For OHSAA Member Schools

Internal OHSAA Business Rules for Competitive Balance

Created by OHSAA Competitive Balance Committee and OHSAA Staff

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In accordance with OHSAA Bylaw 2-2-7 (Tournament Assignment – Team Sports of Football, Soccer, Volleyball, Basketball, Baseball and Softball), these business rules were created to assist with the implementation of Bylaw 2, Section 2, otherwise known as Competitive Balance.

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1. **Obtaining and Use of Enrollment Numbers:** *(added for clarity and subsequently approved by Board of Directors August 9, 2018)*

- In accordance with the Ohio High School Athletic Association (OHSAA) Business Rules for Obtaining Enrollment Data, adopted by the OHSAA Board of Directors, the OHSAA obtains Initial Enrollment Numbers for member schools from the Ohio Department of Education (ODE) for use on a biennial basis.
- The data are extracted from the Department’s Education Management Information System (public schools) or Report of a Nonpublic School (non-public schools) for students in grades 9, 10 and 11 by gender using the information from the October count. The OHSAA refers to this Initial Enrollment Number as a school’s EMIS count.
- For divisional assignments to OHSAA tournament, data (Initial Enrollment Numbers or EMIS count) will be calculated in a school year beginning with an even numbered year for use in the next two school years.
- For each Competitive Balance sport, the Initial Enrollment Number (EMIS) is combined annually with a specific sport’s distinct Competitive Balance Roster Data (referred to as Competitive Balance Enrollment) to create a school’s final Tournament Enrollment for each specific sport.
- The Tournament Enrollment is then utilized to assign a school to its respective tournament division, following the principles as outlined in the General Sports Regulations.

**Note:** More specific information on Competitive Balance Rostering and the Principles of Tiering is available here: [http://www.ohsaa.org/Portals/0/SchoolResources/CompetitiveBalance/CompBalSummary.pdf](http://www.ohsaa.org/Portals/0/SchoolResources/CompetitiveBalance/CompBalSummary.pdf)

2. **Submission of Attendance Zones for Multi-High School Districts:**

- The OHSAA will collect attendance zones from all multiple-high school public school districts on a biennial basis during the spring that aligns with the collection of enrollment numbers (EMIS) from the Ohio Department of Education (ODE). These attendance zones will be used to assist multi-high school districts in identifying Tier 0 vs. Tier 1 students.
  - These attendance zones shall remain on file at the OHSAA Office for the duration of the two-year EMIS cycle.
  - For multiple-high school districts that **do not have defined attendance zones** (i.e. "open enrollment" districts) - the Executive Director, with assistance from OHSAA staff, if needed, shall work with each respective district representative (i.e. the district athletic administrator) to determine reasonable attendance zones for application for Competitive Balance rostering purposes ONLY (these zones shall NOT be enforced for school placement purposes).
    - These developed attendance zones will remain consistent for two years and are required to be submitted and remain on file at the OHSAA office for the duration of the two-year EMIS cycle.
  - If a multiple-high school district **with defined attendance zones for school placement purposes** realigns its boundaries in the middle of a two-year cycle, the district shall submit the new attendance zones to the OHSAA office to keep on file for the remainder of the cycle. Furthermore, all district schools will then be permitted to Tier students based on the new, updated attendance zones **that were designed by the district for school placement purposes**.
    - Should this realignment occur in the middle of a two-year cycle and impact the attendance zone placement of any non-public feeder schools located within the district, all affected non-public schools shall be permitted to change their attendance zone selection (i.e. their feeder school(s)) for the remainder of the
cycle. They are, however, also permitted to retain their originally submitted attendance zone/feeder school(s) selection if the realignment is not beneficial.

3. Selection of Feeder Schools for Non-Public Schools:
   - After the collection of the multiple-high school attendance zones has taken place, the OHSAA will physically “map” all the non-public schools containing grades 7 and 8. This process will place every “feeder school” into a single high school district, or into an attendance zone contained within a multi-high school district. The OHSAA shall rely on the Ohio Department of Education website to assist in determining all the non-public schools containing grades 7 and 8. The process the OHSAA will use to determine the school district/attendance zone in which each feeder school(s) is physically located is as follows:
     o 1. Collect the list of all non-public schools in Ohio, addresses included, from the ODE website.
     o 2. Narrow that list to only include non-public schools that contain grades 7 & 8.
     o 3. Change each P.O. Box address to the school’s physical address by visiting each respective school’s website.
     o 4. Enter each respective school’s physical address into the Ohio Department of Taxation website to determine which school district in which the school is physically located:
       https://thefinder.tax.ohio.gov/streamlinesalestaxweb/AddressLookup/LookupByAddress.aspx?taxType=SchoolDist
     o 5. Double-check each entry.
     o 6. Place each feeder school located in a multiple-high school district into a certain attendance zone by comparing the attendance zone map/documentation vs. the physical address of each feeder school.
     o 7. Determine what “system of education” each feeder school is classified by ODE.
     o 8. List each of the feeder schools (that will be labeled by system of education) by district/attendance zone to provide non-public high schools an easy, accessible list in order to select their chosen school district (or attendance zone, if applicable) and, essentially, choose their selected feeder school(s).
       ▪ If there is any dispute on what is listed as to the school district in which the feeder school is physically located, the OHSAA needs to be made aware of this discrepancy by a specified date.
     o 9. To complete the feeder school selection process, a senior level administrator from each non-public school will need to submit:
       ▪ The school’s chosen attendance zone.
       ▪ The school’s designated feeder schools (which HAVE to be within the same system of education), to the OHSAA Office, Attn: Kristin Ronai via email (kronai@ohsaa.org) by no later than mid-July.
       ▪ NOTE: These feeder schools will remain consistent for a minimum of two years, at which time each non-public school will be permitted to change its selected school district/feeder schools to better benefit each respective school.

4. Determining “System of Education” for Non-Public Schools:
   - The Ohio Department of Education has a record of the classification of each non-public school in the state (i.e. Catholic Conference of Ohio, a specific Catholic diocese, Ohio Association of Independent Schools, Association of Christian Schools International, etc.).
   - There are some non-public schools that are classified a certain way by ODE (i.e. Association of Independent Schools), but still associate and subscribe to certain requirements of another
group (i.e. Catholic Conference of Ohio or a specific Catholic diocese). Despite this dual recognition, the only feeder schools that are permitted to be considered Tier 0 or 1 students for a particular high school are those students who have continuously been enrolled in a school (since the beginning of 7th grade) that is the same classification as what ODE has on file for the high school.

- Examples in this area are as follows:
  1. There are high schools in Ohio that are both Catholic schools and are also members of the Association of Independent Schools (AIS), but they are thus solely classified as AIS by the ODE. Therefore, students entering those high schools from a Catholic school would not be considered the same system of education as those entering from an AIS school.
  2. The same principle noted in example 1 above would also be true for schools that ODE classifies as Association of Christian Schools International (ACSI). Students entering an ACSI school from another school, even if it is a Christian school, which is not either a member of or accredited by ACSI would not be considered the same system of education as those entering from an ACSI school.

5. Drawing Divisional Lines/Placing Schools in New Division:
   - After the number of divisions is approved by the Board of Directors, schools are assigned to tournament divisions based on the number of school teams that participated in the tournament the previous year, with each tournament division to have as equal number of teams as possible (see the OHSAA General Sports Regulation for the exception to this regulation in Division I football).
   - Unlike the original business rule which limited a school to being placed in its tournament division a maximum of one division higher than its base enrollment count (EMIS) after Competitive Balance tier numbers are added to that base enrollment count, in October 2017 the OHSAA Competitive Balance Committee recommended removing that limit.
   - The Board of Directors approved this amended business rule at its regularly scheduled meeting on January 18, 2018. Therefore, there is no limit to the number of divisions a team can move up from its base enrollment count (EMIS) after its Competitive Balance tier numbers are added to that base enrollment count.

6. Process For Schools When No Roster Data Available From Previous Year:
   a. Schools that Merge or A School District (Single or Multiple High Schools) that Adds a School
   - Draw division lines with old EMIS and Competitive Balance data (all 800 schools).
   - During the year when the change takes place - For the schools that are being impacted, start with new basic EMIS number, then add a real-time Competitive Balance numbers by September 10 for application that same year.
     - Keep in mind this is a one-year only process. So even though the rosters are being used during different school years (as opposed to the rest of the member schools), this is a better option then using their raw EMIS number.
     - Exception (approved by Board of Directors August 9, 2018): A new school which opens but does not have a full complement of grade levels will be required to continue to submit real-time Competitive Balance numbers by September 10 for application that same year through the first academic year in which that school has a full complement of grade levels.
b. Brand New School or Schools on Probation Regaining Good Standing

- During the probationary period, these schools will be required to submit their Competitive Balance roster data in writing as part of their probationary requirements (since they will/may not have access to Arbiter).
- Their first year in good standing, we will use the proper EMIS and Competitive Balance roster (the year prior) to place them in tournament divisions.
  - Note 1.: This process is different than the school merger and school district adding a school.
  - Note 2. (approved by Board of Directors August 9, 2018): If the process in 6. b. was not adhered to during the probationary period, these schools shall follow the process outlined in 6. a. above.

c. School Offering a New Sport It Did Not Offer the Previous Year

- Place them in EMIS divisions based solely on EMIS number.
  - These teams will likely not be powerhouses, so not having Competitive Balance roster data will not impact their competition.

7. Non-Enrolled Student Classification (updated October 2017):

- Initially, the “Tier 2 Non-Enrolled” classification was specifically designed to capture students who have a participation opportunity at a school in accordance with state law, but who are NOT captured on a school’s original EMIS number.
- After feedback from public schools who say state law is forcing them to give these students a participation opportunity, combined with the fact that many schools have ‘no-cut’ policies and are rightfully stressing the benefits of interscholastic athletic participation, the Competitive Balance Committee recommended to change this classification to Tier 1 Non-Enrolled beginning with roster data submissions during the 2018-19 school year for use during the 2019-20 school year. This would change their factor from sport specific to instead adding “1” back to their enrollment count since the student was not originally included in the EMIS count.
- The Board of Directors approved this amended business rule at its regularly scheduled meeting on February 15, 2018. Therefore, non-enrolled students will be classified as “Tier 1 Non-Enrolled” beginning with roster data submissions during the 2018-19 school year for use during the 2019-20 school year.

8. Tiering of Non-Enrolled Students Attending a STEM School Sponsored by a School District (first addressed September 12, 2016):

- The “Non-Enrolled” student classification was specifically designed to capture students who have a participation opportunity at a school in accordance with state law, but who are NOT captured on a school’s original EMIS number.
- In eligibility respects, these non-enrolled students have a participation opportunity in accordance with Bylaw 4-3-1, Exception 6. However, there was some confusion regarding the reference of STEM schools. Many multiple high school districts sponsor STEM schools, and these students ARE counted and distributed evenly amongst a multi-high school district’s EMIS numbers. Even though these students do attend a STEM school, their participation opportunity is NOT governed by state law, but rather by Bylaw 4-3-1, Exception 4.
- These students, who attend a STEM school sponsored by a district who are counted in a district’s original EMIS numbers, should be coded as Tier 0. Furthermore, these student should always be Tier 0 because, according to the OHSAA business rules for placement of non-enrolled students, students who attend these STEM schools sponsored by a district should
always be assigned for athletics at the high school located within the attendance zone of the parent’s residence (or at the high school closest to the parent’s residence for districts that do not have defined attendance zones).

9. **International and Exchange Students** *(reexamined October 2017):*
- Because international exchange students’ biological parents do not reside within a school’s respective district, these students were initially told to be coded as Tier 2. There has been much feedback from public school administrators that are concerned about this tier assignment since most of these students are simply trying out the sport for the first time and have little impact on a team.
- Despite this concern, in October 2017 the Competitive Balance Committee decided to leave these students coded as Tier 2 based on the recent state law that was enacted to enable international students here on an F-1 Visa to have a participation opportunity. The committee would like to study where the state legislators may move forward with this trend prior to recommending any changes to the formula.

10. **Competitive Balance Tiering vs. 90-day Eligibility** *(addressed October 2017):*
- Bylaw 4-7-2, Exception 6 allows the OHSAA office to grant a student 90 days of eligibility, even when a student and his/her parents are not yet living in a school district, but the student is enrolled at the school in accordance with ORC 3313.64 (F)(6) or 3313.64 (F)(7). If this transpires, the school is permitted to tier the student as Tier 0, even though the family is not currently residing within the district, with the understanding that a reexamination will need to occur during the “roster update period.”
- If the student and his/her family have not physically moved into the district by the end of the roster update period, then the student’s tier should be changed to Tier 2.

11. **Special School Situations** *(addressed October 2016 and September 2016):*
- As noted in OHSAA Bylaw 2-2-7, additional rules have been developed that are deemed necessary to address how to tier students in schools that are “unique” as it relates to Competitive Balance. Therefore, business rules have been created for a member school that is a residential treatment center and another chartered, public school that is unique since it is run by one public school district but physically located in another.