



## 2007-2008 TEAM REGISTRATION INSTRUCTIONS.

The forms required for the registration of your student racers and coaches and other forms that you may need for the 2007-08 season are on the enclosed CD, they are also able to be downloaded from the OISRA web site.

**Form A1.** Student Racer Application for membership in the OISRA.

**Form C1.** Coach and Coaching Assistant Application for membership in the OISRA,

**Form C2.** Coaches Code of Conduct-to be printed on the reverse of C1.

**Form V1.** Volunteers Registration-Agreement.

**Academic eligibility.** Academic and disciplinary eligibility.

**Check list, OISRA & division invoice, foreign student, transfer certificate.**

**Excel File B1.** Electronic Master Registration. It is important that all racers, coaches, assisting coaches, parent representatives and Athletic Directors be registered with the OISRA. Refer to the respective tabs on the B1 Excel file. (*When up dating the racer information please make certain that the student's grade is correct.*) Technical coaches and employees of Ski Areas or Ski Education Foundations who will be coaching high school students, who are members of the OISRA, must be registered. All coaches must have current verifiable criminal background clearances. It is the responsibility of the member school or club to keep it's Electronic Master Registration current and to email the original and any updates to their league representative and to the OISRA @ [Registration@OISRA.org](mailto:Registration@OISRA.org),

### **Student Athletes Application and Indemnity form A1.**

Please make certain that when you print form A1 it is on a single regular 8 x 11 page. If you want to use coloured paper use only pastel colours, and make certain that all forms are completed in ink. While students over 18 may sign for themselves, their parent of record must be registered on their A1. **NOTE:** In the box requiring Insurance carrier information, insert OISRA if your team is not being covered by your school or if you are not a Boy Scout Venture crew.

### **O I S R A Coach and Coaching Assistants Application for membership in the OISRA C1.**

All coaches, and those assisting with coaching, must apply for membership in the OISRA by completing and submitting form C1. This includes technical coaches and employees of Ski Areas or Ski Education Foundations who will be coaching members of the OISRA teams. All coaches must have current criminal back ground checks. Team indemnity insurance is recorded against the designated head coach of the team. Head coach C1 applications must be with the OISRA before any team activity can commence thus confirming coverage. Should a team replace its head coach after December 15 there will be a late registration fee charged.

**Form C2, the Coaches Code of Ethics, must be printed on the reverse of C1 that the coach or assistant etc, is signing.** In addition, please ensure that all coaches and coaching assistants keep a separate copy of form C2 for review and reference. **Note,** In the box requiring coaches to identify their primary insurance carrier; if they do not have a primary carrier, or are not covered by the Team either on a school policy or Boy Scouts Venture Crew they should insert OISRA.

**Form V1, Volunteer registration, needed for insurance purposes.** Excepting coaches who have submitted C1's all parents, and non parent workers who assist with your teams at OISRA mandated activities, and work at the league and state events need complete and submit this form to the league representative. OISRA is providing excess participant and volunteer accident insurance in the amount of \$50,000 maximum per claim, with an aggregate (multiple claims) of \$100,000 per any one accident. Coverage of \$5,000 is also afforded for accidental death or dismemberment. This policy has a \$2,500 deductible per claim. Excess coverage means that if the participant or volunteer has any other medical or accident insurance in force, this policy pays in excess of that, or can fill in the gaps of primary deductibles if they exceed \$2,500.

**Academic eligibility.** This form must be submitted to your school for them to confirm by Feb 15<sup>th</sup> 2008 to the OISRA the eligibility of all of your team members. It is important for the head coach to ascertain that team members are academically eligible or 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.

**Incident reports:** Refer OISRA Policies sections; 4, 6, 16. Any incident resulting in injury at any OISRA sanctioned activity; team training whether on snow or not, league races or time trials, state training or racing, must be reported to the OISRA by the team coach using the OISRA incident/injury report. Race incidents must reported by the event TD.

**Check list, OISRA & division invoice. Foreign student, transfer certificate. (For use where applicable,)**

**OISRA POLICY: Racers registering after December 1, must submit a written explanation for their late registration to the league representative, who will forward it to the division executive for their final approval.** Foreign student, transfer certificates, or written hardship requests; must be with the OISRA secretary before the student can commence training.

**Do Not** delay registering your team because of possible late racer signings. It is easier to add racers, and upgrade Team/club Status than for a team's registration to be delayed because of possible late signers.