

# OREGON INTERSCHOLASTIC SKI RACING ASSOCIATION POLICIES

(Adopted June, 2017)

(Changes made in June, 2017 are in **bold Italics**)

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## **OREGON INTERSCHOLASTIC SKI RACING ASSOCIATION POLICIES (Adopted June, 2017)**

### **1. Duties of OISRA Directors and Officers**

In addition to the authority and responsibilities of the Board of Directors as described in the OISRA Bylaws, any actions taken by members of the Board of Directors on behalf of the OISRA shall be reported in writing within three days to the full Board. Significant actions or expenditures require that the entire Board of Directors has granted such authority to the director or officer.

The affirmative vote of a majority of the entire Board of Directors at a properly called meeting, at which a quorum is present, is necessary and sufficient, to make, alter, amend or repeal OISRA Policies.

Proposals for changes to the OISRA Policies or Bylaws may be initiated by a school representative, head coach, an OISRA Board member, or the OISRA Executive Director. Such proposals shall be submitted in writing to the Executive Director.

### **2. Membership**

Definition of membership: The Oregon Interscholastic Ski Racing Association members are high schools within the State of Oregon, public or private, that meet the following qualifications:

- Offer a comprehensive curriculum that meets Oregon graduation requirements
- Authorize students to participate in the name of the school in OISRA sanctioned activities, which are approved interscholastic activities.
- Sign an acknowledgement that they will read and abide by the OISRA Articles, OISRA Bylaws, OISRA Policies, Alpine Division Policies and Race Rules and/or Nordic Division Policies and Race Rules. (OISRA Policies provide for any home schooled students who have no affiliation with a high school to be accommodated as set forth in OAR 581-021-0033.)

Membership is defined within divisions: Each sport sponsored by OISRA is categorized within its own division, and membership is defined within these separate divisions. A school will be a member of the Alpine Division or the Nordic Division of OISRA, or can be a member of both Divisions.

Voting Members: The OISRA voting members shall be comprised of schools that have at least one team comprised of a minimum of three racers of the same gender. Each voting member has one vote in its membership division.

Associate Members:

- Associate members are nonvoting members.
- Schools in either Division that have teams of only two or less racers of either gender shall be associate members.
- If an OISRA member school has a primary ski team that is affiliated with another ski organization, then the OISRA team will be a secondary ski team and the school will be an OISRA associate member.
- Schools from border states (California, Washington, Nevada, and Idaho) may become OISRA members within the alpine division, and all out-of-state schools are associate members
- Online schools are associate members.
- A school that chooses NOT to become a member of OISRA but chooses to authorize students, as members of an approved community club, to participate in OISRA sanctioned activities shall be an associate member.
- A school that chooses NOT to become a member of OISRA but chooses to authorize a student to participate in OISRA sanctioned activities shall be an associate member.

### 3. Dues and Fees

OISRA Annual Membership Dues are \$5 for each member school for each Division. [If a school has a team in both Divisions, then the total membership dues are \$10.] A school must pay annual membership dues before students from that school can participate in sanctioned OISRA activities. OISRA membership dues are non-refundable.

#### Individual Racer Participation Fees:

- OISRA Annual Individual Racer Participation Fees: The OISRA individual participation fees are determined annually by the Board of Directors.
- Division Annual Individual Racer Participation Fees: Each Division's individual participation fees are determined annually by the respective Division Steering Committees.
- Racers must pay both OISRA and Division individual racer participation fees before they are eligible to train or compete.
- Individual racer participation fees are non-refundable.
  - EXCEPTION: The Registrar grants exceptions to the no-refund policy for the OISRA Individual Racer Participation Fees in the exceptional circumstance of a skier who is cut from a team due to oversubscription and the skier chooses to totally disassociate from the team, rather than to continue to participate under the special training and racing arrangements that are allowed for cut skiers, so they can continue to develop as ski racers.
  - Request for refund is made to the registrar through the League Representative prior to the last Monday in December.
  - The OISRA Board of Directors highly recommends that skiers do not get refunds and that they stay connected to OISRA through the special training and racing arrangements that are allowed for cut skiers.

Payment of Dues and Fees: ALL dues and fees are paid to the OISRA State Treasurer, who returns to the appropriate division the total division individual racer participation fees.

### 4. Coaches and Volunteers

#### 4.1 Definitions of OISRA Certified Coaches, Helper Coaches, Volunteers and Head Coaches

OISRA Certified Coaches: Any adult working in an unsupervised capacity with OISRA skiers must be an OISRA Certified Coach. An OISRA Certified Coach must be present at all OISRA sanctioned events. OISRA Certified Coaches are required to

- 1) Have had a criminal background check by OISRA or the organization sponsoring the team within the past three years
- 2) Report any criminal conviction, pleadings, or any charge against them associated with the crimes listed in ORS 342.143 or any other serious crimes to OISRA
- 3) Follow the regulations in OAR 581-022-0421, regarding concussion awareness training, which includes completing a concussion awareness course annually.
- 4) Register online, which includes an agreement to abide by the OISRA Coaches' Code of Ethics listed in Appendix II.
- 5) Abide by all school and School District rules and regulations applicable to coaching a school team, where not in conflict with OISRA By-laws, OISRA Policies, or Division Policies and Race Rules. Where there is a conflict the OISRA rules shall prevail.

Certified coaches, additionally, must complete the following coaches' training courses, mandatory by the beginning of the 2014-15 season.

- the NFHS (National Federation of High School Sports Associations) Fundamentals of Coaching class ONE TIME. The ASEP class, taken prior to 2007, also satisfies this requirement. Each

#### 3 OISRA Policies

OISRA Division pays for designated head coaches and any coaches who supervise students without the head coach present in the respective divisions to take the Fundamentals of Coaching class.

- **First Aid Training.** If a certified coach is already current with first aid training, then this requirement is met. If they do not have current first aid certification, then each OISRA Division will pay for certified coaches to take the NFHS first aid class and stay current with this training (take the NFHS course every two years.)

OISRA Helper Coaches: Any adults assisting OISRA certified coaches with OISRA skiers at OISRA sanctioned events must be registered as an OISRA Helper Coach. An OISRA Helper Coach must abide by the five requirements (1-5) listed above as requirements for a Certified Coach.

OISRA Volunteers: Volunteers assist the organizers of specific OISRA sanctioned events (for example, race officials and race workers).

- Volunteers register online or sign an OISRA V-1 form.

Criminal Background Checks: In order to protect the students who participate in OISRA programs and best comply with Oregon law, OISRA will:

- Exclude any coach who has been convicted or, or plead guilty to, a Disqualifying Crime from participating in any and all OISRA events and programs regardless of his or her appointment to such position by the organization sponsoring the team. Disqualifying Crimes are:
  - those crimes listed in ORS 342.143 or the equivalent should regulations and laws of Oregon change in the future; and
  - any crime not listed in ORS 342.143, but which OISRA in its sole discretion believes is good cause to disqualify that volunteer from participation
- Perform or inspect criminal background checks on every coach affiliated with OISRA member schools every year to determine whether any of them have committed a Disqualifying Crime. This requirement may be satisfied by inspection of criminal background checks performed by the organization sponsoring the team within one year prior to the volunteer's participation or OISRA will perform its own criminal background checks. Any and all charges incurred by OISRA in performing Criminal Background Checks in accordance with this policy shall be paid by OISRA.
- Gather information online about the organization that performed the background check and have the authority to inspect or obtain criminal background checks for volunteers.

Concussion Awareness Training:

- Regulations in OAR 581-022-0421 require all school districts to have specific policies for coaches' concussion awareness training and procedures for handling concussion incidents with the school athletes. All OISRA coaches need to be fully conversant with and in compliance with their school and school district regulations and expectations regarding concussion awareness.
- Also, OISRA requires all OISRA coaches/adults who work with athletes to complete a NFHS concussion awareness class, or an equivalent course, annually - mandatory for the 2013-14 season.
- Additionally, OISRA requires all Technical Delegates at OISRA events and OISRA commissioners to pass a NFHS concussion awareness class, or an equivalent course.

Head Coach: Each team must have a designated head coach who is an OISRA Certified Coach and is responsible for the team when the team is training or attending OISRA sanctioned events.

- The head coach votes in all league matters, votes for division steering committee officers, and votes for the election of board members.

- EXCEPTION: Head Coach of an approved community club does not vote for the election of board members.
- The head coach must develop a written team policy that includes requirements for team membership: attendance requirements for training and races, with descriptions of excused and unexcused absences, requirements for earning a varsity letter, and any other policies at the coach's discretion. [This requirement is not mandatory for associate teams.]
- The head coach must ensure that an OISRA certified coach is present with his/her team at all OISRA sanctioned events.

Head Coaches must carry out all the following duties or successfully delegate these duties to a team representative;

- Submit completed school registration documents as described in the annual letter from OISRA. (This letter and registration documents will be updated and posted to the OISRA website by October 1<sup>st</sup> of each year).
- Monitor academic performance of students to ensure that students are maintaining academic eligibility, and are not under any disciplinary restriction e.g., temporary suspension, that would make them ineligible to participate and score team or individual points in any state qualifying race.
- Submit required incident reports for any incident and or injury associated with their team that may be considered a liability risk. (refer section 19)
- Convey information to team members about race rules.
- Attend mandatory coaches meetings.

4.2 Behavior of Coaches: Coaches shall exemplify sportsmanlike and mature behavior as described in the Coaches' Code of Ethics (Appendix II) and use "Good Practices" as defined in the OISRA Abuse/Molestation Guidelines (Appendix IX).

4.2.1 A coach shall not use tobacco products, cannabis or drugs (including prescribed medication for pain control, alcoholic beverages, etc.), or be under the influence of tobacco products, **cannabis** or drugs (including prescribed medication for pain control, alcoholic beverages, etc.) at any OISRA activity. An "OISRA activity" includes, but is not limited to, practices, competitions, travel with athletes, meetings, and any time a coach is acting in their role as coach or chaperone with OISRA members. "Under the influence" means impaired to a noticeable degree by a reasonable person.

4.2.2 A coach shall not engage in unsportsmanlike conduct at an OISRA activity. "Unsportsmanlike conduct" includes, but is not limited to, unwarranted physical contact, profane language, and/or taunting.

4.2.3 A coach shall not engage in any action which gives rise to a concern for the safety of the students due to the coach's conduct, indicates that the coach cannot objectively perform the coach's duties, or otherwise is inconsistent with the Coaches' Code of Ethics, the OISRA's policies and regulations, and the "Good Practices" defined in the OISRA Abuse/Molestation Guidelines.

## 5. Indemnity and Accident Insurance for OISRA

### OISRA Sanctioned Activities

- OISRA sanctioned activities must meet these criteria:
  - OISRA Policies, OISRA Alpine Policies and Race Rules, and OISRA Nordic Policies and Race Rules are followed.
  - An OISRA certified coach must be present
  - All participants are registered with OISRA
- OISRA coaches and racers are insured by OISRA only for OISRA-sanctioned activities.

## **OISRA Indemnity and Accident Insurance for OISRA Sanctioned Activities**

The OISRA liability insurance coverage term is for 6 months - from Sept. 15th through March 15th.

The OISRA liability policy covers listed parties (see below) at the following OISRA sanctioned activities:

- Alpine Ski Instruction
- Nordic Ski Instruction
- Freestyle Instruction
- Alpine Ski races (League Level and State Meet)
- Nordic Ski races (League Level and State Meet)
- Freestyle Competitions (League Level and State Meet)
- Dryland training: Dryland training is recognized as being off snow training being directly related to skiing with activities taking place in or at a school or like gymnasium or athletics field, or other public venues. A certified coach must be present.
  - If any of these activities take place before the beginning of the OSAA winter sports season, it is recommended that these activities are coordinated with a student's Fall school sports coach. The intent is NOT to conflict with the student(s)' Fall sports program.

The OISRA carries a multimillion dollar liability policy that indemnifies the listed parties:

- Member schools and associate member schools that sign M1A, M1AA, M1AACSC, M1AIND, MT(A), MG(A), M1N, M1ANCSC, M1NIND, MT(N), or MG(N) forms
- Racers who have registered online at the OISRA website or signed A1G forms
- Provisional Skiers who register online,
- Coaches who have registered online at the OISRA website.
- Volunteers who have registered online at the OISRA website or have signed V1 forms

Each ski area and state forest where OISRA sanctioned activities take place are issued their own certificate of insurance naming them as additionally insured on the OISRA policy.

In addition OISRA carries

- an excess coverage accident medical policy with a \$2,500 deductible, and
- a commercial non skiing policy to cover the elected officers and staff when acting for the OISRA.
- cyber liability insurance

OISRA insurance does not cover transportation.

## **Indemnity and Accident Insurance for OISRA Sponsored Activities**

An OISRA sponsored activity can be insured by OISRA if it is held for the financial benefit of a team(s) or league(s) affiliated with the OISRA during the term of the OISRA insurance (Sept. 15 - March 15).

An OISRA sponsored activity can be a fundraising activity such as a ski swap or an event that is held at venue other than ski areas and high school property.

- The organizer of the event must be registered with OISRA.
- When there is a requirement for indemnity insurance cover, application shall be made to the executive director at least four weeks in advance describing the intended event, its proposed location, and the identity information of the property owner who seeks to be a certificate holder for an OISRA sponsored event on their property.

## 6. Leagues

An OISRA league is the official OISRA competition sanctioned structure within a geographic area.

League Obligations: Each league represents the OISRA and has the obligation to execute for that area all official policy and rule requirements. No league shall have independent policy that is not in agreement with OISRA policy.

League Liabilities for OISRA Assets: Each league is held responsible for any and all equipment loaned to it by this Association or purchased by funds collected in the name of this Association. This equipment is to be returned in good working order or replacement financial restitution is to be made in the event of a league termination.

OISRA Rights to League Assets: All assets raised under the OISRA tax I.D. # are the legal property of OISRA.

School Placement to Leagues: There are two leagues within the Nordic Division and seven leagues within the Alpine Division. Individual leagues or member schools may request placement of schools in specific leagues

School placements to each league within a Division shall be determined by the Steering Committee of that Division, taking into consideration the following criteria:

- Balance of strengths of teams in each league;
- The orderly growth and development of the OISRA;
- Minimizing the expenditure of school district and student and parent participation funds;
- Minimizing the loss of student instructional time
- Any other criteria the Board of Directors may deem relevant;

Establishing New Leagues: A new league may be established upon application to the Division Steering Committee of the respective division. A league shall total four (4) or more member schools.

### League Responsibilities:

*Each league shall elect a League Representative who carries out the duties described in Policy #7B-6.*

Leagues shall maintain an inventory of all items that are the legal property of the OISRA, including date of purchase or donation and approximate cost at time of purchase or donation. Initial inventories shall be established for the 2013 Spring Meeting. From the 2013 Spring Meeting forward, all assets acquired by a League, using funds raised under the OISRA Tax ID#, are the legal property of the OISRA and will be added to the league inventories.

Leagues shall hold at least one annual meeting for the general membership of the league.

Leagues shall submit the names of the teams and individuals that qualify for the State Race as required in their respective Division Policies or State Race Handbooks posted on the OISRA Web.

Leagues shall oversee finances in the following manner: (1) write, sign, and disburse checks for payment of league expenses from the League Treasury; (2) deposit League dues, donations, and fundraising proceeds for league races in the League Treasury; and (3) send the State Treasurer the proper paperwork about the league account activity so the State Treasurer can file with the IRS each year.

Leagues shall establish Standard Operating Procedures according to Division requirements.

## 7. Division Steering Committees

As provided by the Bylaws, Article II, Section 3, there shall be two Division Steering Committees; one for the OISRA Nordic Division and one for the OISRA Alpine Division. Each Division Steering Committee will develop program policies and race rules for its division and recommend them for adoption by the Board.

Proposals for changes to the Division Policies or Race Rules may be initiated by any head coach or member of the Division Steering Committee.

Each year following the State Race and before September 14<sup>th</sup> each Division Steering Committee shall develop and propose a budget for the upcoming season to the Board. The proposed budget shall include the Division Steering Committee's recommendation for the fees for Division membership. Each final Division budget adopted by the Board shall be delivered by September 16<sup>th</sup> to the Registrar of the OISRA for inclusion in the participation fees collected online.

In compliance with the Board-approved policies and budget, each committee will oversee its divisional programs and activities and ensure the proper management and use of OISRA assets and property dedicated for that Division. Each Division Steering Committee must also ensure that the Division properly employs the necessary formalities to make its decisions, and that it operates in compliance with relevant state and federal laws. Committee members must diligently prepare for, attend, and participate in the meetings of the Division Steering Committee and any sub-committees as needed, in order to carry out these tasks. In accordance with state law and the OISRA bylaws, the Division Steering Committees may not execute the corporate authority of the Board which includes authorizing expenditures, adopting budgets for the organization as a whole, setting policy, establishing programs, or making decisions for the entire corporation.

#### **A. Division Steering Committee Members**

Division Steering committee members may be coaches, parents, advisors, or other volunteers affiliated with a league or a member school.

Members of the division steering committees shall be a representative from each League in the Division and the officers of the Division; a Commissioner; a Director; an Assistant Director; a Secretary; and a Treasurer. Division Steering Committee members shall be officers of OISRA.

The Division Steering Committee Commissioner, Director and Assistant Director will be elected by the Alpine membership at the start of the Spring General Meeting and by the Nordic membership at the start of the Fall General Meeting, and will assume office following the election.

The term of office for each officer will be for two (2) years; however, there shall be no limit to the number of terms an officer can serve. Their terms shall be staggered; the Director being elected in odd years and the Commissioner and Assistant Director in even years.

The Division Steering Committee Secretary and Division Steering Committee Treasurer shall be selected by the Division Steering Committee in odd years following the election of the Director.

League Representatives will be elected by their respective leagues, and serve for one (1) year, from the time of their election.

Any officer of a Division Steering Committee can be removed, with or without cause, by the affirmative vote of at least a majority of the voting members present at or participating by phone, mail or e-mail in a properly called meeting of the Division, for which a quorum has been achieved. Such a decision shall require a clearly stated motion, a second, and a vote. All motions which are successfully adopted must be recorded in the written minutes.

Any member of the Division Steering Committee may resign at any time by sending or delivering a written resignation to the Secretary of the Division Steering Committee.

Vacancies on the Division Steering Committee (except league representatives) shall be filled by a majority vote of the Division Steering Committee members then on the Division Steering Committee. A vacant league representative position shall be filled by a majority vote of the Division members in that



league. If no Division members remain in the league, the vacant league representative position can be filled by a majority vote of the Division Steering Committee members remaining on the Division Steering Committee.

## **B. Duties of Division Steering Committee members**

### **1) Division Steering Committee Commissioner**

- Shall have oversight responsibility for Division matters.
- May interpret Division policy and Race Rules which have been adopted by the Board. Where possible, such decisions should be taken in consultation with members of the Division Steering Committee. In any case, such decisions and rulings will be subject to ratification or modification by the Division Steering Committee and final approval of the Board when required by law or deemed appropriate by the Board.
- May appoint special committees, authorize payment of expenses within the Board-adopted Budget, and otherwise act on a day-to-day basis on behalf of the Division Steering Committee.
- Shall be responsible for keeping the Division Steering Committee informed of any actions or concerns, which may arise.
- Actions taken in extremis will be subject to ratification or modification by the Division Steering Committee.

### **2) Division Steering Committee Director**

- Shall preside at all Division Steering Committee meetings.
- Shall set the time and place for Division Steering Committee meetings.
- Shall prepare the agenda for Division Steering Committee meetings at least 15 days prior to the meeting.
- May appoint special committees, authorize payment of expenses within the Board-adopted budget, and otherwise act on a day-to-day basis on behalf of the Division Steering Committee. Actions, which the Director takes on behalf of the Division, shall be summarized in writing within seven (7) days and sent to the Secretary, for distribution to each member of the Division Steering Committee.
- Shall be responsible for overall management of the Division Steering Committee.
- Is authorized to sign contracts for the Division.

### **3) Division Steering Committee Assistant Director**

- Shall perform the duties of the Director in the absence of the Director until an election has been held to elect a new Director.
- Shall coordinate the State Race subcommittee.

### **4) Division Steering Committee Secretary**

- Shall record and maintain the minutes of all Division Steering Committee meetings.
- Shall see that all notices, agendas, meeting minutes and other information are duly given in accordance with these Policies.
- Shall be the custodian of all records of the Division
- Shall send minutes from every meeting of the Division Steering Committee to the OISRA Secretary.
- Shall maintain an inventory for any Division items that were donated to the OISRA or purchased with funds donated to the OISRA, using the OISRA Tax ID#. The initial inventory shall be established during the Fall of 2012.

### **5) Division Steering Committee Treasurer**

- Shall ensure that all financial records of the Division are properly maintained and kept current.
- Shall write, sign, and disburse checks, in accordance with OISRA's policies and the Board-approved budget from the Division Treasury for payment of expenses as authorized by the

Division Steering Committee or the Director; or the Commissioner, acting on the behalf of the Division Steering Committee.

- Shall deposit participation fees in the Division Treasury.
- Shall submit a Financial Report to the Commissioner, the Director and the Board whenever requested.
- Shall provide a Treasurer's Report at all Division Steering Committee meetings
- Shall send the Board Treasurer the proper paperwork about the Division account activity so the Board Treasurer can file with the IRS each year.

#### **6) League Representative**

- Shall be responsible for overall management of their League.
- Shall have the authority to sign contracts in the name of the OISRA organization only for OISRA sanctioned races and the OISRA State Race, as approved by the Division Steering Committee responsible for that event and in accordance with Board-approved OISRA policies.
- Shall insure that all activities of the league are consistent with (1) OISRA Articles of Incorporation, (2) OISRA Bylaws, (3) OISRA Policies, (4) Division Policies and Race Rules and (5) Specific League SOP's.
- Shall convey the concerns of their league members to the Division Steering Committee.
- Shall inform the league members of any deliberations or decisions of the Division Steering Committee that are relevant to league operations; this will include but is not limited to: (1) Date, time and place of Division Meetings; (2) registration information; (3) Any changes in OISRA By-Laws, OISRA Policies, Division Policies, or Division Race Rules
- Shall maintain an inventory of all items owned by the league if the league is a project of OISRA, including date of purchase or donation and approximate cost at time of purchase or donation. A League that is separately incorporated from the Association and has its own federal 501(c)(3) status shall not commingle its assets with the assets of the OISRA Association.
- Shall submit League SOP's and League Race Schedule to the Division Steering Committee for their information.
- May delegate the responsibilities of league finances and/or league secretarial work to a League Treasurer and/or League Secretary.

#### **C. Division Steering Committee Meetings**

Division Steering Committee meetings should be attended by the Director, Assistant Director, Commissioner, Division Steering Committee Secretary, Division Steering Committee Treasurer and League Representatives. A League Representative will send a substitute chosen by their League if they are unable to attend.

**1) Regular Division Steering Committee Meetings:** Each Division Steering Committee will establish a schedule of its annual meetings. The Division Steering Committees must meet in the spring prior to the annual membership meeting for the OISRA and following their State Race. The location and time of the meetings will be at the discretion of the Division Director with due consideration to traveling times and distances required for members to be able to attend.

Interested parties wishing to place items on the agenda shall submit their request to the respective Division Secretary no later than ten (10) days prior to the meeting. Those wishing to present their concerns in person to the Division Steering Committee are to notify the Secretary no later than ten (10) days prior to the meeting. Items not on the agenda shall be addressed as new business, but only as time allows.

**2) Special Division Steering Committee Meetings** may be called by the Division Director or by two-thirds of the Division Steering Committee voting members. Upon notification of the call for a Special

Meeting, the Division Director must establish the date, time, place, and purpose of the meeting, giving at least two (2) weeks' notice to the Division Steering Committee members by mail, fax, e-mail, or other electronic process as allowed by law. Only the business for which a Special Meeting is called may be considered at the meeting.

**3) A Quorum at Division Steering Committee Meetings:** A quorum at a Division Steering Committee meeting shall be two-thirds of the voting members of the Division Steering Committee in person, by mail, fax, e-mail, or other electronic process as allowed by law.

#### **4) Voting at Division Steering Committee Meetings**

The Assistant Director and Commissioner shall each cast one vote in the Division Steering Committee meetings. The Director has one vote and shall only vote to break a tie.

Each League Representative, or substitute for a league representative, shall cast one vote. The substitute for a League Representative must be designated by the league and must be present to vote at a specific Division Steering Committee meeting. The Division Steering Committee Secretary and Treasurer are non-voting members.

Action is taken by a majority vote of the voting members of the Division Steering Committee represented in person, by mail, fax, email, or other electronic process, unless otherwise provided for in the OISRA Bylaws, OISRA Policies, or Division Policies.

#### **5) Decisions by a Division Steering Committee Without a Meeting**

Any action which could be taken by the Director, Assistant Director, or Commissioner at a Division Steering Committee meeting may be taken without a meeting if at least three-fourths of the voting members of the Steering Committee consent to such action. The members of the Division Steering Committee shall ratify such consent in writing, which includes email, within fourteen (14) days

### **8. Student Eligibility**

The OISRA accepts the determination of student eligibility according to OISRA Rule 8.4 and 8.5, inserted below, and according to the current OSAA Rules 8.1, 8.2, 8.3, 8.6, 8.7, 8.8, and 8.9, which can be found at <http://www.osaa.org/docs/handbooks/osaahandbook.pdf>

- OSAA Rule 8.1 (Academic Eligibility),
- OSAA Rule 8.2 (Duration of Eligibility – Graduation),
- OSAA Rule 8.3 (Age),
- OSAA Rule 8-6 (Transfer),
- OSAA Rule 8.7 (Undue Influence),
- OSAA Rule 8.8 (Misrepresentation),
- OSAA Rule 8.9 (Hardship).

The OISRA applies the following adaptations to OSAA Rules 8.1, 8.2, 8.3, 8.6, 8.7, 8.8, and 8.9: [Throughout OSAA Rule 8, substitute "OISRA" wherever "OSAA" is written.]

#### **Adaptations of OSAA Rules that apply to Hardship Requests**

Considerations of exceptions to OSAA Rule 8.2 (Duration of Eligibility-Graduation) or OSAA Rule 8.3 (Age) require a written request be made to the OISRA Executive Director. The Executive Director's declaration of eligibility is subject to the OSAA conditions listed in the OSAA Hardship Appeals Procedures for each rule.

The OISRA Executive Director, in individual cases may, at his/her discretion, and upon terms and conditions as he/she may impose, waive or modify any OISRA Individual Eligibility rule except fifth year (OSAA Rule 8.2), and age (OSAA Rule 8.3), when in his/her opinion there are circumstances beyond the control of both the student and the student's parent(s) or other circumstances whereby enforcement of

the rule would work an undue hardship upon the student. A decision by the OISRA Executive Director may be appealed to the OISRA Board of Directors. A decision of the OISRA Board may be appealed to a Hearings Officer.

### **Adaptations of OSAA Rule 8.6 (Transfers)**

In OSAA's Rule 8.6 (Transfers), OSAA defines circumstances under which a student may not transfer to a school with "affiliation." (OSAA Rule 8.6.5) Replace the OSAA words "non-school athletics" with the OISRA words "non-OISRA athletics," wherever OSAA uses the term "non-school athletics" in rules related to this restriction.

In connection with any student who has transferred and is eligible under the OSAA rules, the student shall complete an OISRA Eligible Student Transfer Certificate, properly signed by the superintendent, assistant superintendent, or principal of the high school the student enters, and shall file it with the OISRA Executive Director.

A written request, with the approval of the school's athletic director, must be made to the OISRA Executive Director for his consideration of any waiver or modification of OSAA Rule 8.6 (Transfers). The OISRA Executive Director's declaration of eligibility is subject to eligibility considerations that the OSAA Rule 8.6 requires the OSAA District Committee and OSAA Executive Director to consider and the conditions listed in the OSAA Hardship Appeals Procedure for OSAA Rule 8.6. A decision of the OISRA Executive Director may be appealed to the OISRA Board of Directors. A decision of the OISRA Board may be appealed to a Hearings Officer.

### **Other OISRA adaptations of OSAA rules**

Despite compliance with the other provisions of OSAA and OISRA Eligibility Rules, any student who attends a member high school as a result of undue influence, as defined by OSAA Rule 8.7, is thereafter ineligible. Misrepresentation, such as defined by OSAA Rule 8.8, shall make a student ineligible for the remainder of that sport season and for any additional period of time determined by the OISRA Board of Directors.

OISRA adopts all of the OSAA requirements for eligibility of a foreign student [OSAA Rule 8.6.3 (c)], with the exception of the OSAA restriction stating that the host family cannot be "a member (paid or voluntary) of the school's athletic department nor coach/director of the non-athletic activity." OISRA allows a host family to be an OISRA coach or assistant coach or affiliated with the school's athletic department.

Q. How does legal guardianship apply to OISRA eligibility?

A. Historically, guardianships have frequently been used to attempt to avoid the fundamental rule of the OSAA that a student attend school only in the district in which the student's parents reside. Consequently, the appointment of a legal guardian alone is not recognized by OSAA or OISRA as an exception to the fundamental rule. If a student resides with anyone other than the student's parents, and eligibility is sought in any district other than the one in which the student's parents reside, the school must apply for eligibility for the student by submitting an Eligibility Request Form to the OISRA Division Steering committee, setting forth the circumstances justifying a hardship exception to the fundamental rule. Under no circumstances will the appointment of a guardian be tolerated as a device to circumvent the eligibility rules of the OISRA.

**8.4. AMATEUR/AWARDS:** A student who represents a school in ski racing shall be an amateur in ski racing. An amateur is one who engages in athletic competition solely for the physical, mental, social and pleasure benefits derived therefrom. The general rule is that a student becomes ineligible for one calendar year after the date of the report of the violation to the OISRA if at any time during the Participatory Season the student accepts any compensation or thing of value for or in recognition of skiing abilities.

**8.4.1** As **EXCEPTIONS** to the general rule, the OISRA Board of Directors has determined that the following are acceptable:

- Collegiate scholarships are acceptable awards.
- Compensation for giving group or private lessons is permissible

- All awards or compensations received during OISRA sponsored competitions are acceptable.
  - All awards or compensations received during citizen's events or USSA or USASA sponsored competitions are acceptable. NOTE: Collegiate institutions have eligibility rules that differ from this rule. Some collegiate eligibility rules prohibit a present or POTENTIAL athlete from accepting such cash prizes as are legal under USSA rules.
  - Receiving discounted equipment is acceptable
    - if the same discount is available to all ski racers on the same OISRA team, OR
    - if it is an award as a result of a USSA, OISRA, USASA, or citizen's competition.
 Receiving discounted equipment is not allowed if it is based on achievement during the Association year at an event that is not a citizen's race, or a USSA, USASA, or an OISRA competition
  - Monetary awards based wholly or in part on athletic achievement demonstrated in OISRA, USSA, or USASA competitions are acceptable ONLY if the two following conditions are met:
    - The awards are deposited in a USSA ski club account and are used to offset direct and necessary expenses for participation (including mileage where the student must drive), and where participation requires absence from home, may accept necessary meals and lodging.
- AND
- Such awards are reported to the OISRA Executive Director upon receipt, and an accounting for the expenditure of the award is submitted to the OISRA Executive Director at the end of the participation season. NOTE: Collegiate institutions have eligibility rules which differ from this rule. Reimbursement for some types of training and competition expenses are not acceptable under NCAA rules.

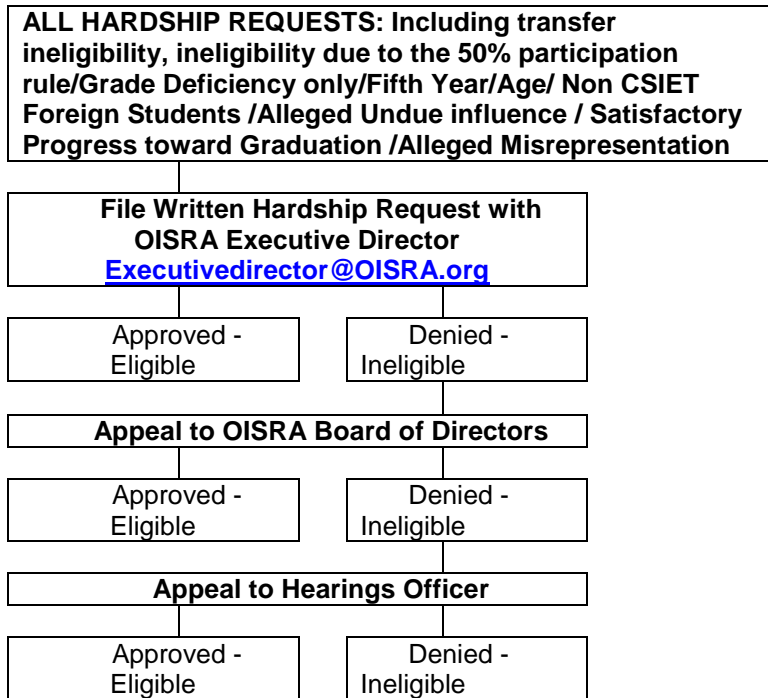
8.4.2 It is the responsibility of the student and parents to become fully informed about collegiate eligibility rules. The most important collegiate eligibility rules are the required core curriculum classes. Compliance with OISRA amateurism rules does NOT mean that collegiate eligibility rules are satisfied. For more information on NCAA eligibility and requirements, contact any college coach, the NCAA rules compliance officer at most colleges and universities or call the NCAA Eligibility Hotline at 800.638.3731. For information about USCSA eligibility, contact the USCSA at [uscsa@uscsa.com](mailto:uscsa@uscsa.com)

## 8.5 School Representation

8.5.1 A student who competes in OISRA activities representing a school other than the one in which the student has been enrolled becomes ineligible for that sport for the remainder of its season.

### EXCEPTION:

a) A home schooled student who meets the eligibility standards established by Oregon law [**ORS 339.030, ORS 339.035, ORS 339.460**] may represent a public or private school located within the public school attendance boundaries of Joint Residence of the student and student's parents provided that the home school student was enrolled in the home school prior to the first day of school for the public/private school. **See OSAA Executive Board Policy 27**, "Eligibility-Home Schooled Students" for additional information. Once a home school student represents a school, that home school student may not represent another school for one calendar year after last representing the original school without a change in Joint Residence.



### 8.10 Student Behavior Standards

***All students registered with OISRA will be held to the same behavior standards as are outlined in the Policies and Regulations of their school district – and they will adhere to the disciplinary consequences dictated by the school they attend.***

### 8.11 Hearings Officer

8.11.1 Appointment. The OISRA Board shall appoint one or more Hearings Officers to whom eligibility decisions made by the OISRA Board may be appealed.

8.11.2 Appeals Procedure. A final determination, made by the OISRA Board, that a student is ineligible to participate in OISRA activities may be appealed by a school, a student or student's parent or guardian by making a written complaint to the OISRA Executive Director, as provided in Rule 8.10.4; any such school, student, or parent or guardian must exhaust this administrative remedy prior to seeking relief in any other forum or by any other means. The written complaint must be received by the Executive Director within 30 calendar days of a final determination by the OISRA Board or the right to appeal is forfeited. The Hearings Officer shall cause the appropriate hearing notices to be served and, except as otherwise provided in the OISRA Rules, the matter heard as a contested case in accordance with ORA 183.411 to ORS 183.470. The hearing shall be held at a place determined by the hearings officer, but parties or witnesses may appear by telephone, at the discretion of the hearing officer.

8.11.3 Final Determination (Definition). A final determination occurs upon (a) conclusive ineligibility ruling made by the OISRA Board, or (b) a delay of longer than 14 working days between a written request for an eligibility determination and a conclusive ineligibility ruling.

8.11.4 Complaint. A written complaint made to the OISRA Executive Director shall include an appeal fee of \$200.00 and state:

- a. The name and address of the person making the complaint and the name of the student(s) affected by the delay or denial.
- b. That the complaint is from an OISRA member school, a student who has been determined to be ineligible, or the student's parent or guardian;

c. A statement describing the way in which the petitioner asserts that the determination of ineligibility violates a state or federal law, an administrative rule, or the Rules of the OISRA, and whether the petitioner wishes to provide additional evidence beyond what was produced previously, and if so, what that evidence will establish;

d. The relief requested.

8.11.5 Appeals. A final order issued by the Hearings Officer may be appealed to a proper Circuit Court of the State of Oregon.

## **9. Appeals on Board Decisions that are Other than Eligibility Decisions**

9.1 Appointment of Hearings Officer. The OISRA Board shall appoint one or more Hearings Officers to whom all decisions of the OISRA, other than eligibility decisions under Rule 8, may be appealed.

9.2 Appeals Procedure. A final determination, made by the OISRA Board, may be appealed by a member school by making a written complaint to the OISRA Executive Director, as provided in Rule 9.4; any such school must exhaust this administrative remedy prior to seeking relief in any other forum or by any other means. The written complaint must be received by the Executive Director within 30 calendar days of a final determination of the OISRA Board or the right to appeal is forfeited. The Hearings Office shall cause the appropriate hearing notices to be served and, except as otherwise provided in the OISRA Rules, the matter heard as a contested case in accordance with ORA 183.411 to ORS 183.470. The hearing shall be held at a location determined by the Hearings Officer or by telephone.

9.3 Final Determination (Definition). A final determination occurs upon (a) conclusive ineligibility ruling made by the OISRA Board, or (b) a delay of longer than 14 working days between a written request for an eligibility determination and a conclusive ineligibility ruling.

9.4 Complaint. A written complaint made to the OISRA Executive Director shall include an appeal fee of \$200.00 and state:

a. The name and address of the member school making the complaint.

b. A statement describing the way in which the petitioner asserts that the decision of the OISRA violates a state or federal law, an administrative rule, or the Rules of the OISRA, and whether the petitioner wishes to provide additional evidence beyond that which was produced previously, and if so, what that evidence will establish;

c. The relief sought requested.

10.5 Appeals. A final order issued by the Hearings Officer may be appealed to a proper Circuit Court of the State of Oregon.

## **10. Appeals of Decisions Made by the Leagues or Steering Committees of each Division**

**10-1:** Appeals of decisions made by a league shall be submitted to the Division Steering Committee of the respective division. The appeal must be in writing, in sufficient detail to set forth the reason for the perceived or alleged inequity of the prior decision or decisions. Supporting evidence or anecdotal narrative from interested or affected persons may be included. A fee of \$25.00 must be sent with the appeal. If the appeal is denied, the fee will be retained by OISRA. If the appeal is upheld, the fee will be returned. The Division Steering Committee must act on an appeal in all haste, or within a maximum of ten (10) days. The appellant must be notified of the decision within a maximum of three (3) days after the vote on the appeal.

**10.2:** Appeals of decisions made by the Steering Committee of either division shall be considered by the OISRA Board of Directors. The Board of Directors shall consider appeals based upon the record of the Division Steering Committee. No new or additional information shall be considered by the Board not previously submitted to and/or considered by the Division Steering Committee. The appeal must be in writing and in sufficient detail to offer an explanation why the Division Steering Committee erred in their decision. The OISRA Board of Directors shall examine the evidence submitted to the Division Steering Committee, consider the record and render an independent decision, accordingly. If the appeal was made to the Division Steering Committee and denied there will not be an additional fee to appeal to the Board of Directors. The Division Steering Committee or OISRA Board of Directors must act on an appeal

in all haste, or within a maximum of ten (10) days. The appellant must be notified of the decision within a maximum of three (3) days after the vote on the appeal.

**10.3\_** A decision on an appeal made by the Board of Directors may be appealed to a Hearing's Officer."

## **11. Definitions of Teams**

- A varsity team shall consist of not more than five members of the same gender skiing for a designated member school. Additional members of a team beyond the varsity team shall be called junior varsity members.
- A full team shall consist of three or more members of the same gender skiing for a designated member school.
- A single individual skiing for a designated member school can not get a team score, but the individual is a varsity racer.

## **12. Participatory Season**

The OISRA participatory season shall commence no earlier than the OSAA winter sports season and end no later than March 15<sup>th</sup>. All team mandatory training and racing shall take place during the Participatory Season.

## **13. OISRA State Meet Qualifying Events**

Each Division will establish criteria for the official state meet qualifying events for the respective divisions.

## **14. Eligibility of individuals for the State Championship Meet**

Racers must have competed in at least 50% rounded up of the official league races. This participation can be while racing Varsity or Junior Varsity. The 50% requirement may be waived by the Division Commissioner only in case of injury and only if the following criteria are met:

- A written request must be submitted at least one week prior to the State Championship Meet
- Written verification must be stating nature and duration of injury by a physician.
- Written release by a physician to participate.

For ineligibility due to the 50% rule, any hardship requests other than injury are submitted to the Executive Director.

EXCEPTION: Racers in the Guest Category are not required to have competed in any league races. (See Appendix IV)

## **15. Violations of OISRA Regulations (OISRA Bylaws, OISRA Policies, Coaches' Code of Ethics, Abuse/Molestation Guidelines for "Good Practices," Division Policies) – Protests and Reported Violations**

15.1 A school, coach, league rep, or race official wishing to have another school, OISRA coach, or OISRA officer penalized for the violation of OISRA regulations shall file a written notice of protest signed by the Division Commissioner specifying the grounds of the protest with the Executive Director. The notice shall be filed without delay after the alleged violation has occurred, and unreasonable delay may be considered a factor in ruling on any protest. Reported violations may be initiated by the Executive Director or by the OISRA Board, without the signature of the Division Commissioner.



15.2 The Executive Director shall notify the accused school, coach, or officer of the protest, and after such further investigation as the Executive Director deems necessary, shall either make a ruling on the protest or refer it to a three-member disciplinary panel, selected by the OISRA Board, who shall further investigate the protest. This panel shall not include the Executive Director, Registrar, or OISRA Board members, but may include the league representative for the school or coach.

15.3 Any parent, student, or school may appeal to the OISRA Board from a ruling of the Executive Director on a protest by giving the Executive Director written notice of such appeal within 10 working days of the Executive Director's ruling. Failure to give such notice shall be a waiver of the right of appeal.

15.4 Any parent, student, or school may appeal to the OISRA Board from a ruling of the three-member disciplinary panel by giving the Executive Director written notice of such appeal within 10 working days of the three-member disciplinary panel's ruling. Failure to give such notice shall be a waiver of the right of appeal.

#### **16. Violations of OISRA Regulations (OISRA Bylaws, OISRA Policies, *Coaches' Code of Ethics, Abuse/Molestation Guidelines for "Good Practices," Division Policies*) – Penalties**

16.1 Upon a ruling by the Executive Director, the three-member disciplinary panel, or the OISRA Board, the OISRA Board may impose any form of penalty set forth in Rule 16 that the OISRA Board finds appropriate to deter such conduct and assure fair treatment, protection and favorable conditions for all members and participants. A member school may be subject to penalties based on the conduct of an employee; however a member school is not subject to penalties based on the conduct of a volunteer representative. When the coach is a volunteer representative, only the team can be subject to penalties based on the conduct of that volunteer.

16.2 A member school or team may be subject to penalties under Rule 16 based on the conduct of its employees or volunteer representatives, respectively.

16.2.1 Penalized school and/or individual writes a letter of apology to the OISRA Board.

16.2.2 Probation: When a school or team is on probation, the school shall suffer no impairment of rights of membership, but probation shall be a factor in determining the penalty for any violation during probation.

16.2.3 Forfeiture of meets, championships, titles, awards or the right to participate in such meets or championships as the Board may direct.

16.2.4 Fines in the amounts as the OISRA Board may determine.

16.2.5 Suspension of rights of membership (for schools only)

16.2.6 Expulsion from membership in the Association (for schools only).

16.2.7 The OISRA Board may direct that any or all penalties provided in this Section are to be imposed only if certain conditions are not met, or that any such penalties are to be relieved if certain conditions are met.

16.2.8 Suspension of a coach from participation in OISRA activities.

16.3 Suspended or expelled schools may be reinstated by the OISRA Board, subject to the conditions the Executive Board may direct.

16.4 A school or team is not penalized if the Executive Director or OISRA Board determines a student is ineligible. That student's race results are deleted from any race results for races in which that student participated during the student's ineligibility.

16.5 Upon a ruling by the Executive Director or the three-member disciplinary panel that a coach who has not completed the required coaches training courses is coaching students in a meet or championship, the team shall be subject to fines, forfeiture and/or other penalties as determined by the OISRA Board. Likewise, if students are being supervised in a meet or championship by an uncertified coach without a

certified coach present, the school or team shall be subject to fines, forfeiture and/or other penalties as determined by the OISRA Board.

#### **17. Lines of Communication:**

Communication procedures should be as follows:

- Racer and parent concerns should first be addressed by their respective coaches.
- Coach's concerns should first be addressed by the League Representative.
- League Representatives should communicate concerns to their respective Steering committee.
- Steering committee members should communicate concerns to the OISRA Board of Directors through the Steering Committee liaison to the Board of Directors.

#### **18. Releasing of student identification information**

State and Federal law requires that student information considered to be "Education Records" be confidential. The information that the OISRA, or any agent or agency of OISRA (including all teams, leagues, committees, directors, officers, staff, volunteers, and committee members) request, and become holders of, contains such "confidential" information. OISRA and all agents and agencies of OISRA shall permanently hold all confidential information in strict confidence in perpetuity unless such information is essential for OISRA or OISRA's agents or agencies to properly and efficiently perform OISRA's duties, or disclosure is required to meet a legal requirement.

All coaches and parent representatives are required to make certain that only the team name, the members names, their gender and age, are on any rosters provided to ski areas and other organizations commercial or non commercial. No team rosters shall include any address or electronic communication information.

Should a ski area require more than the applicants name, gender and age on their individual indemnity release-forms, it is the parent's responsibility as to what further information they provide.

Any solicitations made to coaches or parent representatives for student information that may fall within the "Educational Records" description are to be referred to the School District official in charge of students' records.

All actions involving student information will adhere to the Oregon State Law ORS 336.184: Oregon Student Information Protection Act.

The only exception is when the parent/guardian has given permission for the student's NAME ONLY to be released only for media communications, for example to identify a photo for the newspaper.

#### **19. Religious observances in public high schools**

The inclusion of non-public high schools in the program requires the non-public schools to align with public school practices. Regarding religious observances in public high schools; the general rule is that no non-public high school students (coach, parent, volunteer) can proselytize or lead any student or team prayers during a team activity. If you have any questions on this take them to your school administration so that you are fully aware of what is mandated by the state and acceptable to them.

## 20. Incident Reports

Accidents/Incidents at an OISRA sanctioned event will be reported immediately to an OISRA coach or race official. The coach or official will immediately inform the Technical Delegate of the event.

An Incident Report must be filled out where any of the following occurs:

- A parent/guardian is contacted
- Dizziness, nausea or a bump involved
- Extensive bleeding is exhibited
- Incident involves a student with an identified disabling condition.
- Medical consultation is sought.
- An injured team member; racer, coach, volunteer, or member of the public is attended by ski patrol or moved to the ski patrol emergency rooms, or other medical facility.
- Legal action is threatened by any of the parties involved.

**Certified Coaches' responsibility:** Training or race incidents involving injury shall be reported to the OISRA as per the OISRA Incident/Injury report. Additionally, certified coaches must abide by the regulations in OAR 581-022-0421, regarding concussion awareness and determine when a student may return to training or racing after the diagnosis of a concussion.

**Leagues' responsibility:** All race accidents involving injury, either personal or property shall be reported to the OISRA as per the OISRA Incident/Injury report. Any incident involving a member of the general public that happens in or about the race arena and may be considered to be a liability risk, must be reported by the event Technical Delegate and confirmed by the League Representative. If a ski area, or state forest requires a report from a league official it is the responsibility of the League Representative to ensure that this report is copied to the OISRA. (Fax: 1-541-225-5742 or [Executivedirector@OISRA.org](mailto:Executivedirector@OISRA.org) )

Discretion to fill out a report may be used when a child asks for first aid for minor injuries, requiring a band-aid or ice pack and TLC.

ALL incidents, whether reported or not, should be logged in a team's incident log with date, name of student, injury and first aid rendered. If there is some question whether an incident report is needed, please complete a report form.

Written reports will be submitted within 24 hours to the OISRA Registrar; (Fax: 1-775-640-4650 or [Executivedirector@OISRA.org](mailto:Executivedirector@OISRA.org) ) for all accidents/incidents occurring at team practices or OISRA races. Reports will cover property damage as well as personal injury.

The Board of Directors will investigate accidents/incidents when necessary. As a result of an investigation any corrective measures required will be acted upon.

Records from November through March will be maintained by the Board of Directors. An analysis of the data and trends will be made at least annually.

## 21. Competing in events that are not sanctioned by OISRA.

The OISRA does not prohibit students who are registered with OISRA from participating in events that are not sanctioned by OISRA:

- When an OISRA team competes in an event that is not sanctioned by OISRA, that team cannot represent itself as an OISRA team.
- When a student who is registered with OISRA competes in an event that is not sanctioned by OISRA, the student cannot represent himself/herself as an OISRA skier.
- Students who are affiliated with OISRA member and associate member schools CAN compete as members of OTHER ski clubs/organizations (USSA, USASA, for example) in events that are not sanctioned by the OISRA.

- OISRA coaches and students are not insured by OISRA for events that are not sanctioned by OISRA.

## **22. Ski area indemnities and waivers**

No official of the OISRA or of its affiliated member leagues and/or teams or coach or parent representative shall sign on behalf of another member of OISRA or its leagues any indemnity or waiver that would purport to remove the rights of any individual associated with the OISRA or its associated leagues and/or teams to seek redress through the courts.

## **23. Financial Policies**

The OISRA requires each Division and each League to have its own Assumed Business Name (DBA) using the OISRA Tax ID#. Only the OISRA bank account, the Division bank accounts, and the League bank accounts will use the OISRA Tax ID #. No other bank accounts (team, for example) may use the OISRA Tax ID#.

EXCEPTION: The only exception is that if a League is separately incorporated and has its own IRS 501(c)(3) status then it does not need to have an Assumed Business Name and shall not use the OISRA Tax ID#. Instead, it shall use its own name and its own Tax ID# on its bank accounts.

### **Submitting paperwork to the OISRA Treasurer:**

Each division treasurer will submit to the OISRA treasurer the proper paperwork describing the division bank account activity so the state treasurer can file with the IRS each year.

Each League Representative will submit to the OISRA treasurer the proper paperwork describing the league bank account activity so the state treasurer can file with the IRS each year.

### **Approval of expenditures:**

All expenditures from the state treasury must be approved by the OISRA President or the Board of Directors.

All expenditures from a Division bank account must be approved by a Division Director, Division Commissioner or the Division Steering Committee and must comply with the Board-approved budget and all OISRA policies.

All expenditures from a League bank account must be approved by the League representative and must comply with the League-approved budget and all OISRA policies.

### **Check-signing authority:**

The President, treasurer, and vice-president each have the authority to sign checks from the OISRA bank account in accordance with OISRA's policies and the Board-approved budget for payment of expenses and distribution of funds as authorized by the Board of Directors.

The Division Director, Division Commissioner, and Division Treasurer each have the authority to sign checks from the Division bank account in accordance with Division policies and the Board-approved budget for the payment of expenses and distribution of funds as authorized by the Division Steering Committee.

The League Treasurer and League Representative each have the authority to sign checks from the League bank account in accordance with the League policies for the payment of expenses and distribution of funds as authorized by the League coaches.

## 24. Division General Meetings

### A. Regular Division General Meetings

- If requested by the Division Director, the Division Steering Committee, or 60% of the head coaches of the Division, there will be a Fall or Spring Division General meeting, held to elect members to the Division Steering Committee, attended by the head coach of each member school in the Division,
- Notice of the time and place of the Fall or Spring Division General Meeting shall be given no later than Labor Day or April 1st.
- This election process can also take place by ballot voting, without a Fall or Spring Division General Meeting. The deadline for ballot voting shall be 15 days after ballots are distributed
- Failure to hold an annual General Meeting does not affect the validity of the ballot voting
- It shall be the responsibility of the League Representative to convey information regarding Division General Meetings to their respective member schools

### B. Special Division General Meetings

- Special general meetings of the Division may be called by the Division Director, the Division Steering Committee, or by 50% of the head coaches or school representatives in the Division.
- Notice for a special meeting must be mailed by first class mail, e-mail, or fax as directed by the individual coach/representative, at least seven days in advance of the meeting and must specify the purpose(s) for which the meeting is called.
- Only the business for which a Special meeting is called may be considered at the meeting.

C. Quorum for Division General Meetings: A quorum for the Division General Meetings shall be a majority of the head coaches present in person or by phone.

D. Notices for all Division Meetings must contain the date, time, location and, when required, the purpose of the meeting. Notices of Special meetings always require a statement of the purpose(s) for which the meeting is called. If amendments to the Division policies will be considered, the notice must state this fact and either the exact wording or a summary of the amendments to be considered must be included with the notice.

### E. Voting at Division General Meetings

- Each member school that has a team comprised of at least one team of a minimum of three racers of the same gender shall be entitled to one (1) vote
- The head coach for each member school is the designated person to vote at Division General Meetings.
- A majority of votes cast shall decide all questions unless a different requirement is stipulated in the OISRA By-laws or OISRA Policies.
- Voting members have the power to elect and also to remove the members of the Division Steering Committee and to vote on any other matters properly put before them by the Steering Committee.
- Voting members may vote by ballot via email, Fax, or mail. The written ballot will 1) set forth each nominee or proposed action; and 2) provide an opportunity to vote for each vacant Steering Committee position, and for or against each proposed action. Approval by written ballot will be valid only when the number of votes cast by ballot equals or exceeds any quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

- An affirmative vote of at least a majority of the voting members present in person or by conference call at a properly called meeting, for which a quorum has been achieved, is necessary and sufficient to make decisions or pass resolutions by the voting members of a Division.
- The chairman of the meeting shall cast the deciding vote in case of a tie.
- The chairman of the meeting may fix a time limit on speakers and the debate of motions.
- Mailed ballots shall be recorded and counted only if received by the Division Secretary on or before the day preceding the date fixed for the meeting.
- No proxy voting at Division general meetings.

### ***Appendices:***

#### **Appendix I**

##### **Duties of the Executive Director**

- Act on instructions of the Board.
- Be responsible for the daily operations of the OISRA.
- Present a report of “operational information” to the President and/or Board monthly.
- Keep a record of expenses, activity and actions.
- Communicate and liaise with the OISRA legal representatives on issues that are relative to the welfare of the OISRA. Prepare OISRA forms and contracts for review by the Board.
- Prepare registration procedures and post information on the website.
- Act as Registrar for all school membership applications and individual participants’ applications, enquiries and related issues. Investigate any registration or eligibility problems and prepare reports for the Board when necessary.
- Communicate with school districts and schools regarding the sanctioned activities and policies of the OISRA.
- General contact with insurance carrier and notification to insurance carrier of any potential claims.
- Receive suggested policy amendments and prepare them in a format for Board review
- Present any suggested policy amendments.
- Communicate with sponsors to encourage their continued support
- Research and prepare “white papers” on issues the Board chooses to discuss and debate
- Prepare requests, reminders, instructions, etc. to Alpine and Nordic Steering Committee liaisons for any information the Board wants to send to coaches.
- Periodically review the OISRA website to insure that upcoming and reoccurring annual activities and meetings are posted or updated in a timely manner. Notify Divisions or Leagues or Teams if information found is outdated or inaccurate. Insure that clear directions are made available to the membership for finding general meetings and special events.
- The Executive Director can appoint temporary non-board members to serve on non-board committees that help facilitate the research and preparation of information for the Board.
- Send academic eligibility forms to the schools and receive them for Alpine and Nordic participants in the respective State Meets.
- ***Sign contracts as directed by the OISRA Board of Directors.***

## **Appendix II**

### **OISRA Coaches Code of Ethics**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated with respect and support, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the OISRA Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, fellow coaches, officials, athletic directors, school administrators, the OISRA organization, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of controlled substances, including alcohol, cannabis and tobacco products. The coach shall avoid the use of controlled substances, including alcohol, cannabis and tobacco products when in contact with athletes.

The coach shall be knowledgeable of the OISRA Bylaws, OISRA Policies, Division Policies and Division Race Rules and shall teach the Race Rules to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by parents and spectators, both directly and by working closely with sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of fellow coaches, officials or players is unethical.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the OSAA.

### **Appendix III Temporary Membership for High Schools that are not OISRA member schools**

Each Division can establish criteria for a Temporary Membership option, allowing schools affiliated with temporary member high schools to participate in specific OISRA sanctioned event(s). Temporary member high school teams (and individuals on those teams) participate at a competitive event as if the high school were an OISRA member for only that event.

### **Appendix IV Guest Category for State Championships**

Each Division can establish criteria for a Guest Category for the State Championships.

## **Appendix V Provisional Skiers**

**Provisional Skiers** are skiers who are supervised by an OISRA certified coach at OISRA sanctioned activities, but are not members of an OISRA team

- Provisional Skiers must register online.
- The OISRA coach who accepts responsibility for the provisional skier must be present whenever the provisional skier is participating in an OISRA sanctioned activity.
- If a League allows a provisional skier to participate in an OISRA race, the Provisional Skier's race times cannot be associated with a school, contribute to a school team's scores, or displace any high school skier's ranking.
- Provisional skiers must pay a participation fee, which is determined by the OISRA Board of Directors, before participating in any OISRA sanctioned activities.
- Provisional skiers can participate in OISRA training and races before entering the 9th grade, and this participation does not count against their four consecutive years of eligibility for OISRA high school skiing.

## **Appendix VI Skimeister Award**

A skier may be registered **online** for a member school for only one Division—either the Alpine or the Nordic Division. Any registered skier is eligible to compete in a state meet qualifying league race for a discipline other than the one for which he/she is registered if he/she enters the race as a “skimeister” skier. The race that is in a discipline other than the one for which the skier is registered may be in any OISRA league in the state. A skimeister's race results can contribute to a team score only in the discipline for which they are registered. Cumulative league points can be awarded to a skimeister only in the discipline for which they are registered.

To be eligible to compete and place in the Skimeister Competition you must:

- Register your name before the first race with the results coordinator (currently Jinny Martin at [vmartin@bendcable.com](mailto:vmartin@bendcable.com))
- Ski in at least ONE league Alpine race (can be either a Giant Slalom or a Slalom race)
- Ski in at least ONE league Nordic race—(can be either a Classic or a Skate race)
- The State Championships do not count towards skimeister totals

### **Calculations to determine a skimeister:**

Each individual race will be calculated to a 20 point scoring system by the following:

- 1) Divide 20 by the total number of starters. (This calculates finish place points)
- 2) Determine the points for each skimeister by multiplying their finish place by the number calculated in step 1.
- 3) If they started the race but did not finish they will be awarded a 25.

To determine the overall score for a skimeister:

- 1) Take the lowest score from each discipline (Alpine or Nordic)
- 2) Add these 2 values.
- 3) Lowest total in each gender is the winner (the skimeister for the year)!
- 4) The top skimeister of each gender will be recognized and awarded at the end of season awards ceremony at either the Nordic or the Alpine State Meet.



## **Appendix VII. Policy on Election of the Board of Directors**

### **Overview of the Election Process**

In compliance with the OISRA bylaws, nominees for the Board of Directors are elected by the voting members using written ballots prior to the Annual Meeting held in the spring each year. The Board may consist of between 5 and 11 members. At least 60% must be affiliated with the Alpine Division and at least 2 directors must be affiliated with the Nordic Division. Each division elects its affiliated members. Voting members cast their votes via ballot and the results are announced at the annual meeting or within 10 days thereafter. This policy provides the specific process used for nomination, voting and announcement.

### **Nomination of Candidates for the Board of Directors**

Nominations of candidates for the Board of Directors may be made by any voting member, committee member, director or officer.

In compliance with Article V. Section 3 of the bylaws, nominees for Board of Directors must be affiliated or involved with a league or a member school, as a coach, advisor, parent, director, officer or representative. A call for nominations will be sent by the Executive Director to voting members no less than **28** days prior to the annual meeting. The call for nominations may be sent by mail, email or any other means that the Board of Directors reasonably feels will reach all voting members. Email will be used in most cases. The call for nominations must include the deadline for submissions.

Nominations must be made in writing and contain the name, telephone number and email address of nominee. All nominations must be received by the Executive Director **14** days prior to the annual meeting. After the deadline for submissions as has passed, the Executive Director will contact each nominee to confirm whether that person consents to be a nominee and, if elected, serve as a member of the Board of Directors. No nominee will be included on the ballot without his or her written consent to be a nominee.

### **Election by Ballot**

Nominees will be voted on by written ballot as provided for in the bylaws, unless the Board expressly approves another legal method prior to delivery of ballots.

Ballots will be delivered by email or mail to each voting member no less than 15 day prior to the annual meeting.

The ballot shall include

- The number of open positions
- First and last names of all confirmed nominees,
- The number of responses needed to meet quorum requirements: 50% plus one of the then current number of voting members.
- The percentage of approvals necessary to approve each matter other than election of directors which requires a simple majority of those voting.
- Instructions for delivery of completed ballots, which may include email, mail, fax or hand-delivery at the annual meeting.

### **Tabulation of Votes**

Votes shall be counted by the Executive Director and the verified by the current Board president. If any discrepancies are discovered, the Executive Director and Board President shall investigate with the goal of ensuring that each voting member's vote is accurately obtained and counted. Ballots delivered prior to the annual meeting may be counted prior to the meeting and those delivered at the annual meeting will be added to the totals. In the event of any dispute, the President of the Board may appoint a committee of disinterested Board members to review the votes, verify the count and conduct any investigations necessary.

### **Announcement of Results**

The results of the vote for nominees to the Board of Directors will be announced at the annual meeting by the President of the Board or the person chairing the meeting if the President is not available. If the Board of Directors feels that announcement at some other time is reasonably in the best interests of the organization, the Board may designate and publicize the new announcement date to the members. The new announcement date may not be more than 10 calendar days following the annual meeting.

## **Appendix VIII Whistleblower and Non-Retaliation Policy**

**1. GENERAL.** Oregon Interscholastic Ski Racing Association requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Oregon Interscholastic Ski Racing Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

In addition to the requirements of this policy, all employees and representatives are encouraged to call attention to, in a positive and non confrontational manner, practices or specific actions which do not reflect the high ethical standards of Oregon Interscholastic Ski Racing Association.

**2. REPORTING RESPONSIBILITY.** It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of any local, state or federal laws or regulations.

**3. NO RETALIATION.** No director, officer, employee, volunteer, or contractor who in good faith reports a violation or suspected violation of any local, state or federal laws or regulations shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Oregon Interscholastic Ski Racing Association prior to seeking resolution outside of Oregon Interscholastic Ski Racing Association.

Retaliation includes any harmful action, interference with the lawful employment or livelihood, discharge, demotion, suspension, any manner of discrimination with regard to promotion, compensation or other terms, conditions or privileges of employment.

**4. REPORTING VIOLATIONS.** Directors, officers, employees, and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly. Therefore, reports of violations or suspected violations of any local, state or federal laws or regulations should be made to the most appropriate person within Oregon Interscholastic Ski Racing Association's organizational hierarchy including the Board of Directors.

Additional reports to that person or any other person should generally not be made unless the reporter reasonably believes that the process for investigation and response provided in Section V is not being followed.

A sample list of appropriate persons to report to is provided below. When in doubt, reports should be made to the Executive Director or President of the Board of Directors.

1. The reporting employee or volunteer's supervisor.
2. The program director or Oregon Interscholastic Ski Racing Association manager in charge of the area in which the violation has occurred or is suspected.
3. The Director of Human resources or the Chief Financial Officer (if the matter relates to accounting or finance issues) or other similar employees that Oregon Interscholastic Ski Racing Association may employ at the time of the Report.
4. The Executive Director.
5. An Officer of the Board of Directors including the President.
6. The Chair of another member of the Audit or Finance Committee if the matter relates to accounting or finance issues.
7. Any Director.
8. An appropriate regulatory body such as the IRS or the Department of Justice.

**5. HANDLING OF REPORTED VIOLATIONS.** All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The following process will be used:

1. The person to whom the report has been made will immediately contact the Executive Director, who will notify the Board President. If Oregon Interscholastic Ski Racing Association does not have an Executive Director or similar position, the Board President will conduct this process.
2. If it is not appropriate to contact the Executive Director or Board President because he or she is involved in the violation and is therefore not likely able to handle the investigation objectively, the remaining impartial Officers of the Board will be notified and will proceed with this process in place of the Board President and/or Executive Director.
3. The Board President and Executive Director will notify the reporter and acknowledge receipt of the report within 5 business days if possible.
4. The Board President and Executive Director will convene a meeting of the Officers to determine the proper course of investigation. The Officers may delegate the investigation to an appropriate standing or ad hoc committee including the audit or finance committee.
5. Within 30 days of the report, the Officers or the delegated committee will complete its investigation and decide on appropriate corrective action if warranted by the investigation. Additional time may be needed in some cases.
6. The Officers and Executive Director will inform the reporter of the results of the investigation and any corrective action that has been or will be taken.

**6. ACTING IN GOOD FAITH.** Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of local, state or federal law or regulation.

The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, or with the knowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

**7. CONFIDENTIALITY.** Upon the request of the complainant, Oregon Interscholastic Ski Racing Association will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Appendix IX OISRA Abuse/Molestation Guidelines**

#### Purpose of Abuse/Molestation Guidelines

The Abuse/Molestation Awareness guidelines are not intended to serve as legal advice or to supplant legal definitions of abuse and harassment. Instead these guidelines are designed to raise awareness of areas of concern.

#### Definition of a Child

For the purpose of these guidelines, a child is a student who is registered with OISRA.

#### Statement

- The welfare of the child is paramount.
- Children must be protected from harm, abuse, and degrading treatments.

Overview: These guidelines are intended to raise awareness and

- Promote Good Practice.
- Provide examples of objectionable behavior and define areas of concern.

## Positions of Trust

### Good Practice

- Be aware that the closeness of the coach/athlete relationship may encourage feelings that are not directly related to the sport.
- Set out and maintain appropriate boundaries.

### Unacceptable Behavior

- NEVER enter into a sexual relationship with a child under your care/supervision.
- NEVER use your influence over a child for your own interests.

## Physical Contact

Good Practice: Physical contact is recommended only in support of the following purposes:

- To develop or demonstrate sports skills.
- To diagnose or treat an injury.
- To give appropriate sport massage.

These actions should only be carried out by appropriately qualified coaches.

Physical contact may be appropriate in other circumstances, as in congratulating a child or consoling a child who is upset. However, always ensure that physical contact is carried out in the open, or in the presence of another supervising adult.

Remember that interpretations of touching will be affected by factors such as cultural differences, religious implications, relative age, sexual orientation. If a child is uncomfortable with physical contact, stop.

## General Supervision

### Good Practice

A supervising adult should never be alone with a child in potentially compromising situations, i.e. in a hotel room, bathroom, changing room, etc.

Mixed gender teams must always be accompanied by male and female responsible adults.

### Unacceptable Behavior

- Do not spend time alone with a child behind closed doors.
- Do not take a child alone on a trip unless in an emergency and with written parental permission.
- Do not enter the room of a child without another responsible adult present.
- Never share a room with a child.
- Discourage sexually provocative jokes or inappropriate touching or conversation.
- Never use any form of sexually charged verbal intimacy or innuendoes.

If you are unsure:

- Always err on the side of protecting the child.
- If you are unsure of what is appropriate or necessary in a particular circumstance, you should consult school personnel or medical professionals.

Defining Abuse: Physical • Emotional • Neglect • Sexual • Bullying

### Physical Abuse

- Physical injury of all types when such injury is intentional or results from neglect.
- Giving a child alcohol or inappropriate medications or drugs.
- In a sports situation, this may also occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

### Emotional Abuse

- May involve telling a child that he/she is useless, devaluing them.
- Constant criticism and negative feedback.
- Shouting threats or taunts.
- Unrealistic expectation of performance at levels above a child's capability.

### Neglect

- Failure to provide adequate food or shelter.
- Prolonged unnecessary exposure to cold or heat.
- Unnecessary risk of injury.

### Sexual Abuse

- In sport, activities which might involve physical contact with children may create situations where sexual abuse may go unnoticed.
- The power of the coach over the athlete could, if misused, lead to abusive situations developing.

### Bullying

- May be physical, verbal or emotional.
- Is usually repeated over a period of time.
- May involve coaches, other athletes, or parents.
- Signs may include a drop in performance, behavioral changes, mood swings, reluctance to train/compete, frequent loss of possessions, physical injuries (bruising, scratches, etc), poor sleep, loss of appetite/weight.

### Be Vigilant

- Watch for signs of bullying.
- Note changes in behavior.
- Notice drop in performance.
- Notice physical symptoms and signs.

### Action

- It is NOT your responsibility to determine if abuse/bullying is taking place.
- If you observe signs of abuse/bullying, contact school personnel and follow their protocol.

### Remember

- The effects of abuse may have very long-lasting consequences for the child.
- The welfare of the child is paramount.
- Children must be protected from harm, discrimination and degrading treatments.

### Acknowledgments

These guidelines were derived in large part from the work done by USSA for education for their club development program.

## **Appendix X Physicals for Athletes**

OISRA adheres to Oregon State Law (ORS 336.479) by requiring all OISRA participants in grades 9-12 to get a physical exam every 2 years, using the OSAA approved form: [School Sports Physical Form](#)

## **Appendix XI Lightning Safety Guidelines (adapted from "NFHS Sports Rules Books")**

These guidelines are a default policy for coaches responsible for making decisions concerning suspending and restarting practices and/or skiing events based on the presence of lightning or thunder. If a school has different guidelines, follow the school guidelines.

[Any alpine activities at a ski area will be suspended and restarted based on the ski areas' decision to suspend and restart lifts.]

- Assign one person to monitor local weather conditions before and during practices and/or events.
- Have an evacuation plan, identifying an appropriate nearby safe area.
- Develop criteria for suspension and resumption of outdoor activities:
  - When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for 30 minutes and take shelter immediately.
  - 30-minute rule. Once practice/event has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to returning to activity.
  - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
- Inform student athletes of the lightning policy at the start of the season.

## **Appendix XII Fundraising Policies**

- I. **PURPOSE.** The purpose of this policy to establish guidelines for soliciting charitable gifts in a concerted, effective, ethical, and professional manner.

### **II. ROLES AND RESPONSIBILITIES**

1. **Board of Directors.** The Board of Directors of Oregon Interscholastic Ski Racing Association, OISRA, has overall responsibility for establishing policies and direction for the organization's fundraising programs including campaign planning. The Board has final authority to accept or decline all gifts and oversee management of gift assets.
2. **Finance Committee.** The Board of Directors designates the Finance Committee to provide direct oversight of the management of funds and the development of policies related to the organization's financial health and sustainability, including gift acceptance policies. The Finance Committee is also designated by the Board to conduct initial review of proposed gifts and present its recommendation for acceptance or decline of gifts to the Board. The Finance Committee may invite additional Board members or staff who are not regular members to provide input as to the acceptance of gifts.

3. **Fundraising Committee.** The Board of Directors designates the Fundraising Committee to work with the staff to develop fundraising plans, assist in implementing those plans, engage in actual fundraising activities such as events and donor meetings, and give input on policies that have an impact on the organization's relationships with donors.
4. **Staff.** OISRA staff is responsible for implementing and administering organization's fundraising programs and policies. The staff also provides information to the board and committees to help them accomplish their roles.

**III. DEVELOPMENT OF FUNDRAISING PLANS.** The Fundraising Committee shall collaborate with staff to set and implement annual, special and campaign plans and strategies to raise funds in support of the mission of OISRA and short and long term goals established by the Board. The committee shall present and report on those plans to the Board. Approval of the Board is required for new campaigns or other efforts that are beyond OISRA regular course of business. The following considerations and requirements should be addressed by fundraising plans.

1. Donors should be encouraged to make unrestricted gifts to allow OISRA flexibility in accomplishing its charitable mission and goals. When restrictions are necessary and desirable, donors will be asked to make the most flexible restrictions possible while still meeting their philanthropic goals.
2. Giving clubs, societies, and recognition levels appropriate for OISRA and solicitation plans may be established by the Board. Benefits and premiums may be offered for various giving levels if approved by the Board. Care must be taken to select premiums and benefits which preserve deductibility for donors, avoid Unrelated Business Taxable Income, also attract and help thank donors appropriately.
3. ***OISRA Partner Sponsorship Level***
  - a. ***This level of sponsorship will be a 3-year agreement at \$5,000 per year***
  - b. ***Benefits to the OISRA Partner sponsor will include, but not be limited to, banners at each league race and an OISRA website logo link.***
  - c. ***Distribution of OISRA Partner funds will be as follows: contribution to administration costs not to exceed 10%; the balance distributed proportionately to Alpine Division and Nordic Division based on registration numbers on December 31<sup>st</sup>.***

**IV. Development of Solicitation Materials and Forms.** OISRA will develop and use standard forms and documents for consistency and efficiency in fundraising efforts. Examples of appropriate forms include Pledge Forms, Gift Forms, Gift Agreements, and language used in thank you letters to document gifts over \$250 for tax purposes. All standard forms will be reviewed by legal counsel.

Case statements and solicitation materials must be carefully drafted to create a clear and enticing picture of what OISRA is trying to accomplish without providing so much detail that excessive restrictions are created.

## V. SOLICITATION

- 1. Ethical Practices.** Every aspect of solicitation of charitable gifts must be conducted with the utmost integrity and with the charitable purposes of the OISRA as the primary consideration. All board members staff and volunteers will be provided a copy of the Donor Bill of Rights (attached) and are required to conform to that document in all solicitation activities.

In addition, Staff and Board members must be careful not to place the organization or themselves in the position of serving as the legal, financial, or tax advisor to a current or prospective donor. The role of the OISRA representative is to inform and assist donors as they make their charitable giving decisions. All representatives of OISRA will exercise prudence and consider the donor's personal interests while helping to fulfill the donor's charitable objectives. All representatives of OISRA will encourage donors to seek their own professional advice on matters relating to the proposed gift transaction. OISRA personnel will not knowingly be a party to inflating the value of a gift above the true fair market value in order to provide a tax advantage to the donor.

- 2. Confidentiality.** Except as allowed by the donors, all agreements with donors and all information concerning donors and prospective donors will be held in strict confidence by OISRA subject to legally authorized and enforceable requests for information by government agencies and courts. All other requests for or releases of information concerning donors will be honored or allowed only if permission is obtained from the donor prior to the release of such information.
- 3. Payment of Fees.** All gifts are presumed to be made for the ultimate benefit of OISRA and for the purpose of furthering organization's mission. In accordance with IRS regulations, donors are expected to pay any fees and expenses they incur related to their gifts. Examples of fees include required appraisals to determine the value of property, fees paid to financial advisors to determine the tax implications of a gift, or legal fees to the donor's attorney.

OISRA will pay for its own attorney's fees, although such expense may be deducted from the gift if disclosed to the donor before the gift is accepted.

Fees related to the sale of donated property or stock will be deducted from the gross receipts for the sale, unless other arrangements have been made with the donor. Final approval for the organization's payment of any other fees requires authorization by the Board of Directors. The following fees are prohibited:

- a.** Finders' fees for current or planned gifts.
  - b.** Investment or administrative fees that in any way could be construed as compensation for a gift being made to OISRA or for its benefit.
- 4. Disclosures.** The donor will be advised that it is the donor's responsibility to obtain any necessary appraisals, file appropriate tax returns, and defend against any challenges to claims for tax benefits. OISRA will disclose the value of all premiums and benefits supplied to donors in compliance with IRS regulations. (see IRS publication 1771 or successor publications).
  - 5. Gift Acceptance.** OISRA is not required to accept every gift that is offered or solicited. Care will be taken to only accept that comply with the OISRA Gift Acceptance Policy.



OISRA shall not accept donations, grants, or scholarships from businesses or individuals promoting products that are not legal for use by minors such as alcohol, tobacco, marijuana, or other similar controlled substances or from businesses or individuals promoting products or services that are inappropriate for minors such as adult sex stores, pornography or pornographic websites. This includes businesses or individuals who may reasonably be inferred to be associated with such products or services as well.

6. **Board Approval.** OISRA's acceptance of donations, grants or sponsorships of \$10,000.00 or more must be approved by the Board of Directors.
7. **Donation Receipts.** OISRA shall give donation receipts acknowledging donations to all donors in order to allow them to claim a tax deduction for their donation.
8. **Grant Applications.** The Executive Director is authorized to apply for and accept grants which are consistent with the approved budget and programs of OISRA. Grant applications, agreements and other documents requiring signatures may only be signed by the Executive Director or other authorized signers.

**VI. IV. COLLECTION OF PLEDGES.** OISRA may, but is not required to, exercise any legal actions available to collect unpaid enforceable pledges. Generally, OISRA will contact donors who have not paid their pledges on the agreed upon schedule in a polite and friendly manner to ascertain whether the donor still wishes to make the contribution. Further action requires board approval. Reports may be made to the board of the pledges which appear not to be collectible to determine whether these pledges should be excused or whether further action should be taken.

## **VII. DONOR RECOGNITION AND STEWARDSHIP**

1. **Acknowledgement and Stewardship.** All charitable gifts will be acknowledged and substantiated in accordance with IRS regulations. (see IRS publication 1771 or successor publications).

In addition OISRA will recognize and thank donors for their generosity in appropriate ways both publicly and privately, subject to the confidentiality provisions of the OISRA Fundraising Policy and in accordance with policies adopted by the Board of Directors.

2. **Naming Policy.** The Board may approve opportunities for donors to give a minimum gift and therefore be recognized by having a particular program, physical space, fund or something similar named after them. The Board may approve naming opportunities individually or as a list of available opportunities with corresponding minimum gifts for each. Care should be taken to designate minimum amounts which maximize giving potential, but do not alienate past donors. Naming opportunities must be documented in a Gift Agreement. Unless the Gift Agreement provides otherwise, the term of any Naming Opportunity shall be for the lesser of 25 years or the life of the object, fund, or program named.

**VIII. Donor Records.** Donor records will be kept in an orderly and secure fashion which will allow for effective identification, cultivation, solicitation and stewardship of donors; trending data and other reports. In general, records will be kept in one [Access Database] [Excel Spreadsheet] [other program]. All record-keeping shall comply with the OISRA Document Retention and Destruction Policy.

Adopted by the Board of Directors of Oregon Interscholastic Ski Racing Association on  
June 24, 2017

Signed this 24th day of June, 2017

Signature : *Jimmy Martin*

Title: OISRA Secretary