

## BOARD OF DIRECTORS' POLICIES

### I. RULE ENFORCEMENT

#### A. ENFORCEMENT AUTHORITY OF EXECUTIVE DIRECTOR

The Executive Director is authorized to investigate and make determinations on eligibility issues and alleged or suspected violation of OSSAA's Constitution, Rules, Regulations and Policies. The Executive Director's determinations may be appealed to OSSAA's Board of Directors, as provided in OSSAA's Constitution. The Executive Director's determination shall be considered valid and effective unless and until overturned or modified on appeal by OSSAA's Board of Directors.

#### B. DISCRETION IN IMPOSING SANCTIONS

OSSAA's Executive Director is authorized to determine, in the Executive Director's discretion, what sanctions or remedies are appropriate. The Executive Director is not limited to the sanctions referenced in section D. Among the factors to be considered in determining appropriate sanctions or remedies are the underlying purposes of the provisions that were violated, the nature, scope, and severity of the violations that occurred, the types of sanctions or remedies imposed in similar situations, the level of cooperation of school personnel and other persons associated with the school in the disclosure and investigation of the violations, and whether appropriate sanctions or remedies were voluntarily imposed by the school.

OSSAA's Board of Directors recognizes that, depending on these and other factors, the Executive Director may impose a combination of sanctions and remedies, or an agreement may be reached with a member school to accept lesser sanctions in consideration of measures reasonably adopted by the school to prevent similar violations in the future. Sanctions or remedies imposed by the Executive Director may be appealed to OSSAA's Board of Directors. Those sanctions or remedies shall be considered valid and effective unless and until overturned or modified on appeal by OSSAA's Board of Directors.

#### C. AUTHORITY TO TAKE TEMPORARY OR PRELIMINARY ACTION

If violations have been admitted, or if substantial evidence of violations has been discovered or presented, the Executive Director is authorized to take temporary or preliminary action to minimize the negative impacts of the admitted or apparent violations, or to prevent additional violations. If, for example, a member school has admitted, or substantial supporting evidence has been received, that a student-athlete participated while ineligible, the Executive Director is authorized to direct the member school to suspend the student-athlete from athletic participation pending the completion of OSSAA's investigation, to minimize any unfair advantage that may be gained by allowing an ineligible student to continue to participate, or to avoid the imposition of additional sanctions on the member school for continuing to allow an ineligible student to participate.

#### D. SANCTIONS AND REMEDIES THAT MAY BE IMPOSED

1. When a violation of OSSAA's Constitution, Rules, Regulations, or Policies has been determined to have occurred, the Executive Director is authorized to impose sanctions or remedies, including, but not limited to the following:
  - a. Requiring a member school to forfeit one or more games or contests, and readjusting conference or district standings as a result of any such forfeits, or reducing the number of games, contests, tournaments or meets allowed to a member school in a particular activity in an upcoming season;
  - b. Disqualifying a member school or individual participant from an event, meet, tournament, or championship playoffs, readjusting results, schedules, and/or pairings to reflect the disqualification, and requiring the return of championship trophies and medals received by the member school;
  - c. Suspending an individual student, or a parent or relative of an individual student, or supporters of the school from participation in athletic programs and/or attendance at games, contests, meets or events;
  - d. Suspending a coach or other school personnel from coaching and/or athletic program management responsibilities, or imposing limits or conditions on those coaching and/or athletic management responsibilities;
  - e. Placing a member school on probation, thereby excluding the member school from participating in OSSAA championship events in one or more activities, excluding the member school from district, conference, tournament, or meet standings in one or more activities, and excluding the member school from participating in invitational meets or tournaments;
  - f. Requiring a member school to reimburse OSSAA for all or a portion of OSSAA's costs associated with the investigation and determination of alleged violations of OSSAA's Constitution, Rules, Regulations and Policies;

- g. Suspending a school from membership, and prohibiting the school from competing with other OSSAA member schools;
  - h. Declaring a student ineligible, and placing conditions on reinstating the eligibility of a student, such as returning awards or benefits improperly received;
  - i. Placing a school on warning, meaning that any further violations of OSSAA's Constitution, Rules, Regulations and Policies could result in imposition of other or more severe sanctions or remedies.
2. Violation of contest limits (teams and/or individuals)
- Generally, if the contest, meet, or tournament limits for a particular activity have been exceeded, by either a school team or by individual participants from a school, the following sanctions will be applied:
- a. The head coach in that activity shall be suspended from coaching in any regular season contests, at the same level, in the same activity, for the remainder of the current regular season and any championship play-off events for that school year.
  - b. The head coach in that activity may also be suspended from coaching any regular season contests, at the same level, in the same activity, in the subsequent season for that activity.
  - c. The school will not be allowed to host any play-off contests in that activity during the school year in which the violation occurred.
  - d. The program will be placed on warning for a period of one year.

## II. PROCEDURES FOR CLASSIFICATION OF MEMBER SCHOOLS

Member schools generally are placed in a classification for co-curricular activities according to ADM for grades 9 through 12 as reported on the Annual Statistical Report from the State Department of Education, or from agency certifying ADM numbers from non-public schools.

Schools receiving state aid on alternative students must count these students for OSSAA classification purposes. Correctional or Out-of-Home-Placement students who are listed separately on the SDE Audit Report will not be counted for classification purposes. Adjustment requests for OHP or correctional student's membership records must be submitted in writing to the OSSAA office no later than two weeks after the completion of the RAO's final audit.

A member school must report any discrepancies in ADM as posted to the OSSAA website, [www.ossaa.com](http://www.ossaa.com), no less than 72 hours prior to the August OSSAA Board of Directors meeting.

For classification purposes in all activities, the ADM for any non-co-ed school shall be doubled. Average Daily Membership adjustments shall be made for reclassification purposes when a receiving school increases by as many as ten students due to any of the following:

- A. Annexations, consolidations, and disbandments.
- B. Students completing the last grade offered in schools with more than eight grades, but less than twelve grades.
- C. Schools within a multi-school district that change their school district boundaries.
- D. Both the receiving and sending schools approving blanket transfers when a program is deleted.
- E. Schools having the same average daily membership (ADM) as reported by the State Department of Education to determine classification of schools for athletic competition.

When tied:

- 1. ADM will be figured using grades 9, 10 and 11 (dropping the senior class).
- 2. ADM will be figured using grades 10, 11 and 12 (dropping the 9<sup>th</sup> grade class).
- 3. If still tied, the classification of schools will be determined by lot.

Note: The order in which they are listed will take preference. Ex. (a) takes preference over (b); (b) will have preference over (c).

The OSSAA Board of Directors shall have the authority to make other ADM adjustments if any other unusual circumstance occurs.

## III. COACHES

- A. STATE RULES MEETING REQUIREMENTS FOR COACHES - Each head coach of all varsity teams shall attend an OSSAA state rules meeting for that sport for the current school year. If the head coach does not attend a meeting, an on-line rules meeting is available at [www.ossaa.com](http://www.ossaa.com). Written verification of the on-line rules meeting must be submitted to the OSSAA. All head coaches of fall activities must complete their state rules meeting by September 1<sup>st</sup>, all head coaches of winter activities must complete their state rules meeting by December 1<sup>st</sup>, and all head coaches of spring activities must complete their state rules meeting by March 1<sup>st</sup>. The penalty for failure to attend a state rules meeting or to complete an on-line rules meeting and proper documentation submitted to the OSSAA office by the prescribed deadlines, will result in the school suspending the head coach for all interscholastic competition until the coach is in compliance and proper documentation has been submitted and verified by the OSSAA.

**REQUIRED COURSE WORK FOR ALL COACHES OF ATHLETIC ACTIVITIES**

On an annual basis, all athletic coaches are required to view *A Guide to Heat Acclimatization and Heat Illness Prevention, Concussion in Sports, and Sudden Cardiac Arrest*, at [www.NFHSLearn.com](http://www.NFHSLearn.com). A certificate of completion shall be kept on file for each coach at the member school. Schools are responsible for implementing a system to make sure their coaches are in compliance with the regulation. All coaches must be in compliance with State Statute.

**ADDITIONAL REQUIRED COURSE WORK FOR FIRST YEAR AND VOLUNTEER COACHES**

The OSSAA Board of Directors authorized the implementation of a Coaches Education Program. All first year athletic coaches and any adjunct/volunteer athletic personnel will be required to complete the NFHS *Fundamentals of Coaching* course prior to their participation as a coach in any OSSAA regular season contest. The course is available online at [www.NFHSLearn.com](http://www.NFHSLearn.com).

**REQUIRED COURSE WORK FOR CHEER COACHES**

All cheer coaches will be required to complete the AACCA safety course. The AACCA course must be completed before allowing cheer squads to participate in any activity where stunting is involved. The AACCA certification is good for a period of four years. The course is available online at [www.AACCA.org](http://www.AACCA.org) or [www.NFHSLearn.com](http://www.NFHSLearn.com).

On an annual basis, all cheer coaches are also required to view *A Guide to Heat Acclimatization and Heat Illness Prevention, Concussion in Sports, and Sudden Cardiac Arrest*, at [www.NFHSLearn.com](http://www.NFHSLearn.com). A certificate of completion shall be kept on file for each coach at the member school. Schools are responsible for implementing a system to make sure their coaches are in compliance with the regulation. All coaches must be in compliance with State Statute.

**REQUIRED FOR ALL ATHLETIC COACHES: CARE AND PREVENTION OF ATHLETIC INJURIES**

*OAC 210:35-9-44; OAC 210:35-5-45; OAC 210: 35-7-44*

As required by Oklahoma State Department of Education rules, this course is required for all coaches in the care and prevention of athletic injuries.

**COURSE AVAILABILITY**

The course is currently available through some Universities, a Certified Athletic Trainer licensed by the Oklahoma State board of Medical Examiners, through an online course at [NFHSLearn.com](http://NFHSLearn.com).

The approved course is not intended to satisfy the annual requirement for athletic coaches to undergo concussion training provided by the CDC, the NFHS or a comparable program or resource, as required by 70 O.S. § 24-155. Further, the course described herein is not intended to satisfy the annual requirements of the Chase Morris Sudden Cardiac Arrest Prevention Act, at 70 O.S. § 24-156.

EMT training / certification will not suffice for meeting this requirement. Medical Doctoral Degree / Licensure will suffice for meeting this requirement.

If taken at a University or from a Certified Athletic Trainer licensed in the State of Oklahoma, participants will complete twenty-five (25) hours (or semester course equivalent) of course instruction. A unit-based instructional approach shall be utilized. If taken online at [NFHSLearn.com](http://NFHSLearn.com), the course must be completed and a score of 80% or greater achieved on the certification exam. Should less than 80% be achieved, the coach will be directed to a results page for continued review. Certification will not be granted until a score 80% or better is attained.

Separate taping and wrapping instruction will be done through an online video, and a written exam will administered at the end of the instructional video. Each participant must demonstrate competency through practical lab or the online examination based on standard practices within the athletic training profession in injury assessment, taping, and wrapping skills.

**REQUIRED COURSE WORK FOR ALL MARCHING BAND INSTRUCTORS**

On an annual basis, all marching band instructors are required to view *The Band Safety Course* at [www.NFHSLearn.com](http://www.NFHSLearn.com). A certificate of completion shall be kept on file for each band instructor at the member school. Schools are responsible for implementing a system to make sure their band directors are in compliance with the regulation.

**B. COACHES' ETHICS AND PROFESSIONAL STANDARDS**

- A. Exemplify the highest moral character, behavior and leadership.
- B. Respect the integrity and personality of the individual athlete.
- C. Abide by the rules of the game in spirit, regardless of the consequences.
- D. Respect the integrity and judgment of sports officials, never baiting or taunting officials in any way, or seeking out an official during half time or at the conclusion of a contest.

- E. Demonstrate a mastery of and continuing interest in, coaching principles and techniques through professional improvement.
- F. Encourage and respect all athletes and their values.
- G. Display modesty in victory and graciousness in defeat.
- H. Promote ethical relations among coaches.
- I. Fulfill responsibilities to provide emergency health procedures and ensure an environment free of obvious safety hazards.
- J. Encourage the highest standards of conduct and scholastic achievement among all athletes.
- K. Seek to instill good health habits, including the establishment of sound training rules.
- L. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
- M. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

#### COACHES EJECTIONS

Any coach who has been ejected from an OSSAA contest will be required to complete the NFHS Teaching and Modeling Behavior course. This course must be completed within seven (7) days after being ejected. If verification of the completed course is not received by the OSSAA within the seven (7) day period, the coach shall be suspended until in compliance. The course is available online at [www.NFHSLearn.com](http://www.NFHSLearn.com). School Administrators may verify the completion of these courses at [www.NFHSLearn.com](http://www.NFHSLearn.com), using the search tool. Any coach who is ejected from a contest a second time during the same school year for the same or related activity shall be suspended from coaching until reinstated by the OSSAA Board of Directors.

- C. The OSSAA has an on-line ranking program for use by school administrators, coaches, and the general public. The program is accessible at the OSSAA website, ([www.ossaa.com](http://www.ossaa.com)).

For the sports of Football, Fall Baseball, Spring Baseball, Basketball, Fast-Pitch Softball, Slow-Pitch Softball, Volleyball, Soccer, Wrestling (all match scores and team results of invitational tournaments) and Golf (team score), it is mandatory that results from each regular season contest be entered into the ranking program within 24 hours of the conclusion of the contest throughout the season. Once any athletic activity, with the exception of Cross County, Swimming, Track and Field, Tennis, Wrestling and Golf, enters the play-off series for that activity, those results must also be entered within 24 hours of the conclusion of the play-off contest.

Any coach failing to report the score within 24 hours of the conclusion of a contest will initially be notified in writing of his or her failure to comply by OSSAA Staff. A copy of that correspondence will be sent to the coach's school administrator as well. A second incident of failure to report will result in the coach being placed on warning for a period of one year. A third and each subsequent failure to report will result in the suspension of the coach for the next contest.

- D. Any time a coach who does not hold a valid Oklahoma teaching certificate (lay or volunteer coach) is ejected from a contest for unsportsmanlike conduct, including but not limited to arguing a call, language or gestures directed toward a game official, he or she will be required to complete the NFHS Teaching and Modeling Behavior course within seven (7) days of the ejection, the course can be found at [NFHSLearn.com](http://NFHSLearn.com). Additionally, personnel not holding a valid Oklahoma teaching certificate must meet with a representative of the OSSAA prior to being reinstated to coach the school team. A school administrator will also be required to attend the meeting.

#### IV. PUBLIC CRITICISM FROM SCHOOL REPRESENTATIVES

Any school representative who publicly criticizes a contest official, or members of the OSSAA Staff or Board of Directors and any contest official who publicly criticizes a school representative, or members of the OSSAA Staff or Board of Directors in connection with a contest, meet, or tournament is subject to sanctions. The member school represented by an individual who publicly criticizes a contest official may also be subject to sanctions if the school fails to take appropriate action in response to the school representative's public criticism of the contest official. The sanctions could include warning or suspension.

Public criticism includes, but is not limited to, comments made to the media or during a broadcasted event, and comments made in a public forum.

#### V. DISQUALIFICATION REPORTS FROM OFFICIALS AND NOT HONORING A PROTEST

Whenever a game or contest official has ejected or disqualified a contestant from an athletic contest, the official must submit a written report to the Associations's office within twenty-four hours after the end of the contest. The written report must state the reason for the ejection or disqualification.

OSSAA will not consider requests to overturn the determinations of game/contest officials in interpreting or enforcing rules at games or contests. In agreeing to participate in a game or contest, a member school, and the individual participants and the coaches or sponsors representing that member school, accept the risk that game/contest officials may make errors in interpreting or enforcing rules at games or contests. Any errors by game/contest officials should be raised with those officials, in a respectful manner, and in accordance with the rules established for that particular activity. The decisions of the game/contest officials are accepted as final.

An exception to this Policy is allowed when, in the case of an ejection of a participant from a contest, the game/contest official misidentifies the individual who should have been ejected. The request to review the misidentified player must be submitted to the OSSAA in writing.

## VI. CO-ED PARTICIPATION

If a school maintains separate teams in comparable sports for girls and boys, girls may not participate on boys' teams and boys may not participate on girls' teams. If a school does not sponsor separate teams in comparable sports then boys and girls may participate on the same team but must participate in the boys division.

Co-ed teams shall be defined as any team having one or more members of the opposite gender and all co-ed teams must participate in the boys' games, tournaments, meets etc. (Note: This policy permits girls to participate on the boys' baseball and football teams. Boys are not permitted to participate on girls' teams unless a co-ed division is sponsored by the OSSAA.)

## VII. PLAY-OFF PASSES

### MEMBER SCHOOL PASSES

Each member school will be issued a predetermined number of play-off passes as determined by the OSSAA Board of Directors. The member school will designate the high school principal to submit the names for each pass using the online pass program found on the secure side of OSSAA.com. No additional passes beyond the predetermined number for a school will be issued.

### RETIRED ADMIN, RETIRED AND/OR HALL OF FAME COACHES, RETIRED OFFICIALS PASSES

Retired member school administrators, retired coaches who coached twenty years or more, OCA Hall of Fame Coaches, OGBCA Hall of Fame Coaches, OOA Hall of Fame members, retired athletic directors in grades 7-12, active college coaches, and retired game officials (20 or more years) may purchase a pass for \$20. They may also purchase a pass for a spouse for \$20. Documentation of retirement or employment must accompany the payment check and the name of spouse must be submitted with the check.

### MEDIA PASSES

1. The online application (found on the Media tab of OSSAA.com) must be completed.
2. A valid email address must be used, and you are required to upload a headshot.
3. Dot com media may purchase passes for \$50 per pass.

Verified press pass applications will be processed within 7 working days. Incomplete information submitted will delay processing. Only original passes will be accepted at play-off events.

### APPROVED RECRUITING SERVICES PASSES

Approved recruiting services upon registering with the OSSAA may purchase no more than two passes per service for \$50.00 per pass.

### UNIFORMED POLICE OFFICERS

All law enforcement officers in uniform shall be admitted free to any OSSAA contest.

A driver's license must be shown with all passes for admission. The passes will not be valid to anyone except the cardholder as they are not transferable. Gatekeepers should quickly check the name on the pass against the name and picture on the driver's license. Anyone who tries to gain admittance on another cardholders' pass or anyone whose name is not typewritten or written in ink should not be admitted. Passes are not valid for students in grades K - 12.

Note: Replacement passes may be requested if the original request is on record in the online pass program, A \$10 replacement fee will be charged to replace lost passes. All requests for replacement passes must be submitted in writing and mailed to the OSSAA with the fee.

## VIII. MARKING ATHLETIC FIELDS

It is the responsibility of the host school to meet all NFHS Rule specifications for marking athletic fields. All lines shall be marked with non-caustic material. Neither lime, hydrated lime, other chemical derivatives of lime, nor caustic materials of any kind may be used.

Failure to be in complete compliance with the above, or any safety rule or regulation, could result in a game forfeiture by the host school or it could eliminate the possibility for the school in hosting playoff contests.

**IX. ELIGIBILITY IN MULTI-HIGH SCHOOL DISTRICTS**

The Board of Directors has determined that all attendance areas in school districts with multiple high schools should be treated as separate districts for eligibility purposes and Rule 13 Section 5 should apply when the residence and migration of a student is made from one attendance area to another within the same independent school district.

**X. JUNIOR HIGH/MIDDLE SCHOOL**

OSSAA does not conduct, endorse or approve district, regional, area, or statewide junior high grade level championships in athletics. Any awards given in an approved tournament or meet for school teams comprised of students at the seventh, eighth, and/or ninth grade levels shall not indicate that they are district, regional, area, or state championship awards. Organizers or sponsors of approved tournaments or meets may not publicize such events as district, regional, area, or state championships for junior highs or junior high grade levels, and shall invite school teams and not individuals from school teams.

Regardless of how a public school district has divided secondary school grade levels among different school sites, the school or schools with the most senior grades are deemed to be the voting member or members of the Association. Separate junior high or middle school sites that include the seventh, eighth, and/or ninth grades are not recognized as having separate or additional votes as member schools, but all interschool competition of teams from these grades are under the regulations of the Association. All separate attendance areas for junior high or middle school sites should be treated as separate districts for Rule 8 residence eligibility purposes.

Teams composed of students below the ninth grade may use students of any grade below the seventh grade, without such students being charged with a season of participation. Any such student must be eligible under OSSAA rules. The use of Association officials in matched or tournament games for such teams will be optional according to agreement of competing schools.

Schools that do not have a full four-year high school and have as much as the ninth grade are eligible for membership in the Association. Such schools are to be members of the Association to be eligible to compete with other member schools, at the appropriate levels in view of the grades offered by such schools.

In the absence of specific rules and policies applicable to competition at the seventh, eighth and ninth grade levels OSSAA's general rules and policies will apply.

**XI. PARTICIPATION IN CAMPS AND SUMMER PRACTICES, LEAGUES AND TOURNAMENTS**

A. To help prevent participating individuals and school teams from gaining unfair competitive advantages, certain restrictions are placed on camps, summer practices, and summer leagues and tournaments in athletic activities. Summer time is defined as after the conclusion of the spring semester through the first full week of August, with the exception of football and basketball as outlined in Section B-3, below. Schools teams shall not participate in summer leagues, (cannot wear school uniforms, use school transportation, or use school equipment) until the conclusion of the spring semester.

No organized summer team practices are permitted during the summer time for any OSSAA athletic activities.

B. School personnel who are serving or are designated to serve as coaches or assistant coaches:

1. May not conduct practice for a school team, in a direct or indirect manner, during this summer period.
2. May coach a team that includes individuals that are members of a school team during this summer period, in a camp, summer league, or summer tournament.
3. In football and basketball, school personnel who are serving or are designated to serve as coaches or assistant coaches may not coach a school team in a league or tournament before the conclusion of the school year or after July 15.
4. In all other OSSAA athletic activities school personnel who are serving or are designated to serve as coaches or assistant coaches may not coach a school team in a league or tournament before the conclusion of the school year. A school team is defined as a team using school equipment, school uniforms and/or school transportation.

An exception to the above limitations may be granted by OSSAA, but approval for such an exception must be requested and granted in writing, in advance.

C. School personnel who are serving or are designated to serve as coaches or assistant coaches are permitted to conduct or provide instruction at individual camps in a particular sport, including camps in which members of the school team in that sport are participating, provided that:

1. no session of the camp is held before the school year has concluded or after the first week in August (except in Football, any camp using OSSAA member school facilities must be concluded by July 15).

2. in Cross Country, Fall Baseball, Fast-Pitch Softball and Volleyball, no session of team camp may be held after the beginning of the season. (July 15)

- D. An individual student who is attending or who is enrolled and planning to attend a member school in grades 7-12:
1. May participate on a non-school team in a league or tournament, including during this summer period as defined above, (such as in AAU competition), however school personnel serving as or designated to serve as a coach or assistant coach may coach that team, with the exception that in basketball, a school coach is permitted to coach a team that includes no more than two students who participate or are expected to participate on the same school team;
  2. May participate in individual camps in a particular activity, however:
    - (a) after the school year has been completed, a student may only participate through the first week in August (except in Football, any camp using OSSAA member school facilities must be concluded by July 15);
    - (b) during the school year, a student may only participate if approved or permitted by the school, and the camp is not held at an OSSAA member school.
    - (c) no fees or expenses for the camp may be paid by the school, or by school personnel, or by any booster club or organization associated with the school, or by any non-family member; any discount or waiver of fees or expenses must be based on financial need, and must be available to all participants based on the same standards;
  3. May participate in no more than one team camp in football and must be completed by July 15.
  4. May participate in any combination of four basketball team camps or summer tournaments.

No session of any summer training camp will be approved for more than two consecutive weeks.

A student may not accept any award other than a trophy, plaque, or medal, etc., for participation or achievement on a non-school team or in any type of camp. A student may accept items commemorating participation in a league, tournament, camp which are given to all participants, such as a T-shirt or a certificate, provided that the costs of such items are included in the fees and expenses charged for those events.

E. A student who participates in a camp in violation of any of these policies shall be ineligible unless and until reinstated by the Board of Directors. A coach who violates any of these policies shall not be permitted to engage in any coaching unless and until reinstated by the Board of Directors.

F. Definitions applied under this policy:

1. **Individual camp**—An individual camp is an instructional event for a particular activity, at which instruction is focused on individual skills and techniques rather than organized team play.
2. **Team camp**—A team camp is an instructional event for a particular sport involving team members from at least three schools participating as a team during instruction, scrimmages, and/or games. All school team members must be enrolled at the school for which they participate during the team camp.
3. **League**—consists of three or more teams playing games against one another and maintaining standings according to wins and losses, and played over the course of a minimum of three consecutive weeks.
4. **Tournament**—an event involving six or more participating teams, competing for no more than three consecutive days.
5. **Combine**—an assessment of certain sport specific conditioning drills to determine speed, strength and skill level. No instruction may be given.

G. Restrictions on Schools and Booster Organizations

1. A member school may conduct a camp for a particular activity, or permit a camp to be conducted on school property and/or in school facilities, after the end of the school year, provided that:
  - (a) the camp is open to students from all member schools in the grade level or grade levels designated for that camp;
  - (b) the camp is concluded prior to the end of the first week in August (except in Football, any camp using OSSAA member school facilities must be concluded prior to July 15).
2. Fees for camps conducted by the school or allowed to take place on school property and/or in school facilities may be discounted for children of school employees, provided that the same discounts are available to children of all school employees on an equal basis. In addition, a volume discount may be given, based on the number of children from the same household seeking to attend, provided that the volume discount is available for all families on the same basis.

Fees also may be discounted for students who are financially unable to pay the fees and expenses of the camp. The student must be able to demonstrate by objective means that financial assistance is needed, and all students must be evaluated for and granted assistance based on the same standards.

Johnson-O'Malley funds available to the school may be used to pay or offset expenses associated with camps conducted on school property and/or in school facilities.

3. A member school is not required to obtain OSSAA approval in advance to hold a camp or to allow others to conduct a camp, on school grounds and/or in school facilities. If, however, approval is not given in advance, then the event is not sanctioned by OSSAA, and participants in the camp will not be covered by any catastrophic injury insurance obtained by OSSAA.
4. A member school may not conduct a camp, or allow a camp to be conducted on school property and/or in school facilities, which is limited, or which provides preferential treatment to, certain student-athletes or to students from certain schools, or which restricts participation on an "invitation-only" basis.
5. The school, or a booster club or organization associated with the school, may pay fees and expenses of the school team to attend a team camp, provided that all members of the school team have been invited to attend, and fees and expenses are paid for team members on an equal basis. Any monies coming from a booster club or organization for this purpose must be contributed to the school, and distributed from a school account to pay these fees and expenses. Neither the school, nor any booster club or organization associated with the school, may pay fees and/or expenses for students to attend an individual camp. The school may allow school-owned vehicles to be used to transport students enrolled at the school to an individual camp located in Oklahoma or a bordering state, and pay the cost of fuel for those vehicles, but the school otherwise may not pay for transportation expenses for students to attend an individual camp.
6. A member school conducting a camp, or allowing a camp to be conducted on school property and/or in school facilities, must provide OSSAA, upon request, a list identifying students and personnel participating in the camp.
7. The school and/or school personnel may be penalized for any violations of these policies. If a booster club or organization associated with a school violates any of these policies, then the school may be required to end or restrict the involvement of that club or organization in school activities.

#### CAMP QUESTIONS AND ANSWERS

1. Can a Booster Club pay for the school's team to attend a team camp?  
*Answer:* Yes, but any monies from a Booster Club must be contributed to and distributed from a school account, and all members of the school team must be provided the opportunity to attend the camp.
2. Can a booster club pay for students to attend individual camp?  
*Answer:* No.
3. Can a school fund-raiser be held to pay for players to attend an individual camp?  
*Answer:* No
4. Can the school provide transportation for a student(s) to attend individual camp?  
*Answer:* Yes, the school may allow school-owned vehicles to be used to transport students enrolled at the school to an individual camp located in Oklahoma or a bordering state, and pay the cost of fuel for those vehicles. (effective 4/16/14).
5. Can discounts be given to school employees, including coaches, for their children to attend individual or team camps?  
*Answer:* Yes, as long as the discount is available to all school employees.
6. Can a member school that is sponsoring or providing facilities for an individual or team camp allow fees to be discounted for students who are financially unable to afford the fees?  
*Answer:* Any such discount must be based on an objective measure of financial means applied equally for all participants. For example, a discount could be offered to all children who demonstrate they qualify for free or reduced lunches where they regularly attend school.
7. Can a member school sponsoring or providing facilities for an individual or team camp allow an additional discount to a family with multiple children participating in the camp?  
*Answer:* Yes, as long as the discount is equally available to all families.
8. Does a member school sponsoring or providing facilities for an individual or team camp have to obtain OSSAA's sanction for the camp?  
*Answer:* No. Regardless of whether a camp is sanctioned by OSSAA or not, all member schools and their students in grades 7-12 participating in the camp must still comply with OSSAA rules and policies concerning such camps. In addition, students in grades 7-12 attending a camp sanctioned by OSSAA receive insurance coverage through OSSAA for catastrophic injury while participating at the camp. This coverage does not apply if the camp is not sanctioned by OSSAA.



9. If a member school is allowing its facilities to be used by others who have no connection or affiliation with the school, does the camp still have to comply with all OSSAA rules and policies concerning camps?  
*Answer:* Yes, if a camp is being conducted at your school's facilities, entirely or in part, then the school is responsible for making sure that the camp is conducted in compliance with OSSAA rules and policies concerning camps.
10. Can a student attend an individual camp during the school year?  
*Answer:* Yes, with permission from their respective school, a student may attend an individual camp during the school year as long as the camp is not being conducted at an OSSAA member school.
11. Can a student who has not yet enrolled at our school attend a team camp with our school team?  
*Answer:* No. A student must have at least pre-enrolled to attend your school in the next semester before that student is permitted to attend a team camp with your school's team.
12. Can a non-family member pay for or help pay a student's fees for an individual or team camp?  
*Answer:* No.
13. Can a family member outside a student's immediate family (*i.e.*, a grandparent or aunt) pay or help pay a student's fees for an individual or team camp?  
*Answer:* Yes.
14. Can a coach provide services at a camp in exchange for a waiver on fees for the coach's children to participate in the camp?  
*Answer:* No.
15. If a member school does not offer team athletics at the 7<sup>th</sup> grade level, do 7<sup>th</sup> graders from that school still need to comply with OSSAA rules and policies concerning camps?  
*Answer:* Yes. For example, a 7<sup>th</sup> grade student from that school would not be permitted to participate in a summer football camp after July 15.

## XII. SUMMERTIME DEAD PERIOD

The dead period will occur during the week in July that includes the 4<sup>th</sup> of July each year. The dead period will be nine (9) days in length and begin the weekend preceding the 4<sup>th</sup> of July and end the weekend following the 4<sup>th</sup> of July.

Secondary-level students enrolled or pre-enrolled at a member school may not use any member school's athletic facilities during the dead period in connection with any athletic activity governed by the OSSAA. Member school coaches, assistant coaches and sponsors may not have any contact with secondary-level enrolled or pre-enrolled students in that member school in any athletic activity governed by the OSSAA for the purpose of coaching, training, or instructing.

Summertime policies, including beginning and end of season restrictions, can be found in OSSAA Board Policy XI in the Administrator's Handbook.

Violations of the summertime dead period policy will result in the coach or sponsor being suspended from the first half of the regular season in that athletic activity. School personnel not designated as a coach or sponsor in violation of the summertime dead period policy will result in the head coach being suspended from the first half of the regular season in that activity.

### SUMMERTIME DEAD PERIOD QUESTIONS AND ANSWERS

- How do I know when the dead period begins and ends each year?  
*Answer:* The dead period will be nine (9) days in length and begin the weekend preceding the 4<sup>th</sup> of July and the weekend following the 4<sup>th</sup> of July.
- Does the Summertime Dead Period Policy cover non-athletic activities?  
*Answer:* No, the Summertime Dead Period Policy only applies to athletic activities that are governed by the OSSAA.
- Can a coach and a player have any contact during the Summertime Dead Period?  
*Answer:* No, contact between coaches, assistant coaches and sponsors with enrolled or pre-enrolled students for the purpose of coaching, teaching, training, or instructing is prohibited.

4. Can a student participate without the member school coach at member school facilities in an athletic activity during the Summertime Dead Period ?

*Answer:* No, school athletic facilities may not be used by enrolled or pre-enrolled students during the dead period in connection with any athletic activity governed by the OSSAA.

5. Can a member school coach use member school facilities to train, coach or instruct secondary-level students during the Dead Period?

*Answer :*No, the policy prohibits the use of member school facilities during the Dead Period for the purpose of coaching, teaching, training, or instructing. Field maintenance is not prohibited by the policy.

6. Does the Summertime Dead Period Policy prohibit participation in a National level tournament during the dead period?

*Answer:* No, the coach and any enrolled or pre-enrolled students who have qualified earlier in the summer for a national level tournament may participate in that tournament.

### **XIII. OFF SEASON TRY-OUTS**

Only students in grades 8-11 attending school in the district for which the try-out is held may be permitted to participate in a try-out. Try-outs should only be conducted for the purpose of the selection of a school team and may not be used for practice time. Each day of the try-out may be up to 2 hours in length. No off-season try-out will be allowed for more than three days, and all sessions of the try-out must conclude by 9 p.m. A record of all try-outs should be kept on file at the member school detailing the dates, times and grade level of all participants in the tryout. The OSSAA reserves the right to request these records from a member school. Exception: Cheerleading may conduct a clinic of no more than 4 days, each day of the try-out clinic may be up to two hours in length. All students participating in the tryout must be attending school in the district for which the try-out is being held.

### **XIV. USE OF FIREARMS**

No firearms or explosive type devices of any nature may be used in connection with any OSSAA activity. Local game administration shall assume the responsibility for compliance.

### **XV. MAKE-UP PLAYOFF GAMES ON SUNDAY**

The Board of Directors approved a policy that allows the OSSAA staff to grant permission to use Sunday for playoff contests postponed by inclement weather or unusual circumstances. Approved Sunday games should not begin before 2:00 p.m. This policy would be enacted only under emergency conditions when further delays in playoff games could interrupt the next round of playoff games, when loss of school time could be avoided, and/or when cost of travel could be minimized.

### **XVI. ADMINISTRATOR'S ROLE WITH CONTEST OFFICIALS**

Administrators of all athletic contests shall meet the game officials prior to the contest advising them of the game time, dressing facilities, pre-game and half time activities, etc. The game administrator should also record officials' I.D. numbers. After the officials enter the field or court, the administrator in charge shall advise the head official as to the location where the game manager will be during the contest(s) should a problem arise.

Game administration or the administration's designee should be designated to meet the officials to assure their safe return to the dressing room after the contest. This applies to regular season as well as play-off contests.

### **XVII. FORMAL ANSWERS TO SCHOOL**

Staff members should inform parents when appropriate in telephone conversations that formal answers will only be given to the school and in all cases written responses are only relayed to the school administrators.

### **XVIII. RESERVE FUND AND OUTSIDE AUDITS**

#### **A. Reserve Fund**

A sufficient amount of surplus should be maintained to provide cash flow for periods of operation throughout each year where no significant receipts are received. Additionally, a sufficient amount of surplus should be maintained to prevent a disruption in the Association's services in the event that a significant funding source was lost or a significant unexpected expenditure was incurred. The established goal for the reserve balance is calculated as the equivalent of one year's annual expenditures.

#### **B. Annual Financial and Compliance Audits**

Consistent with Article IV, section 5(e) of OSSAA's Constitution, OSSAA shall retain an independent audit firm to conduct an annual financial audit. An annual financial audit and compliance audit of all funds of the Association must be conducted in accordance with the auditing standards set forth in the Oklahoma Public School Audit Law.

Upon completion the audit report shall be presented to the Association membership in an annual publication.

C. Performance Audit

OSSAA shall have a performance audit conducted of the operations of the Association every five (5) years.

**XIX. REIMBURSEMENT POLICY**

- A. Basketball and football will follow the written reimbursement formula as approved by the Board of Directors.
- B. All other reimbursements will be determined by the Board of Directors at the June Board Meeting.
- C. The established formulas may be adjusted by the Board of Directors based on the total income of the OSSAA activities and the income of the individual sport.
- D. Reimbursement will not be paid to schools who file an inaccurate claim.

**XX. MUSIC AT ATHLETIC EVENTS POLICY**

A. GENERAL GUIDELINES

- 1. The home school management should notify the game official of halftime, pre-game and post-game activities before the game is started.
- 2. National anthem and school almas maters:  
Each school should place emphasis on showing respect for the national anthem and school songs. Each school should stress that students remain absolutely quiet and still while these numbers are being presented.
- 3. Arriving and leaving the place of the game. The home team must furnish adequate protection for the visiting band while in the stands as well as when arriving and leaving the place of the game.

- B. FOOTBALL - School bands or musical groups. According to National Federation Rule, a standard halftime length will be 20 minutes. By mutual consent of the 2 teams, the halftime may be shortened to as little as 10 minutes, but no less.

It is the responsibility of the host school to contact the principal or band director of the visiting school no later than Monday the week of the game to see if the visiting school is bringing its band and if the band plans to march at half time, pre-game or post-game. NOTE: It is common courtesy for the visiting director to contact the host school's director, if the visiting school is bringing their band, and the visiting school's director has not been contacted by the host school's director. Equal time must be allowed for both bands to perform. Both bands must be allowed the opportunity to march at half time if they can perform and clear the field in twenty (20) minutes. The only exception is if the half time is being used for homecoming activities; or both bands cannot perform and clear the field in twenty (20) minutes. In this case, the visiting band must then be given the opportunity to perform at pre game or post game. The host school will need to find out the size of the visiting band and the length of the show if the band plans to march at half time, pre-game or post-game. The school band, large or small, should show respect for players on the field. The band members should also respect the performances of the other band.

PENALTY: Bands failing to follow time limits will be reported to the OSSAA and the OSSAA will notify the principal that their band might not be allowed to perform at halftime, pre-game, or post-game at the next game. The band will not be allowed to perform at half time, pre-game, or post game of the first game of the next football season if the violation occurs when there is not another game during the current season. Game officials can call a "Delay of Game" penalty against the band if guidelines are not followed.

1. Football playoffs

Both bands will be allowed to perform at halftime. Ten minutes for each band.

2. General

- (a) A policeman may need to be assigned by the host school to the visiting band and pep group for their protection.
- (b) All uniformed student groups (bands, drill teams and cheerleaders) shall be admitted free whether or not they perform on the field.
- (c) Pre-game and post-game band performances are permissible. Teams shall have three (3) minutes to reassemble before the start of the second half.
- (d) Playing during the Game: Play at time outs and quarters.

Injured Player: Bands are not to play when there is an injured player on the field and time has been called.

Playing when the Time Clock is On: Drums should not play all through the game but only with cheerleader yells and kick-offs. The bands may play when the clock is running but the playing must not interfere with the team being able to call plays in the huddle or the team being able to hear the quarterback at the line of scrimmage. The referee will determine if the band is interfering with the playing of the game. A penalty should not be called against a band unless it is a continued violation of the rule.

- C. BASKETBALL - School bands or musical groups
1. Bands are instructed to play only before the game, half time, between games, time outs and quarters. Bands are not to play when the time clock is on or when there is an injured player on the court and time has been called. Exception: The band may accompany the cheerleaders with yells. Drums should not play all through the game but only with cheerleader yells.
  2. Noisemakers are prohibited at OSSAA athletic events held in field houses and/or gymnasiums.
  3. Bands are not permitted during basketball play-off contests.

## XXI. MUSIC AND SPEECH PENALTIES

### A. PENALTIES: Penalties are defined as follows:

Depending on the severity of the violation of rules or regulations either mandatory or prohibitory, the school and/or its representative (Music: band/orchestra/stage band/choruses/ all solo/ensembles/ honor groups/ etc./Speech: speech/debate/one-act plays/ etc. shall be subjective to one of the following penalties. NOTE: The board reserves the right to add to or take away from any of the following penalties.

1. WARNING...Private or Public Reprimand: A private reprimand may be oral or in writing.

#### **Penalty(ies)**

Rating Contest: (I, II, III, IV, V) the rating earned by its band, orchestra, stage band, choruses, all solo/ensembles, speech, debate, one-act play, etc.) will be lowered one division. Any further violation during the warning period shall subject the school, or individual, to a more severe penalty. The school or individual may compete for a rating or award during this period.

Ranking Contest: A school or individual shall forfeit all rankings (band, orchestra, jazz band, Choruses, all solo/ensembles, honor groups, speech, debate, one-act play, etc. The school or individual may compete for a ranking or award during this period.

2. PROBATION: Public reprimand: A public reprimand shall be in writing.

#### **Penalty(ies)**

A school or individual shall forfeit all ratings, rankings or awards received during the period of violation. The school or individual may not compete for ratings, ranking and awards during the PROBATION period until the school has taken action to show the OSSAA correction measures have been taken. Any further violation during the probation period shall subject the school or individual to a more severe penalty.

3. SUSPENSION: A school or individual shall forfeit all ratings, rankings, and awards during the period of violation. The school may not participate in OSSAA sponsored activities such as qualifying district, regional or state and/or invitational festivals and contests during the suspension period, not to exceed one year.

### B. REPORTING VIOLATIONS

1. Any authorized representative of a member school may file a complaint against any school for violation of the rules and regulations of the Association. Such complaint shall be filed with the OSSAA officer responsible for non-athletics/or Executive Director of the OSSAA.
2. Upon receipt of a complaint, the OSSAA shall make an investigation of the charges contained in the complaint within a reasonable time. The penalty will be less severe if a school reports itself and/or the violation is found to be unintentional in nature. A more severe penalty will be issued if the violation was intentional.

- C. POLICY ON NON-PAYMENT OF SPEECH AND MUSIC ENTRY FEE - Non-payment of Speech and Music Entry Fee. Schools that have not cleared their financial obligations (Entry Fee/Drop Fees) by April 15th will be placed on WARNING, if not cleared by May 15th will be placed on PROBATION, if not cleared by June 15th will be placed on SUSPENSION and will be ineligible for participation in OSSAA Speech and Music Events the following year until bills are cleared.

## XXII. USE OF PUBLIC ADDRESS SYSTEMS AT OSSAA EVENTS

The public address system at an OSSAA event site is not to be used as an open public forum for the expression of views by individuals or organizations concerning political, philosophical, religious, or other matters unrelated to the conduct of the event, or the management and safe use of the event site.

The school or other organization providing the facility for an OSSAA playoff or championship event may permit a moment of silence prior to the start of all activities, to permit persons at the event to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede other persons at the event in the exercise of their individual choices during this moment of silence.

If the school or other organization providing the facility chooses to permit a moment of silence, the following announcement shall be given: "We will now recognize a moment of silence so that you may, if you choose, reflect, meditate, pray, or engage in other silent activity. Please be respectful of others during this moment of silence."

**XXIII. FUNDRAISING EVENTS**

Fundraising events or contests during the OSSAA championship play-off series are not allowed.

**XXIV. REVIEW AND APPROVAL OF CONTRACTS WITH THE ASSOCIATION****A. GAME OR EVENT TELECASTS**

The Executive Director is authorized to identify and solicit proposals from organizations interested in televising playoff games, contests, and tournaments leading to an OSSAA state championship in the activities supervised by the Association. Any contract concerning rights to televise such playoff games, contests, and tournaments must be reviewed and approved by OSSAA's Board of Directors before such a contract is valid and effective, except as stated below.

If a request is made to televise any individual games, contests, or tournaments that is not covered by any existing contract, and the event is scheduled to take place, prior to the next scheduled meeting of OSSAA's Board of Directors, the Executive Director is authorized to negotiate and execute a contract to televise individual game, contest, or tournament. The Executive Director shall provide a copy of the contract to the Board of Directors at or prior to the next scheduled meeting, and shall report to the Board at that meeting on any revenues received or to be received on that contract.

**B. RADIO BROADCASTS**

The Executive Director is authorized to negotiate annually a contract with the Oklahoma Association of Broadcasters ("OAB"), which provides for local radio stations to broadcast OSSAA member school athletic events via radio in exchange for OAB producing and distributing recorded announcements promoting the OSSAA's purposes and objectives for use by OAB-member radio stations. The contract with OAB shall not affect any contracts that individual OSSAA member schools may have with local radio stations for broadcasting games, contests, or tournaments involving that member school. This contract shall not be valid and effective unless and until approved by OSSAA's Board of Directors.

**C. SPONSORSHIPS OR ENDORSEMENTS**

The Executive Director shall identify and make recommendations to OSSAA's Board of Directors on organizations interested in sponsoring OSSAA activities. Any contracts by which the Association is: (1) allowing a commercial advertiser to represent itself as an official sponsor of the OSSAA or any OSSAA activities; (2) committing its member schools to use certain branded products during playoff games, contests, and tournaments leading to a state championship; (3) providing any advertising space on OSSAA's website, or in programs distributed at playoff games, contests, and tournaments leading to a state championship, or in other print publications of OSSAA; or (4) agreeing to place advertising banners, make public address announcements, or otherwise make space available to commercial advertisers at the sites of playoff games, contests, and tournaments leading to a state championship, must be reviewed and approved by OSSAA's Board of Directors before such a contract is valid and effective.

Any contracts by which an agent or broker is paid compensation for identifying, developing, and maintaining relationships with commercial sponsors for any OSSAA activities also must be reviewed and approved by OSSAA's Board of Directors before such a contract is valid and effective.

The Executive Director shall provide a summary report annually to OSSAA's Board of Directors concerning all such sponsorship contracts and contracts with agents or brokers, including information as to monies received or expended in connection with these relationships.

**D. OSSAA OFFICE BUILDING AND REAL PROPERTY**

In addition to complying with Article IV, section 6(f) of OSSAA's Constitution when applicable, any contract by which OSSAA is acquiring, expanding, renovating, or permanently repairing any office space, or acquiring or transferring any rights to any real property, must be reviewed and approved by OSSAA's Board of Directors before such a contract is valid and effective.

In the event of an emergency or urgent situation requiring temporary repairs or work necessary to protect and maintain any office space or real property interests of OSSAA, the Executive Director is authorized to negotiate and execute a contract for the completion of such work. The Executive Director shall report to the Board of Directors at its next scheduled meeting about any such contract and the expenses incurred by the Association pursuant to that contract.

**E. AUTOMOBILE/OFFICE/ADMINISTRATIVE EXPENSES**

Subject to compliance with Article IV, section 6(f) of OSSAA's Constitution when applicable, the Executive Director is authorized to negotiate contracts on behalf of the Association for automobiles for the use of administrators, and for office equipment, supplies, and services, as needed in the day-to-day business operations of the Association. Such contracts shall not be valid and effective unless and until approved by OSSAA's Board of Directors.

If repairs must be made, or additional or temporary automobiles, or office equipment, supplies, or services, must be obtained on an urgent basis before the next scheduled meeting of OSSAA's Board of Directors, the Executive Director may arrange for such repairs, or for such additional or temporary automobiles, or office equipment, supplies, or services. The Executive Director shall notify the President of the Board or, if the President is not available, the Vice President of the Board, as soon as is possible, and shall report to the Board of Directors about such arrangements, and any expenses incurred as a result, at or prior to the next scheduled Board meeting.

**F. TOURNAMENT AND EVENT SITES AND SERVICES**

Subject to compliance with Article IV, section 6(f) of OSSAA's Constitution when applicable, the Executive Director is authorized to negotiate contracts on behalf of the Association as necessary to arrange for appropriate sites, supervising officials, and equipment for use at playoff games, contests, and tournaments leading to an OSSAA state championship. Such contracts shall not be valid and effective unless and until approved by OSSAA's Board of Directors.

If an event must be moved or substitute equipment obtained because of an unexpected change in circumstances, the Executive Director is authorized to make alternative arrangements. If such alternative arrangements must be made, the Executive Director shall report to the President of the Board of Directors or, if the President is not available, to the Vice President of the Board of Directors, about those arrangements and any additional costs to the Association as soon as is possible in the circumstances, and shall report to the Board of Directors about those arrangements and any additional costs prior to or at the next scheduled Board meeting.

**G. EVENT TROPHIES, MEDALS, PROGRAMS, AND MERCHANDISE (September 2014)**

Subject to compliance with Article IV, section 6(f) of OSSAA's Constitution, the Executive Director shall identify and make recommendations as to vendors who are able and willing to supply quality trophies, medals, and other items in recognition of participation, to be distributed at or in connection with playoff games, contests, and tournaments leading to OSSAA state championships. Any contract to provide such items must be reviewed and approved by OSSAA's Board of Directors before such a contract is valid and effective.

In managing playoff and championship athletic and non-athletic events for its member schools, OSSAA also will seek to identify responsible vendors and negotiate contracts with those vendors to produce and sell quality programs, commemorative items and souvenirs for those events. The Executive Director shall identify and make recommendations as to vendors who are able and willing to produce, sell, and distribute quality programs and/or commemorative merchandise, including but not limited to shirts, caps, and other souvenir items, at games, contests, and tournaments leading to OSSAA state championships. Any contract to provide such items at such contests and tournaments must be reviewed and approved by OSSAA's Board of Directors before such a contract is valid and effective.

**XXV. ALLOWING MEMBER SCHOOLS TO SELL OR TO CONTRACT FOR SALE OF COMMEMORATIVE ITEMS AND SOUVENIRS AT PLAYOFF AND CHAMPIONSHIP EVENTS**

**A. Member Schools Producing and/or Selling Commemorative Merchandise at Events**

If OSSAA has not granted any vendor the right to produce and sell commemorative merchandise for certain playoff games, tournaments, or meets leading up to the state championship, the Executive Director may allow the host school or a participating school, or a volunteer booster organization at the school, to produce and/or sell commemorative merchandise at that event. If permitted to produce and sell commemorative merchandise for any event, the school or volunteer booster organization must comply with the requirements and provisions in subsection E below.

B. Any school personnel who have questions about whether contracts currently are in place to produce and sell commemorative items and souvenirs at particular events should contact OSSAA's office for confirmation.

**C. Member Schools Contracting with Outside Vendors to Produce and/or Sell Commemorative Merchandise**

If OSSAA has not granted any vendor the right to produce and sell commemorative merchandise for certain playoff games, tournaments, or meets leading up to the state championship, the Executive Director may permit a host school or a participating school, or a volunteer booster organization at the school, to contract with an outside vendor to produce and/or sell commemorative merchandise for that event, subject to the payment of royalty fee of 20% of the retail price charged for such merchandise. The school, or the school's booster organization, may retain one-half of the royalty fees and the other one-half shall be remitted to OSSAA. Any contract with an outside vendor must be in writing and must be approved in advance of the contract as described below. Any outside vendor must also comply with the requirements and provisions in subsection E below.

Any contract between a school or a school's booster organization and an outside vendor to produce and/or sell commemorative merchandise for such an event must be reviewed and approved by OSSAA's Board of Directors before that contract is valid and effective, unless the request has been made, and the subject event is scheduled to take place, in between scheduled Board of Directors' meetings. In that situation, the Executive Director is authorized to approve such an agreement, but the Executive Director shall notify the President of the Board of Directors or, if the President is not available, the Vice President of the Board of Directors, about any such agreement as soon as is possible, and shall report to the Board at its next scheduled meeting about that agreement and any revenue received or to be received by OSSAA as a result of that agreement.

D. When allowing a school or the school's booster organization to produce and/or sell commemorative merchandise, or to contract with a vendor for this purpose, OSSAA grants a limited license to the school or the school's booster organization, which is transferable to a selected vendor, to use OSSAA's name and logo on such commemorative items or souvenirs for that particular event.

- E. OSSAA's permission for a school or school's booster organization to produce and/or sell commemorative items or souvenirs, or to contract with an outside vendor to produce and/or sell such merchandise, is conditioned on the following additional requirements and provisions:
- (a) inclusion of any text or graphic depiction on such merchandise which promotes gambling or wagering (not to include the state-governed lottery operated in part for the support of public education), adults-only entertainment, or the use of alcoholic beverages, tobacco, or athletic performance-enhancing supplements is prohibited;
  - (b) because OSSAA has commercial sponsorship agreements with certain organizations, which permit those organizations to distribute free items promoting their products and/or services at the events, the school and any outside vendor cannot bar those sponsor organizations from the event or prevent the distribution of those items;
  - (c) inclusion of any text or graphic depiction on any commemorative or souvenir items which indicates that a particular person or organization is an "official sponsor" of OSSAA or a particular OSSAA event, or which states or implies that a particular person or organization has received any endorsement by or from OSSAA, without first contacting OSSAA and receiving approval from OSSAA, is prohibited;
  - (d) because certain organizations have contracted with OSSAA to sponsor OSSAA championship events, and OSSAA has agreed to permit certain organizations to promote and advertise their products and/or services at these events, the inclusion of any advertising or promotional messages on the commemorative or souvenir items to be sold or distributed at these events without contacting OSSAA in advance and obtaining OSSAA's approval, is prohibited;
  - (e) in advance of any sale, OSSAA must be provided with a photograph or drawing depicting the design of any merchandise to be sold, and such merchandise will not be sold without prior approval from OSSAA;
  - (f) OSSAA shall not be responsible for any costs associated with producing, selling, and distributing the commemorative merchandise, and such costs shall not be subtracted in calculating any royalty amounts due;
  - (g) all persons and independent contractors retained by the school, a school booster organization, or a vendor to assist in the production, sale, and distribution of commemorative items at these events shall not be deemed to be employees or contractors of OSSAA;
  - (h) individual volunteers, employees and independent contractors retained by the school, a school booster organization, or a vendor to sell and distribute commemorative items or souvenirs at any event will comply with any directions from OSSAA or from personnel from the facility hosting the event as to when and where these items may be sold at or during that event, but these volunteers, employees and independent contractors otherwise are not subject to the direction and supervision of OSSAA, and OSSAA is not responsible for their conduct while at these events;
  - (i) a limited, non-transferable license to use OSSAA's name and logo on such merchandise is granted, for the purpose of producing commemorative items for that particular event, but neither the vendor nor the school, nor any school booster organization, shall use OSSAA's name and logo for any other purpose without OSSAA's consent.

If a school or the school's booster organization is contracting with an outside vendor for the production and/or sale of commemorative merchandise for a particular event, then the contract must include the above-referenced requirements and provisions. The school shall provide OSSAA with a copy of the contract with the vendor for review in advance of the event. Within 30 days following the event, the school shall provide OSSAA with a written report showing the amount of sales and royalty fees paid or due to be paid on those sales.

#### **XXVI. PRACTICE AT PLAY-OFF SITES**

Practice or competition in athletics will not be allowed on a site after the site has been announced in any play-off activity except for a regularly scheduled contest. The host school may practice at the site if that is the team's regular practice site.

#### **XXVII. DISTRIBUTION OF INDIVIDUAL AND TEAM TROPHIES AND AWARDS IN THE EVENT OF A TIE**

In regional and state championship events in certain activities, a team trophy is awarded to the first place and second place teams based on number of cumulative points. In the event two or more teams tie for first place based on cumulative points and no tie-breaking system has been established, each team will be awarded a first-place trophy, and no second-place trophy will be awarded. In the event that two or more teams tie for second place based on cumulative points and no tie-breaking system has been established, each of those teams will be awarded a second-place trophy.

In individual competition in regional and state championship events in certain activities, medals or other awards are given to the top individual finishers. If a tie occurs between two or more individuals and no tie-breaking system has been established, those individuals will each receive the medal or award for that place finish, and medals or awards will not be given for the next highest placement(s). For example, if two individuals tie for a second-place medal, each individual will receive a second place medal, and no third place medal will be awarded. If medals are given for the first six place winners, and three individuals tie for third place, then each individual will receive a third-place medal, and no fourth-place and fifth-place medals will be given.

**XXVIII. EMERGENCY ACTION PLAN**

Any time a member school is hosting a planned activity at a school facility there must be an Emergency Action Plan in place. The plan must be shared with any visiting school. An Emergency Action Plan, or EAP, is a formal written plan, developed by the host site, that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize or prevent serious physical injury, loss of life, and property.

**XXIX. HAZING**

Hazing incidents have no place in the activity programs of our member schools. Each member school should develop procedures to inform their students that this type of behavior is not acceptable and should not be tolerated.

**XXX. CROWD ACCOMMODATION AND MAINTAINING GOOD SPORTSMANSHIP**

Prior to the start of the school year, any secondary school providing interscholastic athletic programs, should have a well-planned crowd control program. Administrators, athletic directors, coaches, sponsors, band directors, security personnel and the game announcer should be included in developing and administering the plan. Suggested guidelines for crowd control and game management can be found on the membership page of OSSAA.com.

**XXXI. REGULATIONS FOR LOSS OF SCHOOL TIME FOR ACTIVITIES**

**Fall and spring baseball, fast-pitch softball and slow-pitch softball:** no play is permitted on Wednesdays, and no more than 5 instructional days may be missed during the regular season. Exception: In Classes 2A, 3A, 4A, 5A and 6A spring baseball or fast pitch softball when a District contest is rescheduled due to inclement weather the contest may be rescheduled for a Wednesday.

**Golf:** no more than 2 instructional days per week may be missed, and no more than 7 instructional days may be missed during the regular season.

**Track and field and cross country:** no more than 4 instructional days may be missed during the regular season.

**Tennis:** no more than 7 instructional days may be missed during the regular season.

***The following regulation is from the State Department of Education Administrators' Handbook:***

The State Board of Education encourages students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility and self-discipline. Since the educational merit of the co-curricular program is recognized, the goal of the State Board of Education is to facilitate a balanced education for each student. It is with the above goals and philosophy that the State Board of Education establishes the following attendance/activities regulations:

**210:35-17-2. CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS (SDE)**

- A. Co-curricular and extracurricular programs shall provide opportunities for developing leadership ability and stimulate active participation of all students in appropriate school organization and community activities according to their aptitudes and interests.
- B. Co-curricular and extracurricular programs shall be planned through the cooperative efforts of the teachers and students and shall be organized and administered so as to contribute to the educational objectives of the school.
  1. Students shall not participate in a particular activity more than one period during the regular school day.
  2. A member of the teaching staff shall be in charge of each activity. The sponsors shall be directly responsible to the principal or some person appointed by the administration to direct the activities of the school.
  3. The State Board of Education encourages all elementary, middle, junior high, and secondary students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the State Board of Education is to facilitate a balanced education for each student. It is with these goals and philosophy that the State Board of Education establishes the following attendance/activities regulations:
    - (a) It is the intent of the State Board of Education that the superintendent or elementary superintendent and local board of education annually review the scheduling of co-curricular and extracurricular activities so that minimal interruptions occur in the instructional program of a student. The Oklahoma Secondary School Activities Association (OSSAA) guidelines related to student eligibility to participate in extra-curricular activities, activity absences, number of games allowed, and length of season shall be applicable to all Oklahoma public schools and students.
    - (b) The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of



each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

- (c) Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten days absence rule shall not exceed five days.
- (d) Each school district shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to regulation (3) (B) of this subsection.
- (e) Procedures for filing complaints are:
  - (1) A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local level then the complaint should be filed with the Accreditation Section of the State Department of Education. Upon receipt of the complaint the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the name(s) of the student(s), date(s) and class(es) missed which exceed the regulation in (3) (B) of this subsection.
  - (2) The school district shall provide to the monitoring team during the on-site visit the necessary records to verify or deny the violation as specified in the written complaint.
  - (3) The monitoring team shall submit a written report to the superintendent or elementary superintendent and local board of education within 10 school days of the on-site visit.
- (f) Upon the recommendation of the monitoring team the superintendent or elementary superintendent may be called to appear before the State Board of Education for determination of the appropriate action to be taken. In cases of flagrant violation state funds may be deducted/withheld from the school district.

## XXXII. ACADEMIC ACHIEVEMENT AWARDS (SEE BOARD POLICY XXXVII FOR SEMESTER DEFINITION)

### A. Academic Achievement Awards

1. Teams must meet all qualifications required of the respective activity in order to qualify.
2. Entries that are mailed must be postmarked by the entry deadline in order to be considered. Entries that are faxed must be received in the OSSAA office the day following the entry deadline in order to be considered. Incorrect information submitted on the entry form will void the entry. Please report any corrections or changes on your academic application to the OSSAA office. The OSSAA will confirm finalists for the state championship award.
3. The academic GPA will be based on a 4 point system and computed to the nearest one-thousandth percentile: A=4.; B=3.000; C=2.000; D=1.000. If you have a weighted grading system it must be converted to a 4 point system in computing the team GPA.
4. All classes that count toward graduation shall be used in determining each individual students GPA.
5. Teams will be eligible to receive one award each year in each activity. The award will be for the highest level of achievement.
6. Music and Speech activities will be eligible for academic achievement certificates, and the distinguished academic plaques.

### B. Three levels of competition for academic awards

1. Academic achievement certificate. Teams must have a minimum 3.25 GPA and rank in the upper 1/3 of their classification to qualify.
2. Distinguished academic plaque. Teams must have a minimum 3.50 GPA and rank in the upper 10% of their classification.
3. State Academic Champion: The highest girls team GPA and the highest boys team GPA will be declared the state academic champion for their respective class.

### C. Awards Presentation

1. Certificates and plaques will be mailed to the winning schools following the state championship event.
2. The state championship trophy will be presented to the winning team at the state championship event.

### D. Team Qualifications

1. **Football** - The roster of academic achievement participants will consist of all team members who were participating in football at the conclusion of the final regular season game. This will include any team member who did not suit up for the final regular season game, but is participating in football. The GPA shall be based on the grades from the preceding semester. See Football Regulations for application dates.
2. **Basketball** - 15 players (include all players if number is less than 15) suiting up for the first play-off game. The GPA shall be based on grades from the preceding semester. See Basketball Regulations for application dates.

3. **Wrestling** - 14 wrestlers that wrestle in the regional tournament. If a team enters less than fourteen wrestlers in the regional tournament, they must have a minimum of eleven wrestlers to qualify for an award. The GPA shall be based on the grades from the preceding semester. See Wrestling Regulations for application dates.
4. **Baseball** - Spring baseball teams will be eligible for an academic achievement award. The 22 players in classes 6A-5A-4A-3A-2A-A-B (include all players suiting up if the number is less than 22) who suit up for the first district/regional tournament game will be eligible. The GPA shall be based on the preceding semester. See Baseball Regulations for application dates.
5. **Fast-Pitch Softball** - The roster of academic achievement participants will consist of the 22 team members or lesser number suited up for classes B-A district tournament play and classes 2A-3A-4A 5A-6A regional tournament play. The GPA shall be based on the grades from the preceding semester. See Fast-Pitch Regulations for application dates.
6. **Slow-Pitch Softball** - 22 players or the lesser number suited up for classes A-2A-3A-4A-5A district tournament and class 6A regional tournament. The GPA shall be based on the grades from the preceding semester. See Slow-Pitch Regulations for application dates.
7. **Track** - A-2A - 10 athletes; 3A-4A - 12 athletes; 5A-6A - 14 athletes (All participants competing in the regional track meet should be included) based on the grades from the preceding semester. State Champion based on highest team GPA. See Track Regulations for application dates.
8. **Soccer** - 22 players or the lesser number suiting up for the last district soccer game. The GPA shall be based on grades from the preceding semester. See Soccer Regulations for application dates.
9. **Golf** - A full team of 5 players that compete in the qualifying tournament. The state champion will be determined by the best team GPA. See Golf Regulations for application dates.
10. **Swimming** - Must have a minimum of 10 participants competing in the Regional Meet excluding managers and trainers. All participants in the regional meet should be listed. The GPA shall be based on grades from the preceding semester. See Swimming & Diving Regulations for application dates.
11. **Tennis** - The roster of academic achievement participants will consist of the six team members competing in regional tournament competition. Six participants will be the minimum number in order to enter the academic competition. The GPA shall be based on grades from the preceding semester. See Tennis Regulations for application dates.
12. **Cross Country** - A full team of seven participants that compete in the regional meet. The GPA shall be based on grades from the preceding semester. The state champion shall be determined on the best team GPA. See Cross-Country Regulations for application dates.
13. **Volleyball** - 15 players or a minimum of nine suiting up for the regional tournament. The GPA shall be based on the grades from the preceding semester. See Volleyball Regulations for application dates.
14. **Competitive Cheerleading** - The academic award will be based upon the entire competitive squad up to the maximum of 20. GPA shall be based on grades from the preceding semester. To be eligible for academic awards cheer squads must enter and compete in the OSSAA regional competitive cheerleading competition. See Cheerleading.
15. **Game Day Cheerleading** - The academic award will be based upon the entire Game Day squad up to the maximum of 25. GPA shall be based on grades from the preceding semester. To be eligible for academic awards cheer squads must enter and compete in the OSSAA Game Day Cheerleading competition.
16. **Music** - 85% of all members of High School instrumental, vocal or orchestral music departments entered in High School OSSAA competition. See Music Regulations for application dates.
17. **Speech** - 85% of the total participants of the speech squad that entered the OSSAA regional tournament must be counted in the GPA. The GPA is based on the grades from the preceding semester and a minimum of (8) eight students in 3A-4A and a minimum of (10) ten students must be counted in 5A-6A. See Speech and Debate Regulations for application dates.

### XXXIII. TAUNTING

Any form of taunting is subject to additional penalties imposed by the OSSAA beyond an officials ejection or caution.

### XXXIV. NON-DISCRIMINATION POLICY

It is the policy of the OSSAA and its member schools not to discriminate in its co-curricular activities. It is also the policy of the Association not to discriminate with any other practices or interactions that are necessary in the daily operation of the organization.

### XXXV. NOISE MAKERS

**For indoor activities:** Boom boxes or any type of device that plays music, sounds, or voices, and noise makers of any kind such as air horns, cow bells, etc., will not be allowed to function/operate. This will also apply to pre-game/contest and post-game contest activities. This rule applies to both regular and post-season games/contest.

**For outdoor activities:** Noise makers are allowed at outdoor activities unless they interrupt the normal game/contest procedure of announcers, bands, cheer squads, drill teams or any other game/contest related activities. The game officials have the authority to stop the use of any noisemakers or disruptions that interrupt the normal game/contest procedures. This rule applies to both regular and post-season games or contests.

#### **XXXVI. EMERGING ACTIVITY**

Activities not currently sanctioned by the Association may be added as sanctioned events when the OSSAA Staff determines that adding an activity would be to the benefit of the membership across all classifications. Prior to adding any activity, the Executive Director or designee will conduct a survey to determine the interest level for an emerging activity from all member schools across all classifications. Additionally, a feasibility study, conducted by OSSAA Staff will be used to determine how the new activity might impact existing activities.

#### **XXXVII. NON-TRADITIONAL SEMESTER DEFINITION**

For OSSAA purposes the following definition will apply for those schools on non-traditional schedules. A semester is an approximate 18-week grading period used to divide the school year in half. (Note: Any question concerning a student's eligibility will be answered according to written OSSAA coverage established for the traditional semester schedule.)

#### **XXXVIII. ELIGIBILITY IN THE SCHOOL OF SCIENCE AND MATHEMATICS (OSSM)**

Any student currently attending the Oklahoma School of Science and Mathematics (OSSM) may retain his/her eligibility in their home district if the local board of education approves such participation.

#### **XXXIX. SCHOLASTIC RULE FOR TRIMESTER SCHEDULES**

##### **A. TRIMESTER SCHEDULE**

1. A student must have received a passing grade in all but one subject to be counted for graduation that he/she was enrolled in during the last block he/she attended fifteen or more days.
2. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first four weeks of the next grading period.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a four-week period.
4. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

##### **B. STUDENT ELIGIBILITY DURING A TRIMESTER**

1. Scholastic eligibility for a student will be checked after two weeks of a trimester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Vo-tech students and all concurrently enrolled students.
2. A student must be passing in all subjects he/she is enrolled in during a trimester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
4. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at the time.

#### **XL. FORFEITURE FOR USE OF AN INELIGIBLE ATHLETE**

- A. Participation by an ineligible athlete in a team sport contest shall result in forfeiture of the contest unless:
  1. That particular athlete would have been approved on a hardship waiver had the school filed for the hardship at the appropriate time; a retroactive hardship waiver request must be made to establish that a waiver would have been granted.
  2. The student was ineligible at the time due to a transfer from another school, but the student only participated in subvarsity contests, and the school from which the student transferred: (a) confirms that the Changing Schools form indicating that the school did not object to sub-varsity participation would have been signed if the school had been asked at the time of transfer; and (b) has now signed and returned that form to OSSAA.
  3. The school demonstrates that the student only suited up for the contest and did not play, and that the student was permitted to suit up for that contest inadvertently or as the result of a court order temporarily enjoining the enforcement of the eligibility rules of OSSAA and the school as to that student.

If the violation is determined to be the result of the athlete, parent, or guardian falsifying records or information provided to the school, or of relevant information on eligibility being omitted, the athlete is ineligible immediately and will remain ineligible unless and until reinstated by OSSAA's Board of Directors.

B. Loss of Contests for Participation While Ineligible

As provided in Rule 7-6, a student who participated in games or matches in a particular sport while ineligible shall sit out the same number of contests in the same sport during that school year.

For example, if a student is determined to have been ineligible when participating in three football games during the season, and three games are remaining that same school year, then the student must sit out the three remaining games. If an insufficient number of contests in that sport remain, or if the ineligible participation is not discovered until after the season is complete, this sit-out period will extend to contests in the following school year until the student has sat out of the same number of contests. If the student is a senior or does not participate in the same sport in the following season, then that student shall sit out an equivalent percentage of the season in the next sport in which the student would be participating, as provided in Rule 7-6.

## XLI. ELIGIBILITY OF STUDENTS NOT RESIDING WITH PARENT OR LEGAL GUARDIAN

- A. OSSAA Rule 8 provides that, to be eligible for athletics, a student must be residing with the student's parents, or custodial parent, or court-appointed guardian with legal custody of the student. OSSAA recognizes, however, that due to circumstances beyond their control, some students have been residing for extended periods with adult family members or adult friends of the family who are not a parent or court-appointed guardian, and that, in some instances, the adult family member or adult friend has never been formally appointed as guardian by a court. OSSAA has concluded that an exception allowing athletic eligibility should be recognized in certain circumstances even though the student is not currently residing with a parent or a court-appointed guardian.

When a member school determines that a student wants to participate in interscholastic athletics at the school, and the student is not currently residing with one or both of the student's parents or with a court-appointed guardian with legal custody of the student, but is instead residing with another adult family member or with an adult friend of the family, the school may nevertheless permit the student to participate in athletics at the school if:

- (a) the school verifies that the student has been residing with a responsible adult family member or adult friend of the family for one year or more prior to the student's first attendance at the school;
- (b) the school has verified that the student has been lawfully enrolled at the school, and the *Eligibility Record Form* for the student has been reviewed and signed by the responsible adult with whom the student has been residing;
- (c) the school has confirmed that the student is not residing with another adult family member or adult friend of the family for the purpose of establishing athletic eligibility away from the student's parents or the student's custodial parent, and
- (d) the student otherwise is eligible under all other applicable OSSAA eligibility rules and policies.

If the student has been residing with the other adult family member or adult friend of the family for less than one year, then a request for exception due to hardship or other qualifying circumstance must be submitted and approved before the student may be allowed to participate in varsity athletics. A complete explanation of why the student is not residing with a parent or court-appointed guardian, with appropriate supporting documentation, must be submitted with the request. A student who has been residing with another adult family member or adult friend of the family for less than one year may be permitted to participate in subvarsity or junior high athletics as permitted for that student's grade level, if the *Eligibility Record Form*, the *Transfer Athletic Eligibility Form*, and other appropriate documentation has been completed, and the student otherwise is eligible under all other OSSAA rules and policies.

Once athletic eligibility has been established while the student is residing with another adult family member or an adult friend of the family, that responsible adult is treated as the student's parent or court-appointed guardian for OSSAA eligibility purposes. If the student later moves in with one or both of the student's parents, or with a court-appointed guardian, or with a different family member or family friend, and the student transfers or changes schools, then the student is not eligible immediately for varsity athletics, unless the student applies and receives approval for an exception due to hardship or other qualifying circumstance pursuant to OSSAA Rule 8, section 10.

- B. OSSAA additionally recognizes that a high school student who has reached the age of eighteen may choose to reside apart from the responsible adult(s) with whom the student previously had been residing when the student's athletic eligibility was established. Generally, a student in that circumstance is still considered to be eligible at the school or within the public school district at which athletic eligibility was established, even if the student chooses to reside in a different public school district or the designated geographic area for a different non-public member school. If the student then moves to a different school, the student would be required to sit out of varsity athletics for one calendar year following the change of schools.

If the student in this circumstance can establish that the change of schools was due to an unavoidable hardship beyond the student's control, then an exception allowing immediate varsity athletic eligibility may be requested, consistent with the procedures and criteria stated in the OSSAA Hardship Waiver Manual.

An exception due to hardship will only be permitted if the school can demonstrate that:

- (a) the student is lawfully enrolled at the school, the *Eligibility Record Form* for the student has been reviewed and signed by the student, and the *Transfer Athletic Eligibility Form* and other appropriate documentation has been completed;
- (b) the change of schools was due to an unavoidable hardship beyond the student's control;
- (c) the student has reached the age of eighteen, and is financially independent and residing without any financial assistance from the responsible adults(s) with whom the student previously was residing;
- (d) the student is not residing apart from the responsible adults(s) with whom the student previously was residing for the purpose of establishing athletic eligibility away from the student's previous school;
- (e) the student otherwise is eligible in all other applicable OSSAA eligibility rules and policies.

## **XLII. CHARTER SCHOOLS**

A. Charter public secondary schools established within public school districts, including schools created pursuant to the Oklahoma Charter Schools Act, 70 O.S. § 3-130 *et seq.*, may seek membership in the Association no later than April 1 of the current school year. Membership, if approved, will begin with Fall of the next school year.

1. A Charter public secondary school seeking to join the Association in order to begin participating in a particular activity as a member school, will be asked to complete an application process. (application form can be found at [www.ossaa.com](http://www.ossaa.com)) A minimum of the following must be included in the application:

- a. official school name as listed on the Charter agreement along with all names and titles of school administrators;
- b. the name of the authorizing agency for the Charter school;
- c. the most recently calculated ADM for grades 9 through 12, or for a school that has not yet operated for a minimum of four consecutive years, the actual ADM for any grades 9 and above currently offered and a projected ADM for any grades 9 and above not currently offered;
- d. a list of the activities in which the school will participate;
- e. the number of coach(es) or sponsor(s) for the activities;
- f. the competitive history of school teams and or individuals that have participated in activities
- g. an approximate number of students expected to participate in each activity;
- h. the geographic boundaries, for the Charter school within the school district in which it is located;
- i. whether any students expected to participate have participated previously in that activity for another member school;
- j. any meets, tournaments or contests in which the school will seek to participate;
- k. all policies, standards, criteria, or preferences applied, if any, for enrollment or admission to the school;
- l. any emphasis on particular curricular area, or on programs of instruction unique to the district in which the public charter school is located;
- m. the school's method for handling scholastic eligibility of student-participants;
- n. Description of all physical facilities to be used in connection with activities;
- o. An estimate of the funds available to support the activity.

The school will further provide any supplemental information as might be helpful in determining the school's placement in an appropriate classification. A Charter public secondary school which at the time of application does not offer grades 9 through 12 at the high school level shall provide a projected ADM for any high school grades not currently offered and the actual ADM for any high school grades offered at the time of application.

2. Upon submission of the application, the OSSAA staff shall evaluate the information provided by the school and submit a report and recommendation for approval or deferment of provisional membership. Written notification will be provided to the applicant's administration.
3. In making the membership determination, the OSSAA Staff and Board will strive to ensure that the Charter public secondary school's students will have opportunities for safe and equitable competitive participation, and that the other schools in the classification in which the Charter public secondary school is placed are not substantially disadvantaged by the placement of the Charter public secondary school. Consistent with that purpose, the OSSAA Staff and Board may therefore consider other and additional factors that may impact safe and equitable participation opportunities for a particular Charter public secondary school seeking to participate and for the other schools within any classification under consideration.
4. In submitting the Classification Placement Form, the non-traditional school will acknowledge that its placement within a classification for a particular activity will be subject to review and reconsideration annually by the staff

and the Board, and that additional or supplementary information may be requested from the school in connection with that review and reconsideration.

### **XLIII. ADMISSION OF NON-PUBLIC SCHOOLS TO MEMBERSHIP**

- A. Pursuant to OSSAA Rule 23, any non-public school offering instruction through grade 12 can be admitted to provisional membership upon a determination that the criteria established by that Rule, and any additional criteria established by the Board of Directors, have been met. This policy sets out the process for a non-public school seeking membership under this Rule and any additional criteria established by the Board of Directors. A non-public school seeking membership should review Rule 23 and this policy to determine if the school can comply with these criteria prior to applying for membership.
- B. A non-public school seeking membership pursuant to Rule 23 must submit an application to the Executive Director, on a form approved by the Board of Directors. (the form can be found on the OSSAA.com website) The following material should be submitted with the completed application form:
1. Proof that the school is fully accredited by the State Board of Education, or other accrediting organization recognized by the State Board of Education;
  2. True and correct copies of the school's current scholastic eligibility requirements for athletic participation, and written admission policies and procedures;
  3. If tuition and fees are required to be paid, true and correct copies of the school's written payment policies and procedures;
  4. If financial aid and/or tuition and fee remission are available, true and correct copies of the school's written policies and procedures concerning financial aid and/or tuition and fee remission;
  5. True and correct copies of the school's written policies and procedures that require coaches and booster organizations at the school to be educated annually about OSSAA Rules on eligibility, and the school's written policies and procedures intended to insure that students participating in the school's athletic programs have maintained their amateur standing;
  6. Identification of any other athletic association(s) to which the school belongs or has belonged, and written certification from the association(s) that the school is or was a member in good standing and has not been found to have violated any of the rules and policies of that association;
  7. Written certification that the school has enforced age and periods of participation rules at least comparable to OSSAA, and that the school has not recruited or influenced students to attend the school for athletic purposes;
  8. A true and correct copy of the resolution from the school's governing board or authority pledging to abide by the Constitution, Rules, and Policies of OSSAA.
- C. In the application, the school shall state when the school wants to begin participation, the activities in which the school wants to participate, the classification levels that the school believes are appropriate, and the geographic area that the school believes should be designated for residence eligibility purposes pursuant to OSSAA Rule 8. The following information must also be provided with the application to help determine the appropriate classification and designated geographic area for athletic eligibility purposes:
1. The average daily membership (ADM) of the school for grades 9 to 12 for the current or most recent school year and the previous two school years;
  2. Total enrollment capacity for the school in all grades in which instruction is offered, and by division within the school, together with any projected enrollment in grades 9 to 12;
  3. Identification of the public school districts and/or non-public "feeder" schools from which the school draws its students;
  4. Identification of the principal administrators of the school and a description of their prior experience as school administrators;
  5. Copies of brochures, other promotional materials, and advertisements used at present and during the previous two years by the school to attract or encourage students to enroll at the school;
  6. The amount and percentage of the school's operating budget spent on athletics for the current or most recent school year and the previous two school years;
  7. Identification of any booster organizations for school athletic activities, along with the current officers of those organizations, and the amount and nature of any financial support provided by those organizations;
  8. The percentage of students in grades 9 to 12 participating in interscholastic athletic activities;
  9. For each activity in which the school expects to participate as a member school:
    - a. A description of the physical facilities used and available for use by the school in connection with that activity;

- b. identification of the coaches, paid and volunteer, and a description of their compensation and prior coaching experience;
  - c. the number of years in which the school has competed in that activity;
  - d. the number of students participating in that activity during the current or most recent school year and the two previous school years;
  - e. event or contest schedules and results, including significant awards and honors given to individual participants from the school, for the current or most recent school year and the two previous school years.
- D. The application and supporting materials must be submitted on or before April 1 if the school wants to begin participation in the following fall school semester. Depending on when the application and supporting materials are submitted, a school intending to participate in football, dual team wrestling, and/or soccer may not be permitted to participate in the championship playoffs or tournament in those activities during the first season following the application, because classifications and re-districting in those sports occurs on a two-year cycle and, in football, game schedules are often set long in advance of the season. Schools intending to participate in these sports should review OSSAA Rule 14 and consult with OSSAA staff about when the school may be able to begin participation in the championship playoffs or tournaments in those sports after membership has been approved.
- E. Upon receiving a completed application and supporting materials, OSSAA staff shall assess whether the school meets the criteria established under Rule 23 and this policy, and evaluate the school's suggested classification level and proposed geographic area for eligibility purposes. OSSAA staff shall visit the school at least once to review records, to interview personnel, to inspect facilities, to assess the accuracy of information and material provided with the application, and to evaluate the appropriate classification and appropriate geographic area for residence eligibility purposes. More than one school visit may be scheduled to complete this assessment and evaluation.
- F. Based on this review and evaluation, the Executive Director shall make a report and recommendation to the OSSAA Board of Directors about whether the criteria have been met. If the Executive Director believes the criteria have been met, then written recommendations on the appropriate classification and appropriate geographic area for residence eligibility purposes also must be provided.
- G. The school's application, and the Executive Director's report and recommendations, shall be considered at a scheduled meeting of the OSSAA Board of Directors. The school shall be advised of the report and recommendations, and notice of the meeting at which the application is to be considered shall be provided to the school, at least five business days in advance of the meeting. Representatives of the school shall be provided the opportunity to be heard on the application at the meeting. After hearing on the application, and the Executive Director's report and recommendations, the Board of Directors shall determine, by majority vote, whether the established criteria for provisional membership have been met.
- H. Provisional membership may be denied or withdrawn if it is determined that the school failed to submit any required information, or provided any false or misleading information in connection with its application or subsequent evaluation, or failed to cooperate in any evaluation process by OSSAA staff and designated representatives.
- I. If the Board of Directors has determined the established criteria have been met and provisional membership has been approved, then OSSAA staff shall conduct, prior to the school beginning competition, an orientation program concerning OSSAA Rules and Policies for the coaches, administrators, and officers of any booster organizations of the school. Coaches, administrators and officers of any booster organizations must attend this orientation program for the school to maintain its provisional membership.
- J. Upon approval of provisional membership, the school shall be assigned a mentor school. Administrators and coaching personnel of the mentor school should be available during the period of provisional membership to provide advice and answer questions for the provisional member school on establishing and administering policies and procedures to insure compliance with OSSAA Rules and Policies. The mentor school should not be a school that the provisional member school will or is likely to compete against in athletics, and preferably should be located within 100 miles of the provisional member school in the event that visits to the mentor school would be helpful to representatives of the provisional member school.

During the two-year period following approval of provisional membership, OSSAA staff, and/or its designated representatives, may visit the provisional member school, or request written reports from the provisional member school, to assist in assessing compliance with OSSAA Rules and Policies. Administrators, teachers, staff, coaching personnel, and officers of booster clubs must cooperate with disclose such information if appropriate consent is given, or if legally

compelled to do so by a court or OSSAA staff in providing information for these assessments, and OSSAA staff must be provided with reasonable access to school records for review. To the extent that any information provided or reviewed is supposed to be treated as confidential by law, OSSAA staff will maintain such information as confidential, and will only government agency, or if such information otherwise has been released or disclosed.

- K. If during the provisional membership period, the school is determined to have: failed to submit any required information; provided any false or misleading information in connection with its application or any subsequent evaluation; failed to cooperate in any evaluation process by OSSAA staff and designated representatives; or violated any OSSAA Rules or Policies; the school may be subject to penalties as provided in Sections I-C and I-D of these Policies or, for more serious violations, expulsion or denial of continued membership may be considered. Expulsion from provisional membership or denial of continued membership requires a written report and recommendation from the Executive Director, and a majority vote of the Board of Directors, and the school shall be provided notice in advance and an opportunity to be heard before any such vote. Expulsion from provisional membership or denial of membership should be considered only when the school's demonstrated failures and/or violations indicate an inability or unwillingness to comply with OSSAA Rules and Policies, or a pattern of practices inconsistent with the objectives and mission of OSSAA and its member schools.
- L. At the conclusion of the two-year period following approval of provisional membership, the Executive Director will make a report and recommendation to OSSAA's Board of Directors about whether provisional membership should continue, or whether the provisional status should end, or whether membership should be denied. In making this report and recommendation, the Executive Director must evaluate the following:
1. The accuracy and validity of information provided or made available to OSSAA in evaluating the school;
  2. The effectiveness of the school's policies and procedures, and the school's enforcement of those policies and procedures, in insuring compliance with OSSAA Rules and Policies;
  3. If any violations of OSSAA Rules or Policies were found to have occurred during the period of provisional membership, whether the school responded in a cooperative and constructive manner;
  4. The continued appropriateness of the classification levels and the assigned geographic area for residence eligibility purposes;
  5. Whether the school's activities have been managed and conducted in a manner consistent with the objectives and mission of OSSAA.
  6. The Executive Director's report and recommendation shall be considered at a scheduled meeting of the OSSAA Board of Directors. The school shall be advised of the report and recommendation, and notice of the meeting at which the report and recommendation are to be considered shall be provided to the school, at least five business days in advance of the meeting. Representatives of the school shall be provided the opportunity to be heard on the report and recommendation at the meeting.

After hearing on the Executive Director's report and recommendation, the Board of Directors shall determine, by majority vote, whether the provisional status should end and the school should be deemed a full member in good standing, or whether provisional membership is continued for an additional period, or whether membership should be terminated. The vote of the Board of Directors shall be based on the factors evaluated as outlined above. Membership shall not be denied unless the school, by reason of demonstrated failures and/or violations of OSSAA Rules and Policies, has shown an inability or unwillingness to comply with OSSAA Rules and Policies, or a pattern of practices inconsistent with the objectives and mission of OSSAA and its member schools.



**XLIV. NON-PUBLIC SCHOOL BOUNDARIES ESTABLISHED BY RULE 23**

- A. Christian Heritage Academy—North on Douglas to Reno  
West on Reno to Bryant  
South on Bryant to I-240  
West on I-240 to I-44  
South on I-44 to SE 149<sup>th</sup> (S 19 in Moore)  
East on SE 149<sup>th</sup> to Douglas
- B. Community Christian School—North to Indian Hills Road  
West to Pennsylvania Ave.  
South to Main St. (Norman)  
East to 12<sup>th</sup> Ave
- C. Crossings Christian School—North on MacArthur Blvd. to NW 150<sup>th</sup> Street  
East on NW 150<sup>th</sup> Street to N. Santa Fe Avenue  
South on N. Santa Fe to West Memorial Road  
West on West Memorial Road to NW MacArthur Blvd
- D. Holland Hall School  
21<sup>st</sup> & Riverside east two and half miles to 21<sup>st</sup> & Harvard.  
21<sup>st</sup> & Harvard south five miles to 71<sup>st</sup> & Harvard.  
71<sup>st</sup> & Harvard east two miles to 71<sup>st</sup> & Sheridan.  
71<sup>st</sup> & Sheridan south one mile to 81<sup>st</sup> & Memorial.  
81<sup>st</sup> & Sheridan east one mile to 81<sup>st</sup> & Memorial.  
81<sup>st</sup> & Memorial south one mile to 91<sup>st</sup> & Memorial.  
91<sup>st</sup> & Memorial west one mile to 91<sup>st</sup> & Sheridan.  
91<sup>st</sup> & Sheridan south one mile to 101<sup>st</sup> & Sheridan.  
101<sup>st</sup> & Sheridan east one mile to 101<sup>st</sup> & Memorial.  
101<sup>st</sup> & Memorial south two miles to 121<sup>st</sup> & Memorial.  
121<sup>st</sup> & Memorial east two and half miles to 121<sup>st</sup> & Riverside.  
121<sup>st</sup> & Delaware north four miles to 81<sup>st</sup> & Delaware.  
81<sup>st</sup> & Delaware west ½ mile to 81<sup>st</sup> & Lewis.  
81<sup>st</sup> & Lewis north three miles to 51<sup>st</sup> & Lewis.  
51<sup>st</sup> & Lewis west one mile to 51<sup>st</sup> & Peoria.  
51<sup>st</sup> & Peoria north two miles to 21<sup>st</sup> & Peoria.  
31<sup>st</sup> & Peoria west ½ mile to 31<sup>st</sup> & Riverside.  
31<sup>st</sup> & Riverside one and half miles to 21<sup>st</sup> & Riverside
- E. Lawton Academy of Arts and Sciences  
North to Rogers Lane  
West to Goodyear Blvd  
South to Lee Blvd  
East to 38<sup>th</sup> Street
- F. Lincoln Christian School—Pine Street from 129<sup>th</sup> E. Avenue one mile to 145<sup>th</sup> E. Avenue  
129<sup>th</sup> E. Avenue 6 miles from Pine Street to 51<sup>st</sup> Street  
129<sup>th</sup> E. Avenue to 193<sup>rd</sup> E. Avenue  
Pine Street down 145<sup>th</sup> E. Avenue to 41<sup>st</sup> east to 193<sup>rd</sup> Avenue south to 51<sup>st</sup> Street
- G. Oklahoma Christian Academy—East will be Sooner Road, from Waterloo Road to Memorial Road  
On the north, Waterloo Road between Sooner Road and Pennsylvania Avenue  
On the west, Pennsylvania Avenue, from Waterloo Road south to Memorial Road  
The south boundary will be Memorial Road from Pennsylvania Avenue to Kelly Avenue  
Kelly the line moves south to 122<sup>nd</sup> St. to Coltrane  
Coltrane the line goes back north to Memorial Road until it reaches Sooner Road

- H. Regent Preparatory School—At the corner of 81<sup>st</sup> and Harvard, East 3 miles to Memorial; North 2 miles to 61<sup>st</sup> Street; East 2 miles to Garnett; South 4 miles to 101<sup>st</sup>; West 3 miles to Sheridan; South 1 mile to 111<sup>th</sup>; West 2 miles to Harvard; North 3 miles to 81<sup>st</sup>.
- I. Rejoice Christian School  
North boundary 116<sup>th</sup> Street North  
South boundary 76<sup>th</sup> Street North;  
East boundary N. 161<sup>st</sup> E. Ave;  
West boundary N. 97<sup>th</sup> E. Ave.
- J. Riverfield Country Day School—All boundaries originate from Riverfield School  
½ mile west to 33<sup>rd</sup> West Ave.; 2 miles south to 81<sup>st</sup> Street; ¼ miles to Highway 75; 3 miles south to 111<sup>th</sup> Street;  
5 miles east to Yale Ave.; ½ miles north to 116<sup>th</sup> Street; 1 mile east to Sheridan; 2 ½ miles north to 91<sup>st</sup> Street; 1 mile west to Yale; 2 miles north to 71<sup>st</sup> St; 3 miles west to Riverside Drive; ¼ miles south to Jenks Rd.; ¼ miles west to Elwood Ave; ¾ mile west to High way 75; 1 mile north to 61<sup>st</sup> St.
- K. Southwest Covenant Schools—North on Mustang to Main St.  
East on Main St. to Sara Road  
South on Sara Rd to Northwest 23<sup>rd</sup> St.  
West on Northwest 23<sup>rd</sup> St. to Mustang Rd.
- L. Summit Christian Academy—North will be E. 71<sup>st</sup> Street S.  
West Kenosha Street from S. Garnett Road to S. 177<sup>th</sup> East Avenue  
S. Garnett/Creek Turnpike from E. 71<sup>st</sup> Street S. to E. 111<sup>th</sup> Street S  
On the south, E. 111<sup>th</sup> Street S. from the Creek Turnpike to S 177<sup>th</sup> East Avenue  
On the east, S. 177<sup>th</sup> East Avenue from E. Kenosha Street to E. 111<sup>th</sup> Street S
- M. Victory Life Academy—Four mile radius surrounding the school.
- N. Wesleyan Christian School—Bartlesville city limits.

**XLV. NON-PUBLIC SCHOOL BOUNDARIES ESTABLISHED PRIOR TO IMPLEMENTATION OF RULE 23.**

- A. Bishop Kelley—South to 71<sup>st</sup>, North to 21<sup>st</sup>, East to Garnett, West to Peoria
- B. Bishop McGuinness—Intersection of N. Memorial Rd and MacArthur Blvd, east to Western Ave.  
Intersection of N Memorial and Western, south to NW 63<sup>rd</sup>  
Intersection of N.W. 63<sup>rd</sup> and Western, east to Santa Fe Ave.  
Intersection of NW. 63<sup>rd</sup> and Santa Fe, south to 36<sup>th</sup>  
Intersection of NW 36<sup>th</sup> and Santa Fe, west to Western Ave.  
Intersection of NW 36<sup>th</sup> and Western, north to N.W. 50<sup>th</sup>  
Intersection of NW 50<sup>th</sup> and Western, west to Portland Ave.  
Intersection of NW 50<sup>th</sup> and Portland, north to Hefner Rd.  
Intersection of N. Hefner and Portland, west to MacArthur Blvd.  
Intersection of Hefner and MacArthur, north to Memorial Rd.
- C. Cascia Hall—North to 15<sup>th</sup> Street then west to Riverside  
South to 121<sup>st</sup> Street then east to Sheridan  
South to 111<sup>th</sup> Street east to Memorial  
South to 101<sup>st</sup> Street then west to Sheridan
- D. Corn Bible Academy—Custer and Washita Counties

- E. Heritage Hall—Intersection of Portland (Hefner Parkway) and Hefner Road west to MacArthur Boulevard  
 Intersection of Hefner Road and MacArthur north to 164<sup>th</sup>  
 Intersection of MacArthur and NW 164<sup>th</sup> east to Santa Fe Ave.  
 Intersection of NW 164<sup>th</sup> and Santa Fe Ave. south to Memorial Ave.  
 Intersection of Memorial and Santa Fe west to Western Ave.  
 Intersection of Western and Memorial south to NW 63<sup>rd</sup>  
 Intersection of NW 63<sup>rd</sup> and Western west to Portland (Hefner Parkway)  
 Intersection of NW 63<sup>rd</sup> and Portland (Hefner Parkway) north to Hefner Road
- F. Metro Christian—Intersection of 21<sup>st</sup> and Harvard, West to the Arkansas River  
 Intersection of 21<sup>st</sup> and Harvard, South to 61<sup>st</sup> Avenue  
 Intersection of 61<sup>st</sup> and Harvard, East to Memorial Drive  
 Intersection of 61<sup>st</sup> and Memorial, South to 121<sup>st</sup>  
 Intersection of Memorial and 121<sup>st</sup>, West to 65<sup>th</sup> West Avenue  
 Intersection of 121<sup>st</sup> and 65<sup>th</sup> West Avenue, North to 61<sup>st</sup> Street  
 Intersection of 61<sup>st</sup> and 65<sup>th</sup> West Avenue East to the East side of Arkansas River  
 61<sup>st</sup> Street and the East Bank of the Arkansas River, North to the East Bank of the Arkansas River and the 21<sup>st</sup> Street Intersection.
- G. Mount St. Mary—Intersection of NW 23<sup>rd</sup> and Pennsylvania, east to 1-235 (Lincoln Blvd.)  
 Intersection of NE 23<sup>rd</sup> and Lincoln Blvd., South to Byers Street  
 Intersection of Byers (Shields Blvd.), south to SW 134<sup>th</sup>  
 Intersection of Shields and SW 149<sup>th</sup>, west to MacArthur  
 Intersection of SW 149<sup>th</sup> and MacArthur, north to SW 104<sup>th</sup>, east to Portland  
 Intersection of SW 104<sup>th</sup> and Portland, north to SW 89<sup>th</sup>, east to May, north to SW 59<sup>th</sup>  
 Intersection of 59<sup>th</sup> and May, east to Pennsylvania, north to NW 23<sup>rd</sup>
- H. Oklahoma Bible Academy—South Boundary - Wheat Capitol Road  
 West Boundary - N. Imo Road  
 North Boundary - Lake Hellums Rd.  
 East Boundary – 42<sup>nd</sup> Street
- I. Oklahoma Christian School—Edmond Public Schools
- J. Victory Christian—North Boundary - 51<sup>st</sup> Street  
 South Boundary - 121<sup>st</sup> Street  
 East Boundary – Garnett  
 West Boundary - Highway 75  
 South to 21<sup>st</sup> Street then east to Harvard south to 15<sup>th</sup> Street

Maps of these boundaries and multi-high districts can be found on the OSSAA website at [www.ossaa.com](http://www.ossaa.com).

#### **XLVI. REPORTING ADM FOR NON-PUBLIC SCHOOLS**

All non-public schools shall report their ADM from an end-of-the year statistical report certified by their outside accrediting agency. If an outside agency is not currently in use, then it is up to the school to have an outside agency certify their ADM.

#### **XLVII. STUDENTS ENROLLED IN SUPPLEMENTAL ONLINE CURRICULUM OR FULL-TIME ONLINE CURRICULUM**

As provided in 70 O.S. § 1-111, as amended, students are considered to be in attendance while participating in a supplemental on-line course approved by the district board of education for that school.

If a student is enrolled in supplemental on-line courses, those courses also are included in determining whether a student is enrolled in the required minimum number of courses, and in determining whether that student has passed or is passing all courses, as required to maintain eligibility under OSSAA Rule 3.

As with other courses, if the student withdraws from or drops a supplemental on-line course after the first three weeks of the semester, the student then will be ineligible for a three-week period. To regain eligibility at the end of that three-week period,

the student must be taking the required minimum number of courses, and must be receiving passing grades in those other courses.

A student enrolled in supplemental online courses may maintain athletic eligibility at a member school provided:

- a) The student is enrolled in the member school.
- b) The student is using the online curriculum approved by the local school board of the member school.
- c) The member school has a system in place to monitor progress and grades for the online course(s).
- d) The student is meeting the requirement to be enrolled in no less than 5 courses for grades 7-11 and no less than 4 courses for grade 12.
- e) The student must attend a minimum of one class per day on site at the member school.

Full-time virtual students shall not be permitted to participate in interscholastic activities and contests on behalf of member schools. A full-time virtual student is a student who is enrolled at a member school but receiving all instruction electronically at a location away from the member school's facilities. Full-time virtual students will not be counted in the school's ADM for classification purposes.

#### **XLVIII. MANDATORY ANNUAL ELIGIBILITY WORKSHOPS**

Failure to comply with OSSAA rules and policies on eligibility may have serious adverse effects on students and member schools. Revisions also may be made to these rules and policies each year. OSSAA Staff therefore will conduct face-to-face annual workshops on eligibility rules for representatives of all member schools during June and July of each year. An on-line annual eligibility workshop also will be made available through OSSAA's website starting July 15 of each year. All member schools are required to have at least one representative who is responsible for making eligibility determinations at that member school either attend a face-to-face workshop or complete the on-line workshop before the end of August each year. Each member school is required to maintain records verifying that a representative has completed one of the annual workshops each year as required.

If a member school has not complied with this annual requirement, the member school is suspended from hosting any play-off contests leading to a state championship in any activities in which school teams may be participating during the upcoming school year. The on-line eligibility workshop will remain available on OSSAA's website after the August deadline, so the suspension from hosting play-off contests will be lifted once the school verifies that a school representative responsible for making eligibility determinations has completed the on-line workshop.

#### **XLIX. DOCUMENT RETENTION POLICY**

To ensure that documents of the OSSAA are adequately maintained, protected and then discarded, in compliance with applicable federal, state and local laws, and as a matter of prudent business practices, the OSSAA has established a Document Retention Schedule. Documents include any written or electronic records created by the employees of OSSAA, the Board of Directors, or other committees in the course of their duties, responsibilities and activities related to the Association.

Documents should be retained and destroyed in accordance with the Document Retention Schedule. At least once per year the Executive Director shall designate a member of staff to identify documents that are to be destroyed in accordance with this policy. The documents selected for destruction should be cataloged and presented to the Executive Director for approval prior to destruction. Documents not listed on the Retention Schedule will be reviewed by the Executive Director to establish a retention period.

In the event OSSAA becomes aware of any official investigation by appropriate authorities or receives any subpoena or request for documents, the destruction of related documents will be suspended until the matter has been resolved.

#### **L. OPEN MEETINGS AND OPEN RECORDS (Title 25, Oklahoma Statutes §§ 301-314)**

##### **A. Open Meetings of OSSAA's Board of Directors and Intermediate Appeals Panel**

1. Article IV, section 3 of OSSAA's Constitution provides that meetings of OSSAA's Board of Directors shall be subject to the Open Meeting Law of the State of Oklahoma. All meetings of OSSAA's Board of Directors and its intermediate appeals panel are to be open and conducted in a manner consistent with the provisions of the Oklahoma Open Meeting Act, including specifically the notice and agenda, voting and executive session requirements.
2. Executive sessions are permitted for discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law. On occasion, generally on appeals of student athletic eligibility determinations, OSSAA receives private and confidential information concerning students and their families which is protected from disclosure by law or which OSSAA has agreed to maintain as confidential.

Member schools and families also, on occasion, want to disclose and discuss private and confidential information concerning a student or the student's family during appeal hearings conducted before OSSAA's Board of Directors or its intermediate appeals panel.

Allowing disclosure of this private and confidential information in an open public meeting of OSSAA's Board of Directors or its intermediate appeals panel could discourage schools, students, and families from submitting information that would support athletic eligibility, and prevent OSSAA's Board and intermediate appeals panel from hearing all facts relevant to a determination. OSSAA's Board of Directors therefore has been, upon a motion made in open public session and approved by a majority vote, convening in closed executive session to hear and discuss private and confidential student and family information that may be relevant to the Board's determination.

Consistent with this practice, OSSAA's Board of Directors and its intermediate appeals panel may convene in closed executive session to hear and consider private and confidential student and family information that is protected from disclosure by law or which OSSAA has agreed to maintain as confidential.

3. No motions may be made, and no votes may be taken, on the determination of any issue during executive sessions.

#### B. Public Access to OSSAA Records

1. OSSAA is committed to making records of its operations available for public review, consistent with the provisions of Oklahoma's Open Records Act. All records of the association are to be made accessible consistent with the provisions of the Oklahoma Open Records Act.
2. Records specifically required by law to be kept confidential will be maintained as confidential and not be made publicly available. On occasion, generally on student athletic eligibility determinations, OSSAA receives private and confidential information concerning students and their families which is protected from disclosure by law or which OSSAA has agreed to maintain as confidential. Allowing disclosure of records containing or reflecting private and confidential information could discourage schools, students, and families from submitting information that would support athletic eligibility, and prevent OSSAA from receiving all facts that may be relevant to a determination. To protect the confidentiality of private and confidential student and family information protected by law, OSSAA has declined to produce records that contain or reflect information when those records have been requested, unless the private and confidential information could be redacted from those records prior to disclosure. Consistent with this practice, OSSAA will continue to maintain as confidential all private and confidential student and family information which is protected from disclosure by law or which OSSAA has agreed to maintain as confidential. Records reflecting or containing private and confidential student and family information, including but not limited to any recording or transcript of an executive session of OSSAA's Board of Directors or its intermediate appeals panel, will not be made available for public inspection or disclosure if requested, unless the student and family have consented to disclosure or otherwise waived any claim to confidentiality, or unless a court has ordered disclosure of the information. If records containing private and confidential student and family information are subpoenaed in any legal proceeding, OSSAA will provide notice to the student's school of the subpoena, and to the student and family if OSSAA has contact information for the student and family, before producing those records.
3. Records concerning on-going investigations by OSSAA may be maintained as confidential, unless particular records are already publicly available. Personal notes made by individuals in the course of evaluating, or considering any action or determination by OSSAA may be maintained as confidential and will not be available for public disclosure. Records that are protected by attorney-client privilege or by the attorney work product doctrine will be maintained as confidential and will not be available for public disclosure.
4. OSSAA may also maintain as confidential information technology records that disclose:
  - a. design or functional schematics that demonstrate the relationship or connections between devices or systems,
  - b. system configuration information,
  - c. security monitoring and response equipment placement and configuration,
  - d. specific location or placement of systems, components or devices,
  - e. system identification numbers, names, or connecting circuits,
  - f. business continuity and disaster planning, or response plans,
  - g. investigative information directly related to security penetrations or denial of services.

The above information technology records will not be available for public disclosure.

5. OSSAA may keep personnel records confidential: (a) which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation, or (b) where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired by OSSAA. The home address, telephone numbers and social security numbers of any person employed by or formerly employed by OSSAA will be maintained as confidential and not be available to the public.

Personnel records that are available include the employment application of a person who is hired by OSSAA, the dates of employment, and the title or position for that employee, and any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.

6. For records that are available, OSSAA will make those records available for inspection during regular business hours at OSSAA's offices, or copies of requested records may be provided. OSSAA may charge a fee of no more than \$0.25 per page for the reasonable, direct costs of copying and producing requested records, and may decline to provide records if the fee is not paid. OSSAA may also charge a reasonable search fee if a particular record request would cause any excessive disruption in the essential functions of OSSAA, and may decline to search for requested records if the search fee is not paid.

#### **LI. BACKGROUND CHECKS FOR OFFICIALS**

1. As part of the annual enrollment process, OSSAA shall conduct background checks on all individuals who enroll as game or contest officials who have never previously been enrolled as game or contest officials for OSSAA athletic activities. Thereafter, all individuals who have previously been approved for enrollment and who are seeking to re-enroll shall undergo a background check at least every three years. OSSAA may from time to time conduct follow-up background checks on individuals enrolled as game or contest officials for OSSAA athletic activities.
2. OSSAA may retain an outside agency to conduct these background checks. The results of these background checks may be reviewed by OSSAA staff to determine if individual applicants are approved for enrollment as game or contest officials for OSSAA athletic activities.
3. OSSAA staff shall deny enrollment or revoke enrollment for any individual registered under the Oklahoma Sex Offender Act, the Oklahoma Mary Rippey Violent Offenders Act, or any similar acts in other states. OSSAA staff may deny enrollment or revoke enrollment for any criminal conviction revealed during the initial background check or any subsequent background check. OSSAA staff shall inform the person of its decision to deny or revoke enrollment in writing. The OSSAA staff shall state the reasons enrollment was denied or revoked.
4. Any person whose enrollment was denied or revoked may challenge and/or protest OSSAA staff's decision to deny or revoke enrollment. A challenge must be made within fourteen (14) days of the receipt of the correspondence from OSSAA staff denying or revoking enrollment. The challenge must be made to OSSAA's Executive Director in writing, and if information from the background check is being challenged as inaccurate, then correcting information must be included.

OSSAA's Executive Director shall review the denial or revocation and determine whether to affirm or reverse the OSSAA staff's decision. Within fourteen (14) days of the receipt of the challenge or protest, OSSAA's Executive Director shall respond in writing. If OSSAA's Executive Director affirms the OSSAA staff's decision, the individual may appeal that decision to the OSSAA Board of Directors at the next regularly scheduled OSSAA Board meeting. The OSSAA Board shall review the OSSAA Director of Officials' decision and determine whether to affirm or reverse. The appellant shall be notified in writing of the OSSAA Board's decision. The OSSAA Board's decision shall be final and shall not be subject to further review.

#### **LII. USE OF PILOTLESS, REMOTE-CONTROLLED AERIAL VEHICLES AT EVENTS**

OSSAA does not approve of the use of pilotless, remote-controlled aerial vehicles, or "drones," at interscholastic activities or events, whether such vehicles are operated by school representatives, parents, participants, spectators, or media representatives. The operation of pilotless, remote-controlled aerial vehicles at interscholastic activities or events may create an increased risk of injury to participants and spectators, and may create unwarranted distractions that affect the management and enjoyment of those activities or events.

If a pilotless, remote-controlled aerial vehicle is being operated at or in the vicinity of a member school activity or event, the persons responsible for officiating at the activity or event are authorized to suspend the activity or event. The person or persons responsible for managing the event or activity site should be contacted and advised of the presence and use of a pilotless, remote-controlled aerial vehicle at the site. The event or activity site manager is directed to make reasonable efforts to identify who is operating the vehicle and to cause the vehicle to be grounded safely or moved away from the activity or event site. Continuation of the activity or event may be suspended until the vehicle has been safely returned to the ground or has been moved a safe distance from the event or activity site.

A member school may choose to use, or permit the use of, a pilotless, remote-controlled vehicle at school practices in particular activities. That determination is left to the discretion of responsible administrators, coaches, and supervising sponsors at the member school. OSSAA recommends that a member school consult with the school's insurer and legal counsel before using or permitting the use of such vehicles during school practices.

**LIII. CONCUSSION AND HEAD INJURIES EDUCATION AND MANAGEMENT****A. Completion of Student Information Sheet**

Each school year, before a student at a member school is permitted to participate in athletic activities, including practices, the student and the student's parent or guardian must complete and return a concussion and head injury information sheet to the school. The information sheet must inform the student and the student's parent or guardian about the nature and risks of concussion and head injury in participating in athletic activity, including the risks of continuing to participate after sustaining a concussion or head injury, as provided by 70 O.S. § 24-155. (Effective November 1, 2016, a new State Statute regarding head injury was implemented)

This form may be completed and submitted to the school each year at the same time as the annual physical examination and parental consent form. A sample form for the concussion and head injury information sheet is available on OSSAA's website. The school shall maintain copies of the completed forms.

**B. Removal from Participation and Return to Play After Suspected Concussion**

A student suspected of having sustained a concussion or other serious head injury during any sports activity, including during a practice, must be immediately removed from participation.

A student who has been removed from participation because of a suspected concussion or other serious head injury is not permitted to return to practice or competition on the same day, unless the student has been evaluated by a licensed health-care provider trained in the evaluation and management of concussions and related injuries, and the student has submitted written clearance to return to participation from that provider.

**C. Graduated Stepwise Return to Participation guidelines for team personnel and return to learn guidelines for teachers and relevant school personnel pertaining to students returning to practice or competition as well as the classroom shall be developed by each member school's Board of Education.****D. Game and Contest Officials**

Before working at any regular season and any post-season competition for students in grades 7-12 in football, basketball, wrestling, soccer, baseball, or softball, a game or contest official must have completed the on-line concussion management course available at [www.NFHSLearn.com](http://www.NFHSLearn.com). If a game or contest official suspects that a student has sustained a concussion or other serious head injury, the official should remove the student from participation.

**LIV. HIV, HEPATITIS B, AND HEPATITIS C RELATED TO INTERSCHOLASTIC ATHLETICS**

Member schools should understand that the following policy contains guidelines with which the OSSAA recommends. OSSAA contest officials will be instructed to monitor situations in athletic contests in which an injury occurs that results in blood being present. Officials will follow the appropriate guidelines as set forth in this policy when those situations do occur. For purpose of emphasis, those guidelines which will be enforced are underlined>.

**A. BLOOD-BORNE PATHOGENS**

Blood-borne pathogens such as Hepatitis B, Hepatitis C, and HIV are serious infectious diseases which are present in blood as well as other bodily fluids such as semen, vaginal secretions and breast milk. While there are a number of other such blood-borne diseases, Hepatitis B and HIV are the most commonly known.

Hepatitis B is a virus which results in a dangerous inflammation of the liver. Its victims can suffer long-term consequences and re-occurrences, and the disease can be deadly if not treated. Although no transmission of Hepatitis B has ever been documented at a sporting event, anyone who anticipates direct or indirect contact with Hepatitis B infected individuals should be immunized. Note: For additional information refer to the Occupational Safety and Health Administration (OSHA) Exposure Control Plan.

Hepatitis C is a contagious liver disease that results from infection with the Hepatitis C virus. It can range in severity from a mild illness lasting a few weeks to a serious, lifelong illness. Hepatitis C is usually spread when blood from a person infected with the Hepatitis C virus enters the body of someone who is not infected. Today, most people become infected with the Hepatitis C virus by sharing needles or other equipment to inject drugs. Before 1992, when widespread screening of the blood supply began in the United States, Hepatitis C was also commonly spread through blood transfusions and organ transplants. Hepatitis C can be either "acute" or "chronic." Acute Hepatitis C virus infection is a short-term illness that occurs within the first 6 months after someone is exposed to the Hepatitis C virus. For most people, acute infection leads to chronic infection. Chronic Hepatitis C is a serious disease than can result in long-term health problems, or even death. There is no vaccine for Hepatitis C. The best way to prevent Hepatitis C is by avoiding behaviors that can spread the disease, especially injection drug use.

HIV is the virus that causes Acquired Immunodeficiency Syndrome (AIDS), which weakens the immune system, thus making a person susceptible to infections their immune systems would normally fight off. At this time AIDS is incurable and deadly.

The precise risk of HIV transmission during exposure of open wounds or mucous membranes such as the eyes, ears, nose and mouth to contaminated blood is not known. Though the possibility of contracting HIV in this manner is generally considered to be less than the possibility of contracting Hepatitis B and other blood-borne viral infections, it is a serious threat.

Student-athletes, coaches and officials must understand that while it is possible for HIV to be transmitted by blood from one individual to another through an open wound, or a mucous membrane, the probability is very low. However, since the chance of this occurring does exist, the appropriate precautions should be taken to ensure no transmission can occur and to be aware of the possible consequences.

#### B. PRECAUTIONS AGAINST TRANSMISSION OF BLOOD-BORNE PATHOGENS

The proper handling of body fluid spills should be a concern of teachers, coaches, officials and student-athletes. All concerned individuals must be aware that any time there is blood and/or other body fluids present, there is the possibility of an infectious disease being transmitted. However, this possibility can be reduced if a few common sense precautions are observed.

#### C. COMMUNICABLE DISEASE PRECAUTIONS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B and Hepatitis C can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but are not limited to the following:

1. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been directly implicated in HIV transmission, minimize the need for emergency direct mouth-to-mouth resuscitation. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use if possible.
7. Athletic trainers/coaches with bleeding or oozing skin condition should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should not be re-used and should be properly disposed.
9. Follow acceptable guidelines in the immediate control of bleeding when handling bloody dressings, mouthparts and other articles containing body fluids.
10. Refer to the specific sport rules for additional information.

#### D. GENERAL PROCEDURES FOR ACTIVITIES

1. Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped at the earliest possible time and the player should be escorted from the playing area for the appropriate treatment. The student-athlete should not return to the practice/game until the bleeding has been stopped and the open wound properly covered.
2. During a game or practice, if uniforms and other clothing become saturated with blood or other body fluids containing visible blood to the extent that the blood could be transferred from one person to another by touch, that part of the uniform should be changed and the skin cleaned with soap and water. Protective gloves should be worn any time another person's blood is involved. Cloth disposable towels/towelettes and gloves should be discarded properly. Proper disposal would be the use of a plastic-lined, closable trash container.
3. If enough blood is present that it could be transmitted to another person, upon removal of the clothing, the item(s) should be placed in a plastic bag and sealed until laundering. Clearly mark the plastic bag so those handling it know that it contains items soiled with blood.
4. If a player, coach, official, etc. has someone else's blood on his/her skin, the area should be washed with soap and water and wiped with disinfectant, such as isopropyl alcohol.
5. All athletes must cover any open wound.
6. Student athletes should treat and cover their own wounds whenever possible.
7. When administering first aid, disposable latex or vinyl gloves should be worn. A different pair of gloves should be worn for each treatment administered.



8. Any individual who has treated a wound or cleaned a contaminated surface should wash his/her hands with soap and warm water.
9. A student athlete should take a shower using a liberal amount of soap and warm water following the contest.
10. Towels which are used by athletes, coaches or officials should not be used to clean off any potentially contaminated surfaces.
11. All soiled linens such as towels and uniforms should be washed in hot water and in a detergent containing bleach, if possible.
12. All coaches, athletes and officials should practice good hygiene. Towels, cups and water bottles should not be shared.
13. Keeping locker rooms and other areas well ventilated and clean can also help in preventing other air-borne contagions from being transmitted.

**E. PROCEDURES FOR CLEANING WASHABLE SURFACES CONTAMINATED WITH BLOOD OR BLOODY FLUIDS**

1. For small areas of contamination (i.e., droplets on wrestling mat, gym floor, pool deck, etc.)
  - (a) Have immediately available a squirt or spray bottle containing fresh bleach solution or an EPA-approved disinfectant.
  - (b) While wearing protective gloves, spray the contaminated area with the cleaning solution. Gloves used for cleaning contaminated surfaces may be single-use vinyl or latex gloves, or multiple-use general-purpose utility ("rubber") gloves. Use disposable towels to clean the contaminated surface. Repeat until all visible blood and other body fluids have been removed. Use clean disposable towels each time the procedure is repeated.
  - (c) Properly discard all contaminated disposable materials.
  - (d) Wash hands immediately after exposure. When it is not feasible to wash your hands immediately after exposure, an antiseptic in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as feasible.
2. For large areas of contamination (i.e. large pools of blood, vomitus, or urine):
  - (a) While wearing protective gloves, use fresh bleach solution or an EPA-approved disinfectant.
  - (b) A two-bucket system is recommended - one bucket to wash the soiled surface, and one bucket to rinse. Detailed instructions are as follows:
    - (1) In bucket #1, dip, wring, and mop up blood or body fluids containing visible blood.
    - (2) Dip and wring in bucket #1, and mop a second time.
    - (3) Dip and wring out mop in bucket #1.
    - (4) Dip and wring mop in bucket #2, which contains fresh bleach solution or an EPA-approved disinfectant.
    - (5) Mop contaminated area again.
    - (6) Rinse and wring mop again in bucket #2.
  - (c) Properly dispose of the used cleaning solution from both buckets down a drainpipe.
  - (d) Soak the mop in a clean solution of EPA-approved germicide or fresh household bleach solution after use.
  - (e) Rinse both buckets in fresh bleach solution or an EPA-approved disinfectant after use. After rinsing the buckets, rinse the sink.
  - (f) Remove gloves and discard if they are not of the general-purpose utility variety. General purpose utility (rubber) gloves may be disinfected and re-used, but should be discarded if they are peeling, cracked, discolored, or if they have punctures, tears, or evidence of deterioration.
  - (g) Wash hands immediately even though protective gloves are worn. When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as feasible.

**LV. EXTREME HEAT**

The OSSAA recognizes that heat related illness is the leading cause of preventable death in high school students participating in activities. The Board adopted the following policies:

**Acclimatization Period:** Whenever students are participating in an environment in which the temperature cannot be controlled there should be acclimatization period. The acclimatization period is defined as the first 14 days of participation beginning with the first date of practice in that sport or activity, or the first date a participant begins practice, whichever is later. Any speed, strength, or conditioning programs shall not be considered a part of the acclimatization period. All students participating in athletics or activities, including those who arrive to preseason practice after the first day of practice, are required to follow the guidelines of the first days of the acclimatization period.

All athletic coaches and marching band directors are required to view *A Guide to Heat Acclimatization and Heat Illness Prevention* at [www.NFHSLearn.com](http://www.NFHSLearn.com), annually. A certificate of completion shall be kept on file for each coach or marching band director at the member school.

**A. Football (Mandates)**

1. Preseason practice shall be limited to 2 ½ hours per session with a minimum of one hour between practice sessions. No more than 5 hours of practice per 24-hour period will be allowed. There will be no physical activity during the one-hour rest period. Any time a coach is present during football practice, the time will count toward the maximum 5 hours, with the exception of strength training.
2. If a practice session is interrupted by inclement weather or heat restrictions, and it is required the session be divided for the good of the student-athlete's welfare as long as the total practice time does not exceed 2 ½ hours.
3. When multiple practices are conducted in the same day, it is required that either practice not exceed 2½ hours in length and students not participate in more than five total hours of practice activities, including walk-through sessions. Warm-up, stretching, cool down and conditioning activities are included as part of the practice time. Practices should be separated by at least one hour, where there is no physical activity between the end of the first practice and the beginning of the second practice.
4. Immediately prior to any practice, coaches are required to use a smart-phone APP, or other mechanism or program to get heat index, such as CoachSmart or the OSHA APP. There are also programs available on the Internet, such as AccuWeather, or Weather.com. These programs are free and can be used on any smart-phone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website; Schools must develop their own form to record the heat index each practice session.
5. All practices must be held under the supervision of a coach employed by the school.
6. Practices must always be conducted with an open water policy.
7. Cooling stations shall be made available for the athletes (buckets of cool water, wet towels, sponges, etc.)
8. Each program shall have a heat related emergency plan on hand at all times.

**B. Guidelines for Outdoor Activities:**

1. Athletic Coaches or marching band directors should use a smart-phone APP, or other mechanism or program to get heat index, such as or the OSHA APP. There are also programs available on the Internet, such as AccuWeather, or Weather.com. These programs are free and can be used on any smart-phone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website. Schools must develop their own form to record the heat index each practice session.
2. All practices should be held under the supervision of a coach, director, or sponsor employed by the school.
3. Practices should always be conducted with an open water policy.
4. Each program should have a heat related emergency plan on hand at all times.
5. Preseason practice should be avoided if possible between the hours of 12 p.m. and 6 p.m.
6. Parents and students should be educated on the importance of hydration during extreme heat conditions.
7. Cooling stations should be made available when possible (buckets of cool water, wet towels, sponges, etc.)
8. Equipment should be removed for conditioning.

**LVI. INTERRUPTION OF EVENTS DUE TO PUBLIC HEALTH CONCERNS OR OTHER EMERGENCY CIRCUMSTANCES**

- A. On occasion, a state or local government authority or a local Board of Education/School Governing Board may, due to a specific public health concern or other emergency circumstances, cause a member school to be closed for a full school day or longer, which prohibits a member school team from participating in a scheduled regular season contest. School closing shall mean that the local health authority or Board of Education/Governing Board has cancelled all secondary school classes and school sponsored extracurricular activities for a minimum of one full school day due to a specific public health concern. In that event:
- i) If the results of the contest **would not** impact placement in a play-off bracket (volleyball, cross country, fall baseball, Class A or B fast-pitch softball, basketball, wrestling, swimming, slow-pitch softball, track and field, tennis, golf, Class A or B spring baseball, Academic Bowl, or Speech and Debate) the two schools should make all reasonable efforts to reschedule the contest at a different date and time within the regular season, but if the schools are unable to reschedule, the two schools may choose to cancel the contest;
  - ii) If the results of the contest **would** impact placement in a play-off bracket (classes 2A-6A fast-pitch softball, football, dual wrestling, soccer, classes 2A-6A spring baseball) the two schools are required to make an effort to mutually agree upon a date and time to reschedule the contest prior to the beginning of the play-offs in that activity. The agreement to reschedule should occur within 48 hours of the original contest. If the two teams are unable to agree on a rescheduled date and time:

- (a) Placement in the play-off bracket shall be determined by won/loss percentage for all teams in the district, and marginal points shall not be considered in breaking ties between teams;
- (b) If two or more teams are tied in won-loss percentage, the highest position in the district will be given to the team that won over the tied team(s); if the highest position cannot be determined according to the outcomes in head-to-head contests between the tied teams, the highest position in the district will be determined by lot.

If two or more tied teams are remaining after the highest position is determined, the next highest position in the district will be given to the team that won in head-to-head contests over the other remaining tied teams; if the next highest position cannot be determined according the outcomes in head-to-head contests between the remaining tied teams, the next highest position in the district will be determined by lot. This same procedure will be repeated until all play-off positions for the district teams have been determined. The OSSAA will set the procedure for determining placement by lot.

- B. If a decision by a state or local government authority, or by the State or local Board of Education/School Governing Board, concerning a specific public health concern or other emergency circumstances, interrupts the conduct, scheduling, or locations of play-off contests, the Executive Director is authorized to develop and execute a plan in the best interest of the membership to continue, reschedule, or relocate post-season play. The Executive Director's plan and determinations shall be considered valid and effective.

#### **LVII. TRANSGENDER STUDENTS PARTICIPATING IN ATHLETIC ACTIVITIES**

- A. The following guidelines should be applied by a member school in determining the gender-specific athletic teams on which a transgender student is permitted to participate:
  - (1) A female-to-male who is not taking testosterone may choose to participate on either boys or girls teams. Once that choice is made, the student must consistently participate as that gender in any athletic activities at the secondary school level.
  - (2) A female-to-male student taking testosterone may only compete on boys teams.
  - (3) A male-to-female student who is not taking hormone therapy, or who has been taking hormone therapy for less than one year, may only participate on boys teams.
  - (4) A male-to-female who has completed one year or more of hormone therapy may participate on girls teams.
  - (5) A transgender student seeking to participate on a school team for the gender with which the student identifies must submit documentation to the member school demonstrating that the student is under the care of a licensed physician. If the student is taking hormone or testosterone therapy, then documentation must be submitted to the member school demonstrating that the therapy has been prescribed by the student's licensed physician, and how long the prescribed therapy has been administered. The member school should consider any other relevant information submitted in support of the request. The member school will then determine, pursuant to the guidelines and requirements above, whether the student should be permitted to participate as requested.
- B. The member school should notify OSSAA when the school determines that a transgender student will be permitted to participate on a school team for the gender with which the student identifies. In the interest of preserving the student's privacy, the member school should not disclose the identity of the student, or any of the other information relating to the request, to OSSAA.
- C. If a member school decides not to permit a transgender student to participate as the gender requested by the student, that decision may be appealed to OSSAA's Board of Directors. The identity of the transgender student, and all discussions and written documentation submitted concerning the transgender athlete, will be maintained as confidential by OSSAA unless the information already has been publicly disclosed or the student has consented to disclosure.

#### **LVIII. ATTENDANCE AT NATIONAL FEDERATION ANNUAL MEETING**

Initially, it should be pointed out that proper staff development is paramount for OSSAA administrators and the National Federation setting provides one of the few available forums with the appropriate dialogue and exchange of ideas to stimulate a positive and continued growth of the organization.

Additionally, Board of Director members require added insights as to trends, problems and the need for proper accountability - all of which are afforded at the annual National Federation setting.

Due to the stated requirements and needs the following attendance policy should be followed:

- 1. OSSAA Staff should attend the NFHS Summer Conference and attend the appropriate scheduled workshops in their assigned areas.

2. The Board of Directors who will serve on the Board during the fall immediately after the NFHS Summer Meeting, will be permitted to attend the NFHS Summer Conference. Board members should attend workshop sessions that better able them to function as the oversight committee for the OSSAA. The Board members should be prepared to share their gathered information at the August OSSAA Board Meeting.

If staff and board attend the meeting, their individual registration, travel, motel/hotel accommodations, meal allowance and small miscellaneous charges will be approved by the entire board at a regular meeting. Any person that attends the meeting other than staff and board will be at their own expense and will not receive any reimbursement from the OSSAA.