



# Determining Eligibility of Student-Athletes

## Accountability Model for Coaches, ADs & Principals

Revised 8-12-13

School \_\_\_\_\_ Sport \_\_\_\_\_ Date \_\_\_\_\_

### HEAD COACH CHECKLIST:

- \_\_\_\_\_ Attend training conducted by principal and athletic director to review rules, responsibilities and resources. The principal and AD should review the UHSAA eligibility requirements for student participation:  
*Students who previously established eligibility at another high school (i.e. attended another school, or tried out and were selected as a member of high school team) are NOT ELIGIBLE for participation in Association sponsored athletic activities (at any level) for twelve months from the first day of attendance at the new school unless the UHSAA approves a "Change of Residence" or "Hardship Waiver" application.*
- \_\_\_\_\_ Review the UHSAA Calendar, Sport Specific Calendar and eligibility rules with the coaching staff.
- \_\_\_\_\_ Adhere to UHSAA restrictions regarding the sport start date, first contest date and contest limitations.
- \_\_\_\_\_ Adhere to the UHSAA policies regarding "Out-of-Season Participation" which includes the "Athletic Period Rule," "Two Weeks Prior" and the annual five UHSAA moratoriums (see sport specific calendar) and By-Laws Article 2.
- \_\_\_\_\_ Verify that members of the coaching staff have completed the components required for certification (Background Check, First Aid and CPR Training, Concussion Training and "Fundamentals of Coaching" course).
- \_\_\_\_\_ Verify that members of the coaching staff have read the current edition of the UHSAA Handbook.
- \_\_\_\_\_ Attend the annual live UHSAA Rules Clinic for designated sport OR complete the Online Rules Clinic and quiz.
- \_\_\_\_\_ PRIOR to tryouts, hold an orientation meeting for potential players & parents to attend:
  - Distribute and discuss the concussion materials. Discuss physical examination Forms A & B.
  - Review UHSAA rules (student eligibility, Transfer Rule, limited team membership, sportsmanship, etc)
  - Read through "UHSAA Tryout Checklist Form." Review the Tryout Checklist forms, follow-up and file.
- \_\_\_\_\_ Meet with the AD to carefully review the completed UHSAA Tryout Checklist forms and determine the eligibility status of potential players (any questions marked "Yes" on form require follow-up).
- \_\_\_\_\_ Meet with the AD to verify scholastic eligibility & complete codes on TEAM ROSTER and submit to UHSAA.
- \_\_\_\_\_ Prior to tryouts, meet with any potential athletes that are new to the program to identify their eligibility status:
  - Are they entering high school for the first time?
  - In the past 12 months have they attended another high school (member or non-member)?
  - In the past 12 months were they selected as a member of a high school team at another school?
  - Are they currently enrolled at your school? If not, where do they attend? Are they a Co-Op student?
  - Did they transfer to your school in the last 12 months? What was the date they entered?
  - Are any foreign exchange (J-1 ) or international students (F-1)? Have them complete app & submit.
  - **Students attending an alternative, charter, private, virtual school or are home schooled** may only participate at the school within whose boundaries the parent or legal guardian reside or at the public school from which the student withdrew for the purpose of home schooling or attending a charter or private school.
- \_\_\_\_\_ Verify your players are full time students as defined by your school/district and are not in violation of the UHSAA Age Rule, Sport Season Rule, Attendance Rule or Amateur Rule.
- \_\_\_\_\_ Verify your players are academically eligible. In the preceding grading period the student earned a minimum of a 2.0 GPA on a 4.0 scale or its equivalent; did not fail more than one subject.
- \_\_\_\_\_ Prior to the first contest, review the "Limited Team Membership" Rule with players (after first contest date, players are not allowed to compete on any outside team in the same sport).

## ATHLETIC DIRECTOR CHECKLIST:

- \_\_\_ Verify that members of the coaching staff have completed the components required for certification (Background Check, First Aid and CPR Training, Concussion Training and “Fundamentals of Coaching” course).
- \_\_\_ Conducted training with principal for coaches to review rules, responsibilities and resources.
- \_\_\_ The principal and AD should review the UHSAA eligibility requirements for student participation:
  - Students who previously established eligibility at another high school (i.e. attended another school, or tried out and were selected as a member of high school team) are NOT ELIGIBLE for participation in Association sponsored athletic activities (at any level) for twelve months from the first day of attendance at the new school unless the UHSAA approves a “Change of Residence” or “Hardship Waiver” application.*
- \_\_\_ Review the restrictions during the five UHSAA annual moratoriums and “Two Weeks Prior.”
- \_\_\_ Make sure coaches understand the eligibility rules. Review their responsibilities in determining eligibility.
- \_\_\_ Meet with the coach to carefully review the completed UHSAA Tryout Checklist forms and determine the eligibility status of potential players (any questions marked “Yes” on the form require follow-up).
- \_\_\_ Meet with the coach to verify scholastic eligibility & complete codes on TEAM ROSTER and submit to UHSAA.
- \_\_\_ Meet with your principal regarding “Tryout Checklist” forms, scholastic eligibility & team roster for each designated sport and discuss any concerns or eligibility issues. May need to be taken to Region Board.
- \_\_\_ After careful review and necessary follow-through, place completed Tryout forms securely on file at school.
- \_\_\_ Submit the team roster on the required UHSAA excel template with the proper eligibility codes entered.
- \_\_\_ The varsity roster should be emailed to [varsityroster@uhsaa.org](mailto:varsityroster@uhsaa.org). It is the responsibility of the school to submit a new varsity roster if additions or changes are made to the varsity roster.
- \_\_\_ If applicable, have the head coach submit a varsity team photo to [teamphoto@uhsaa.org](mailto:teamphoto@uhsaa.org).

## SCHOOL PRINCIPAL CHECKLIST

- \_\_\_ Verify that members of the coaching staff have completed the components required for certification (Background Check, First Aid and CPR Training, Concussion Training and “Fundamentals of Coaching” course).
- \_\_\_ Hold a Coaches’ Training to review UHSAA and region rules, responsibilities and resources. Review the UHSAA eligibility requirements for student participation.
- \_\_\_ See that head coach held an orientation with potential players and parents/guardians and reviewed the concussion materials, physical forms, UHSAA Tryout Checklist, student eligibility, and sportsmanship.
- \_\_\_ See that head coach and athletic director carefully reviewed the completed UHSAA Tryout Checklist forms and did any necessary follow-up to verify eligibility status (any questions marked “Yes” require follow-up).
- \_\_\_ See that head coach met with any new students to their program to determine their eligibility status.
- \_\_\_ **Confirm with coaches that only eligible athletes will be allowed to compete. On game day, ineligible athletes may not be in uniform, warm-up with the team or be introduced. Ineligible players may practice.**
- \_\_\_ A student who transferred to a new school after establishing eligibility at another high school is not eligible to compete for twelve months of attendance at the new school unless the UHSAA has approved a Transfer Application (Change of Residence or Hardship) and notified the school.
- \_\_\_ **The charter, home, private, virtual school or alternative student** may only participate in extracurricular activities at the school within whose boundaries the student’s custodial parent or legal guardian resides or at the public school from which the student withdrew for the purpose of home schooling or attending a charter or private school. Charter and private school students may only be eligible at a public school for sports or activities which are not available at their charter or private school.
- \_\_\_ Foreign Exchange Student Eligibility Application must be approved for foreign exchange students (J-1 Visa).
- \_\_\_ International Student Transfer Application must be approved for international students (F-1 Visa).
- \_\_\_ Under the Co-Op Rule, the UHSAA must receive the written approval of both principals and give approval.
- \_\_\_ **At Region Board of Managers meeting discuss eligibility issues, transfers and sportsmanship.**