


OSAA
DISTRICT
COMMITTEE
GUIDELINES




OSAA DISTRICT 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
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OSAA DISTRICT COMMITTEES

- ▶ **Authority:**
 - ▶ May, at its discretion, waive or modify eligibility rules regarding transfers
- ▶ DC 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 COMMITTEES

- DC 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**
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OSAA DISTRICT 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
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OSAA DISTRICT COMMITTEE PROCESS

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

▶ DC 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 DC'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 DC Chair

▶ DC Voting Members:

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

FUTURE STEPS FOR DENIED REQUESTS

- Denials by the DC may be appealed to the OSAA Eligibility Appeals Board (EAB), which meets once a month (see next slide for the dates)
- **The DC 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 26, 2020

Wednesday, September 16, 2020

Wednesday, October 14, 2020

Wednesday, November 18, 2020

Wednesday, December 9, 2020

Wednesday, January 13, 2021


Wednesday, February 17, 2021

Wednesday, March 17, 2021


Wednesday, April 14, 2021

Wednesday, May 12, 2021

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**
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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 DC member is requesting a hardship?**
 - **That DC member should be replaced by another school representative from the regular league/district.**
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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