each other and the public as a showcase representing the highest level of high school musicianship in the state.
 - 6.1.2. This event aims to provide a stimulating and educational experience for student musicians and their directors, as an extension of their local instructional program. Qualifying to perform indicates a high level of achievement in music, and further recognition shall be afforded those groups who receive awards.
- 6.2. **Place and Date.** The Choir State Championships shall be held on a date and at a site designated by the OSAA.
- 6.3. **Group Performance Order.** Group performance order shall be set by the OSAA. The OSAA will consider requests made by school administrators for general performance times (i.e., "as early as possible," "mid-morning," "afternoon," etc.) for groups with school event conflicts, special travel considerations due to distance, etc. Requests must be sent by email prior to the performance order posting date. However, it may not be possible to honor all requests. Order shall be scheduled randomly to the extent possible.
- 6.4. **Literature.**
 - 6.4.1. **Required literature.** Each group shall perform one selection from the appropriate level current required state music lists. Higher-level music may also be used.
 - (a) **EXCEPTION:** A substitute selection to a required music list piece may be used if written permission is obtained from the Oregon ACDA Literature Chair prior to registering for the state championship.
 - (b) **PENALTY:** A group, which does not perform a selection from the Required Literature List, or a selection approved by the Oregon ACDA Literature Chair, shall be disqualified from consideration for awards.
 - 6.4.2. Once stage timing begins, everything that takes place, including tuning and warm-up chorales, is considered to be part of the performance and may be considered by adjudicator when assigning scores.
 - 6.4.3. **Director Introduction.** Before stage time begins, the director is encouraged to announce repertoire selections and background information in order to give education and cultural context to the

program. Alternatively, choirs may include introductions to the pieces during the timed performance.

6.5. Musical Scores. Three complete original scores or authorized copies of all music performed must be presented to the adjudicators.

6.5.1. Score measures must be consecutively numbered.

6.5.2. Scores must be labeled with school name and classification.

6.5.3. Penalty for provision of unauthorized photocopied scores to adjudicators. U.S. Copyright laws prohibit the use of photocopies unless approval is obtained from the publisher or their agent. The penalty for the provision of unauthorized photocopies shall be disqualification of the group from consideration for State participation.

6.6. Time Limits.

6.6.1. Maximum Time Onstage. Choirs shall have 20 minutes to enter, perform and exit the stage. Each group must perform during its assigned time and adhere strictly to the time limit. This time will begin after the director's introduction of the pieces.

(a) Due to time constraints, tuning should take place in the warm-up room, rather than Onstage.

(b) Onstage time shall begin with the first step on the stage or first note of music (whichever occurs first) and shall end when the last participant steps off the stage.

(c) **Maximum Time Limit Violations – Penalty.** Groups exceeding the maximum allowed time onstage shall have five points deducted from the combined total of the points awarded by the adjudicators.

6.6.2. Minimum Performance Time Limits. Only actual music performed shall be timed; time between movements or selections shall not be included in the total time.

(a) Choirs shall perform at least 12 minutes of music.

(b) **Minimum Time Limit Violations - Penalty.** Groups failing to perform for the minimum time shall have five points for the first 30 seconds or portion thereof under-time, and an additional five points for each subsequent 30 seconds or portion thereof under-time, deducted from the combined total of the points awarded by the adjudicators.

6.7. Sight-Reading. Each group shall sight read in accordance with sight-reading rules found in this Handbook. NOTE: All members of the performing group shall be required to sight-read. Failure to satisfy this requirement shall result in the disqualification of that group from consideration for award or recognition.

6.8. Sight-Reading Room Procedures

6.8.1. After the groups have seated themselves in the sight-reading room, the adjudicator may give the choir a few words of greeting and welcome, then read the following:

“Before you perform the sight-reading exercises, you should know that although it is important to try to sing each exercise accurately without interruption, it is acceptable to regroup after stopping if necessary. **The maximum point value will be adjusted accordingly.** It is important to choose a tempo at which your group can succeed; faster is not necessarily better. Your director will be allowed to establish the key of each exercise by having you sing or listen to a scale or chord pattern. **During all exercises, the director may not mouth any words or use Curwen hand signs as a part of their conducting. Students may conduct themselves. Students may use Curwen hand signs during study and / or performance times.** Your director's role, once you begin, will be to give starting pitches and tempos, and to start and visually conduct the choir during the performance of each exercise. Are there any questions?”

The adjudicator will continue:

“You will now receive the sight-reading music. A folder of music is located under each of your chairs. Please pick up the folder under your chair. Take out the music and place the folder back under your chair.”

Students may now study the sight reading as additional instructions are read.

- 6.8.2.** The adjudicator will continue:
"You and your director will have two minutes to study the four sight-reading exercises. Your director will study the score while out of view. Are there any questions?"
- 6.8.3.** The adjudicator will give a copy of the music to the director and signal the adjudicator's assistant to begin timing the two-minute study period. Director will go to the hallway, behind a partition, or turn around so gestures are not seen by students.
Director and students are not allowed to tonicize before or during the 2-minute period.
- 6.8.4.** At the end of the two-minute period, the adjudicator's assistant will say "Time!"
Adjudicator: "Your director may not sing, tap or speak rhythms or vocal lines in time to you; they may only tell you what to watch for.
Director infractions will result in a score of zero for that exercise.
e.g., "Watch for the dotted rhythm in measure 2," or "notice the la to do interval in measure 7," are acceptable, but speaking syllables in rhythm or singing any pitches would be grounds for a score of zero for that exercise.
Students may not **audibly** sing, tap, or speak rhythms in time during this discussion period upon penalty of a five-point deduction from your score. **Students may ask questions of the director, but may not talk to each other.** Are there any questions?"
- 6.8.5.** The adjudicator's assistant will time the one-minute discussion period and all succeeding discussion periods and say "Time!" at the end. The adjudicator will then say:
"The first exercise is for rhythm only. Your director will have one minute to discuss the first exercise with you. When the timers call "Time!" you will speak **or sing** the first exercise **using a rhythm system**. Director, you may begin your discussion."

CHOIR PERFORMS

- 6.8.6.** Adjudicator: "The second exercise is a melody exercise. Your director will have one minute to discuss this exercise with you. Director may lead students in tonicizing establishing the key (without the director singing) during the 1-minute discussion period. At the conclusion of the discussion period, the director may sing or play the first pitch of the exercise, and students may sing or hum that pitch before performing. When the timer calls "Time!" you will SING this melody using a neutral syllable, numbers or solfege. Director, you may begin your discussion."
Timer calls "Time!"

CHOIR PERFORMS

- 6.8.7.** Adjudicator: "The third exercise is a two-part exercise. Your director will have one minute to discuss this exercise with you. Director may lead students in tonicizing establishing the key (without the director singing) during the 1-minute discussion period. At the conclusion of the discussion period, the director may sing or play the first pitch of each staff, and students may sing or hum that pitch before performing. When the timer calls "Time!" you will SING this exercise using a neutral syllable, numbers or solfege. Director, you may begin your discussion."

CHOIR PERFORMS

- 6.8.8.** Adjudicator: "The fourth and final exercise is a four-part exercise. Your director will have two minutes to discuss this exercise with you. Director may lead students in **establishing the key** (without the director singing) during the 1 2-minute discussion period. At the conclusion of the discussion period, the director may sing or play the first pitch of each staff, and students may sing or hum that pitch before performing. When the timer calls "Time!" you will SING this exercise using the printed words. Director, you may begin your discussion."

CHOIR PERFORMS

- 6.8.9.** After the sight-reading performance is complete, the adjudicator shall read the following statement:

“Please pick up the folder from under your chair, return the music to the folder and place the folder under your chair. All parts will be checked after you depart. If it is determined that your group removed any music from the sight-reading room, your school will be assessed a five-point penalty.”

- 6.8.10.** If time permits, the adjudicator may give verbal comments to the group on how to improve their ability to read music at first sight.
 - 6.8.11.** The adjudicator shall dismiss the group when the adjudicator’s assistant has noted that all folders have been placed back under the chairs.
 - 6.8.12.** The adjudicator shall finish writing comments, tally the score and staple the score sheet to a copy of the music on which marks were made during the performance. As time allows, the adjudicator’s assistant will deliver the score sheets to the registration table for tally.
- 6.9. Warm-up.** Warm-up shall be allowed only in the designated warm-up area during the assigned warm-up time.
- 6.10. Adjudication.**
- 6.10.1. Quantity.** Three performance adjudicators and one sight-reading adjudicator shall adjudicate each group in the state championships.
 - 6.10.2. Adjudicator Selection.** Adjudicators shall be recommended to the OSAA by the State Championship Director from current lists of certified adjudicators or qualified out-of-state adjudicators. At least one adjudicator for each division shall be from out-of-state.
 - 6.10.3. Adjudication Forms.** Oregon American Choral Directors Association (ACDA) adjudication forms shall be used. Sample forms are available for download from the OSAA website, <https://www.osaa.org/activities/cho/>. Sets of the specific evaluation criteria used by adjudicators to complete the forms are available from the OSAA.
- 6.11. Criticism.** Each adjudicator shall provide written criticism. Electronic-recorded criticism may be provided in lieu of detailed written criticism.
- 6.12. Awards.**
- 6.12.1. Determination of Winners.** The three performance adjudicators’ scores plus the sight-reading score (if available) shall be totaled to determine the winners in each classification. In the case of a tie for any of the first four places, the groups shall tie for the upper place, the next place shall be skipped, and an additional trophy shall be ordered.
 - 6.12.2. Awards.** Trophies shall be presented to the top 50% of the groups in a division up to a maximum of five awards per division.
- 6.13. Results Distribution.** Adjudicators’ comments shall be made available to directors following the awards assembly. A “masked” score array including score totals only with school names removed shall be posted on the OSAA website, <http://www.osaa.org/activities/cho/>.

OSAA GENERAL POLICIES

Note: For the purposes of this rule, "Coach" refers to "Director."

1. ADVERSE WEATHER CONDITIONS / AREA-WIDE EMERGENCY PROCEDURES (OSAA Handbook, Executive Board Policies) (May 2020)

There may be times in the interest of minimizing risk due to adverse weather conditions and/or a clear area-wide emergency that it becomes necessary to postpone, cancel, and/or reschedule regular season or postseason events. The intent of this policy is to outline procedures and policies to provide guidance to OSAA member schools when such conditions impact an event.

A. Regular Season Events.

- 1) Administrators have the responsibility to define and communicate contingency plans in the event of adverse weather conditions and/or a clear area-wide emergency. A stepwise progression that places emphasis on minimizing risk for athletes, coaches, contest staff, spectators, and contest officials will be used to help guide decision makers on the appropriate course of action.
- 2) The following steps shall be taken:
 - a) Suspend the Event: NFHS rules allow officials to "delay" or "suspend" any contest where factors may endanger the participants. At no time may officials "terminate" a contest between schools unless administrators or representatives from each school mutually agree to end the contest. If the participating schools involved mutually agree to end the game the contest will be considered complete. Officials should use the following guidelines when choosing to suspend a contest:

Starting Time of the Event	8am to 12pm	12:01pm to 3:30pm	3:31pm to 6pm	After 6pm
Maximum Suspension	3 hours	2 hours	1.5 hours	1 hour

- b) Modify the Event: NFHS rules in most athletics and activities allow for modifications to timing and structure, if necessary, with mutual agreement of participating schools, to address factors that may endanger the participants.
- c) Reschedule the Event: When situations arise involving a suspension of play and the participating schools cannot reach mutual agreement on ending the contest, the following steps shall be taken:
 - (1) Convene a meeting between representatives from participating teams;
 - (2) Review and record contest details up to the point of suspension;
 - (3) Review each of the following options;

Option	Implication	Contest Result
Schools agree to reschedule contest during the current game week (i.e. Friday game, continued on Saturday or Sunday).	See Executive Board Policy, "Interrupted Contests" procedures for specific sport/activity.	Upon conclusion result is final.
Schools agree to reschedule contest during a future game week (i.e. Friday game, continued on following Tuesday).	See Executive Board Policy, "Interrupted Contests" procedures for specific sport/activity.	Upon conclusion result is final.
Schools cannot reach agreement on when to reschedule contest.	Contest is suspended.	No Result.

- d) Cancel the Event: Cancelling the contest is not an option if the cancellation has a bearing on advancing a team(s) to the final site.

B. OSAA Final Site Events.

- 1) A culminating event shall be defined as the event(s) conducted at the final site only. Early round contests and district qualifying tournaments should follow the stepwise progression listed in part A.
- 2) School personnel have the responsibility of making alternative travel plans to final sites based upon adverse weather forecasts and any other pertinent information. It shall be the responsibility of the participating school(s) to notify the OSAA Executive Director or OSAA staff designee if the school is having difficulty traveling to the final site and may not arrive in time for the scheduled event(s) due to adverse weather conditions or a clear area-wide emergency.

C. **Championship Final Site Specifics.**

- 1) If a team/individual is unable to arrive at a final site for their scheduled competition due to adverse weather conditions or a clear area-wide emergency, that team/individual will be allowed to participate in their scheduled event provided they arrive at the site and are able to compete on the day of their scheduled event. In this situation the OSAA Executive Director or OSAA staff designee, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified schools when these conditions are present. If the team/individual is unable to arrive to compete on the day of their event, and NFHS playing rules allow the modification, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to the event.
- 2) When the number of teams/individuals unable to reach the final site for their scheduled event due to adverse weather conditions or a clear area-wide emergency exceeds 25% of those participating, the OSAA Executive Director or OSAA staff designee, shall consider postponement or cancellation of all or part of the event. An alternative schedule shall be determined by the OSAA Executive Director or OSAA staff designee. Should the need arise for the schedule of a final site to be altered the next available date, including Sunday, will be used.
- 3) For the purpose of this policy, the TOTAL number of teams/individuals scheduled to attend the final site for that classification shall be the number used from which to obtain the percentage of those needed, regardless of the total number of classifications scheduled to attend the event.
- 4) Note: For the purpose of this policy, when the percentage used results in a number that is not a whole number, the number shall be rounded up to the next whole number. For example, if a tournament is being held for 30 teams, 25% of the total would be 7.5 which would be rounded up to 8.

D. **Procedures to Follow If Contests at The Final Site Are Rescheduled.**

- 1) The OSAA Executive Director or OSAA staff designee has the final authority on final site contest rescheduling.
- 2) If contests are rescheduled on the same day as originally scheduled but at a different site, the semifinal and championship contests will be scheduled at the same time or later than originally scheduled.
- 3) Time between contests may be shortened. Example: If contests were originally scheduled at two-hour intervals, they may be rescheduled at one and one half-hour intervals.
- 4) Individuals/teams shall be granted a minimum of 20 minutes for rest between contests.
- 5) Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- 6) If during the last scheduled day at the final site, contests are unable to be restarted requiring postponement overnight, only those individuals/teams still in contention for the championship will continue play. Individuals/teams not in contention for the championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.

E. Ticket revenue might not be refunded in the event the schedule and/or day(s) of the event are changed due to adverse weather conditions or a clear area-wide emergency.

2. **MORATORIUM WEEK** (OSAA Handbook, Executive Board Policies)

(Revised May 2014)

A. Each year a seven-day OSAA Moratorium Week shall be in effect during which there shall be no contact between administrators/coaches/directors/advisors and students involved in any OSAA-sanctioned sport or activity, including cheer, dance/drill, speech, solo music, choir, band/orchestra. In addition, there shall be no high school athletic facility usage by athletic staff and students/teams, including dance/drill and cheer, during the OSAA Moratorium Week. Use of non-athletic facilities by athletic staff is allowed.

B. Week 4 of the NFHS Standardized Calendar shall be designated as Moratorium Week. Designated OSAA Moratorium Week dates:

2023	July 23 – July 29	2025	July 27 – August 2	2027	July 25 – July 31
2024	July 28 – August 3	2026	July 26 – August 1	2028	July 23 – July 29

1. **Q.** During the Moratorium Week, will coaches be allowed any contact with their athletes?

A. No.

- 2. Q.** During the Moratorium Week, will schools be allowed to have open facilities?
A. Schools may only host an activity that includes high school students involved in athletics and activities if they have appealed for and been granted permission from the Executive Director prior to the Moratorium Week. Permission shall not be granted for team camps.
- 3. Q.** During the Moratorium Week, will coaches/activity leaders be allowed to have any contact with their students?
A. No. The only contact they may have with an individual or team during Moratorium Week is via email, phone, etc. but conversations may not refer to actions required for that week (i.e., student's workouts, practice plans, meetings, etc.).
- 4. Q.** During the Moratorium Week, may students attend camps, clinics, etc.?
A. Yes, so long as no high school administrators/coaches/directors/advisors are present, and participation is not organized or paid for by the school.
- 5. Q.** Are there any exceptions to this policy?
A. Yes. There will be an appeals process in place for teams, coached by a high school coach, that have been playing together all summer and have qualified for a post-season event that is taking place during all or part of the Moratorium Week. Approval must be granted by the Executive Director prior to the Moratorium Week.
- 6. Q.** What is the penalty for a Moratorium Week violation?
A. The violation penalty will be similar to that assessed for a "Rule of Two" violation. The standard penalty is a \$500 fine and game suspension for the offending coach.
- 7. Q.** May coaches work with non-high school students during the Moratorium Week?
A. Yes, but not at a high school venue.
- 8. Q.** May coaches encourage their athletes to work out at another facility during the Moratorium Week?
A. No. The intent of the policy is that coaches and students take a week off.
- 9. Q.** May a school schedule their athletic physical night, or a similar event, during the Moratorium Week?
A. No, the school may schedule nothing that is related to OSAA activities.
- 10. Q.** May coaches/students make contact through phone, email, etc., during Moratorium Week?
A. Yes, but with restrictions. For example, the coach may not ask the student, "What is your workout today?"
- 11. Q.** May a high school coach work with another high school's students during the Moratorium Week?
A. No. Contact is not allowed by high school coaches with any high school students during the Moratorium Week.
- 12. Q.** May a coach work in any capacity (coaching or not coaching) at a camp during the Moratorium Week?
A. Yes, but only if there are no high school students at the camp and not at a high school venue.
- 13. Q.** May an outside entity hold an event during Moratorium Week (e.g., youth soccer camp, little league baseball tournament) that utilizes high school athletic facilities?
A. Yes, provided that no high school students and no members of the high school athletic staff are involved in any capacity (scheduling, supervising, instructing, etc.) with the event.
- 14. Q.** May athletic staff members work in school offices or classrooms during the Moratorium Week, even if they may have contact with students?
A. Yes, provided that the contact with students is limited to non-athletic pursuits such as schedule changes, registration, etc.
- 15. Q.** At what point does the OSAA consider a person to be a school's coach?
A. Once a person and a school have verbally agreed that the person will perform coaching duties for the school, they are considered to be that school's coach by the OSAA. At that time, all OSAA policies are in effect for that coach until such time that the coach resigns or is notified by the school that they are no longer a coach for that school.
- 16. Q.** May a returning coach work with students outside their designated sports season since the coach is working under a one-year contract and has not signed a contract for the coming year?
A. No. Once a person becomes a school's coach, the OSAA considers that person to be a coach for the school until such time that the coach resigns or is notified by the school that they are no longer a coach for that school. Coaches who resign and are then brought back in a coaching capacity by the same school in an attempt to circumvent OSAA policy are subject to penalties as outlined in Rule 5, "Violations of Regulations - Penalties."

- A. The Oregon School Activities Association does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability in the performance of its authorized functions, and encourages its member schools, school personnel, participants, and spectators to adopt and follow the same policy.
 - B. A claim of discrimination against a member school shall be brought directly to the member school of concern.
 - C. Any party that believes they have been subjected to an incident involving discrimination or discriminatory harassment at an OSAA sanctioned event, may submit a written complaint through the online complaint process proved on the OSAA website. When the coaches, players students, staff or spectators of any members school engage in discriminatory behaviors, or act in a manner disruptive to the school environment, or cause disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sanctioned by the Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association. See Rule 3, “Contests – Sportsmanship – Crowd Control” for additional information.
4. **WITHDRAWAL DURING A COMPETITION** (OSAA Handbook, Executive Board Policies)
- A. Removal of a team from a competition prior to completion of that competition shall be considered a gross act of unsportsmanlike conduct.
 - B. In such a case, the school shall forfeit the contest and an administrator and the coach responsible for the action shall appear before the Executive Board at its next regularly scheduled meeting. See Executive Board Policies, “Withdrawal from State Championships” for additional information.

RULE 3 – CONTESTS – SPORTSMANSHIP – CROWD CONTROL (OSAA Handbook, Rules)

- 3.1. The arrangement of all festivals, meets, contests or championships is the responsibility of the superintendent, assistant superintendent, or high school principal, subject to the Regulations of the Association.
- 3.2. When a festival, meet, contest or championship is in progress, the National Federation of State High School Associations (NFHS) rules governing such activities shall apply, except for specific deviations as approved by the Executive Board.
- 3.3. **Sportsmanship Responsibility.** The high school administration, coach and other responsible officials of each member school shall take all reasonable measures to ensure that the school's coaches, players, students, and spectators maintain a sportsmanlike attitude at all events so that events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one's team. Discriminatory harassment and bullying behavior will not be tolerated. Discrimination is defined as (OAR 581-021-0045(1)(a) “any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex, and sexual orientation.” Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Examples include but are not limited to hazing, intimidation, taunting, bullying, cyberbullying, or menacing another, or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self, or others. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent, so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities offered by a school. This includes the use of, or engagement in, abusive verbal expression or physical conduct, especially if that conduct interferes with the performance of students, staff, event officials or sponsors of interscholastic activities.
- 3.4. **Spectator Conduct.** The following expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided. Those violating or threatening to violate the following Association rules or site management spectator conduct expectations, may be ejected from the premises, issued a trespass citation, excluded from sanctioned activities temporarily or permanently and/or referred to law enforcement officials.
 - 3.4.1. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of unacceptable conduct include but are not limited to disrespecting players by name, number, or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit

language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.

3.4.2. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language or engage in any racially/culturally insensitive action.

3.5. Complaint Process. The OSAA will sanction schools whom it has found negligent in the duties of reasonably protecting those involved in interscholastic activities from derogatory or inappropriate names, insults, verbal assaults, profanity, ridicule or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self or others.

3.5.1. OSAA will acknowledge receipt of the complaint within 48 hours.

3.5.2. OSAA may prioritize the investigation of complaints based on information received.

3.5.3. Complaints deemed to be employee or student discipline matters only shall be returned to the complainant. Matters of employment and/or employee discipline which can best be resolved through the school district's complaint process include but are not limited to playing time, team level assignments (Varsity/JV), assignment of a student to a specific coach, equipment use, or dissatisfaction with a contract or payment term. Matters of student discipline which can best be resolved through the school district's complaint process include but are not limited to academic eligibility, drug/alcohol use, playing time or playing position, specific workout requirements, or dissatisfaction with a calendar, schedule, or event location.

3.5.4. Complaints must include the complainant's name and contact information (phone and email or mailing address). Anonymous complaints shall not be considered.

3.5.5. Every effort will be made to complete the investigation process within 30 days; however, should the investigation require more time, a 30-day status update shall be provided.

3.5.6. To assist in investigation of the complaint, complainants are asked to note the following:

(a) Complaints are only accepted on the official online form and each section of the Complaint Form must be completed. [\(Complaint Form\)](#)

(b) Complaints which are determined to be outside the scope of the OSAA will be returned to the complainant via the contact address provided. See [Rules, Rule 3.5.3.](#) for guidance.

(c) Whenever possible, provide first-hand accounts, with names and contact information of witnesses.

3.6. Sportsmanship Violations/Penalties. When the coaches, players, students, staff or spectators of any member school engage in unsportsmanlike conduct, discriminatory harassing behaviors, act in a manner disruptive to the school environment, or cause disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sponsored by this Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association and the school shall be subject to penalty. Penalties may vary depending on the actions taken by the school and/or school district during and after the event as it relates to trespassing spectators involved, removing players/coaches from the team for a period of time, requiring additional education/training, etc. Upon a ruling by the Executive Director or by the Executive Board the member school may be subject to probation, mandatory appearance before the Executive Board, required plan of action, forfeitures, fines, lack of institutional control penalties, suspension of membership or expulsion from the Association as determined by the Executive Board. The Executive Director or the Executive Board may determine that no penalties are necessary when an incident has been handled appropriately and in a timely fashion by the school and/or district.

1. Q. Is the host school exclusively responsible for crowd control?

A. No. While the host school for any activity must assume a primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. The visiting school also must take such measures as are necessary to ensure proper behavior on the part of its own students and fans.

2. Q. May home team schools display signs and/or banners at their home venues?

A. Yes, home team schools may display "permanent" signs and/or banners that are positive / supportive at their home venues. Examples are welcome signs, in-season rosters, league banners, league / state championship banners and sportsmanship banners.

- 3. Q.** Are “run through” signs allowed?
A. Yes, so long as the message is positive/supportive.
- 4. Q.** May visiting schools bring signs and/or banners to hang at the host school’s venue?
A. No.
- 5. Q.** May spectators have signs at events?
A. Spectators are not permitted to have signs or banners larger than 8-1/2 x 11 inches. “Fathead” type items are considered signs and shall not be larger than 8-1/2 x 11 inches. Spectators are required to wear shirts.
- 6. Q.** May a spectator have an artificial noisemaker?
A. No, spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers, and air horns.
- 7. Q.** May a school use an artificial noisemaker at specific times during athletic events?
A. In limited cases, yes. An example of an allowable use of artificial noisemakers by a school would be the firing of a cannon or the ringing of a bell after a touchdown is scored.
- 8. Q.** May spectators use small, handheld megaphones?
A. Yes, provided they are not electric. Only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers.
- 9. Q.** What are some examples of cheers that do not encourage a positive atmosphere?
A. Any yell that is intended to antagonize an opponent detracts from a positive atmosphere. “Air Ball! Air Ball!” booing, “You! You! You!”, or “You Got Swatted!” are examples of yells that will not encourage a positive atmosphere. Conversely, a positive atmosphere is created when fans focus on positive yells in support of their team, rather than on negative yells attacking their team’s opponents. Spectators shall not turn their heads or hold up newspapers during team introductions, or jeer at cheerleaders during opposing team introductions.
- 10. Q.** May students stand on the bottom row of the bleachers?
A. Yes, but when they sit down, they must be seated on the second row.
- 11. Q.** May students cheer during serves in volleyball and free throws in basketball?
A. Yes, so long as they are just “making noise” and not specifically addressing a contest official or an individual player from the opposing team.
- 12. Q.** May a school use balloons at an athletic event?
A. Yes, a host school may use balloons for decoration. However, fans may not have balloons, and balloons may not be placed by the school in any manner that would block spectator viewing.
- 13. Q.** May a school use balloons at a state championship final site?
A. No.
- 14. Q.** May spectators have oversized foam fingers at athletic events?
A. Yes, they are allowed so long as they are not blocking spectator viewing.

RULE 7 – OUT-OF-SEASON AND NON-SCHOOL ACTIVITIES (OSAA Handbook, Rules)

- 7.1.** Out-of-season festivals, meets, contests or championships shall not be permitted during the school year involving member schools of this Association unless special authorization is given by the Executive Board.
- 7.2.** A member school or official representative of a member school shall not participate, either directly or indirectly, in the promotion, management, supervision, player selection, coaching or officiating of an all-star contest involving high school students during the Association year.
- 7.3.** No member school or official representative of a member school shall condition participation in high school athletics or activities on participation in non-school athletic or activity events or workouts, including, but not limited to camps, leagues, and any form of organized out-of-season or summer competition. Further, no member school may give consideration to such participation when determining membership on, or participation in, high school athletics or activities.

- 1. Q.** May a coach require participation on a non-school team including summer teams or use participation on a non-school team as a factor in selecting members of a school team or allowing full participation in team activities?

A. No to both questions. Participation on a non-school team is a personal choice of the student and their parents and may not be required or even considered when selecting school team members or allowing full participation in team activities.
- 2. Q.** May a coach require participation in out-of-season or summer workouts as a factor in selecting members of a school team or allowing full participation in team activities?

A. No.