

Standard Operating Guidelines

Advisor Role Expectations

1. Requirements

- a. Must be 21 or older
- b. Must have successfully completed the OSAA Online Coaching module
- c. Must adhere to all team, school, and OHSET rules and code of conduct
- d. Submit a copy of your Team Rules and the School's Code of Conduct (if they have one) to the district leadership before the first meet of each season. (whether rules have changed from previous years or not)
- e. Must ensure that no limits of size, skill, financial, or social limits are placed on team eligibility and participation.
 - i. All skill levels welcome
 - ii. No size limits
 - iii. No specific event requirements to participate

2. General Expectations

- a. Organize the team to meet the mission, purpose and goals of OHSET
- b. Liaison with the High School
- c. Understand rules of participation (school & OHSET)
- d. Verify athlete eligibility
 - i. Grade Requirements
 - ii. Code of Conduct
 - iii. Other Eligibility Rules
- e. Represent team (or be sure team is represented by a delegate) at
 - i. District Meetings
 - ii. Annual OHSET Meeting
 - iii. Coach/Advisor Training
 - iv. Other Important Functions
- f. Utilize Communication guidelines to
 - i. Keep team organized
 - ii. Keep District Chair informed of issues and challenges
 - iii. Promote fairness, equality and a sense of team
- g. Clear understanding of OHSET
 - i. Rules
 - ii. Standard Operating Guidelines (SOG)
 - iii. Policies & Procedures
 - iv. Code of Conduct

- h. Use this clear understanding to advise and assist and ensure everyone is participating according to the rules and guidelines of the organization, including:
 - i. Coaches
 - ii. Parents
 - iii. Athletes
 - iv. All Volunteers associated with the team
- i. Keeps and shares written documentation regarding team expectations and rules including, but not limited to:
 - i. Conduct
 - ii. Attendance
 - iii. Lettering Requirements
 - iv. Practice Requirements
 - v. Fundraising
 - vi. Etc.

3. **Team Registration**

- a. Ensure team approval/acknowledgement from high school via a signature of the appropriate high school administrator
- b. Ensure all coaches meet OHSET and High School requirements
- c. Ensure Team Registration
 - i. Team Registration Form
 - ii. Team Roster
- d. Ensure complete registration of all athletes
 - i. Signed Code of Conduct
 - ii. Receives money and distributes to proper person or account(s)
 - iii. Registration
 - iv. Goals
- e. Ensure other associated volunteers are registered
 - i. Unattached volunteers
 - ii. Volunteer Registrations