

NEOAA ELIGIBILITY PROCEDURE (as of SEPTEMBER 2015)

At the 2015 Scheduling Meeting, updates were made to the way NEOAA Eligibility forms are to be completed.

**** REMINDER: Schools using an ineligible athlete AT ANY TIME (exhibition, tournaments, etc.) during the season, will not be permitted to participate in an O.F.S.A.A. Championship**

INSTRUCTIONS:

- 1) All eligibility sheets are to be completed via OFSAA's AELS (Athletic Eligibility List System). Go to <http://www.ofsaa.on.ca>
At the top right hand side of the home page click the 'AELS Login'. Each NEOAA school has a specific user name and password. Phys Ed department heads should have this info. If not, contact Anita.anderson@dsb1.edu.on.ca.
- 2) You may have to input students into the system in order to add them onto the eligibility sheet (you only require their sex, birth dates and entry year into grade 9). You may also need to input yourself as a coach before you can proceed. **DO NOT** put transfer students on your list, **UNTIL** their transfer has been approved. Once they have been approved by N.E.O.A.A. you can add them and resend your eligibility list with a note outlining their name and the approval date of their transfer.
- 3) Print your completed eligibility form. Eligibility lists are to be signed by the Principal and Head of the Physical Education Department and the coach.
- 4) **SIGNED** Eligibility forms are to be submitted by fax or scanned and emailed to the Secretary and divisional convener at least **24 hours** prior to the first league content for NEOAA/AANEO athletic activities at all levels; Midget, Junior and Senior.

****Where a school does not submit their eligibility lists a team and/or competitor remains ineligible until the eligibility sheet is submitted to the Secretary and Divisional Convener. Failure to submit the form will result in forfeiture of all games played. Once the form is submitted the team or individual is eligible for play.****

NOTE : Completing our eligibility forms online gives OFSAA the participation statistics that they need in order to receive government funding. If you have any problems or questions please feel free to contact me. ANITA ☺

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