




2023-2024

NORTH COAST SECTION, CIF

***CONSTITUTION AND GENERAL BYLAWS
INCLUDING
STUDENT ELIGIBILITY BYLAWS***



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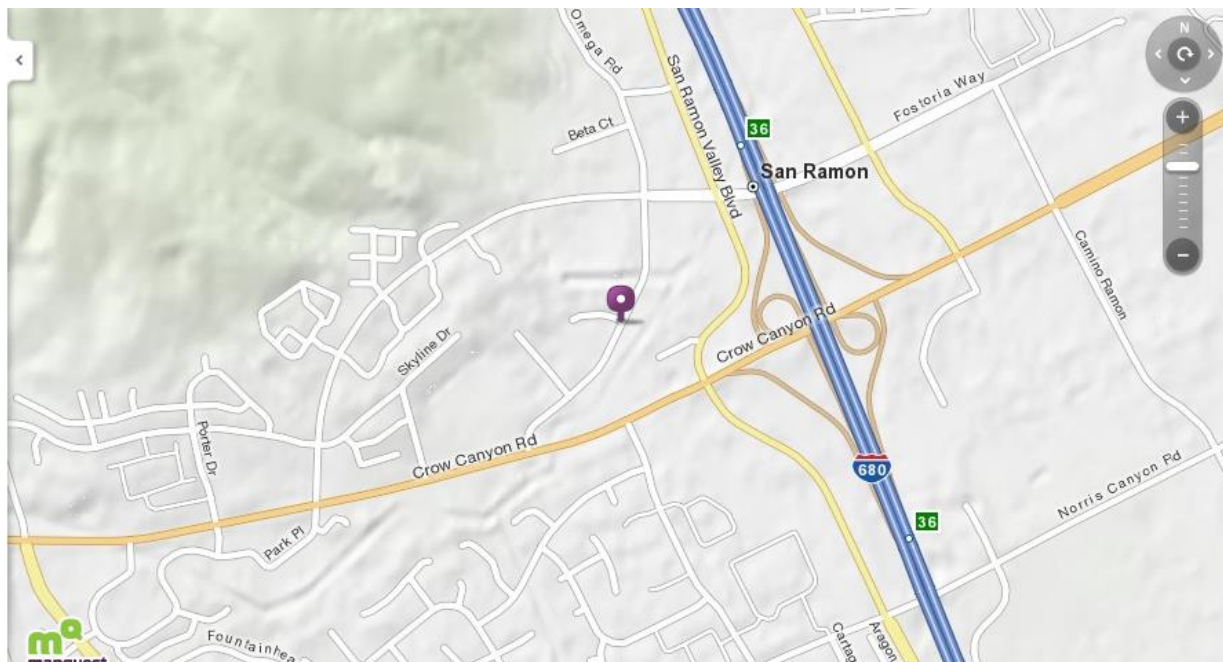
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NORTH COAST SECTION MISSION STATEMENT

The North Coast Section fosters, defines and preserves the role of athletics in secondary education. It is an organization committed to providing a wholesome environment in which educational athletics will thrive.

It is the Section's purpose to serve student-athletes and spectators, to encourage students to reach their potential within the context of available resources, organizational limits and equity of competition.



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ARTICLE/BYLAW CHANGES FOR 2023-2024

The following Articles and Bylaws were adopted or revised by the Board of Managers.

NCS Constitution Changes

| | | |
|---------|---|---------|
| NCS 101 | Bylaw 101, Office of President-Elect and Past-President | Page 37 |
|---------|---|---------|

NCS Sports & General Ruling Handbook Changes

| | | |
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| NCS 32.800H | Qualifying for CIF Championships (Boys Wrestling) | Page 134 |
| NCS 30.511H | Qualifying for CIF Nor-Cal Championships (Boys Volleyball) | Page 115 |
| NCS 24.305H | Playable Dates (Boys and Girls Soccer) | Page 82 |
| NCS 507H.c.2 | Championship Competitive Equity Points, Open Divisions | Page 28 |
| NCS 32.405H | Additional Seeding Criteria (Boys Wrestling) | Page 131 |
| NCS 26.607H | Paralympic Scoring (Boys and Girls Swimming) | Page 94 |
| NCS 22.504H | At-Large Qualifying Criteria (Boys and Girls Golf) | Page 73 |
| NCS 22.607H | Assistance During Play (Boys and Girls Golf) | Page 75 |
| NCS 28.1200H | Addition of Unified Track & Field Co-ed Division (Boys and Girls Track & Field) | Page 109 |
| NCS 28.000H | Addition of the 4x800m Relay (Boys and Girls Track & Field, Multiple Bylaws) | Page 102 |
| Appendix B | Acclimation Period (Football) | Page 140 |
| NCS 21.301H | 8-Person Football Championships (Football) | Page 67 |
| NCS 507H | NCS Competitive Equity Modification | Page 28 |

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Bri Niemi

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Associate/Assistant
Commissioner**

Kim Ignecci

**Administrative Assistant to
the Commissioner**

Suzette Livingston

Accountant

Kirsten Vogeley

Webmaster

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- ◆ Governance
 - Board of Managers
 - Executive Committee
 - Eligibility Committee
 - Alignment Committee
 - Finance Committee
- ◆ Eligibility
 - All transfer hardships
 - Eligibility (letters A-D)
 - Final review of all transfers involving athletic motivation
- ◆ Marketing
 - Sponsorship
 - Broadcast Rights
 - Official Ball Program
- ◆ Personnel
- ◆ Multi-Campus/Unified Team Application
- ◆ Sanction Events
- ◆ Sponsor Service/NCS Prep sponsor page
- ◆ NCS Facilities
- ◆ CIF Home
- ◆ Website

Bri Niemi (Ext. 215)

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- ◆ NCS Championships
 - Fall**
 - ◆ Football
 - ◆ Cross Country
 - ◆ Volleyball (g)
 - Winter:**
 - ◆ Basketball
 - Spring:**
 - ◆ Badminton
 - ◆ Stunt
 - ◆ Softball
 - ◆ Swimming/Diving
 - ◆ Volleyball (b)
- ◆ Sports Advisory Committee
- ◆ Sport Rule Interpretations
- ◆ Computer Resource
- ◆ Website supervision
- ◆ Eligibility (letters E-M)
- ◆ Seeding
- ◆ 213 Hardships
- ◆ Merchandise
- ◆ Honor Coach Program
- ◆ Medical Provider Program
- ◆ Infectious Mitigation Coordinator

Sonjha Phillips (Ext. 220)

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- ◆ NCS Championships
 - Fall:**
 - ◆ Golf (g)
 - ◆ Soccer
 - ◆ Tennis (g)
 - ◆ Water Polo
 - Winter:**
 - ◆ Soccer
 - ◆ Wrestling
 - Spring:**
 - ◆ Baseball
 - ◆ Golf (b)
 - ◆ Lacrosse
 - ◆ Tennis (b)
 - ◆ Soccer (g)
 - ◆ Track & Field
- ◆ Eligibility (letters N-Z)
- ◆ Computer Resource
- ◆ Sport Rule Interpretations
- ◆ Sportsmanship Committee
- ◆ NCS Prep (online only)

Suzette Livingston (Ext. 219)

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- ◆ CIF Home
- ◆ Scholastic Awards
- ◆ CIF Distinguished Award
- ◆ Phil Hempler Award
- ◆ Honor Coach Award
- ◆ Foundation/Merv Harris Scholarships
- ◆ Governance Committee Passes
- ◆ Mail/Filing/Office Management
- ◆ Manual upkeep
- ◆ Dues/Ratification/Total Enrollment
- ◆ Accounts Receivable
- ◆ Board of Managers
- ◆ Executive Committee
- ◆ Other Governance Committees
- ◆ CIF Post-Season
- ◆ Media
- ◆ Master Calendar
- ◆ Marketing assistance to the Commissioner
- ◆ Assist with NCS Championships/Seeding
- ◆ Facilities/Certificate of Insurance
- ◆ Broadcast Rights
- ◆ Eligibility Report
- ◆ Database Update
- ◆ CIF Home support
- ◆ GoFan

Kim Igneczi (Ext. 101)

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- ◆ Asst. with NCS Championship Events

Fall (Cross Country, Football, Golf (g), Soccer, Tennis (g), Volleyball (g), Water Polo)

Winter (Basketball, Soccer, Wrestling)

Spring (Badminton, Baseball, Golf (b), Lacrosse, Soccer (g), Stunt, Softball, Swimming/Diving, Volleyball(b), Tennis (b), Track & Field, Volleyball (b))

- ◆ Merchandise
- ◆ Championship Forms
- ◆ Rule books/Exams
- ◆ Officials/Passes
- ◆ Arbiter Sports Liaison for Officials
- ◆ Sports Advisory Committee
- ◆ Board of Managers/Sportsmanship
- ◆ SAC/Officials Passes
- ◆ Supplies/Office Management/IT Support
- ◆ Medical Provider Program
- ◆ Seeding
- ◆ Championship Awards
- ◆ Championship Event Site
- ◆ Income/Expense
- ◆ CIF Home support
- ◆ GoFan

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- ◆ Audit
- ◆ Monthly Close
- ◆ PERS – 125 Plan – 403b(7) Plan
- ◆ Arbiter Pay

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- ◆ Ejections
- ◆ Arbiter

NORTH COAST SECTION STANDING COMMITTEES

ALIGNMENT COMMITTEE

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|--|---|--|
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| | | |
|---|--|---|
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| <p>BAY VALLEY ATHLETIC LEAGUE Steve Amaro, Principal Freedom High School 1050 Neroly Rd. Oakley, CA 94561 Tel: 925-625-5900 Email: amaros@luhsd.net</p> | <p>Tammy Kilpatrick Contra Costa Christian 2721 Larkey Lane Walnut Creek, CA 94596 Tel: 925-934-4964 x205 Email: tkilpatrick@ccccc.org</p> | <p>Bob Spain, Asst. Principal Dougherty Valley High School 10550 Albion Road San Ramon CA 94582 Tel: 925-479-6400 Email: bspain@srvusd.net</p> | <p>Kirsten Wollenweber Jesse Bethel High School 665 Walnut Ave. Vallejo, CA 94592 Tel: 707-556-5700x51012 Email: kwollenweber@vcusd.org</p> |
| <p>Efa Huckaby Principal Liberty High School 850 Second St. Brentwood CA 94513 Email: huckaby@luhsd.net</p> | <p>COASTAL MOUNTAIN CONFERENCE Adam Jennings, Superintendent Tomales USD P.O. Box 198 Tomales, CA 94971 Tel: 707-878-2266 Email: adam.jennings@shorelineunified.org</p> | <p>HUMBOLDT-DEL NORTE LEAGUE Dusty Rossman, Principal Fortuna HS 379 12th Street Fortuna, CA 95540 Tel: 707-672-5006 Email: drossman@fuhsdistrict.net</p> | <p>VINE VALLEY ATHLETIC LEAGUE Crystal Lopez, Principal American Canyon HS 3000 Newell Dr, American Canyon CA 94503 Tel: 707-557-8300 Email: crystal_lopez@nvusd.org</p> |
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| <p>Allegra Molineaux, Principal International High School 150 Oak Street San Francisco, CA 94102 Tel: 415-558-2056 Email: allegram@frenchamericansf.org</p> | <p>Chris Heller, Asst. Superintendent St. Helena Unified School District 1401 Grayson Ave. St. Helena, CA 94574 Tel: 707-355-0521 Email: cheller@sthelenaunified.org</p> | <p>MARIN COUNTY ATHLETIC LEAGUE Chris Valdez, Principal Marin Catholic High School 675 Sir Francis Drake Blvd. Kentfield, CA 94904 Tel: 415-464-3800 Fax: 415-461-7161 Email: cvaldez@marincatholic.org</p> | <p>WEST ALAMEDA COUNTY CONFERENCE Kristy Prasad, Athletic Director Hayward High School 1633 East Ave. Hayward CA 94541 Email: kprasad@husd.us</p> |
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| <p>Travis Brownley, Principal Marin Academy 1600 Mission Avenue San Rafael, CA 94901 Tel: 415-453-4550 Email: travis@ma.org</p> | <p>Annie Petrie, Principal Upper Lake High School 675 Clover Valley Rd. Upper Lake, CA 95485 Tel: 707-275-2338 Email: apetrie@ulusd.org</p> | <p>MISSION VALLEY ATHLETIC LEAGUE Regina Quezada, Athletic Director Washington High School 38442 Fremont CA 94356 Tel: 510-505-7300 Email: rquezada@fUSD.k12.net</p> | |
| | <p>Mike Gorman Round Valley Unified School District 76280 High School St. Covelo, CA 95428 Tel: 707-983-6171x103 Email: mgorman@rvusd.us</p> | <p>Paul McDermott JF Kennedy Fremont HS 39999 Blacow Rd. Fremont CA 94538 Tel: 510-657-4072 x27104 Email: pmpcdermott@fremont.k12.ca.us</p> | |

NORTH COAST SECTION BOARD OF MANAGERS, CON'T

| | | |
|---|--|---|
| <p><u>FEMALE REPRESENTATIVE</u> Kristie Christiansen Fortuna High School 379 12th Street Fortuna, CA 95540 Tel: 707-725-4461 Fax: 707-725-5511 Email: kcienkan9@gmail.com</p> | <p><u>AT-LARGE REPRESENTATIVE FROM THE EXECUTIVE COMMITTEE</u> Carlos Reed, Athletic Director Bishop O'Dowd High School 9500 Stearns Ave. Oakland CA 94605 Email: creed@bishopodowd.org</p> | <p><u>REPRESENTATIVE OF THE UNDER REPRESENTED POPULATIONS</u> Gabriel Albavera, Principal Elsie Allen High School 599 Bellevue Ave. Santa Rosa, CA 95407 Tel: 707-528-5021 Email: galbavera@srcs.k12.ca.us</p> |
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SUPERINTENDENT REPRESENTATIVES

| | |
|--|--|
| <p><u>ALAMEDA COUNTY</u> Julie Duncan Superintendent Tri-Valley ROP 1040 Florence Road Livermore, CA 94550 (925) 455-4800 ext. 106 jduncan@tvrop.org</p> | <p><u>CONTRA COSTA COUNTY</u> John Nickerson, Superintendent Acalanes Union High School District 1212 Pleasant Hill Rd. Lafayette, CA 94549 Tel: 925-280-3900 Email: jnickerson@acalanes.k12.ca.us</p> |
| <p><u>SONOMA/MARIN/NAPA COUNTY</u> Chris Vanden Heuvel Superintendent Healdsburg USD 1028 Prince Street Healdsburg, CA 95448 Tel: 707.431.3488 Fax: 707.433.8403 cvandenheuvel@husd.com</p> | <p><u>NORTHERN COUNTIES</u> Mark Beebe, Superintendent Willits Unified School District 1277 Blosser Lane Willits, CA 95490 Tel: 707-459-5314 Email: markbeebe@willitsunified.com</p> |

SCHOOL BOARD REPRESENTATIVES

| <u>PUBLIC SCHOOL BOARD REPRESENTATIVES</u> | | <u>PRIVATE SCHOOLS REPRESENTATIVE</u> |
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| <p><u>ALAMEDA COUNTY</u> <u>(CSBA SUB-REGION 7B)</u> VACANT</p> | <p><u>CONTRA COSTA COUNTY</u> <u>(CSBA SUB-REGION 7A)</u> VACANT</p> | <p><u>CATHOLIC SCHOOL</u> Pete Imperial Saint Mary's College High School 1294 Albina Avenue Berkeley CA 94706 Tel: 510-559-6237 Email: pimperial@stmchs.org</p> |
| <p><u>HUMBOLDT & DEL NORTE COUNTIES</u> <u>(CSBA SUB-REGION 1A)</u> Danella Barnes-Penman Ferndale Unified School District Email: dbarnes-penman@ferndalek12.org</p> | <p><u>MENDOCINO & LAKE COUNTIES</u> <u>(CSBA SUB-REGION 1B)</u> Phil Kirby Lakeport Unified School District 2508 Howard Ave. Lakeport, CA 95453 Tel: 707-262-3000 kirbyak@att.net</p> | <p><u>NON-CATHOLIC SCHOOL</u> Brendan Blakeley, Athletic Director Head-Royce School 4315 Lincoln Ave. Oakland, CA 94602 Tel: 510-531-1300 Fax: 510-531-2649 Email: bblakeley@headroyce.org</p> |
| <p><u>MARIN COUNTY</u> <u>(CSBA SUB-REGION 3D)</u> Greg Mack, Trustee Novato USD Email: gmack@nUSD.org Tel: 415-819-2234</p> | <p><u>SONOMA COUNTY</u> <u>CSBA SUB-REGION 3A)</u> Rich Carnation, Trustee Windsor USD Email: rich@waterworksindustries.com</p> | <p><u>NAPA & SOLANO</u> <u>(CSBA SUB-REGION 3B/3C)</u> Dr. Tony Ubalde Email: tubalde@vcusd.org</p> |

ALLIED ORGANIZATION REPRESENTATIVES

| | |
|---|---|
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|---|---|

SPORTS ADVISORY COMMITTEE

| | | |
|--------------------------------------|---------------------------------------|--|
| BAY AREA CONFERENCE | DIABLO ATHLETIC LEAGUE | NORTH BAY LEAGUE |
| Elena DeSantis, Commissioner | Mark Tran | Joe Ellwood or Dean Haskins |
| Mark Churchill, San Domenico | Brianna Kleinschmidt, Benicia | Monica Mertle, Cardinal Newman or Jamie Williams, Windsor |
| Jeff Hazel, Making Waves | | |
| Monica Lyman, College Prep | EAST BAY ATHLETIC LEAGUE | TRI-COUNTY ATHLETIC LEAGUE |
| Brendan Blakeley, Head-Royce | Leo Lopo, Commissioner | Bill Jones or Phil Tomasini |
| Bryan Anderson, SF Waldorf | Cat Arroyo, Carondelet | Tiffany Valdehueza-Goode, Pinole Valley |
| Sarah Shaughnessy, International | | |
| Sam Gallop, Bay School | | |
| BAY VALLEY ATHLETIC LEAGUE | HUMBOLDT-DEL NORTE LEAGUE | VINE VALLEY ATHLETIC LEAGUE |
| Steve Ahonen, Commissioner | Jack Lakin, Commissioner | Scott Davis, Commissioner |
| Sandra Torres, Liberty HS | Karen Parlato, Fortuna HS (retired) | Darci Ward, Napa HS |
| | | |
| COASTAL MOUNTAIN CONFERENCE | MARIN COUNTY ATHLETIC LEAGUE | WEST ALAMEDA COUNTY CONFERENCE |
| Robert Pinoli, Commissioner | Susie Woodall, Commissioner (Chair) | Dave Kiesel, Commissioner |
| Geri Giovannetti, Asst. Commissioner | Michele Smith, Novato | Kristy Prasad, Hayward High School |
| Annie Petrie, Upper Lake HS | Steve Farbstein, Terra Linda HS | |
| Brian Figg, Upper Lake HS | | |
| Louise Owens, Calistoga HS | MISSION VALLEY ATHLETIC LEAGUE | |
| Glen "Milo" Meyer, Clear Lake HS | Tom Thomsen, Commissioner | |
| Bruce Triplett, Fort Bragg HS | Tricia Kelly, Newark Memorial HS | |

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Los Angeles City Section, CIF
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NORTH COAST SECTION LEAGUE COMMISSIONERS

BAY AREA CONFERENCE
Elena DeSantis, Commissioner

Athenian, Bentley, College Prep, Head Royce, Holy Names,
Redwood Christian, St. Joseph Notre Dame and Valley
Christian

California School for the Deaf, Chinese Christian, Contra
Costa Christian, Fremont Christian and Oakland Military
Institute

Stuart Hall/Convent of the Sacred Heart, Lick Wilmerding,
Marin Academy, San Francisco University and Urban

Bay School of San Francisco, Drew, Gateway,
International, Jewish Community School by the Bay, San
Domenico and San Francisco Waldorf

BAY VALLEY ATHLETIC LEAGUE
Steve Ahonen, Commissioner

Antioch, Deer Valley, Freedom, Heritage, Liberty and
Pittsburg

COASTAL MOUNTAIN CONFERENCE
Robert Pinoli, Commissioner
Geri Giovannetti, Asst. Commissioner

Clear Lake, Cloverdale, Fort Bragg, Kelseyville, Lower
Lake, Middletown, St. Helena and Willits

Calistoga, Rincon Valley Christian, Rio Lindo Adventist
Academy, Roseland Collegiate Prep, Roseland University
Prep, Sonoma Academy, Technology, Tomales and Upper
Lake

Anderson Valley, Geyserville, Laytonville, Leggett Valley,
Mendocino, Point Arena, Potter Valley and Round Valley

DIABLO ATHLETIC LEAGUE
Mark Tran, Commissioner

Acalanes, Alhambra, Berean Christian, Campolindo,
Clayton Valley Charter, College Park, Concord, Las
Lomas, Miramonte, Mt. Diablo, Northgate and Ygnacio
Valley

EAST BAY ATHLETIC LEAGUE
Leo Lopez, Commissioner

Amador Valley, California, Carondelet, De La Salle,
Dougherty Valley, Dublin, Emerald, Foothill, Granada,
Livermore, Monte Vista and San Ramon Valley

HUMBOLDT-DEL NORTE LEAGUE
Jack Lakin, Commissioner

Arcata, Del Norte, Eureka, Fortuna and McKinleyville
Ferndale, Hoopa Valley, Mattole Triple Junction, North
Coast Preparatory Academy, St. Bernard Catholic, South
Fork and Southern Trinity

MARIN COUNTY ATHLETIC LEAGUE
Susie Woodall, Commissioner
Rich Woodall, Asst. Commissioner

Archie Williams, Branson, Marin Catholic, Novato,
Redwood, San Marin, San Rafael, Tamalpais and Terra
Linda

MISSION VALLEY ATHLETIC LEAGUE
Tom Thomson, Commissioner

American, Irvington, James Logan, John F. Kennedy
(Fremont), Mission San Jose, Moreau Catholic, Newark
Memorial and Washington

NORTH BAY LEAGUE
Joe Ellwood, Co-Commissioner
Dean Haskins, Co-Commissioner

Analy, Cardinal Newman, Elsie Allen, Healdsburg, Maria
Carrillo, Montgomery, Piner, Rancho Cotate, Santa Rosa,
St. Vincent de Paul, Ukiah and Windsor

TRI-COUNTY ATHLETIC LEAGUE
Phil Tomasini, Co-Commissioner
Bill Jones, Co-Commissioner

Albany, De Anza, El Cerrito, Hercules, Jesse Bethel, John
Swett, John F. Kennedy (Richmond), Pinole Valley,
Richmond, St. Mary's College, St. Patrick/St. Vincent,
Salesian and Vallejo

VINE VALLEY ATHLETIC LEAGUE
Scott Davis

American Canyon, Casa Grande, Justin-Siena, Napa,
Petaluma, Sonoma Valley and Vintage

WEST ALAMEDA COUNTY CONFERENCE
Dave Kiesel, Commissioner

Alameda, Arroyo, Berkeley, Bishop O'Dowd, Castro Valley,
Encinal, Hayward, Mt. Eden, Piedmont, San Leandro, San
Lorenzo and Tennyson



2023-2024 NCS GOVERNANCE MEETING SCHEDULE

| | <i>ELIGIBILITY COMMITTEE</i> | <i>ALIGNMENT COMMITTEE</i> | <i>SPORTS ADVISORY COMMITTEE</i> | <i>FINANCE COMMITTEE</i> | <i>NCS EXECUTIVE COMMITTEE</i> | <i>LEAGUE MEETINGS</i> | <i>NCS BOARD OF MANAGERS</i> | <i>CIF EXECUTIVE COMMITTEE</i> | <i>CIF FEDERATED COUNCIL</i> |
|---------------|--|--|---|--|--|-------------------------------|---|--|--|
| FALL | <i>Wednesday August 23, 2023 9:30 am NCS Office</i> | <i>Thursday August 24, 2023 9:30 am NCS Office</i> | <i>Monday August 28, 2023 Hamilton Center, Novato</i> | <i>(Tentative) Wednesday August 30, 2023 9:30 am NCS Office</i> | <i>Monday Sept. 11, 2023 10:00 a.m. NCS Office</i> | <i>Sept. 13- 28, 2023</i> | <i>Friday, Sept 29, 2023 8:45 a.m. Acalanes UHS Adult School</i> | <i>Aug. 30, 2023, CIF Office, Sacramento Thursday, October 5, 2023, Renaissance LAX Hotel</i> | <i>Friday, Oct. 6, 2023 Renaissance LAX Hotel</i> |
| WINTER | <i>Wednesday Nov. 15, 2023 9:30 am NCS Office</i> | <i>Thursday Nov 30, 2023, 9:30 am NCS Office</i> | <i>Monday Dec. 4, 2023 Hamilton Center, Novato</i> | <i>(Tentative) Thursday, Nov.30, 2023 9:30 am NCS Office</i> | <i>Monday Dec. 18, 2023 10:00 a.m. NCS Office</i> | <i>Jan 3-25, 2024</i> | <i>Friday, Jan. 26, 2024, 8:45 a.m. Acalanes UHS Adult School</i> | <i>Nov. 1, 2023 CIF Office Thursday Feb. 2, 2024, Long Beach Airport Marriott</i> | <i>Thursday & Friday Feb. 1-2, 2024, Long Beach Airport Marriott</i> |
| SPRING | <i>Wednesday, February 21, 2024 9:30 am NCS Office</i> | <i>Thursday February 22, 2024 9:30 am NCS Office</i> | <i>Monday February 26, 2024 Hamilton Center, Novato</i> | <i>(Tentative) Tuesday, February 27, 2024 9:30 am NCS Office</i> | <i>Monday <u>Mar 4, 2024</u> 10:00 a.m. NCS Office</i> | <i>Mar 6-21, 2024</i> | <i>Friday March 22, 2024, 8:45 a.m. Acalanes UHS Adult School</i> | <i>March 7, 2024, CIF Office Thursday April 4, 2024, TBD June 14, 2024, TBD</i> | <i>Thursday & Friday April 4-5, 2024 TBD</i> |

SECTION STAFF, COMMISSIONERS AND EXECUTIVE COMMITTEE MEMBERS:

*SECTION 7 & 8 – September 17-19, 2023 – Anchorage, Ak
NCSADA Workshop – TBA
CSADA Conference, April 11-14, 2024, San Diego
NFHS SUMMER ANNUAL MTG. – June 28-July 2, 2024 – Boston, Ma*

SECTION COMMISSIONERS:

*September 5-6, 2023, State Office, Sacramento
Nov 5, 2023, State CIF Girls' Volleyball
Nov 12, 2023, State CIF Water Polo Seeding
Nov 26, 2023, State CIF Football Selection Sunday
January 9-10, 2024, State Office, Sacramento
Feb 25, 2024, State CIF Office (Basketball and Soccer Selection
Sunday)
March 12-23, 2024, State Office, Sacramento
May 12, 2024, State CIF Boys' Volleyball Seeding
May 26, 2024, State CIF Baseball & Soft*



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SIMPLE. LOCAL. FRESH.

NORTH COAST SECTION CALIFORNIA INTERSCHOLASTIC FEDERATION

CONSTITUTION and GENERAL BYLAWS

The North Coast Section Constitution and General Bylaws are contained in this publication. Bylaws specific to sports and NCS Championship competition are published in the Sports and General Rulings Handbook.

FOREWORD

The North Coast Section (NCS) Constitution was adopted in September 1914, following the organization of the California Interscholastic Federation (CIF) on March 28, 1914. It has been amended periodically as per the amendment process contained herein.

CONSTITUTION AND GENERAL BYLAWS

The NCS Constitution and General Bylaws contain the mission statement, goals, governance principles, and general bylaws relevant to the administration of the NCS. Included in the general bylaws are the regulations and procedures which pertain to member schools. The regulations and procedures that determine the eligibility of individual students and member schools' teams for participation in CIF interscholastic competition are also included in the NCS Constitution and General Bylaws.

SPORTS AND GENERAL RULINGS HANDBOOK

The Sports and General Rulings Handbook contains NCS policies, regulations and information for conducting interscholastic competition and NCS Championship Series Events.

JURISDICTION

NCS Bylaws contain some rules and regulations more stringent than State CIF Bylaws. A member league may likewise have more stringent regulations than the NCS and/or CIF, but it shall not set aside nor ignore NCS and/or CIF rules or regulations and shall not enact or adopt rules or regulations more permissive than or in conflict with those of the NCS and/or CIF.

SPECIAL RULINGS

CIF member schools fielding student, boys', girls' or mixed interscholastic sports teams in CIF approved sports must adhere to the State CIF Constitution and Bylaws (www.cifstate.org/Governance), NCS Constitution and General Bylaws, and NCS Sports and General Rulings Handbook.

Interscholastic teams are defined as groups that are trained and coached to play a series of scheduled games and/or tournaments with similar teams from other 9-12 grade high schools.

CARDINAL ATHLETIC PRINCIPLES

To be of maximum effectiveness, the athletic program will:

1. Be a well-coordinated part of the secondary school curriculum.
2. Justify the use of the tax funds and school facilities because of the educational aims achieved.
3. Be based on the spirit of amateurism.
4. Be conducted by secondary school authorities.
5. Provide opportunities for many students to participate in a wide variety of sports in every sport season.
6. Eliminate professionalism of sports programs and activities.
7. Prevent "All-Star" contests or other promotional events.
8. Foster training in conduct, game ethics, and sportsmanship for participants and spectators.
9. Include a well-balanced program of intramural sports.
10. Engender respect for local, state and national rules and policies under which the school program is conducted.

CODE OF ETHICS

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To show cordial courtesy to visiting teams and officials.
4. To stress the values derived from playing the game fairly.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game--not a matter of life and death for the player, coach, school, officials, fan, community, state or nation.

MISSION STATEMENT

The North Coast Section fosters, defines and preserves the role of athletics in secondary education. It is an organization committed to providing a wholesome environment in which educational athletics will thrive.

It is the Section's purpose to serve student-athletes and spectators, to encourage students to reach their potential within the context of the available resources, organizational limits and equity of competition.

With this in mind, the following are presented as broad goals to give direction to the operation of the North Coast Section.

GOALS AND OBJECTIVES

GOAL 1 To foster educational athletics as an integral component of secondary education in California.

OBJECTIVES -

1. To foster positive attitudes in participants and spectators.
2. To establish a framework for the ethical conduct of adults involved in the athletic program.
3. To present North Coast Section goals, objectives and mission statement to leagues as a guide for their own goals and objectives.

GOAL 2. To provide a system of sports competition for students that is diverse, wholesome, equitable and fair.

OBJECTIVES -

1. To encourage as many opportunities for individual students as possible.
2. To encourage athletic opportunity for as many different students as possible.
3. To align schools as appropriate with established criteria.
4. To establish seasons of sports, including practice season and playoff components, to provide an opportunity for students to participate in a variety of sports.
5. To establish a maximum number of contests allowable in each sport.
6. To establish sectional playoffs for boys' and girls' athletics, according to criteria adopted by the Board of Managers.

GOAL 3. To support schools, school districts and leagues in their efforts to organize and administer their athletic programs by establishing and enforcing rules, regulations, and procedures for orderly administration of athletic programs.

OBJECTIVES -

1. To maintain a system for due process.
2. To establish standards of student eligibility for member schools.
3. To develop alternative levels of discipline for violations of athletic rules.
4. To establish a set of qualifications for school membership in the North Coast Section.
5. To establish criteria for listing sports as "approved sports" and to periodically review "approved sports" to determine if they meet stated criteria.
6. To implement criteria by which to accredit officials' associations.
7. To develop, consistent with the mission statement of North Coast Section, criteria for procedures and participation beyond the sectional level.
8. To periodically review NCS staff job descriptions and evaluate performance.
9. To conduct periodic reviews of the NCS mission statement, goals and objectives.
10. To establish NCS targets and adjust to current needs.

GOAL 4. To foster the use of safe techniques, procedures, and equipment in interscholastic athletics.

OBJECTIVES -

1. To set standards for safety and health in the athletic program.
2. To set standards for safety in the administration of contests in regard to safety, crowd control and sportsmanship.
3. To enforce criteria by which officials' associations are accredited.

GOAL 5. To be responsive to the implications of its decisions.

OBJECTIVES -

1. To regularly review and evaluate criteria for classification and alignment.
2. To provide the optimum value for the money spent to students, schools, school districts, leagues and the section.

GOAL 6. To provide a system of communications that promotes broad participation in decision-making, seeking to foster support of and adherence to North Coast Section policies and procedures.

OBJECTIVES -

1. To share information and provide training in the application of California Interscholastic Federation, North Coast Section and league rules for school boards, superintendents, principals, athletic directors, staff and others.
2. To develop and disseminate a brochure describing the scope and organization of North Coast Section.
3. To foster communications with communities regarding the educational athletics program.

GOAL 7. To promote professional standards for all personnel involved in educational athletics.

OBJECTIVES -

1. To establish and disseminate professional ethics for coaches.
2. To develop criteria by which to accredit officials' associations.
3. To disseminate and provide training in game rules for coaches, athletic directors, officials and others.
4. To disseminate and provide training in the application of the C.I.F., North Coast Section, and league rules for principals, athletic directors, staff and others.
5. To provide leadership and representation to the CIF Federated Council.

NORTH COAST SECTION, California Interscholastic Federation

CONSTITUTION

ARTICLE 1 - NAME AND PURPOSE

10. NAME

This organization shall be known as the North Coast Section (NCS) of the California Interscholastic Federation (CIF).

11. PURPOSE

The purposes of this organization are:

- A. To serve as an organization through which member high schools may mutually adopt rules and regulations relating to interscholastic athletics (grades 9 through 12), and establish agreed upon minimum standards for certain aspects of the interscholastic athletic program; to guide schools and school districts in the discharge of their responsibilities for, among other considerations, the health, safety, general welfare and educational opportunities of the students taking part in interscholastic athletics.
- B. NCS is limited to facilitating the establishment of these regulations and minimum standards and to the application of appropriate sanctions when failure to meet these standards, rules and regulations comes to the attention of the CIF.
- C. To cultivate cordial and friendly relations among schools through good standards of sportsmanship.
- D. To promote the acceptance of the CIF Operating Principles and Code of Ethics of the California Interscholastic Federation.

(Approved November 1999 Federated Council)

NOTE: The CIF Operating Principles are defined as the 16 Principles of the Pursuing Victory with Honorsm program adopted by the Federated Council in November of 1999 (See Article 1-12).

- E. This organization does not contemplate pecuniary gain or profit to the members hereof and it is organized for non-profit purposes.
- F. To promote equal opportunity for all the youth in California secondary school athletic programs regardless of disability, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation.
- G. Member schools are responsible for monitoring and assuring compliance with these standards, rules and regulations except as set forth above, as well as responsibility for any matters of school administration or pupil supervision. Membership of schools in the California Interscholastic Federation is contingent upon compliance with the rules and regulations of the organization's constitution and bylaws.

12. CIF OPERATING PRINCIPLES/PURSUING VICTORY WITH HONORsm

- A. The CIF Operating Principles are the 16 Principles of the Pursuing Victory with Honorsm program as follows:
 - (1) The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these six pillars of character.
 - (2) It's the duty of school boards, superintendents, school administrators, parent(s)/guardian(s)/caregiver and school sports leadership - including coaches, athletic administrators, program directors and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these six pillars of character.
 - (3) To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
 - (4) Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as

positive role models who exemplify good character.

- (5) School boards, superintendents, school administrators, parent(s)/guardian(s)/caregiver and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parent(s)/guardian(s)/caregiver and spectators.
- (6) All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
- (7) The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parent(s)/guardian(s)/caregiver.
- (8) School boards, superintendents, school administrators, parent(s)/guardian(s)/caregiver and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
- (9) School boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win.
- (10) All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
- (11) Everyone involved in competition including parent(s)/guardian(s)/caregiver, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
- (12) School boards, superintendents and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of:
 - a. The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character;
 - b. The physical capabilities and limitations of the age group coached as well as first aid; AND
 - c. Coaching principles and the rules and strategies of the sport.
- (13) Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
- (14) To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

Q: Is vaping allowed?

A: No.

- (15) Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
- (16) The profession of coaching is a profession of teaching. Along with the mental and physical dimensions of their sport, coaches, through word and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

(Approved February 2002 Federated Council)

13. **PROPERTY**

The property of this organization is irrevocably dedicated to charitable and educational purposes, meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code. No part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof nor to the benefit of any private persons. Upon the dissolution or winding up of the organization, which is dedicated to charitable and educational purposes meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for educational purposes and which has established its tax exempt status under Section 501.C.(4) of the Internal Revenue Code.

If this organization holds any assets in trust, such assets must be disposed of in such manner as may be directed by decree of the Superior Court of the county in which the organization has its principal office, upon petition therefore by the Attorney General or any other person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

14. **NON-DISCRIMINATION POLICY**

It is the policy of the CIF not to discriminate on the basis of disability, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation in its athletic programs and related activities, in the employment of personnel, or in the selection of delegates to the Federated Council, committee members, officers or other such positions.

ARTICLE 2 - JURISDICTION

20. **SECTIONS**

The State CIF shall consist of Sections, one of which shall be the State CIF, and remainder of which shall be those geographic Sections as may be created by the Federated Council. The geographical Sections, with their representatives on the Federated Council, are: Central (2), Central Coast (2), Los Angeles (2), North Coast (2), Northern (2), Oakland (1), Sac-Joaquin (2), San Diego (2), San Francisco (1), and Southern (4). Any Section which does not have a woman on the Federated Council as a regular representative shall select a woman as an additional representative. Section votes shall be divided equally among its representatives. All Sections consisting of more than two districts shall have a superintendent (deputy, associate, assistant superintendent) as a voting member of their governing board. Each Section shall make an attempt to have their governing body reflect the ethnic and gender population it represents (See Article 3-31). Any Section or Allied Organization which has an even number of representatives on the Federated Council shall have gender balance. The number of votes approved for each Section at the Federated Council will be determined every year in the spring and any necessary adjustments in the number of votes become effective in the first regular meeting of the following year. Any Section or Allied Organization which has an odd number of representatives on the Federated Council shall achieve gender balance as closely as possible, unless the Allied Organization has only a single representative. Any Section of more than two districts shall have a school board member as a voting of its governing board. In a Section where a Board of Managers is comprised of superintendents of all constituent school districts, the school board member may serve as a voting member of the Board of Managers or another Section governance body in accord with Section provisions.

(Revised October 2001 Federated Council)

NOTE: Hereinafter, the term "Section" shall refer only to geographic Sections.

21. **FORMATION OF NEW SECTIONS/GOVERNANCE STRUCTURE**

A. New Sections

Petitions for the formation of new Sections shall be made directly to the Federated Council. Approval of a proposal to form a new Section requires a majority vote of the Federated Council present at a regular meeting of the council.

(Approved May 1997 Federated Council)

B. Existing Section

Approval of a proposal to amend an existing Section, or Sections, requires a majority vote of the Federated

Council present at a regular meeting of the council. Such proposals will be presented at a regular Federated Council meeting prior to the meeting where a vote is taken on the proposal.

(Approved May 1997 Federated Council)

C. **Format for Section Modification**

The following conditions must be considered for Section modification:

- (1) Feasibility study must be made to include the following financial considerations:
 - a. Income projection
 - (i) Dues structure
 - (ii) Playoff revenue
 - (iii) Other revenue
 - b. Expense projection
 - (i) Proposed budget
- (2) Membership consideration for proposed Section
 - a. Public schools
 - b. Non-public schools
 - c. Demographics
 - (i) Size of schools
 - (ii) Distances
 - (iii) Geography
- (3) Governance consideration for proposed Section
 - a. School representation
 - b. League representation
 - c. Committee/Council/Board Structure
- (4) Voting summary for proposed Section members
 - a. Public school vote
 - b. Non-public school vote
 - c. Additional demographic information (e.g., size of school, location of school etc.)
 - d. Governing Board of the School Districts
(Approved May 2002 Federated Council)
- (5) Voting summary for existing Section
 - a. Total Section vote
 - b. Public school vote
 - c. Non-public school vote
 - d. Demographic data (e.g., size of school, location of school, etc.)
- (6) Submit to Section Modification Committee
 - a. Presentation of proposal
 - b. Presentation of feasibility study
 - c. Voting summaries
 - d. Written opposition report(s) (optional)
 - e. Public hearing
 - f. Recommendation by committee to State Federated Council

(Approved February 1984 Federated Council)

D. **Guidelines/Criteria for a New Section Formation**

For the purposes of forming a new Section, the following must be addressed in any application. Variations from these guidelines could affect the terms of participation as a member of the CIF.

- (1) Sections shall abide by the CIF Constitution, Bylaws and the Operating Principles of the organization as found in the Pursuing Victory with Honor_{sm} Program.
- (2) All Sections shall be contiguous.
- (3) Sections shall be geographically configured, considering physical and natural boundaries.
- (4) Section formation shall be flexible and responsive to address the changing demographics and long-term growth in California.
- (5) Section formation shall address the needs of all schools, non-public and public schools within the geographic boundaries of the new Section.
- (6) Sections shall consist of multiple leagues.

- (7) Sections shall consist of multiple school districts.
- (8) Sections shall have sufficient resources to provide adequate governance and services to their member schools.
- (9) Section formation shall take into consideration the financial impacts on local schools.
- (10) Section formation application must address the impact on opportunities to participate in State Championships.
- (11) Sections must be of sufficient size to address issues of economic viability, competitive opportunities and State competitions.

(Approved May 2002 Federated Council)

22. MEMBERSHIP/CONDITIONS OF MEMBERSHIP

A. Membership in the California Interscholastic Federation shall be open to public and private high schools of the State of California. The CIF Section in which the school is located may grant membership according to the Section’s policies and procedures.

NOTE: All CIF member schools must have a current CDS Code. (Editorial May 2023)

B. As a condition of membership and continuing membership a member school agrees to:

- (1) Request to join the CIF and the CIF Section at a public meeting of the local school board or board of directors;
- (2) Abide by all current rules and regulations of the CIF and Section;
- (3) Ensure that the local school board or board of directors will adopt the 16 Principles of Pursuing Victory with Honorsm by a board resolution;
- (4) Accept as a member school the responsibility to educate student athletes, coaches, parent(s)/guardian(s)/caregiver and other appropriate persons on the CIF and Section Constitution and Bylaws, Policies and Procedures adopted by the governing body;
- (5) Ensure that the administrative decisions of the CIF Federated Council, CIF Executive Committee, CIF Executive Director, Section Board of Managers, Section Commissioner and all state and sectional appeal decisions shall be accepted in good faith by all member schools. The principal of any member school, who, by any act or attitude, shall refuse to accept, or shall hold in contempt or derision, or shall permit or acquiesce in such contempt or derision on the part of any group of individuals associated with his/her school, shall subject his/her school to possible sanctions, suspension and/or expulsion from the Section and/or State membership. These provisions are not to be construed as preventing the principal of a member school from exercising his/her school’s right to due process;
- (6) Abide by all decisions made by the CIF governing body having jurisdiction in the matter. If a member school, or that school’s governing body files suit in a court of law against the State CIF and/or one of its sections and the State CIF and/or its section prevails, the member school shall reimburse the State CIF and/or its Section for all legal fees and reasonable expenses incurred by the CIF and/or its Section in connection with the suit to remain a member in good standing;
- (7) Ensure that CIF-member schools will not accept monies, equipment or apparel specific to, or distributed to, individual athlete(s) within that program. All gifts are school property (as per the Education Code/Board Policy), and may not be given to any individual athlete(s). School/school districts should ensure such gifts are distributed equitably. Gifts supporting travel to athletic competitions must be devoted only to reasonable costs of travel, lodging and food and distributed through the school district, ASB or governing board according to Bylaw 805;
- (8) Monitor its athletic program and to self-report to the appropriate governing body any violations of state and section bylaws as soon as the school is aware of possible violations. This responsibility extends to all administrators and coaches at the school. Each member school is responsible for the conduct of its administrators, coaches, athletes, students and parent(s)/guardian(s)/caregiver and for any knowledge possessed by its administrators;
- (9) Ensure that all coaches, paid and unpaid, will have completed a coaching education program that emphasizes the following components:
 - a. Development of coaching philosophies consistent with school, school district and school board goals;

- b. Sport psychology: emphasizing communication; reinforcement of young people's efforts; effective delivery of coaching regarding technique and motivation of the student-athlete;
- c. Sport pedagogy: how young athletes learn and how to teach sport skills;
- d. Sport physiology: principles of training; fitness for sport; development of a training program; nutrition for athletes; and the harmful effects associated with the use of steroids and performance-enhancing dietary supplements by adolescents;
- e. Sport management: team management; risk management; and working within the context of an entire school program;
- f. Training: certification in CPR and First Aid, that includes training in signs and symptoms of concussions, sudden cardiac arrest (SCA), and heat illness;
(Revised January 2015 Federated Council/Revised February 2019 Federated Council)

Q: When does the training certifications in the items listed in 22.B (9).f. need to be renewed?

A: Certification needs to be updated each time CPR and First Aid training is renewed. (Editorial Committee May 2019)

- g. Knowledge of, and adherence to, statewide rules and regulations; as well as school regulations including, but not necessarily limited to, eligibility, gender equity and discrimination;
- h. Sound planning and goal setting; AND
- i. A school/district may use a coach that does not meet these standards for one (1) sports season in an emergency. The coach must still hold a CPR, First Aid, Concussion, Sudden Cardiac Arrest, and Heat Illness certification as required under Title V. However, that person may not coach another season of sport without fulfilling this coaching education requirement. Any currently employed coach who has completed and passed a prior version of a coaching education program that meets the above listed criteria, as determined by the local administration, is exempt from this provision. The above certification is transferable between/among CIF member schools. Coaches may need to complete additional local school or school district requirements.
NOTE: Definition of a coach, paid or unpaid: Any individual that the school/district is required to approve under Title V, California Code of Regulations, Section 5593 and 5594 and/or under California Education Code 35179-35179.7, 49032 and 45125.01-45125.1.

(Revised January 2015 Federated Council/Revised February 2019 Federated Council)

- j. A school shall ensure that there is a written emergency action plan in place that describes the location and procedures to be followed in the event of Sudden Cardiac Arrest and other medical emergencies related to the athletic program's activities or events.
(Approved April 2019 Federated Council)
- k. The school shall have at least one automated external defibrillator (AED) for rendering emergency care or treatment. The school shall ensure that the AED or AEDs are available to athletic trainers, coaches and authorized personnel at these activities or events.
(Approved April 2019 Federated Council)

(10) Remit any approved State or Section school dues and assessments on time;

(11) Abide by any additional requirements of the Section; AND

(12) An athletic director, sports coach, school official or employee or booster club/support group member may provide only non-muscle building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes. A school may only accept an advertisement, sponsorship or donation from a supplement manufacturer that offers only non-muscle building nutritional supplements. A school may not accept an advertisement sponsorship or donation from a distributor of a dietary supplement whose name appears on the label. Permissible non-muscle building nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks; energy bars; carbohydrate boosters and vitamins and minerals.

(Revised May 2007 Federated Council)

- (13) By the first Friday in April of each school year, member schools are required to submit to the State CIF their CIF Participation Census. If after a reasonable number of requests from the CIF State and/or Section offices, a school continues to be delinquent with submission of its CIF Participation Census after May 15, the school will be immediately notified that its CIF membership will be suspended effective June 15. Reinstatement of membership will be made upon receipt of the completed CIF Participation Census. Reinstated schools will not be allowed to host any Regional or State playoff contest in any sport for a period of one (1) year from the time of sanction. (Approved April 2023 Federated Council)

C. Enforcement

- (1) The State CIF Executive Director and/or CIF Executive Committee or Section Commissioner and/or Section Board of Managers shall have power to suspend, to fine or otherwise penalize any member school for the violation of any CIF or Section rules and regulations or for just cause. The period of suspension or other penalty shall be left to the discretion of the CIF governing body that has jurisdiction of the matter where the penalty is not fixed.
- (2) The Executive Director or Section Commissioner shall, at his/her discretion, determine whether information about any possible violation of the CIF or Section Constitution or Bylaws is sufficiently reliable to justify further investigation. The Executive Director or Section Commissioner shall also, at his/her discretion; determine whether to conduct any investigation of possible violations of the Constitution or Bylaws as well as the nature and extent of any investigation that may be conducted and the procedures to be used in any such investigation. Factors to be considered by the Executive Director or Section Commissioner in making these determinations may include, but are not limited to:
 - a. The seriousness of the alleged violation;
 - b. Any other factor the Executive Director or Section Commissioner may deem relevant in making these decisions.
- (3) A violation of the State CIF or Section Constitution or Bylaws will not result in any investigation or penalty if it is inadvertent and the school first learns of and reports the violation after the conclusion of the following year's playoffs in the sport in which the violation occurred. If it is determined that a school or any of its administrators or coaches had knowledge of a violation or possible violation of the CIF or Section Constitution or Bylaws and failed to promptly self-report as it is required to do as a condition of membership, or that a delay in self-reporting occurred as a result of a failure by the school to properly monitor its athletic program as required as a condition of membership, the provisions of this section shall not apply. In any such case, a violation may be investigated, and penalties may be implemented regardless of when the violation occurred.
- (4) Any school under suspension, if it has restricted its athletic program to intramural athletics for the period of suspension, may be reinstated by the CIF Executive Committee or Section Board of Managers upon application made in writing 20 days in advance of the time it desires to be reinstated, to the Executive Director or Section Commissioner by the principal of the school and by the Board of Education under which the school operates. The Executive Director or Section Commissioner shall present the application of the suspended school to the appropriate Board for its consideration. The principal and the board of education shall agree, in writing, that the school will abide by all rules of the CIF and/or Section in the future. The principal and each member of the board of education shall sign the statement.
(Approved May 2003 Federated Council)
- (5) **REFUSAL TO COMPLY WITH CIF OR NCS RULE**

The membership of any school, league, or other subordinate unit of the CIF, which has willfully refused to comply with a rule, policy or principle of the CIF, shall be suspended, thereby denying CIF competition to such school, league or subordinate unit, until the school, league or subordinate unit achieves compliance with said rule, policy or principle. The imposition of the suspension called for in this bylaw may be temporarily suspended at the discretion of the State CIF Executive Director provided that the school, league or subordinate unit is:

 - a. making a good faith effort to come into compliance with the rule, policy or principle in question, and

- b. provides assurances that it will be in full compliance by a certain date which is acceptable to the State CIF Executive Director. The membership of any school, league or other subordinate unit of the CIF which has willfully refused to comply with a rule, policy or principle of the CIF, and which fails to undertake efforts to come into compliance, or to come into compliance within a reasonable time after being notified of such non-compliance, shall be revoked

23. **ORDER OF JURISDICTION/LEAGUE MEMBERSHIP**

- A. The CIF Constitution and Bylaws are binding on all schools, leagues and Sections. The order of descending jurisdiction is as follows: State (Federated Council), Section, league and school. The school, the league or the Section may enact regulations that are more stringent than those adopted by higher authority. The State Federated Council is the governing body of the State CIF and shall establish policy. Within the framework of that policy, local Sections may establish local rules and regulations as long as they are no less stringent and do not violate State policy rules or intent.
NOTE: Bylaws 206, 207 and 208 relate to statewide eligibility rules, therefore apart from more restrictive rules enacted by school boards, no Section, league or school shall adopt or to enact any regulations, rules or policies different than, or affecting in any manner these statewide bylaws. Only the Section Commissioner may waive the effect of those bylaws on transfer athletic eligibility and only in accordance with the provisions of those bylaws.
- B. All schools of the North Coast Section must be a member of one of the Section's leagues, and/or conferences or voted by the Board of Managers as a non-league associate member.

24. **JURISDICTION**

All students attending either public or private high schools in any Section under the jurisdiction of the Federation will be subject to the rules of eligibility of the Federated Council for participation in athletic contests between/among schools. All CIF-member schools are accountable to the Federated Council for violations of the CIF Constitution and Bylaws.

25. **RATIFICATION OF REPRESENTATIVES**

Each local school district board of education or private school governing board will ratify to the North Coast Section Office, by August 15, of each year, the appointment of individuals and alternates by name or by title who will be school representatives to the athletic leagues for the upcoming year. In the absence of the appropriate filing, all voting privileges for the affected school(s) shall be suspended.

ARTICLE 3 - MANAGEMENT

30. **REPRESENTATIVES TO THE NORTH COAST SECTION BOARD OF MANAGERS**

- A. Board of Managers Representatives
 - 1. The government of this Section shall be vested in a Board of Managers that shall consist of members including representatives from each league in the Section, four district superintendents' representatives, six representatives of public school boards, two representatives of private schools, one female representative, one representative of underrepresented populations, the NCS Past-President, the NCS President-elect and the NCS President (non-voting except in the event of a tie vote). Representatives who are currently employed or elected serving in positions serving grades 9-12 are recommended, but not required.
 - a. The representatives from leagues in the Section shall be duly elected representatives of their leagues.
 - 1) Two representatives from each of the following athletic leagues:
Bay Counties, Bay Counties Central, Bay Counties East, Bay Counties West, Bay Valley, Diablo Athletic, East Bay, Humboldt-Del Norte, Marin County, Mission Valley, North Bay, North Central I, North Central II, North Central III, Tri-County, Vine Valley and West Alameda County Conference.
 - 2. A superintendents' representative or district office administrator will be elected from and by

superintendents of the school districts that operate NCS member schools in each of the following geographical areas:

- a. Alameda County
- b. Contra Costa County
- c. Marin and Sonoma Counties
- d. Napa, Lake, Mendocino, Humboldt, and Del Norte Counties

North Coast Section recommends that the superintendent or district office administrator be a public-school representative as described above that serves students in grades 9-12. If the geographical area cannot find such a representative, then the geographical area may elect an individual it believes will best represent its interests. If the status of a superintendent's representative should change, the geographical area shall determine whether to replace the representative or to allow them to complete their Term of Office.

3. Public School Boards' representatives shall be elected from and instructed by the school boards association sub-region of the California School Boards Association Delegate Assembly:
 - a. One representative from Sub-region 1A, representing Humboldt and Del Norte Counties
 - b. One representative from Sub-region 1B, representing Mendocino and Lake Counties
 - c. One representative from Sub-region 3A, representing Sonoma County
 - d. One representative from Sub-region 3B/3C representing Napa/Solano Counties
 - e. One representative from Sub-region 3D, representing Marin County
 - f. One representative from Sub-region 7A, representing Contra Costa County
 - g. One representative from Sub-region 7B, representing Alameda County

North Coast Section recommends that a Sub-region's representative be a seated member of a public-school board that serves students in grades 9-12. If the Sub-region is unable to find such a representative, then the Sub-region may elect the individual it believes will best represent its interests. If the status of a Sub-region's representative should change, the Sub-region shall determine whether to replace the representative or to allow them to complete their Term of Office.

4. Two representatives of private schools shall be elected and instructed by the private school members of the North Coast Section.
 - a. One representative from Catholic schools
 - b. One representative from non-Catholic private schools

North Coast Section recommends that the private schools' representative be an employee of a NCS-member school. If private schools are unable to find such a representative, then NCS-member private schools may elect the individual it believes will best represent its interests. If the status of a private school representative should change, the NCS-member private schools shall determine whether to replace the representative or to allow them to complete their Term of Office.

5. A female representative
6. A representative of underrepresented populations
7. The NCS Past-President
8. The NCS President-elect
9. The NCS President (non-voting except in the event of a tie vote)
10. Representative of the California Coaches Association
11. Representative of the California State Athletic Director Association
12. At-large Representative

- B. These representatives shall be elected for terms of not more than three years.
(Board of Managers 1/25/2013)

31. **CIF REPRESENTATIVES**

- A. Any CIF Section which does not have at least one regular representative of an ethnic or racial minority group found in the demographics of the Section's student population shall select an additional representative who is a member of an ethnic or racial minority group found in the demographics of the Section's student population. The Section's number of votes shall continue to be based upon the weighted voting formula; however, the votes shall be split equally amongst the voting representatives.

The expenses of the additional delegate shall be paid by the State CIF consistent with the expense formula for all other Section representatives to the Federated Council.

- B. Each CIF Section and Allied Organization shall send representative(s) to the Federated Council which is reflective of the student demographics within the Section and will include at least one (1) representative of an ethnic or racial minority group found in the demographics of the Section's student population.

(Approved May 1997 Federated Council)

33. **ELECTION OF OFFICERS AND CIF REPRESENTATIVES**

A. **Officers and Representatives**

1. There shall be three officers elected by the Board of Managers. The officers shall be President, President-elect, and Past-President.
2. There shall be a female representative to the CIF and a representative of underrepresented populations to the CIF elected by the Board of Managers.

B. **Term of Office**

Each officer and CIF representative shall serve a two-year term of office.

C. **Election of Officers and Representatives**

The Board of Managers at the last regular meeting (spring) of each odd school year (2021, 2023, 2025 etc.) shall elect a President-elect for a two-year term, a female representative to CIF and a representative of under-represented populations to the CIF.

D. **Progression of Officers**

At the completion of the President-elect's two-year term, he/she shall progress to the office of President and, at the completion of his/her two-year term as President he/she shall progress to the office of Past-President for a two-year term.

E. **Vacated Terms of Office**

1. **President**
Should the Office of President be vacated prior to the expiration of the respective two-year term of office, the President-elect shall progress to the office of President. He/she shall complete the balance of the vacated term and his/her full two-year term.
2. **President-elect**
If the Office of President-elect is vacated prior to the expiration of the two year term of office, the President shall appoint an interim President-elect until the next Board of Managers meeting. At that time the Board of Managers shall elect a President-elect who shall complete any remaining portion of the vacated term and his/her full two-year term as per the normal progression.
3. **Past-President**
Should the Office of Past-President be vacated, it shall remain vacant until filled by the next regular progression of the President.
4. **Female Representatives to CIF and/or Representative of Under Represented Populations to CIF:**
If the Office of Female Representative to CIF or Representative of under-represented populations to CIF is vacated prior to the expiration of the respective two-year term of office, the President shall appoint an interim Female Representative or Representative of under-represented populations until the next Board of Managers meeting. At that time the Board of Managers shall elect a Female Representative to CIF or Representative of under-represented populations to CIF who shall complete any remaining portion of the vacated term and his/her full two-year term as per the normal progression.
5. **Other Board of Managers Members**
Any other Board of Managers member who is not able to complete their term of office shall not continue to be a voting member of the Board of Managers. The vacated position will be filled by the appropriate process at the earliest possible date. NCS staff will solicit recommendations and/or nominations from the appropriate organization and announce the newly appointed representative.

(NCS Board of Managers 4/27/09)

34. **BOARD OF MANAGERS POWERS AND DUTIES**

- A. The Board of Managers shall have the following powers and duties
1. **Membership**
By a two-thirds vote of the entire membership of the Board of Managers, to admit to membership any eligible school(s), league and/or conference. To expel from membership, after due process, any school(s), league, and/or conference violating the Constitution, Bylaws or other rules of the Board of Managers.
 2. **Rules**
To make and amend rules and bylaws for the governance of this Section and of the Board of Managers. To ratify, amend or reject constitutions, bylaws, or rules of leagues, and/or conferences of the Section, if the constitutions, bylaws, or rules of the leagues and/or conferences are in violation with the Constitution and rules of the State CIF or of this Section.
 3. **Penalties**
To fix and enforce penalties for any violation of the Constitution, Bylaws, or other rules of the Section. To act as an arbitration board in all school, league, and/or conference disputes.
 4. **Sports**
To determine what forms of inter-league sports or other activities the Section shall conduct.
 5. **Assessments**
To levy assessments by a two-thirds vote of the entire Board.
 6. **Qualifications of Members**
To judge on the qualifications of its own members provided, however, that no member may be expelled from the Board without due process, including a due hearing, and without the assent of at least two-thirds of the entire membership of the Board.
 7. **Impeachment**
To institute and conduct the impeachment of its officers, provided that a two-thirds vote of the entire membership of the Board shall be required to deprive any member of his/her office.
 8. **Eligibility**
To provide a process for determining the CIF and NCS athletic eligibility of students enrolled in member schools of the NCS, unless otherwise designated by the CIF Constitution and General Bylaws.
(NCS Board of Managers 1/29/2010)
 9. **Investigate Eligibility**
To investigate the eligibility of any and all athletes who are protested at any time. To suspend any member of any NCS member school, league, and/or conference from active participation in any and all events held under the jurisdiction of the Section for such a period of time as may seem best to the Board; provided that such suspension be voted for by a majority of the total membership of the Board.
 10. **Championship Events**
To define the time and place of all NCS Championship Series Events.
NOTE: This may be delegated to the respective management committee and/or the Commissioner.
 11. **Finances**
To have complete control of the finances of the Section except as elsewhere provided in this Constitution. This shall not be interpreted to mean that the Section shall assume control of league and/or conference finances.
 12. **Conferences and Leagues**
 - a. To form conferences and leagues and exercise the final authority in the assignment of schools to leagues and conferences.
 - 1) To act on the recommendations of the Alignment Committee.
 - 2) To hear and decide on appeals of decisions of the Alignment Committee
 13. **Records**
To provide for a complete record of the various events held under the auspices of the Section.
 14. **Reports**
To require the chairperson of all committees conducting athletic sports or other activities to furnish reports of said sports, or activity, at the first regular meeting of the Board of Managers

- after the termination of said sport or activity.
15. **Commissioner**
 - a. To employ a commissioner and approve his or her contract.
 - b. To determine the yearly salary of the Commissioner as outlined in the NCS Financial Procedures Manual.
(Board of Managers 10/22/2012)
 16. **Committees**
To review and make decisions on the recommendations of all standing and ad-hoc committees, except as elsewhere provided for in the Constitution and Bylaws.
 17. **All Functions**
To exercise or provide for the exercise of all functions of the Section not elsewhere specifically provided for in the Constitution or Bylaws.

ARTICLE 4 - MEETINGS

40. CONDUCT OF BUSINESS

- A. Roberts' Rules of Order shall govern at all meetings of the Board of Managers in so far as they are not in conflict with the Constitution or Bylaws of the Section.
- B. **Meetings at League, Section and State Level**
All league, Section and State meetings, excluding State CIF and CIF Section appeal hearings of student eligibility, section playoffs or appeal hearings involving matters other than student eligibility or section playoffs, pursuant to Bylaws 1100, 1101, 1102 and 1103, are subject to the notice and hearing requirements of the Ralph M. Brown Act (Government Code Section 54954.3 et seq.).
- C. **Agendas**
 1. CIF State Agendas will be posted for public inspection at the North Coast Section office for at least 72 hours prior to the meeting.
 2. North Coast Section Agendas will be posted for public inspection at the North Coast Section office for at least 72 hours prior to the meeting
 3. The CIF State and the North Coast Section shall notify media outlets that service its respective area of its schedule of meetings for the year, and the times and locations where its agenda will be posted.

NOTE: In accordance with Section 33353 of the Education Code, meetings of the California Interscholastic Federation are subject to the Ralph M. Brown Act (Government Code Section 54954.3 et seq.). A guide to the conduct of these meetings, written by the CIF general counsel, can be found on the State CIF Website (www.cifstate.org). This guide applies to State CIF meetings as well as to meetings of the Sections and leagues, but does not apply to State CIF and CIF Section appeal hearings involving student eligibility, Section playoffs or appeal hearings of matters other than student eligibility or Section playoffs, pursuant to Bylaws 1100, 1101, 1102 and 1103.

41. REGULAR MEETINGS

Three regular meetings of the North Coast Section Board of Managers shall be held each year.

42. DATE OF REGULAR MEETINGS

The regular meetings shall be held on a day set by the North Coast Section President.

43. SPECIAL MEETINGS

Special meetings of the North Coast Section Board of Managers may be called at any time by the NCS Commissioner at the request of the President, or a majority of member leagues/conferences.

44. NOTICE OF REGULAR MEETING

The NCS Commissioner must send a notice in writing of the regular meeting of the Board of Managers to each member at least ten days prior to the date of the meeting.

45. **QUORUM**

A quorum shall consist of a majority of the voting positions to the NCS Board of Managers. Any position that has not been named at least 72 hours prior to the respective Board of Managers meeting, shall not be counted when determining the number of voting positions to the Board of Managers.

(Board of Managers 10-20-2014)

ARTICLE 5 - FINANCES

50. **REIMBURSEMENT**

Consistent with approved policy, some or all expenses of each member of the Federated Council and Section Commissioners may be reimbursed by the Federation for attending meetings of the Council.

51. **ASSESSMENT**

The expenses of the Federated Council shall be met by an assessment levied upon each Section at the beginning of the school year.

Failure to Pay State CIF Assessments

After a reasonable number of requests from the Executive Director's office, schools that continue to be delinquent with financial assessments after January 1 will be immediately notified of CIF membership suspension effective January 21. Reinstatement of membership will be made upon receipt of assessment that must include all past due and interest charges. Reinstated schools will not be allowed to host any Regional or State playoff contest in any sport for a period of one (1) year from the time of sanction.

(Approved May 2009 Federated Council)

52. **STATE CIF PLAYOFF REPORTS**

After a reasonable number of requests from the Executive Director's office, schools that continue to be delinquent with financial reports will not be allowed to host any Regional or State playoff contest in any sport for a period of one (1) year from the time of sanction.

(Approved May 2009 Federated Council)

53. **FISCAL LEGISLATION**

Legislation which has a fiscal impact upon the State CIF budget shall be submitted, no later than February 10, to the State CIF Executive Committee for their review in developing a recommendation for the Federated Council at its spring meeting. (Legislation is interpreted to mean legislation or business internal to CIF and/or its member Sections.)

54. **INDEMNIFICATION OF SECTIONS**

The CIF shall indemnify Sections against documented net revenue loss as a result of a Section's participation in a system-wide merchandising or sponsorship program in lieu of a Section-based program of like kind for a period of one year. Sections so indemnified shall in future years of participation in that system-wide program repay such amounts as they received in indemnified loss by receiving 10 percent per year less than they would have received without such indemnification, provided that such reduction shall not cause a Section to receive less than the revenue documented for purposes of indemnification plus 5 percent annual growth.

Indemnification of loss shall cease after one year.

ARTICLE 6 - AMENDMENTS

60. **PROCESS TO AMEND THIS CONSTITUTION**

This Constitution may be amended by a two-thirds vote of the members present at any meeting of the Board of Managers, provided the amendment was proposed at a previous meeting.

ARTICLE 7 - COMMITTEES

70. **STANDING COMMITTEES**

A. **Executive Committee**

The Executive Committee shall consist of the Section President, President-elect, Section Past-President,

a district superintendent, a representative of school boards, a female CIF representative, a representative of underrepresented populations, three regional representatives and a Class A schools representative and one at-large member. The three regional representatives must be league representatives to the Board of Managers. Each region shall be represented on the Executive Committee. The NCS Section Commissioner and Legal Consultant shall be ex-officio non-voting members.

(NCS Board of Managers 1/29/2010)

B. Eligibility Committee

The Eligibility Committee shall consist of one representative from each NCS League, a representative of school boards and one representative of non-league affiliate schools. League representatives to the Eligibility Committee shall serve minimum terms of two years.

Note: Leagues are requested to have at least two other administrators available to serve on student eligibility hearing panels in addition to their Eligibility Committee representative.

(NCS Board of Managers 1/24/2017)

C. Alignment Committee

The Alignment Committee shall consist of seven members, outlined as follows: Not to exceed two Executive Committee members, two school administrative staff from the north (MCAL, VVAL, NBL, CMC and HDNL), two school administrative staff from the south (BAC, BVAL, DAL, EBAL, MVAL, TCAL and WACC), three at-large positions and the Section Commissioner. The three at-large positions can be any individual currently involved with school related matters, such as school board members, district office personnel, member school principals, athletic directors, etc. Member leagues may nominate one representative to be considered to serve on the committee. A league cannot be represented by more than one person on the committee. The Executive Committee will select the three at-large positions. All individuals on the Alignment Committee, with the exception of the Section Commissioner, will be voting members.

(NCS Board of Managers 1/24/2017)

D. Sportsmanship Committee

The Sportsmanship Committee shall be composed of at least one school representative from each NCS Conference, two at-large representatives, and a member of the Executive Committee. The Executive Committee representative shall be appointed by the NCS President. Committee members shall serve until replaced.

(NCS Board of Managers 1/29/2010)

71. OTHER COMMITTEES

The President shall appoint such other committees as may be deemed necessary. These committees shall serve from the time of their appointment until their successors are appointed.

80. POLITICAL CAMPAIGNS

No substantial part of the activities of this association shall consist of carrying on propaganda, and the association shall not participate in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

81. POLICY BOOK

The State CIF Office shall prepare a policy book containing all policies passed by the Federated Council not specifically included in the Constitution and Bylaws. Policies from before 1992 are to be added as identified in minutes of the Federated Council.

- A. All Sections are to be provided with a policy book that is updated annually by the State CIF Office.
- B. Copies of individual policies shall be available on written request to the State or a Section Office.
- C. Each Section shall develop and pass administrative regulations to implement policies not the exclusive responsibility of the State CIF Office.
- D. Copies of regulations for individual policies shall be available upon written request to the Section involved.

82. FINANCIAL POLICIES

All funds handled by any of the CIF entities, whether those funds be donations, corporate-sponsored donations, fees or dues, are monies designed for the furtherance and administration of athletics for the students of the

schools in California. Adopted principles and policies are generally designed to be consistent with the State law governing schools. The adopted financial policies and regulations apply to all CIF entities (State, Sections and leagues) and to all CIF personnel (staff and elected representatives) unless a specific distinction has been recognized and authorized in writing. An adequately financed program of competitive athletics is essential for California's youth to receive a well-rounded education. Specific financial policies may be found in the appendices of this publication.

NORTH COAST SECTION, C.I.F.

GENERAL BYLAWS

ARTICLE 10 - GOVERNANCE AND STANDING COMMITTEES

100. AMENDMENT OF BYLAWS

A. These Bylaws may be amended at any meeting of the Federated Council by a majority vote.

B. **Reconsideration of Council Action**

In the event action is taken by a majority vote of the Federated Council, and that action is contrary to the unanimous vote of 60 percent of the Sections, the action may be reconsidered through the following procedures:

Timeline for Reconsideration

(1) **Reconsider Notification**

Within 10 calendar days after the initial vote, the State Office must receive notification of intent to ask for reconsideration.

(2) **Written materials to Sections**

Within 30 calendar days after the initial vote, Sections activating the reconsideration process must send out materials to all Sections and the State Office.

(3) The amendment will be returned for a vote at the next Federated Council meeting with a simple majority vote needed for passage.

(4) In the event there is no request for reconsideration within the 10 calendar day timeline or forwarded materials to Sections within the 30 calendar day timeline, the amendment will be considered passed.

(Example of timeline: fall – issues presented for a first reading; winter – discussion, vote and reconsideration if necessary; spring – revote, if necessary. In other words, it could take three (3) Federated Council meetings in order for an item to be passed once this bylaw is put into effect.)

C. Upon majority action of the Executive Committee, this Bylaw shall be set aside in the event of a need for emergency action. In that event, a majority vote shall prevail.

D. Following adoption of the amendment, the effective date shall be July 1, unless the motion carries a specific implementation date.

(Revised November 2002 Federated Council/Revised May 2013 Federated Council)

101. BOARD OF MANAGERS

A. **Officers:** There shall be three officers. Their duties follow:

1. **President**

a. The President shall preside at all meetings of the Board of Managers, but shall have no vote except in case of a tie. He/she shall appoint all committees, and shall perform such duties as are usually required of a presiding officer.

2. **President-elect**

a. The President-elect shall preside at all meetings when the President is absent. He/she shall perform such duties as are usually required of a President-elect. If the office of the President is vacated, the President-elect shall succeed to the office of President. The President-elect shall be entitled to one vote at the Board of Managers meetings. He/she shall be a voting member of the NCS Executive Committee.

b. When the status of the President-elect changes, the President shall authorize a new nomination and election process to be initiated so that nominations are presented at the next possible Board of Managers meeting and elections are held at the meeting following the nominations. *(NCS Board of Managers 9/22)*

3. **Past-President**

a. The Past-president shall be entitled to one vote at the Board of Managers meetings. He/she shall be a voting member of the NCS Executive Committee.

b. In the event the status of the Past-President changes, that person may continue service

- until the end of the term for which he/she was elected. (*NCS Board of Managers 9/22*)
- c. In the event the status of the Past-President changes, and they cannot fulfill their term of service, the President may appoint someone to complete the term who has previously served as Past-President. (*NCS Board of Managers 9/22*)

B. Conduct of Business

1. To place recommendations that receive a two-thirds affirmative vote from a standing committee on the consent agenda unless they represent amendments to the Constitution or Bylaws.
2. League Commissioners, other than those who are representatives from the leagues to the NCS Board of Managers, shall have the privilege of the floor, but not the right to vote in the meetings of the NCS Board of Managers.

C. Representation

1. The President or Commissioner of each league shall vouch for the representative(s) from that league.
2. Each representative on the Board of Managers shall serve until his/her successor is chosen, and, in case of death, disability, or removal of any member of the Board of Managers, the league shall at once accredit a new representative to fill out the uncompleted term.
3. Each league representative shall have one vote. An alternate, bearing proper credentials authorizing him/her to represent an absent representative, shall be allowed to vote. No person shall be allowed to cast more than one vote at any meeting of the Board, and no member of the Board of Managers shall be allowed to vote as a representative of more than one league at any meeting of the Board of Managers.
4. The NCS President may, with approval of his/her league's Board of Managers, appoint a voting proxy for the NCS Board of Managers meetings. The voting proxy must meet all requirements of the other voting members of the NCS Board of Managers. The NCS President may withdraw the proxy at any time by notifying, in writing, the NCS Commissioner. The President shall not vote on an issue if his/her proxy voted on the issue.

D. Clerk of Elections

1. The Executive Committee member, exclusive of the President and President-elect, with the greatest amount of seniority who is not a candidate for office shall serve as the Clerk of Elections. The Clerk of Elections, with input from the Executive Committee, shall be responsible for gathering nominations for Section officers and for presiding over the NCS Board of Managers during the election of NCS officers. The Clerk of Elections shall locate at least one qualified candidate for each elected office. All nominations - whether from the floor or made by the Clerk of Elections - shall be made no later than the next to the last meeting of the year. Each candidate must submit either a written statement acknowledging his/her acceptance of the nomination, or verbal if nominated from the floor. The election of officers shall be held during the last regularly scheduled NCS Board of Managers meeting of each school year.

(Board of Managers 4/27/2012)

102. EXECUTIVE COMMITTEE

A. Purpose

1. To facilitate the administration of the NCS.

B. Membership

1. Section President, Section President-elect, Section past-President, district superintendents' representative, school boards' representative, female CIF delegate, representative of under-represented populations, three regional representatives, Class A schools' representative and At-large representative shall compose the Executive Committee.
2. Each region shall be represented on the Executive Committee.
3. The regional representatives, Class A schools' representative, the district superintendents' representative and the school boards' representative shall be appointed by the President and approved by the Board of Managers.
4. The regional representatives, Class A schools' representative, the district superintendents' representative and the school boards' representative must be representatives to the Board of Managers.

5. The NCS Section Commissioner and the legal consultant shall be ex-officio non-voting members.

C. **Regions**

1. For the purpose of ensuring geographical representation on the Executive Committee, the NCS has been divided by leagues/conferences as follows:

| <u>REGION I</u> | <u>REGION II</u> | <u>REGION III</u> | <u>CLASS A LEAGUE</u> |
|-----------------|------------------|--------------------|-----------------------|
| Diablo Athletic | Bay Valley | Humboldt-Del Norte | Bay Counties |
| Mission Valley | East Bay | “Big Five” | Humboldt-Del Norte |
| West Alameda | Tri-County | Marin County | “Little Seven” |
| | | North Bay | North Central I-III |
| | | Vine Valley | |

D. **Term of Office**

1. The Section President, Section President-elect and Section past-president shall be appointed for consecutive two-year terms.
2. The female CIF delegate, representative of under-represented populations, school boards’ representative, superintendents’ representative and at-large representative shall be appointed for three-year terms. The female CIF delegate, representative of under-represented populations, school boards’ representative and superintendents’ representatives may not serve more than six consecutive years.
3. Regional and Class A school representatives shall be appointed for two-year terms. A regional or Class A schools’ representative may not serve more than four consecutive years.
(Board of Managers 4/26/13)

E. **Powers of the Executive Committee**

1. The Executive Committee shall:
 - a. Review and make recommendations pertinent to Board of Managers agenda items, recommendations may include pro and con opinions
 - b. Review and make recommendations on committee proposals
 - c. Continually evaluate the administrative procedures of the Section and make recommendations when necessary.
 - d. Recommend an annual budget for the operation of the Section to the Board of Managers
 - e. Preside over late requests for sanction of tournaments and intersectional competition initiated by non-NCS schools
 - f. Recommend in-service training programs
 - g. Between meetings of the Board of Managers, grant or reject any and all requests for athletic affairs not provided for in the Constitution and Bylaws
 - h. Between the Board of Managers meetings, exercise or provide for the exercise of all functions of the Section not elsewhere specifically provided for in the Constitution or Bylaws
 - i. Develop a consent agenda of items that appear to have strong support and are consistent with the Section’s goals and objectives.
 - j. Conduct an annual evaluation of the Commissioner as outlined in his or her contract.
 - k. To create an effective timeline and process for the hiring of the Commissioner by the Board of Managers, including developing a contract for review by legal counsel and approval by the Board of Managers.

(Board of Managers 10/22/2012)

F. **Operational Procedure**

1. The Executive Committee shall:
 - a. Conduct three regularly scheduled meetings (scheduled at least three weeks prior to the next Board of Managers meeting)

- b. Conduct special meetings as called by the Section President,
- c. Conduct special meetings when called by three voting members
- d. Carry motions by a simple majority of the voting members present when a quorum is present.

G. Conduct of Business

- 1. The Section president shall preside at Executive Committee meetings. The Section President-elect shall be next in succession.
- 2. A majority of the voting members of the Executive Committee must be present to conduct business.

103. ELIGIBILITY COMMITTEE

- A. The Eligibility Committee or a hearing panel shall be empowered to pass on all matters of eligibility and to suspend athletes for violation of the Constitution and General Bylaws and Rules or Regulations of the Section or the CIF.
- B. When a hearing is required, the Chairperson of the Eligibility Committee will appoint a three-person hearing panel consisting of committee members and/or school administrators from non-involved leagues.
 - 1. A single hearing officer may be used when a three-member panel cannot be convened in a timely manner, provided both parties (appellant and respondent) are in concurrence.
- C. Each league is empowered to provide school administrators other than its Eligibility Committee member to serve on hearing panels.
- D. Each league shall assign its representative to the Eligibility Committee by the end of the spring semester in order to facilitate their late August responsibilities.
- F. Each league/non-league affiliate shall conduct/attend an annual review of eligibility rules and procedures for principals and selected staff members during the month of August or prior to the first scheduled fall athletic contest. The league's commissioner and the league's representative to the Eligibility Committee shall be responsible for calling and conducting the annual review of eligibility rules and procedures. Athletic directors who have served less than five years as an NCS member school athletic director must attend a NCS and/or league approved athletic program workshop covering a variety of high school athletic issues, including student eligibility.

104. COMMISSIONER

- A. The Commissioner shall keep a complete record of all business at each meeting of the Executive Committee and Board of Managers, carry on all official correspondence, sign lease agreements acting as an agent for the Section, and perform such other duties as usually evolve upon such an officer. The Commissioner shall receive a yearly salary to be determined by the Board of Managers. The Commissioner shall be provided a contract to be determined by the Executive Committee. The contract shall be reviewed by CIF general counsel and outline job performance standards, salary, duties, resignation, evaluation and termination procedures, outside professional activities and vacation. Any contract must have final approval by the Board of Managers. The Commissioner shall be evaluated annually by the Executive Committee per the terms of his/her contract. If termination is recommended by the Executive Committee and approved by the Board of Managers, the North Coast Section President shall send written notice deposited in by US Registered mail with postage prepaid no later than June 15th and addressed to his/her last known address.
- B. It shall be the duty of the Commissioner to receive and take charge of all money and deposit the same in a bank designated by the President and Board of Managers. He/she shall have charge of all emblems and other properties belonging to the Section. The Commissioner shall pay all bills of the Section, immediately after they have been approved, by drawing a check on the bank of deposit. At the first meeting of the year of the Board of Managers, he/she shall submit a written report showing the receipts and disbursements of the previous year and the bank balance on hand.
- C. It shall be the duty of the Commissioner and the Executive Committee to hire those individuals that are authorized in the budget as passed by the Board of Managers.
- D. The Commissioner is authorized to employ an office staff and specialists to carry out those duties assigned to him/her by the Board of Managers. Employment of office staff and specialists must be consistent with the approved Section budget.

- E. The Commissioner shall be a non-voting, ex-officio member of the Executive, Eligibility, Alignment and Sports Advisory Committees.
- F. The Commissioner is authorized to interpret the North Coast Section, C.I.F. Constitution, Bylaws, and Board of Managers regulations, and when requested, to issue such office interpretations in writing to all NCS leagues. When requested, the Commissioner will report any official interpretations issued at subsequent NCS Executive Committee meetings for its review and consideration.

(Board of Managers 10/22/2012)

105. ALIGNMENT

A. PURPOSE

- 1. The purposes of alignment will be: To promote competitive equity by studying the alignment of the member schools and leagues of the Section and developing recommendations for the Board of Managers. This process will normally commence in even-numbered years for implementation in the fall of the following even-numbered year in a four-year cycle. The committee shall make recommendations for the alignment of schools to the Board of Managers and shall listen and react to appeals.

The committee's jurisdiction shall be to:

- a. Develop recommendations for the alignment of schools into leagues within the North Coast Section;
- b. Review and approve the placement of schools into leagues for a four-year cycle;
- c. Hear and rule on recommendations and/or appeals initiated by member schools regarding their league alignment.

B. ENTITLEMENT

- 1. All member schools, except non-league associate members, which are in compliance with the CIF and NCS Constitutions and Bylaws, are entitled to league alignment into basic and/or supplemental leagues and division for post-season competition.
- 2. Schools are entitled to appeal league alignment decisions to the NCS Alignment Committee and the NCS Board of Managers.

106. ALIGNMENT INTO BASIC LEAGUES

A. CRITERIA FOR ALIGNMENT OF MEMBER SCHOOLS INTO CONFERENCES

- 1. Each conference shall be composed entirely of schools within its designated classification (for Class A conferences (schools with enrollments of 525 or fewer students) or geographical boundaries (for geographical conferences – non-Class A).
 - 2. A school may, upon its request, transfer from one conference to another for a particular alignment cycle, provided permission is granted by a majority of the schools in each conference involved and approval of the Alignment Committee and Board of Managers.
 - 3. Separate, geographically determined, conferences shall serve NCS member schools as follows:
 - a. Alameda, Contra Costa and Solano Counties
 - b. Marin, Sonoma, Mendocino and Napa Counties
 - c. Humboldt and Del Norte Counties
 - d. Class A conferences shall serve member schools as follows:
 - 1) Alameda, Contra Costa, Southern Marin, San Mateo and San Francisco Counties
 - 2) Northern Marin, Sonoma, Napa, Lake, and Mendocino Counties
 - 3) Humboldt, Del Norte, and Western Trinity Counties
- Note: The Class A, and geographical schools of Humboldt, Del Norte and Western Trinity Counties may form a single multi-division conference.

B. CRITERIA FOR ALIGNMENT OF MEMBER SCHOOLS INTO BASIC LEAGUES

- 1. Basic leagues shall be composed of schools from a generally proximate geographical area. Exceptions to this rule will be permitted when a majority of schools of the affected

- geographical area and the school(s) being aligned into a league request an exception of the alignment and the alignment is accepted and approved by the Alignment Committee.
2. Basic leagues shall consist of at least six schools. Exception to this rule will be permitted when there are fewer than six schools that meet the criteria within a radius of eighty miles.
 3. Schools will be aligned into basic leagues by their conference per the following criteria.
 - a. Provide for competitive equity
 - b. Geographical proximity is defined but not be limited to the following:
 - 1) Actual mileage from school to school, and/or
 - 2) Experienced driving time from school to school considering traffic conditions
 - 3) Loss of instructional time
 - 4) Cost of transportation
 4. Single Governing Body Conferences
 - a. Each single governing body conference shall align all of its member schools into basic and, when necessary, supplemental league alignments and submit its recommendations to either the Alignment Committee and/or Board of Managers.
 - b. In the event that a member school appeals the single governing body conference alignment, the respective conference will defend its recommended alignment at an appeal hearing.
 5. When a basic league is unable to offer a specific sport due to inadequate participation of league schools in that sport, the league may request “emergency” supplemental participation of its member schools in a neighboring basic league. If both leagues approve, the NCS Commissioner will review the request and have final approval concerning the addition of the schools requesting “emergency” supplemental placement in the hosting league. Deadlines for supplemental placement contained in NCS Bylaw 107 do not apply to these “emergency” supplemental placements.
 6. **GUIDELINES FOR IMPLEMENTING CRITERIA**
 Each school will be required to complete a “School Result Form” and return the completed form to the Alignment Committee to be used for the purpose of developing a composite overview of the school’s overall athletic level of success. Schools failing to submit the “School Result Form” will not be allowed to vote at any conference meeting to determine placement of schools in basic leagues.
 - a. Equity of Competition
 - 1) League finish in the selected sports of football, volleyball, basketball, soccer, lacrosse, water polo, baseball and softball the last three years.
 - 2) Section playoff finishes in the selected sports above the last three years.
 - b. Scope of Athletic Program
 - 1) Diversity of athletic program offerings in all grade levels and in both boys’ and girls’ sports listed on the survey.
 7. Under no circumstances, may the criteria for league alignment be applied so as to deny league membership to an otherwise entitled NCS member school.

C. FACTORS NOT TO BE CONSIDERED BY CONFERENCES, ALIGNMENT COMMITTEE OR THE BOARD OF MANAGERS

1. Factors not to be considered by conferences, Alignment Committee or the Board of Managers in aligning schools would include, but not be limited to:
 - a. Aligning schools within the same district or diocese in the same league,
 - b. Maintaining traditional rivalries, and
 - c. Composing leagues exclusively of public or private schools.
 - d. Using enrollment data as a measure of competitive equity.
 Exceptions to the above criteria may be permitted when a majority of schools of the affected geographical area and the school(s) being aligned into a league request an exception of the alignment and the alignment is accepted and approved by the Alignment Committee.

D. PROCESS FOR A CONFERENCE TO ALIGN FOOTBALL ONLY DURING THE SCHEDULED ALIGNMENT CYCLE

1. A conference may elect by, a majority of schools, to align the sport of football during the scheduled alignment cycle according to the established alignment calendar.
2. When conducting such process, no conference member school may be excluded. All conference schools are guaranteed placement in a league arrangement.
3. The football alignment must meet the following criteria:
 - a. A minimum of six school in each established league.
 - b. Maintain current alignment criteria of competitive equity and geographical proximity.
 - c. Factors not to be considered by conferences, Alignment Committee or the Board of Managers in aligning schools would include, but not be limited to:
 - i. Aligning schools within the same district or diocese in the same league,
 - ii. Maintaining traditional rivalries, and
 - iii. Composing leagues exclusively of public or private schools.
 - iv. Using enrollment data as a measure of competitive equity.

(Board of Managers 1/25/2019)

E. BASIC PROCEDURE FOR LEAGUE ALIGNMENT

1. The NCS Alignment Committee shall collect information from member leagues and schools using a questionnaire.
2. All Alignment documentation will be posted on the NCS website for full review by member schools and all stakeholders.
3. The NCS Commissioner shall develop proposals for league alignment. Copies of any proposal(s) will be forwarded to all league member schools and league commissioners.
4. A Conference League Alignment Workshop will be scheduled and all involved schools and leagues will receive written notification to attend and make presentations either in support of or in opposition to the Section Commissioner's proposal(s). Each school shall send a school administrative representative and athletic director to the Conference League Alignment Workshop. Presented proposals will allow an opportunity for each school to have input on alignment proposals. Failure to be represented at the Conference Alignment Workshop may hinder any future appeals.

Conduct of the Workshop

 - a. Introductions
 - b. Roll Call
 - c. Review of Commissioner's Proposal
 - d. Discussion/Pros/Cons
 - e. Presentation of Alternative Proposals
 - f. Discussion/Pros/Cons
 - g. Straw Voting
 - h. All proposals will proceed to the Conference Alignment meeting with the workshop straw voting included.
5. League Alignment meeting representatives will meet to vote on all proposed conference league alignments. Each attending school principal/principal designee will have one vote except for schools that have not provided a completed School Survey form showing the competitive equity of the school's program in advance of the posting of the Conference League Alignment meeting. Approved conference league alignment will be forwarded to the Alignment Committee.

Conduct of the Conference Alignment Meeting

 - a. Introductions
 - b. Roll Call
 - c. Review of Conference Alignment Meeting Procedures
 - i. One vote per school
 - ii. Each school may vote on each proposal
 - iii. Schools may request an opportunity to discuss proposals
 - iv. Proposals not receiving a majority vote of support will be eliminated

- d. Presentation of Proposed Alignments/Discussion
- e. Voting on each Proposal
- 6. Member schools and the NCS Commissioner will have an opportunity to appeal any conference decision providing a rationale for the appeal and recommended counter-proposal to the conference recommendation.
- 7. During any appeal a third-party section representative, approved by the Alignment Committee, will collect and distribute all alignment data to be used in the appeal. Appealing school(s), school(s) in opposition to the appeal and the Section Commissioner shall have input with the section representative concerning any development of data.
- 8. The Alignment Committee will conduct Appeal Hearing(s). At the conclusion of the hearing, the committee will consider all information and recommend a conference alignment. The committee will distribute all proposal(s) to NCS member schools and recommend the proposal(s) to the NCS Board of Managers for consideration and final approval.

(Board of Managers April 5, 2016)

F. PROCESS FOR ALIGNMENT OF NEW MEMBER SCHOOLS INTO BASIC LEAGUES

- 1. Each new member school, upon initial acceptance for regular membership in the North Coast Section, shall be eligible for alignment into an appropriate NCS league provided it submits a written request for alignment no later than September 15th of the prior school year.
- 2. When the written request is received after the above date; the receiving league by majority vote, may delay the alignment for one year if it can document a scheduling hardship.
 - a. New member schools must meet the following minimum requirements to apply to the NCS Alignment Committee for initial basic league membership:
 - 1) Membership in the North Coast Section/CIF.
 - 2) Field a minimum of one (1) female gender and one (1) male gender varsity teams in team sports to be determined by each league in each of the fall, winter and spring seasons.
 - 3) Have access to appropriate on or off-campus facilities for league and post-season play.
 - 4) Have a budget to support the athletic program.
 - 5) Have an identified administrator/athletic director responsible for athletics in place.
 - 6) Principal or administrative designee attendance at league meetings.
 - 7) Complete any league required Application and Checklist by October 15th prior to the ensuing NCS fall seasons of sport.

The NCS Alignment Committee will review applications for league membership at its Winter meeting and approve or deny league placement. Once placed in a basic league, a member school will remain in that league until the completion of the alignment cycle.
- 3. The NCS Alignment Committee will place the school in a conference, then in a league within the assigned conference per the established alignment criteria under NCS 106.B. 1-7.
 - a. The school may appeal the NCS Alignment Committee's placement by petitioning the NCS Executive Committee for placement in a different league provided:
 - 1) The school's location is geographically proximate to the schools of a different league,
 - 2) The placement does not negatively impact other schools of the geographically most proximate league.
 - a) Approval is granted from a majority of the schools of the different league, and
 - b) Approval is granted from a majority of the schools of the most geographically proximate league (as determined in the previous paragraph).

4. APPEALS

Appeal procedures are outlined in the Alignment Handbook. The Board of Managers will have final authority on league placement.

G. PROCESS FOR NON-LEAGUE AFFILIATE MEMBERS TO JOIN BASIC LEAGUES

1. Non- league affiliate schools inform the NCS office of their intention
2. The Commissioner will recommend placement of the school in the most approximate Class A or geographical conference. The Alignment Committee will review and forward a final recommendation to the Board of Managers.
3. Non-league affiliate schools petition to the basic league of their choice.
4. The respective basic league will give consideration of the criteria listed above in Bylaw 106.F and make a recommendation to the Alignment Committee to approve or deny the request.
5. The Alignment Committee will render a decision on league placement, the non-league affiliate school or the league may appeal per the Appeal Procedures under Alignment Handbook Bylaw 106.I.

H. DUTIES OF NCS COMPONENTS IN THE QUADRENNIAL ALIGNMENT CYCLE

1. NCS Commissioner's duties/responsibilities
 - a. Send alignment letter and "School Result Form" to all NCS member schools (Start of year three of the alignment cycle)
 - b. Prepare a compilation of the data from the "School Result Form" for distribution to member schools, league commissioner and posting on the NCS web site (August-September, Start of year three of the alignment cycle),
 - c. Attend, or send a designated representative to, all conference meetings called for developing basic league alignments,
 - d. Monitor all basic leagues recommended by conferences and verify that the league alignments are consistent with established criteria,
 - e. File appeals with the Alignment Committee when he/she determines that the Section's criteria for alignment have not been properly applied, (November-December – Start of year three of the alignment cycle)
 - f. Attend meetings of the Alignment Committee,
 - g. Provide services and act as a resource to the Alignment Committee, and
 - h. Prepare and post on the NCS web site all necessary documents, reports, surveys, alignment recommendations, agendas, minutes, etc.
2. Schools' duties/responsibilities
 - a. Complete and return the completed "School Result Form" to the NCS Commissioner; (August – September – Start of year three of the alignment cycle),
 - b. Participate in the league alignment process, including participation in the Conference League Alignment Workshop, Conference League Alignment Meeting and all other meetings called by the conference (October - Start of year three of the alignment cycle),
 - c. Submit timely proposals for conference alignments and review all proposals prior to attending the Conference League Alignment Workshop or Conference League Alignment Meeting, and
 - d. Submit an intra-conference alignment plan which better meets the alignment criteria than its conference plan when filing an appeal of its conference basic and/or supplemental league alignment (within 10 working days of the posting of the approved conference alignment which the school is appealing), and
 - e. Commit its teams to the basic and supplemental league alignments approved by the Board of Managers (as required).
3. Leagues Commissioner duties/responsibilities
 - a. Participate in the conference alignment process for determining basic and supplemental leagues, attending the conference meeting. (October - Start of year three of the alignment cycle)
 - b. Place conference alignment items on league agendas for discussion, and

- c. Encourage full participation by league members in the conference alignment, and
 - d. Assist in making sure that all league members submit their “School Result Form” in a timely manner, and
 - e. Review the alignment process with league members.
4. Conferences' duties
- a. Convene:
 - 1) Conference League Alignment Workshop
 - 2) Conference League Alignment Meeting
 - 3) Participate in the ratification of league votes when a conference league is recommending the designation of a competitive anomaly.
 - 4) Minimum organizational model for a conference
 - a) The conference shall meet in October of the third year of the alignment cycle to consider alignment of the conference into basic and supplemental leagues.
 - b) The Section Commissioner will call and chair the conference meeting.
 - c) It is recommended that the principals of conference schools be in attendance.
 - d) The chairperson shall appoint a recorder. The names of all participating schools and their representatives (name and title) shall be recorded. All votes shall be recorded by stating the number of affirmative and negative vote. The recorder shall prepare copies of the minutes of the conference meeting and distribute them to member schools and the NCS office in a timely manner as determined by the conference.
 - e) Roberts Rules of Order shall be followed.
 - f) A majority of conference schools must be represented to conduct conference business. The principal or his designee shall attend.
 - g) The NCS Commissioner or his/her designee shall attend conference meetings at which league alignment is being considered.
 - h) Each member school of the conference shall be entitled to one vote.
 - i) The conference shall determine basic leagues by a majority vote of the conference members.
 - j) A copy of the conference's alignment shall be forwarded to the NCS Commissioner.
 - k) The NCS Commissioner will monitor the alignment to ensure that it is consistent with the Section's criteria.
 - l) Additional meetings may be called:
 - a) By the conference's representative to the Alignment Committee to resolve alignment problems,
 - b) By a member basic league
 - c) By four member schools
 - m) For the 2020-2024 alignment cycle, the new conference alignments will become effective on July 1, 2020; unless an earlier implementation date is established.
5. Alignment Committee's duties/responsibilities
- a. Study the data collected by the NCS Commissioner during the fall (August – September – Third year of alignment cycle), or when otherwise directed by the Board of Managers,
 - b. Send proposals for conference alignment to all member schools, district superintendents and league commissioners and post on the NCS website (November – December, Third year of alignment cycle),
 - c. Conduct hearings for schools which appeal their conference approved alignment of member schools into basic leagues (January – March, Third year of alignment cycle).

- d. Recommend placement of NCS member schools into conferences basic league to the Board of Managers (November and, if necessary January, Third year of alignment cycle),
 - e. Develop a proposal(s), when necessary, for an alignment of conference member schools into basic leagues and announce such decisions (December, Start of third year of alignment cycle),
 - f. Upon completion, recommend to the Board of Managers an alignment of all conference member schools into basic and/or non-league associate status. (April – May, Third year of alignment cycle)
6. **Board of Managers' authority**
The Board of Managers shall have final authority to assign member schools to conferences and basic leagues.

I. APPEAL PROCEDURE

- 1. The Alignment Committee will hear all appeals on the alignment recommendations. Any school choosing to appeal its proposed league alignment must notify the Section office at least 10 working days from the announcement of the approved league alignment.
- 2. The appeal shall cite the alleged violation(s) of NCS or conference criteria for alignment and/or Division and be accompanied by an alignment and/or Division plan that the appellant contends better satisfies the criteria.
- 3. The Alignment Committee shall determine if the appeal is supported by the Alignment criteria.
- 4. If the Alignment Committee determines that an appeal is supported by the Alignment criteria the following shall occur:
 - a. The NCS Commissioner will announce the appeal hearing date, time and location.
 - b. A hearing notice and appeal documentation will be forwarded to all affected schools within the designated conference.
 - c. Any additional data concerning the alignment criteria will be provided by a neutral party secured by the Alignment Committee Chair and approved by the Alignment Committee. All additional data will be shared with all affected schools prior to the appeal hearing.
- 5. Conduct of an Appeal Hearing
 - a. The chairperson of the Alignment Committee shall preside over the hearing, unless he/she is absent or his/her school or league is involved, in which case, the Committee members present shall select one of their members to preside.
 - b. The presiding officer will:
 - 1) Call the hearing to order,
 - 2) introduce the members of the Committee,
 - 3) Explain the function of the Committee
 - 4) announce the agenda for the hearing,
 - 5) Explain the procedure for the hearing, and
 - 6) Conduct the hearing.
 - c. Hearing Procedure
The hearing shall be divided into three segments:
 - 1) Presentation of Appeal
 - a) The appellant will state its position.
 - b) The Alignment Committee will have an opportunity to ask questions.
 - c) The respondent may direct questions to the Alignment Committee.
 - d) The respondent will state its position.
 - e) The Alignment Committee will have an opportunity to ask questions.
 - f) The appellant may direct questions to the Alignment Committee.
 - 2) Closing Statement
 - a) The respondent makes its closing statement.
 - b) The appellant makes its closing statement.
- 6. At the conclusion of the appellant's closing statement the public portion of the hearing is

terminated.

7. The Alignment Committee shall recommend to the Board of Managers an alignment of all conference member schools into basic leagues.

J. RE-ALIGNMENT DURING ALIGNMENT CYCLE

Any school(s) desiring to change its league affiliation during the four-year cycle may request a change of leagues at the two-year interval if the following requirements are met:

1. The request may be presented to the Alignment Committee by the requesting school(s) for a first reading at either the fall or winter Alignment meeting.
2. The request must be submitted in writing and will include documentation that it has the approval of the governing board(s) for the school(s) involved.
3. The request must include written documentation that a majority of the schools within the affected league(s) have approved the requested change.
4. The Board of Managers will consider approving or denying the request at either the winter or spring meeting.

SPECIAL NOTE: All approved requests would remain in effect for the remainder of the current four year alignment cycle.

107. ALIGNMENT INTO SUPPLEMENTAL LEAGUES

A. CRITERIA FOR ALIGNMENT OF SCHOOLS INTO SUPPLEMENTAL LEAGUES

1. Supplemental leagues shall be composed of schools that meet the NCS alignment criteria. Exception to this rule will be permitted when there are less than four schools that meet the NCS alignment criteria within eighty miles.
2. Schools shall be assigned to supplemental leagues by the conference per geographical proximity. Geographical proximity would include, but not be limited to the following:
 - a. Actual mileage from school to school, AND
 - b. Experienced driving time from school to school considering traffic conditions.
3. Supplemental leagues shall consist of at least four schools. Exception to this rule will be permitted when there are less than four schools that meet the NCS alignment criteria within a radius of eighty miles.
4. Leagues are only required to admit varsity level teams into their league as a supplemental team. Non-varsity teams may apply for membership in existing leagues; however, the league(s) are not required to accept their membership. Leagues may set conditions of participation (e.g. no home games, etc.) for non-varsity teams. There will not be any mandatory placement of non-varsity teams into existing basic leagues.
5. A member league school may not ask for supplemental placement in another league when their basic league offers the sport of supplemental placement. Exception to this rule will be allowed when the basic league approves in writing the request and the request is included with the school's request for supplemental placement. Schools may play an independent schedule if the school is released from the basic league and too late to be considered for supplemental placement.

(NCS Board of Managers 1/23/09)

6. Once placed as a supplemental member in a hosting league, a school's team will remain as a supplemental member of that hosting league without need of annual application. The placement will remain in effect until the school requests a different placement; the school's basic league begins to offer the sport, or the hosting league requests reconsideration of the placement by the Alignment Committee.

If the hosting league requests reconsideration of the placement by the Alignment Committee due to the failure of the team placed in the supplemental process to field a team in that sport, the following would be the penalties:

1. On the first occurrence, the school would be removed from the league and forced to re-apply for supplemental status the following year.

2. If the team is not able to compete a second time, the school would be removed from the league and forced to take a 1-year hiatus as a non-league affiliate before re-applying for supplemental status. (*NCS Board of Managers 4/1/22*)
7. Any additional procedures for alignment of schools into supplemental leagues will be outlined in the North Coast Section Alignment Handbook.

B. CRITERIA FOR ALIGNMENT OF SCHOOLS INTO INTER-CONFERENCE SUPPLEMENTAL LEAGUES

1. Inter-conference supplemental leagues shall be composed which meet the NCS alignment criteria. Exception to this rule will be permitted when there are less than four schools competing in the respective sport or level of competition within a radius of eighty miles.
2. Geographical proximity of conference member schools, balanced by problems of transportation (road conditions, traffic, etc.), shall determine the composition of inter-conference supplemental leagues.
3. Inter-conference supplemental leagues shall consist of at least four schools. Exception to this rule will be permitted when there are less than four schools that meet the NCS alignment criteria within a radius of eighty miles.
4. Once placed as a supplemental member in an inter-conference supplemental league, a school's team will remain as a supplemental member of that inter-conference supplemental league without need of annual application. The placement will remain in effect until the school requests a different placement, the school's basic league begins to offer the sport, the inter-conference supplemental league requests reconsideration of the placement by the NCS Alignment and Classification Committee, or the inter-conference supplemental league disbands.
5. The procedure for alignment of schools into supplemental leagues is in the North Coast Section Alignment Handbook.

C. SUPPLEMENTAL CROSS-LEAGUE SCHEDULING

1. **CRITERIA FOR ADDRESSING CASES OF SINGLE SPORT COMPETITIVE INEQUITY**
 - a) Description and identification of a team that has established a single sport program that stands well above other teams in the assigned league.
Teams of single sports in a league may be recognized as qualifiers for Supplemental Cross-League Scheduling when the sport has demonstrated a competitive dominance in a specific sport.
 - b) Criteria for identifying a single sport as a candidate for Supplemental Cross-League Scheduling
 - (1) Only a varsity team may be identified as a candidate for consideration.
 - (2) The team shall have demonstrated competitive success that required the team to be moved to a higher division based on the competitive equity model during the last three years; AND
 - (3) The team shall have demonstrated an excessive margin of victory in most contests against league member schools; AND
 - (4) The team has established the sport as a highly competitive team within Northern California post-season competition; OR
 - (5) The team has established the sport as a highly ranked team among all Northern California teams in sports with no CIF post-season competition; AND
 - (6) The levels of competition in the single sport are equal or greater than the number of levels of competition offered by other schools in the league.
2. **PROCESS FOR IDENTIFICATION OF TEAMS THAT ARE RECOGNIZED AS CANDIDATES FOR SUPPLEMENTAL CROSS-LEAGUE SCHEDULING**
 - a) At the completion of each sport season, or as early as October 1st of each school year, schools may petition their league for consideration as a single sport worthy of consideration for Supplemental Cross-League Scheduling; AND/OR
 - b) At the completion of each sport season, schools within a league may ask that a member league school be recognized as a single sport worthy of consideration for Supplemental Cross-League Scheduling; AND

- c) A majority of league member schools that participate in the sport vote in support of such consideration.
 - d) If the school declared a candidate for Supplemental Cross-League Scheduling is not in favor of the designation the school may appeal to the Alignment Committee.
3. PROCESS FOR LEAGUE PLACEMENT OF TEAMS THAT ARE RECOGNIZED AS CANDIDATES FOR SUPPLEMENTAL CROSS-LEAGUE SCHEDULING
- a) Request to be placed in a different league.
 - (1) The parent league is responsible for seeking placement of the approved recognized candidate for supplemental cross-league scheduling.
 - (2) The parent league must seek permission from a league within the conference to accept the school recognized as an approved candidate for supplemental cross-league scheduling.
 - (3) Criteria for seeking placement is:
 - (a) Has the team under consideration proven an ability to compete with the teams within the appointed league;
 - (b) Does the appointed league schools' specific sport program offer a similar number of sub-varsity levels;
 - (c) Does placement of the team in the appointed league create a similar competitive inequity in the league if approved;
 - (4) Placement in any league will be for a two-year period. In the sport of football, placement must be aligned with the first and third years of the current or next alignment cycle. If necessary to achieve alignment with the first and third years of the current or next alignment cycle the placement in the new league can be for an odd number of years.
 - b) If the selected league within the conference approves the request, then the parent league would request that the Alignment Committee approve the agreed placement of the approved recognized supplemental cross-league candidate.
 - c) If the selected league does not support the addition of the approved candidate for supplemental cross-league scheduling, then the parent league can make a request of another league within the conference using the criteria under C. a. i-iii, 1.-3.
 - d) If the second league rejects the addition of the approved candidate for supplemental cross-league scheduling, then the parent league can do one of the following:
 - (1) Appeal to the Alignment Committee the denial by either league, asking the Alignment Committee to consider placement of the school, outlining the criteria for consideration; OR
 - (2) Seek permission from a league outside the parent league's conference to a conference that borders the parent league's conference.
 - (a) If the league outside the parent league's conference does not support the request then the parent league may appeal to the Alignment Committee, asking that the Alignment Committee consider placement of the school, outlining the criteria for consideration.
 - e) The Alignment Committee will consider the league's request at its next regularly scheduled meeting, or may schedule a special meeting, to consider the league request. The following will apply:
 - (1) The committee will review the merits of the recommendation based on the original criteria for consideration within the league, deciding if the original league action was appropriate.
 - (2) The committee shall provide an opportunity for the parent league, and affected league, to attend the meeting and address the committee on the proposed action.
 - (3) If the committee believes the league has correctly identified a worthy candidate for Supplemental Cross-League Scheduling, then the committee will determine if the recommended placement of the league recommendation is appropriate taking into consideration the following:
 - (a) Has the team under consideration proven an ability to compete with the teams within the appointed league;

- (b) Does the appointed league schools' specific sport program offer a similar number of sub-varsity levels;
- (c) Does placement of the team in the appointed league create a similar competitive inequity in the league if approved;
- f) Appeal of Alignment Committee Decision

Any school/league from an affected league may choose to appeal the Alignment Committee's decision of either granting or denying any request for Supplemental Cross-League Scheduling. The following procedures apply:

 - (1) The appealing school/league must notify the Section President at least 10 working days from the announcement of the approved/denied Supplemental Cross-League Scheduling decision.
 - (2) The appeal shall cite the alleged violation(s) of NCS criteria for Supplemental Cross-League Scheduling and/or rationale of why the appealing school/league believe the Alignment Committee erred in its decision.
 - (3) The Section Commissioner/or his/her designee will secure either a single hearing officer, or three-person panel from a Conference not involved with any participating school/league, and the hearing officer or panel will be approved by the President.
 - (4) Conduct of an Appeal Hearing
 - (a) The hearing chair shall preside over the hearing and conduct the hearing in accordance to NCS Hearing Procedures in the Appellant Procedures Manual.
 - (5) After the final closing statement, the public portion of the hearing is terminated.
 - (6) The single hearing officer, or three-person panel shall render a decision, and any decision will be mailed to the involved parties within four (4) working days.
- g) The Board of Managers shall have final authority for approval of any decision of the Alignment Committee/Hearing decision to approve or deny placement of a school in a Supplemental Cross-League Schedule.
(Board of Managers 1-30-2018)

108. DIVISIONS FOR NCS CHAMPIONSHIP COMPETITION

A. CRITERIA FOR DIVISION OF SCHOOLS

- 1. Except as otherwise provided for in these bylaws, all schools shall be classified based upon the enrollment as reported on the NCS Total School Enrollment Form for the actual enrollment on the first Monday in October each year.
- 2. Submission of the NCS Total School Enrollment Form
 Each member school is requested to forward to the NCS Office their school's Total School Enrollment Report no later than the last working day in October each year.
- 3. A school may petition the Alignment Committee to deduct from the school enrollment those students in grades 9-12, who under NCS rules, are permanently ineligible (e.g. a student over 19 years of age prior to June 15, or a student who has completed eight consecutive semesters) for reclassifying the school to a division of lesser enrollment for North Coast Section Championship competition. This allowance would not be applicable for determining divisions in the California State Championship sports of basketball, cross country or volleyball. The full name and grade of each permanently ineligible student, the basis of his/her ineligibility (age, maximum semesters, etc.) and proof of the ineligibility claim (date of birth, number of semesters of attendance, etc.) must be submitted.

B. DIVISION RANGES

- 1. The division ranges used for all NCS post-season competition conducted in the sports of baseball, football, soccer, softball, track and field, boys' volleyball and dual team wrestling shall be developed by NCS staff and approved by the Sports Advisory Committee based on the prior year's enrollment. Division groups will be based on enrollment in grades nine through twelve. Note: This does not apply to basketball, cross country, and girls' volleyball since these sports conclude with State Championships. The sports of badminton, golf,

swimming & diving, tennis, track & field (Meet of Champions), and wrestling shall conclude with single division championships.

2. Mandatory adjustment to the standard Division table
 - a. Enrollment of a school composed entirely of students of the same sex will be doubled.
 - b. The Division of high schools that have multi-school agreement(s) with non-CIF schools or programs shall include the combined enrollments of grades nine (9) through twelve (12) from all participating non-CIF schools or programs.
 - c. Each NCS member school which allows eligible independent study program students to represent their school must report these students as part of their school's total enrollment using the NCS Total School Enrollment Form.
 - d. Schools may be required to move to a higher division based on Competitive Equity model developed and approved by the Board of Managers. The NCS Sports & General Rulings Handbook outlines the details of such required movement.
3. Exceptions to the standard table:
 - a. A school may petition the Section Commissioner to participate in a higher division than the school's actual enrollment in sports where petitioning is allowed, or, if the school was previously assigned to a higher division, petition down to the school's actual enrollment division for competition in one or more selected sport(s) by the published deadline.
 - b. No school shall be permitted to petition to change its division to a lower division than its enrollment category on the standard division table.
 - c. Upon approval of a petition to a higher division by the Section Commissioner, the member school will remain at the higher division until the school petitions the Section Commissioner to return to its division of enrollment by the published deadline.
 - d. Schools may be required to move to a higher division based on Competitive Equity model developed and approved by the Board of Managers. The NCS Sports & General Rulings Handbook outlines the details of such required movement.

109. **COMPETITIVE ANOMALIES (EXCEPT FOOTBALL)**

A. CRITERIA FOR ADDRESSING CASES OF COMPETITIVE INEQUITY

1. Description and identification of a team that is a competitive anomaly
Competitive anomalies are teams that have demonstrated a competitive dominance in specific sports for five or more years against the member schools in their league. Only a varsity team may be identified as a competitive anomaly by its league.
2. Criteria for identifying teams that are competitive anomalies
 - a. The team shall have participated in the respective sport's NCS Championship Series for the past five years, AND
 - b. The team shall have achieved a dominant win/loss record against league member schools over the past five years, AND
 - c. The team shall have won majority of its contests against league member schools by excessive margins of victory over the past five years.
3. The procedure for determining competitive anomalies is in the North Coast Section Alignment Handbook.

110. **SPORTS ADVISORY COMMITTEE**

A. Purpose

1. To allow the Board of Managers to devote more time to policy determination and evaluation.
2. To ensure that recommendations to the Board of Managers have been considered by a committee composed of individuals who are responsible for administering a comprehensive athletic program.
3. To route items relating to the conduct of sports' events, games' rules and administration of NCS Championships events to athletic specialists.
4. To ensure that league coaches' advisory committee recommendations are representative of the

coaches of that sport.

5. To provide an input source for coaches.

B. Composition

1. Each league will send its league commissioner and an additional representative of the opposite gender.

C. Selection of Officers

1. There shall be two officers. Their duties shall be as follows: Chairperson: The chairperson shall preside at all meetings of the Sports Advisory Committee, but shall have NO vote except in case of a tie. He/she shall appoint all committees and shall perform such duties as usually required of a presiding officer.
2. The Vice Chairperson shall preside at all meetings when the Chairperson is absent. If the office of the chairperson is vacated the vice chairperson shall succeed to the office of chairperson. If the office of vice chairperson is vacated, the chairperson shall appoint a member of the Committee to serve as acting vice chairperson until the next SAC meeting when an election can be held.
3. The term of office for chairperson and vice chairperson shall be two years beginning the fall of every even year.

D. Jurisdiction

1. The Sports Advisory Committee serves as an advisory body to the Board of Managers on items involving the conduct of boys and girls sports' competition and NCS Championship competition. Decisions are subject to review by the Board of Managers.

E. Meetings

1. The Sports Advisory Committee will meet three times per year prior to each of the regularly scheduled NCS Board of Managers meeting.

F. Operational Procedure

1. Sports Advisory Committees from NCS leagues shall forward business items to the NCS Sports Advisory Committee member assigned to the respective sport and the NCS Office prior to the prescribed deadline. The NCS Office will forward a copy of the compilation of items, by sport, to each Sports Advisory Committee representative. Each league's respective sport committee will review the business items and forward its vote and rationale to its league's representative to the Sports Advisory Committee and to the Sports Advisory Committee member assigned to the respective sport. The Sports Advisory Committee shall report its recommendations to the NCS Board of Managers.

G. Meeting Procedures

1. The agenda and packet of support materials mailed to the Sports Advisory Committee members will be structured in the following manner:
 - a. Use a ballot format for all old business items with all items having a code system and support material coded the same.
 - b. All agenda items must have written rationale before being placed on the agenda and identified by the league, non-league associate member, management committee or NCS Staff member that submitted the item.
 - c. Agenda items shall be worded in the form of a motion.
 - d. Any item considered by the Sports Advisory Committee cannot be placed on a future Sports Advisory Committee agenda for the balance of the school year without a two-thirds affirmative vote of the Sports Advisory Committee delegates.
 - e. NCS staff, with approval from the Sports Advisory Committee Chair, will determine the consent agenda items.

(NCS Board of Managers October 23, 2009)

2. Appoint sub-committee by sport, whose purpose is to investigate proposals submitted by leagues, Board of Managers, or other committees to the Sports Advisory Committee, then report, in writing, their findings, including recommendations, for action by the Sports Advisory Committee.

The CIF Officials' Accreditation Committee shall accredit officials' associations for a maximum of six years in accordance with the standards and criteria established by the California Interscholastic Federation. Reference General Bylaw 1203.

112. LEAGUES

A. **Governance**

Member leagues shall be self-governing in all respects not in conflict with this NCS Constitution and General Bylaws and the CIF Constitution and Bylaws.

B. **Composition of League Governing Body**

The composition of each league's governing body shall be one representative from each member school, who shall be selected by the respective school's local governing board. Each local school district Board of Education or private school governing board will ratify to the North Coast Section office by the date established by State C.I.F. of each year, the appointment of individuals and alternates by name or by title who will be school representatives to the athletic leagues for the upcoming year. In the absence of the appropriate filing, all voting privileges for the affected school(s) shall be suspended.

C. **Common Seasons**

Member leagues must offer common seasons of sport for girls, as well as boys, or justify the differences based on sex neutral factors.

D. **Balanced Seasons**

Member leagues must offer balanced sport offerings for boys and girls in each season, or justify the imbalance based on sex-neutral factors.

E. **Uniform Season Lengths**

Boys' and girls' seasons for comparable sports must have uniform season lengths (pre-season practice, non-league games, league games, post-season championship competition and number of round robins played), or justify the differences based on sex-neutral factors.

F. **Pre-Season Rule Training and Interpretation Meeting**

Leagues are requested to conduct a pre-season (prior to the first practice game of the season) rule training and interpretation meeting which is mandatory for the head coaches of each level of the respective sport. The league's officials' associations will conduct the rule training sessions in the sports of volleyball, football, wrestling, basketball, soccer, baseball and softball.

G. **Exponents**

The various leagues may set their own dates for taking exponents.

H. **Annual Review of Eligibility Rules**

Each league shall conduct an annual review of eligibility rules and procedures for principals and selected staff members after the spring meeting of the Board of Managers and prior to the first scheduled fall athletic contest. The league commissioners and the league's representative to the Eligibility Committee shall be responsible for calling and conducting the annual review of eligibility rules and procedures. Section non-league members shall attend an annual review of eligibility rules and procedures for principals and selected staff members as arranged by the Section Commissioner.

I. **League Policies, Practices and Procedures**

It shall be the responsibility of the North Coast Section to ensure compliance of leagues within the Section to all state and section financial policies. C.I.F. Sections will assume responsibility for the creation and implementation of financial policies, practices and procedures for each league within the Section.

113. MEMBERSHIP

A. **Any school wishing to become a member of CIF-North Coast Section must meet the following minimum requirements:**

1. Meet all requirement of CIF/NCS Constitution and General Bylaw 22.
2. Obtain and maintain recognition by the California Department of Education, securing an approved affidavit and CDS Code.
3. Complete and submit a Membership Application with all accompanying documentation and fees.
4. Prior to requesting membership from the NCS Board of Managers meet with the Commissioner of Athletics, or his/her designee, to review a Section agenda for new members.

5. Be present at a designated NCS Board of Managers meeting and present the school's application for membership for formal consideration by a 2/3 vote. *(NCS Board of Managers 1/24/20)*

B. Delinquent Dues

Schools that are delinquent in dues, as of the October meeting of the NCS Board of Managers, shall be suspended from all competition as of that date and will not be permitted to resume competition until the obligation has been satisfied.

(NCS Board of Managers 4/26/2010)

C. Reinstatement of Membership

Any school or league, after having been suspended from membership for non-payment of dues, assessments, or for any other cause, may be readmitted upon payment of dues and/or assessments, or upon correction of the cause of suspension by a two-thirds vote of the NCS Board of Managers.

D. Suspended Schools (CIF 511)

When a school in any Section is suspended from participating in any sport, that school is not to play with any other school in the Federation in that sport during the period of suspension. Any team competing with the offending school shall be subject to disciplinary action by the CIF Federated Council.

E. Ratification of Representatives

Each local school district board of education or private school governing board will ratify to the North Coast Section Office, by August 15, of each year, the appointment of individuals and alternates by name or by title who will be school representatives to the athletic leagues for the upcoming year. In the absence of the appropriate filing, all voting privileges for the affected school(s) shall be suspended.

(NCS Board of Managers 1/23/09)

114. REFUSAL TO COMPLY WITH CIF RULE (CIF 105)

The membership of any school, league or other subordinate unit of the CIF, which has willfully refused to comply with a rule, policy or principle of the CIF, shall be suspended, thereby denying CIF competition to such school, league or subordinate unit, until the school, league or subordinate unit achieves compliance with the rule, policy or principle. The imposition of the suspension called for in this bylaw may be temporarily suspended at the discretion of the Executive Director provided that the school, league or subordinate unit is (1) making a good faith effort to come into compliance with the rule, policy or principle in question and (2) provides assurances that it will be in full compliance by a certain date which is acceptable to the Executive Director. The membership of any school, league or other subordinate unit of the CIF which has willfully refused to comply with a rule, policy or principle of the CIF, and which fails to undertake efforts to come into compliance, or to come into compliance within a reasonable time after being notified of such non-compliance, shall be revoked.

ARTICLE 20 - ELIGIBILITY REQUIREMENTS

NOTE: CIF provides questions and answers throughout Article 20 as a guide for parent(s)/guardian(s)/caregiver and school personnel to aid them in understanding the intent and application of some of our bylaws. Many situations are unique and not every specific situation can be covered in the language of these bylaws or in every Q & A.

200. CIF STUDENT ELIGIBILITY FOR INTERSCHOLASTIC ATHLETIC COMPETITION

A. PHILOSOPHY: The CIF, as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the CIF Federated Council. CIF Bylaws governing student eligibility are a necessary prerequisite to participation in interscholastic athletics because they:

- (1) Keep the focus on athletic participation as a privilege not a right;
- (2) Reinforce the principle that students attend school to receive an education first; athletic participation is secondary;
- (3) Protect the opportunities to participate for students who meet the established standards;
- (4) Provide a fundamentally fair and equitable framework in which interscholastic athletic competition can take place;
- (5) Provide uniform standards for all schools to follow in maintaining athletic competition;
- (6) Serve as a deterrent to students who transfer schools for athletic reasons and to individuals who

- recruit student-athletes;
 - (7) Serve as a deterrent to students who transfer schools to avoid disciplinary action;
 - (8) Maintain an ethical relationship between high school athletic programs and others who demonstrate an interest in high school athletes;
 - (9) Support the Principles of Pursuing Victory with Honorsm.
- B. The CIF establishes the standards of eligibility to participate in interscholastic athletics to include the following:*
- (1) Philosophy statement (Bylaw 200)
 - (2) Standards of Eligibility (Bylaw 201)
 - (3) Accurate Information (Bylaw 202)
 - (4) Age Requirement (Bylaw 203)
 - (5) Eight (8) Consecutive Semesters Requirement (Bylaw 204)
 - (6) Scholastic Eligibility (Bylaw 205)
 - a. Initial Scholastic Eligibility (Bylaw 205.A.)
 - b. Continuing Scholastic Eligibility (Bylaw 205.B.)
 - c. Summer School Credits [Bylaw 205.B.(3)f.]
 - d. Scholastic Eligibility for Students in Non-Traditional Programs [Bylaw 205.B.(3)g]
 - e. Waiver of the Requirement of Passing 20 Semester Credits of Work (Bylaw 205.C.)
 - (7) Residential Eligibility (Bylaw 206)
 - a. Initial Residential Eligibility (Bylaw 206.A.)
 - b. Continuing Residential Eligibility (Bylaw 206.B.)
 - c. Valid Change of Residence (Bylaw 206.C.)
 - (8) Transfer Eligibility (Bylaw 207)
 - (9) Foreign Exchange Students (Bylaw 208)
 - (10) Discipline, Expulsion and Transfer for Disciplinary Reasons (Bylaw 209)
 - a. Expulsion (Bylaw 209.A.)
 - b. Suspended Expulsion (Bylaw 209.B.)
 - c. Disciplinary Transfer (Bylaw 209.C.)
 - (11) Physical Assault (Bylaw 210)
 - (12) Continuation School Eligibility (Bylaw 211)
 - (13) Amateur Status (Bylaw 212)
 - (14) Hardship Waivers Other Than Transfer (Bylaw 213)
 - (15) Post-Injunction Remedies (Bylaw 214)
 - (16) Intercollegiate Participation (Bylaw 215)
 - (17) Graduates (Bylaw 216)
 - a. Mid-Year/Spring Graduation (Bylaw 216.A.)
 - b. California High School Proficiency Exam (Bylaw 216.B.)

**The CIF recognizes that any student who is ineligible under the rules of another state cannot gain eligibility at a CIF member school until the terms of ineligibility are served.*

201. STANDARDS OF ELIGIBILITY

Only students enrolled in public, charter and private CIF member schools, grades 9-12, and meet all standards of athletic eligibility established by CIF, their respective CIF Section of membership, their respective league, district and school are considered a student in good standing and eligible to compete for their school of enrollment. Students who are enrolled in school programs or member schools whose membership status has been established as a multi-school/campus should also refer to Bylaws 302, 303 and 304 for additional eligibility requirements.

A. Enrollment Standards- See also Bylaws 204, 206, 207 and 209

- (1) **Enrollment standard required for participation: (Bylaws 201 and 205)**
 - a. Students must be enrolled full-time (minimum 20 units) at the school for which they are competing. (See also Bylaws 205.B.(1)a., 216, 303, 304, 503.C. & 503.G.)
 - b. Students will be considered enrolled in a school for purposes of participation in interscholastic athletics (205.B) when they have:
 - (i) Been entered as a full-time student [20 units or equivalent in a non-traditional program-see also Bylaw 205.B.(1)a. and b(i)] in attendance in classes at that

school. OR

- (ii) Participated in a fall sport when the tryouts and/or practices of that team begin before classes at the school begin in the fall. Such a student will be considered to be enrolled during that practice time as long as they have registered for, and are enrolled, as a full-time student for the fall semester of that school year [20 units or equivalent in a non-traditional program; see also Bylaw 205.B.(1)a. and b(i)].

Q: My son was not registered for any classes at any school. He was not attending school anywhere because we had just moved here. He enrolled in classes at the new school (CIF Member School A) two (2) weeks after the first day of this school year. When does his official enrollment begin?

A: Because he was not registered or currently scheduled for classes at any school he is not considered to have been on the attendance roll prior to his official enrollment. Official enrollment would begin on the first day he attended classes at the new school.

Q: My son was registered and scheduled in classes, but due to illness did not begin attending until five (5) days after the school year/term began. When does his official enrollment begin?

A: Because he was registered and scheduled in classes, even though he was not attending those classes, his official enrollment begins the first day that he attended classes at that school.

- c. For eligibility purposes, students cannot have dual enrollment in two (2) different schools at the same time. During the time a student remains enrolled in their current school but has registered for classes at a new school and/or paid a non-refundable registration fee at a new school, the student will be considered to be enrolled in the former school not the new school. Only at such time as the student has withdrawn from or has completed the courses in which they were enrolled at the former school, is no longer enrolled in any way at the former school and has attended classes at their new school, shall that student be considered as being enrolled in the new school for eligibility purposes. This applies to 8th graders matriculating the following school year to 9th grade in a CIF member school.

NOTE: This is not intended to apply to traditional summer school coursework. Summer school is defined as a course of study that begins after the end of the previous school year and ends prior to the beginning of the fall term of the following school year.

Q: My daughter will be transferring to a new school (School B) in the fall. She has registered for classes at that new school, but still remains enrolled in, and completing her coursework at, her current school (School A). For purposes of athletic eligibility, is she enrolled in both schools at this time?

A: Students may not have dual enrollment for eligibility purposes. Students may not have residential eligibility at two (2) different schools at the same time. She is considered enrolled at, and therefore only eligible at, her current school (School A).

- d. Students may not participate in any athletic meeting, practice or competition at a new school in which they have registered for classes and/or paid a non-refundable registration fee until they have been officially withdrawn from their former school, or stopped attending or the regular school year for their former school has concluded. This applies to 8th graders who are matriculating the following school year to a CIF member school.

Q: My daughter will be transferring to a new school (School B) in the fall. She has registered for classes at that new school, but still remains enrolled in and completing her coursework at her current school (School A). Can she practice with her new school team during the current school year since she is registered for classes and will be attending the new school next term/year?

A: No. For eligibility purposes, she is not considered to be enrolled at the new school (School B) since she had not withdrawn from or stopped attending School A and therefore may not participate, practice or compete in any way with their athletic program. If she does, she may be declared to be in violation of Bylaws 207.C.(3) & 510 pre-enrollment contact with the new school (School B) which may jeopardize her athletic eligibility.

- e. Students may not practice with or compete for any CIF member school in which they are not enrolled as a full-time student regardless of the sports offerings, or lack thereof, at the school in which they are enrolled.

(2) **Enrollment standard establishing a semester of attendance**

- a. Once a student attends class and is continuously enrolled for 15 school days in the 9th grade, and/or in any classes taken subsequent to the completion of the 8th grade, at any school or has played in an interscholastic athletic contest, the CIF will count that as the student's first semester of high school eligibility.

Q: Because of family circumstances, we enrolled our daughter in the 9th grade at a school after her completion of the 8th grade. She was unable to attend until a month after school started. Because of this, we waited until the 2nd semester of that year for her to actually start attending classes. When does her eight (8) semesters begin?

A: California Ed Code section 58200 et seq. provides that each person between the ages of six (6) and 18 years is subject to compulsory full-time education unless the person is statutorily exempt. However, if during that first semester, she was not enrolled in any coursework of any kind in any school, was not home schooled and was not taking any kind of courses online through any Independent Study Program or in any other program of coursework, her first semester of high school eligibility would begin at the 2nd semester.

- b. Eight (8) consecutive semesters of eligibility, including and immediately following the first semester as described in (a.) above, are available to the student whether or not the student is enrolled in school, participates in or is eligible for, interscholastic participation. (Bylaw 204)
- (3) **Enrollment standard establishing students as a transfer (Bylaw 207)**
- a. Students shall be considered to be a transfer student when:
 - (i) The student has attended class at their former school (School A) AND/OR
 - (ii) The student has played in an athletic contest for their former school; AND/OR
 - (iii) The student has tried out for or practiced with a team prior to the beginning of the school year for five (5) days or more; AND
 - (iv) That student withdraws from School A or has completed the courses in which they were enrolled in at School A, so that student is no longer enrolled in any way at School A; AND
 - (v) That student enrolls as a full-time student in a new school (School B); THEN that student shall be determined to be enrolled in and having transferred to School B if all conditions of 201.A.(1) above are met.
 - b. Students may not practice with or participate in an interscholastic athletic contest for the new school prior to establishing enrollment in the new school, meeting the enrollment standards contained herein, except if they are transferring at the beginning of the school year and practice for that season of sport begins prior to the first day that classes begin for the new school. Registering for classes and paying a non-refundable registration fee or tuition does not constitute enrollment in the new school for transfer purposes.
 - c. For eligibility purposes, students cannot have dual enrollment in two (2) different schools at the same time. During the time a student is intending to transfer schools, has registered for classes at the new school and/or paid a non-refundable registration fee at the new school, but still remains enrolled in the former school, the student will be considered to be enrolled in the former school. Only at such time as the student has withdrawn from or has completed the courses in which they were enrolled at the former school, and is no longer enrolled in any way at the former school, shall that student be considered as having transferred to the new school. This applies to 8th graders matriculating the following school year to 9th grade in a CIF member school.
 - d. No one associated with the athletic program at the new school may perpetrate any violation of Bylaw 510 or have inappropriate pre-enrollment contact as outlined in Bylaw 207.C or 510 prior to their enrollment in the new school as defined herein.

Q: What if my child is on a "waitlist" to attend School B, but is not accepted until after the school year has begun and began attending School A?

A: The Section may grant an exception, but must have written documentation that the student was placed on the "waitlist" at School B prior to the start of the school year beginning and their attendance at School A. The student will not be eligible for an exemption if they participated in any contests at School A.

- (4) **Enrollment standards for purposes of Bylaw 510 (pre-enrollment contact) (Bylaw 510)**
 - a. General information about athletic programs, physicals, summer activity, camps, etc.

may be distributed to middle school students only by a CIF member school administrator or athletic director.

Q: What may representatives of a senior high school do as far as contact with junior high/middle school students is concerned?

A: Because a graduate of a junior high/middle school may enter any high school in California and may be residentially eligible in accordance with all CIF rules, contact by senior high school representatives is regulated. Individual coaches cannot visit or initiate contact with junior high/middle school students, but it would be permissible for the school administrator or athletic director (not the coach) of a senior high school to visit the junior high/middle school campus for the purpose of informing students of the total athletic program at the senior high school.

However, it is legal on a school day for a high school coach to be part of a total open house and/or school orientation (academics, activities, but not athletics by itself) where a student is part of a general gathering of students on the high school campus and such activity has the approval of the high school and junior high/middle or elementary school principal.

- b. 8th graders who have not graduated from the 8th grade may not participate in any athletic communication(s) conducted by any high school coach that is not part of a school-wide high school presentation until May 1 and only if the student has registered for classes at the CIF member school and, in the case of a private school, also paid a non-refundable registration fee.

Q: What means of communication may coaches use after May 1?

A: Coaches may communicate with 8th grade families via phone, email or letters but must do so in accordance with school/school district/governing board policy.

- c. The student may not practice or compete in any contest at any high school, even if they have registered for classes and/or paid a non-refundable registration fee, until they have graduated from the 8th grade.
- d. Contact between coaches (and others associated with the athletic program) and students or their parents during summer activity conducted by a CIF member school, shall not be considered pre-enrollment contact requiring disclosure, if the student has, previous to that summer, registered for classes at the CIF member school and, in the case of a private school, also paid a non-refundable registration fee and has officially withdrawn from the previous school as long as the contact does not occur prior to the conclusion of the student's former school's year end. Such contact is not required to be disclosed. All other contact not covered in this circumstance between coaches (and others associated with the athletic program) and students or their parents must be disclosed as required in Bylaws 206, 207 and 510.

(Revised April 2018 Federated Council)

(5) **Enrollment of Students in Schools with Multi-School/Campus Agreements**

Enrollment of students in a school with an existing multi-school/campus agreement may be residentially eligible only as provided in Bylaws 302, 303 and 304. (See Related Bylaw 301 – Home Study/Home Schooling)

(Revised April 2016 Federated Council)

202. **ACCURATE INFORMATION**

- A. The CIF requires that all information provided in regard to any aspect of the eligibility of a student must be true, correct, accurate, complete and/or not false or inaccurate.
 - B. Penalty for Providing Incorrect, Inaccurate, Incomplete or False Information
 - (1) If it is discovered that any parent(s)/guardian(s)/caregiver or student has provided incorrect, inaccurate, incomplete or false information in regards to any aspect of eligibility status on behalf of a student, that student is subject to immediate ineligibility for CIF competition at any level in any sport for a period of up to 24 calendar months from the date the determination was made that incorrect, inaccurate, incomplete or false information was provided.
- Falsification of residence information provided to a school or district for enrollment purposes.
- (a) If it is discovered that the enrollment of any student at a NCS member school has been based on a false or fraudulent address; and it is determined that the school or district policies for

enrollment have been violated; and the school or district enrolled the student in good faith having provided a reasonable* process for confirming the accuracy of the residence information provided to them; the student shall become immediately ineligible for competition in any CIF sport at any level at any NCS member school for a period of no less than twelve months and up to twenty four months, from the date of determination. The Section Commissioner will have the authority to reduce any mandated forfeitures.

- (b) If it is discovered that a coach or athletic director of the school had knowledge of, or was involved in, the falsification of the address and subsequent enrollment based on that falsified information at any time prior to the discovery of such violation:
1. The student shall become immediately ineligible for competition in any CIF sport at any level at any NCS member school for a period of no less than twelve months from the date of determination; AND
 2. All team victories prior to the date of determination will be forfeited; AND
 3. Additional more severe sanctions may be applied to that program and the school athletic program at-large, based on the specific circumstances.

*Reasonable: That which is usual and normal procedures for schools and districts to confirm residency status: some examples may include, but not be limited to:

- requests for and receipt of, recommended documents as outlined in CIF Bylaw 206.B.(2)b.(iv);
- home visits;
- interview with parents and students;
- signed affidavit of residence; appropriate caregiver or legal guardianship documents required by school or district, etc.

- (2) If it is discovered that persons associated with the student or the school (coach, teachers, parent(s)/guardian(s)/caregiver, friends, etc.) provided incorrect, inaccurate, incomplete or false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition at any Section member school at any level in any sport for a period of up to 24 calendar months from the determination that incorrect, inaccurate, incomplete or false information was provided whether the student was aware of the fraudulent information or not.

(Revised October 2001 Federated Council)

- (3) Any contests in which a student or students participated based on incorrect, inaccurate, incomplete or false information regarding eligibility status shall be forfeited according to the guidelines set in accord to the rules of the Section.

(4) **Teams**

- a. If it is determined that someone associated with a school (including, but not limited to, a coach) knowingly participates in either providing incorrect, inaccurate, incomplete or false information or using fraud or knowingly allows others to do so, in order for a team to meet qualification standards in any event, that team will be subject to immediate ineligibility for further competition in that sport that season.
- b. Any contest in which that team has participated based on incorrect, inaccurate, incomplete or false information or fraud shall be forfeited according to the guidelines of the Section or the State CIF.

(5) **School Personnel Involvement**

If any school personnel (including but not limited to a coach) knowingly participates in either providing incorrect, inaccurate, incomplete or false information or allowing others to provide incorrect, inaccurate, incomplete or false information in order to gain favorable eligibility status for a student, or team information to meet qualification standards for participation in any contest including playoffs or championships, sanctions may be imposed on the school including but not limited to: probationary status, prohibitions against playoff participation, forfeitures, revoking of CIF or Section membership, etc.

(6) **Assumed Name**

In addition to any sanctions or penalties arising from the provisions above, a student shall become ineligible for CIF competition in their respective sport for competing in CIF competition

under an assumed name.

203. **AGE REQUIREMENT**

A student whose 19th birthday is attained prior to June 15 shall not participate or practice on any team in the following school year. A student whose 19th birthday is on or before June 14 is ineligible. Each Section may waive this provision so long as criteria for such a waiver shall include, but not be limited to, the following:

- A. Such a waiver would not grant more than four (4) years [eight (8) semesters] of eligibility; AND
- B. Such a waiver would not grant more than four (4) years of participation in any sport; AND
- C. That a hardship exists which, in the judgment of the Section, requires a waiver. Hardship is defined in Bylaw 213; AND
- D. A decision to deny such a waiver by the Section Commissioner may be appealed only to the Section and in accordance with the provisions set forth in Bylaw 1101.

204. **EIGHT CONSECUTIVE SEMESTERS REQUIREMENT- See also 201.A.(2)**

A. **Definition of a Semester of Attendance**

Once a student attends a class and is continuously enrolled for 15 school days in the 9th grade, and/or has taken classes subsequent to the completion of the 8th grade, at any school or has played in an interscholastic athletic contest, the CIF will count that as the student's first semester of high school eligibility.

(Revised January 2016 Federated Council)

B. **Eight (8) Consecutive Semester Rule**

A student who first enters the 9th grade of any school following the student's completion of the 8th grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight (8) consecutive semesters following the initial enrollment in the 9th grade of any school and/or in any classes taken subsequent to the completion of the 8th grade, whether or not the student is enrolled in school, whether or not the student is academically or otherwise eligible and whether or not the student avails themselves of the opportunity to participate in interscholastic sports during this time. Eligibility is only available during the student's first eight (8) consecutive semesters of enrollment in high school (grades 9-12).

Q: My daughter suffered a serious knee injury causing her to miss the entire volleyball season in her junior year. May I request a waiver of the limitation of eight consecutive semesters of eligibility?

A: No. An injury is not a reason for granting a waiver of this rule.

C. **Section Waivers**

(1) **Waiving Semester Limitation**

Each Section may, at its discretion, establish rules and procedures for waiving the limitation on eight (8) semesters of eligibility, providing:

- a. The student is required by the student's school principal to return to grade eight (8) from grade nine (9) and the student did not take part in an interscholastic contest while in the 9th grade for the first time; OR
- b. The student, because of mid-year completion of an 8th grade or a mid-year completion of the 9th grade in a junior high school, is required by the student's school principal to repeat a semester of work in order to conform to a school program having annual terms; AND
- c. The student has not taken part in an interscholastic athletic contest while enrolled for the first time in the semester which the student's school principal required the student to repeat.

(2) **Waivers of the Charge of a Semester of Attendance**

- a. Other than C.(1) above, relief under this rule may only be granted when the conditions set forth in Bylaw 204.C.(2)b. below are found to be present. Any other past rationales or basis for relief under this Bylaw are invalidated.

(Approved May 2001 Federated Council)

- b. Each Section may waive the charge of one (1) or more of the eight (8) consecutive semesters of eligibility for athletic competition due to a hardship condition that causes

the student's absence from school or to extend the student's attendance in school beyond eight (8) consecutive semesters, provided:

- (i) That a hardship condition exists that, in the judgment of the Section, warrants a waiver. Hardship is defined in Bylaw 213; AND
 - (ii) The hardship caused the student to remain out of school for more than half of any semester during his/her high school career; OR
 - (iii) The hardship is the direct and sole cause of the student extending his/her attendance beyond eight (8) consecutive semesters even though the student was in attendance for those eight (8) consecutive semesters. Further, the student's extension of his/her attendance beyond eight (8) semesters has no athletic motivation; AND
 - (iv) That the student was eligible under all rules in the semester immediately prior to either his/her absence or the onset of the hardship condition that is the direct and sole cause for extending his/her attendance beyond eight (8) semesters; AND or the student is or was homeless or in foster care, and his/her status as a foster or homeless youth is the sole and direct cause for seeking a waiver of the charge of a semester of attendance and the student meets all other eligibility requirements unrelated to his/her status as a foster or homeless youth; AND
(Revised April 2016 Federated Council)
 - (v) Such a waiver would not grant more than four (4) years of participation in any sport; (See Bylaw 504.K. and 504.L.); AND
 - (vi) Hardship applications may not be submitted prior to the conclusion of the student's 7th semester in high school.
- (3) All other eligibility requirements apply.
- (4) **APPEALS:** A decision to deny such a waiver by the Section Commissioner may be appealed only to the Section and in accordance with the provisions set forth in Bylaw 1101.
NOTE: Failure to satisfy the California High School Exit Exam (CAHSEE), California course requirements (e.g. Algebra I), and/or end of course requirements shall not be considered a hardship.

205. SCHOLASTIC ELIGIBILITY

A. Initial Scholastic Eligibility

To be eligible, any student entering from the 8th grade into a CIF four-year high school, a junior high or a junior high under the provisions of Bylaw 303, must have achieved an un-weighted 2.0 grade-point average, on a 4.0 scale, in enrolled courses at the conclusion of the previous grading period.

Q: What is the definition of an unweighted grade-point average?

A: An unweighted grade-point average is one where no additional grade points are awarded for any courses (advanced placement, honors, etc.)

Q: Are all courses considered equal in the calculation of a grade-point average?

A: No. An A grade in a one-credit class would not be considered equal to an A grade in a five (5)-credit class.

(1) Probationary Period

The governing board of each school district, private school, or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve the above requirement in the previous grading period to remain eligible to participate in interscholastic athletics during a probationary period. The probationary period shall not exceed one semester in length, but may be for a shorter period of time, as determined by the governing board of the school district, private school, or parochial school. A student who does not meet the above requirements during the probationary period shall not be allowed to participate in interscholastic athletics in the subsequent grading period. For the purpose of determining the maximum length of a semester, the measure shall be the maximum number of days comprising a semester as used in that school during the year in question.

Question: What is the eligibility status of a student who repeats the ninth grade in a four year or in a junior high school due to failing grades, to raise low grades, or because the parents feel that the

student is socially immature?
Answer: *If a student repeats the ninth grade, the student will have used up four semesters of opportunity for competition. The student is only permitted eight semesters of competition so that student would therefore be ineligible during the senior year of high school.*

B. Continuing Scholastic Eligibility

(1) Minimum Requirements

A student is scholastically eligible if:

- a. The student achieved an unweighted 2.0 grade-point average, on a 4.0 scale, in enrolled courses at the conclusion of the previous grading period. (See Q&A below in 205.B.(1) e.)
- b. The student is currently enrolled in at least 20 semester credits of work;
 - (i) **Non-Traditional Programs**
In schools where other than traditional semester programs are offered, the principal of each individual school shall be responsible for determining the equivalent of 20 semester credits of work.
 - (ii) **Accelerated Programs**
Students studying on an accelerated program that includes one (1) or more advanced (either high school or college) courses while enrolled in high school may substitute enrollment and passing grades in these courses for one (1) or more required 20 semester credits of work; evaluation of these courses is to be done by the high school principal.
- c. The student was passing in the equivalent of at least 20 semester credits of work at the completion of the most recent grading period;
- d. The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board;
- e. The student has maintained during the previous grading period a minimum unweighted 2.0 grade-point average, on a 4.0 scale, in all enrolled courses.

Q: What is the definition of an unweighted grade-point average?

A: An unweighted grade-point average is one where no additional grade points are awarded for any courses (advanced placement, honors, etc.)

Q: Are all courses considered equal in the calculation of a grade-point average?

A: No. An A grade in a one-credit class would not be considered equal to an A grade in a five (5)-credit class

(2) Probationary Period

The governing board of each school district, private school, or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve educational progress in items d. or e. above in the previous grading period to remain eligible to participate in interscholastic athletics during a probationary period. The probationary period shall not exceed one semester in length, but may be for a shorter period of time as determined by the governing board of the school district, private school, or parochial school. A student who does not achieve educational progress as defined in items d. or e. during the probationary period shall not be allowed to participate in interscholastic athletics in the subsequent grading period. For the purpose of determining the maximum length of a semester, the measure should be the maximum as used in that school.

Question: What is the eligibility status of a student who does not earn a 2.0 GPA at the end of the probationary period?

Answer: The student will be ineligible for further competition and will remain ineligible until a 2.0 GPA is achieved at the end of some subsequent grading period.

Question: Who determines the "Probationary Period" at a school?

Answer: Each school/school district determines the "Probationary Period" for their students following the guidelines above. Schools/districts are not required to have a "Probationary Period" and may limit the number of times a student can be on probation. School and District rules may only be more rigid than State CIF policy.

Question: Student A achieves a 1.83 at the end of the previous year's 2nd semester (4th quarter), achieves a

1.66 GPA at the end of the 1st grading period of the next school year. May the student be placed on school/school district probationary period?

Answer: No, since the student has not satisfactorily met all four standards of academic eligibility under CIF 205.B.(1) the student cannot be placed on probation. Probation is only available to students who at a minimum meet the four academic eligibility standards at a minimum, every other grading period.

Note: The fact that the school/school district have a more rigid policy for the application of the number of times probation can be applied does not mean the school/school district can have a more lenient policy concerning qualifying for probation.

Examples*:

| | 3 rd Quarter GPA | 4 th Quarter GPA | 1 st Quarter GPA | 2 nd Quarter GPA | Eligible for Probation |
|-----------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|
| Student A | 1.83 | 1.83 | 1.66 | 1.83 | No |
| Student B | 2.00 | 1.83 | | | Yes* |
| Student C | 1.83 | 1.66 | 2.33 | 1.66 | Yes* |
| Student D | 2.50 | 1.83 | 1.83 | | No |
| Student E | 2.33 | 2.16 | 1.83 | | Yes* |

*Each School/School District establishes the GPA range that might allow the student to be placed on probation, or may have other policies that limit the number of times probation can be used. Probation can only be used for student who are deficient in their GPA or are not making progress towards graduation.

(3) **Grading Period**

The grading period is that time when all students in a school are graded. If two grades are given at the end of a grading period, scholastic eligibility shall be established per the grade issued for credit.

- a. Schools or Districts or Leagues or Sections must establish an eligibility date following the immediately previous grading period in compliance with their respective CIF Section Policy. This is the date on which all students become eligible and ineligible based on their officially posted grades in the immediately previous grading period.

Note: This day is identified as the “date of determination”.

- b. Grades cannot be changed following the grading period for purposes of addressing any deficiency in an individual student’s scholastic eligibility.
- c. Only grades changed prior to the established eligibility date and changed in accordance with all California State Education Code requirements and approved by the principal may be used for purposes of determining scholastic eligibility.

Question: What if the grading period ends, but the grades themselves will not return from the computer center for two weeks?

Answer: Keep in mind the basic rule that the period of potential eligibility must be exactly equal to the period of potential ineligibility. An ineligible student who has just regained his or her eligibility and an eligible student who has just become ineligible can never be eligible on the same day. If grades are returned from the computer center two weeks after the end of a grading period, it is at that point (when the grades are returned) students become eligible and ineligible for the next grading period. This date is identified as the “date of determination”. Each school sets these dates each year at the beginning of the school year.

d. **Incomplete Grades**

A grade(s) of Incomplete shall not be considered a passing grade under this bylaw unless, by operation of a school grading policy, Incomplete grade shall become a passing letter or (numeric) grade without further achievement or accomplishment by a student, at a certain time. When an Incomplete grade is issued, which does not automatically become a passing grade, as indicated immediately above, such Incomplete grade shall not satisfy the requirement of this bylaw until academic deficiency which gave rise to such Incomplete grade shall have been satisfied and a passing grade has been substituted for the Incomplete grade. Upon such substitution, the substituted grade shall be considered in determining scholastic eligibility as established by evaluation of previous grading period grades and the substituted grade. A scholastically ineligible student may become immediately scholastically eligible upon such evaluation.

- e. **Physical Education Credits**
Credits earned in physical education may count toward the 20 semester credits of work requirement.
- f. **Summer School Credits**
Summer school credits shall be counted toward making up scholastic deficiencies incurred in the grading period (semester) immediately preceding. Summer school courses failed shall not impair an athlete's scholastic eligibility achieved in the semester immediately preceding. A course taken by contract or independent study during the summer must meet the following four criteria:
 - (i) The course(s) must be approved by the local board of trustees as a valid part of the district's school program;
 - (ii) The student receives a passing grade in the courses taken;
 - (iii) The personnel providing the instruction and course supervision are approved by the board of trustees;
 - (iv) The school credit is recorded on student's transcript.
- g. **Scholastic Eligibility for Students in Non-Traditional Programs**
In schools operating on other than the traditional program (i.e., for schools such as those with a modular or flexible scheduling, special programs for the physically-disabled, or continuous progress programs) the principal shall certify on the established eligibility date to the scholastic eligibility of each student based upon satisfactory progress in accordance with the standards defined above. Students may apply college course units to satisfy the 20 semester credits of work requirement and the grade point average requirement. Students who are eligible for differential standards of proficiency pursuant to Section 51412 of the Education Code are covered by that Section.
NOTE: For crediting purposes the grading period closes with the last day of school in the given grading period. In determining eligibility, one grading period does not end until the next one begins.

C. **Summer School Credits**

Summer school credits shall be counted toward making up scholastic deficiencies incurred in the grading period (semester) immediately preceding summer school.

Note: Summer credits may only be counted toward the spring semester. Summer school courses failed shall not impair an athlete's scholastic eligibility achieved in the semester immediately preceding summer school. Credit for summer school courses for the purpose of determining athletic eligibility will be calculated as follows:

1. The grade in a summer school course that is identical or equivalent in title and content to a course taken in the preceding grading period will replace the previous grade and the grade point average will be recalculated using the same number of courses as the divisor. The principal will use the following criteria to determine whether a course is equivalent in title and content to any other course:
 - a. The course meets the same graduation requirement, either course or elective requirement, AND
 - b. The course is substantially the same as the course to be replaced.

Examples:

 - 1) A summer school life science course that meets the same science graduation requirement as biology and covers similar topics could be deemed equivalent to the biology course and thus replace the biology grade.
 - 2) A summer school art course that meets the same fine arts graduation requirement as drama but covers substantially different topics could not be deemed equivalent to the drama course and thus could not replace the drama grade. The art course could be used as a new grade as covered in the next section.
2. The grade in a summer school course that is different in title and content from the courses taken in the preceding grading period will be added and the grade point average will be recalculated using all grades of the previous courses plus the new grade from the summer school course.
Example:

- a. The grade points from a summer school art course that is different from any course the student completed in the previous grading period would be added to the total grade points from the previous grading period. The grade point average would then be recalculated with a new divisor.
- 3. Summer school grades that are recorded as passing (P) grades will be assigned a grade point value equivalent to a “C” grade (2 points on a 4-point scale).
Example:
 - a. A summer school English review course that meets the same Language Arts graduation requirement as a regular English course and covers similar topics could be deemed equivalent to the regular English course. If the summer school program only offers courses as pass/fail, the “P” grade and two grade points for successful completion of the summer school English review course could be used to replace the regular English course grade and grade points earned in the previous grading period.
- 4. A course taken by contract or independent study during the summer must meet the following four criteria:
 - (1) The course(s) must be approved by the local board of trustees as a valid part of the district’s school program;
 - (2) The student receives a passing grade in the courses taken;
 - (3) The personnel providing the instruction and course supervision are approved by the board of trustees;
 - (4) The school credit is recorded on student’s transcript.

NOTE: Summer is defined as beginning the day after the end of the previous spring grading period and ending on the day prior to the first student day of the following fall grading period.

D. Grade Point Averages for Athletic Eligibility

For the purpose of athletic eligibility, all student grade point averages are compiled on a 4.0 scale. There are no provisions for granting bonus grade points for honors, advanced placement or college classes.

Note: This bylaw is based on the State Education Code 35160.5.

Question: May a school have its own scholastic requirements for participation if such requirements do not conflict with the CIF of NCS regulations?
Answer: Schools/school boards may make special scholastic rules regarding athletics provided they are not more lenient than the minimum requirements of the CIF or NCS.

E. Accelerated Academic Program

Students studying on an accelerated program that includes one or more advanced (either high school or college) courses while enrolled in high school may substitute passing grades in these courses for one or more required semester units; evaluation of these courses is to be done by the high school principal.

F. Equivalence of 20 Semester Periods

In schools where other than the traditional semester programs are offered, the principal of each individual school shall be responsible for determining the equivalent of 20 semester periods. **NOTE:** Requirements applicable to requests for a hardship waiver.

G. Scholastic Eligibility for Students in Non-Traditional Programs

In schools operating on other than the traditional program (i.e., for schools such as those with a modular or flexible scheduling, special programs for the physically-disabled, or continuous progress programs) the principal shall certify as to the scholastic eligibility of each student based upon satisfactory progress in accordance with the standards defined above. Students may apply college course units to satisfy the 20 semester credits of work requirement and the grade point average requirement. Students who are eligible for differential standards of proficiency pursuant to Section 51412 of the Education Code are covered by that Section. These students are still required to achieve a 2.0 grade point average.)

NOTE: For crediting purposes the grading period closes with the last day of school in the given grading period. In determining eligibility, one grading period does not end until the next one begins.

H. Correspondence courses

- 1. When the student enrolls in a correspondence course, the principal of the school shall determine if the student meets the requirements of being currently enrolled in at least 20 semester periods of work as required in Bylaw 205.B.

2. The principal shall determine if the student's enrollment in a correspondence course(s) meets the requirements of enrollment in the school.

I. **Waiver of the Requirement of Passing 20 Semester Credits of Work**

Each Section may waive the requirement of passing in 20 semester credits of work during the regular school grading period immediately preceding that of competition, PROVIDED:

- (1) Serious illness, injury, or attendance in special schools (as referenced in Education Code Sections 59000 et seq. and 59100 et seq.) prevents the student from meeting one or more of these requirements; OR
 - (2) The student has been traveling abroad with the consent of the student's parent(s)/guardian(s)/caregiver and circumstances prevented further school attendance; OR
 - (3) The student is returning from an American abroad school attendance program; OR
 - (4) The student is returning from school attendance abroad because of a valid change of residency by the student's parent(s)/guardian(s)/caregiver; OR
 - (5) The student is required to remain out of a U.S. school because of exceptional hardship, (See Bylaw 214 for definition of hardship); AND
 - (6) That the student was eligible under all rules in the semester immediately prior to his/her absence; AND
 - (7) All other rules such as age and number of seasons of sport shall apply.
- A decision to deny such a waiver by the Section Commissioner may be appealed only to the Section and in accordance with the provisions set forth in Bylaw 1101.

206. **RESIDENTIAL ELIGIBILITY**

A. **Initial Residential Eligibility**

A student has residential eligibility upon initial enrollment in: (See also Bylaw 201.A. for definition of enrollment)

- (1) The 9th grade of any CIF high school, a CIF junior high school, or a junior high school under provisions of Bylaw 303; OR
- (2) The 10th grade of any CIF high school from 9th grade of a junior high school in the United States.

Question: Where may a graduate of the eighth grade of an elementary school attend high school, and be eligible for athletic competition?

Answer: The student may (as far as NCS eligibility rules are concerned) attend any high school in the NCS and be immediately eligible for athletic competition.

Question: What may eighth graders do with relation to being involved in practice sessions with a high school before the close of the school year?

Answer: Eighth graders may practice, view practice or compete as potential high school students once they have graduated from the eighth grade, and after the high school year has ended, and beyond the last CIF athletic event of the year, usually boys' golf. Until these conditions are all met the student may only attend open gyms.

B. **Continuing Residential Eligibility – See also Bylaw 201.A.**

A student retains residential eligibility as long as he/she is continuously enrolled in the CIF-member high school in which the student initially enrolled;

C. **Valid Change of Residence**

Note: Transfer students are initially ineligible. Transfer paperwork must be completed, submitted to the enrolling school, processed, forwarded to the appropriate section office and approved prior to participation in any scrimmage or contest. For students who have transferred schools making a valid change of address complete the CIF 206 Transfer Waiver Form. Transfer paperwork may not be processed by the enrolling or former school between June 1st and July 31st of each calendar year.

A student may be determined to be residentially eligible when a student, whose parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility at the prior school (School A), completes a valid change of residence as described herein when the following conditions are met:

- (1) A valid change of residence must be made FROM a residence located in the public high school attendance area, (School A's attendance area) even if the student is not currently attending nor ever has attended the school in which attendance area they reside, TO another public high school's attendance area. (School B's attendance area).
- (2) School A may be a CIF-member school or a non-CIF-member school or may be a school located outside of the United States.

(3) **Definition of a Valid Change of Residence**

A valid residence is defined as the location where the student's parent(s)/guardian(s)/caregiver (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location as a residence. A valid change of residence for eligibility purposes requires the former residence to have been vacated by the entire family for use as its residence. For athletic eligibility purposes, a student (with the student's parent(s)/guardian(s)/caregiver with whom residential eligibility has been established) may only have one primary valid residence at one time.

(4) **Determination of What Constitutes a Valid Change of Residence**

Determination of what constitutes a valid change of residence depends upon the facts in each case. In determining that a valid change of residence occurred, the following facts must exist:

- a. The original residence must be abandoned as a residence by the immediate family. The new school is responsible for validating this fact; AND
- b. The student's entire immediate family must make the change of primary residence and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain more than one primary residence; AND
- c. The change of primary residence must be genuine, without fraud or deceit and with permanent intent; AND

NOTE: A student whose family makes a CIF defined valid change of residence into a new school's attendance area (See d. below) may be residentially eligible for varsity competition upon receipt and recording of a CIF Form 206 (please use respective CIF Section eligibility process) by the CIF Section of the student's new school. A subsequent move into a different school boundary by the family (or other family members) during the next 12 calendar months will result in the student being declared ineligible until cleared for competition by the Section Commissioner.

- d. A request for transfer eligibility based on a valid change of residence by the student's entire immediate family must be supported by documentation. Documentation may be cumulative and no single document or any combination of documents listed below will be considered as definitive that a valid change of residence occurred. The documents must support a finding by the Section that a valid change of residence by the student's entire immediate family occurred prior to participation at the new school; that the previous residence was vacated as required above in paragraphs a., b. and c. and that the family no longer has the use and enjoyment of that former residence. The Section Commissioner and school may request additional documents they deem necessary to establish that a valid change of residence occurred as defined above. Evidence may include:

- Property tax receipts;
- Bank account statements;
- Credit card statements

The Section Commissioner and/or school have the discretion to request additional documents that he/she deems necessary to confirm a change in residency. Examples may include:

- Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);
- Court documents indicating a change of residence;
- Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver;

- Operative telephone and utility service at the student's new residence and terminated at the former residence;
- Utility service receipts;
- Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television, and garbage collection;
- Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;
- Proof of transfer of the parent(s)/guardian(s)/caregiver and age-appropriate student's motor vehicle registration;
- Proof of changed address on the parent(s)/guardian(s)/caregiver and age-appropriate student driver's license;
- Voter registration listing the new address;
- Proof of entering a long-term lease; (minimum of 12 calendar months)
- Rent payment receipts;
- Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver.

The Section Commissioner and/or school have the discretion to request additional documents that he/she deems necessary to confirm a change of residency.

(5) **Change in School Enrollment Made in Anticipation of a Valid Change of Residence**

If a student transfers to a high school in advance of the anticipated change of residence by the student's parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility, the student shall become eligible when the parent(s)/guardian(s)/caregiver actually complete a valid change of residence to that school's attendance area.

(6) **Choice of Schools after a Valid Change of Residence:**

A student choosing a school after making a valid change of residence in accordance with CIF's definition of valid change of residence has a choice for residential eligibility as follows:

- a. **Remaining at the same School:** Continued attendance at the previous school (School A) maintains residential eligibility at School A as long as the student has remained enrolled in the same school under a district/school approved enrollment process (i.e., inter or intra or senior privilege etc. district/school program); OR
- b. **Changing Schools:** A student must make a valid change of residence out of the public school (School A) attendance area in which their former family residence was located and into another public school's attendance area (School B) (this is true even if the student was not attending public school A but was enrolled in a private school or a charter school). Changing schools following such a valid change of residence will result in full residential eligibility if the following conditions are met:
 - (i) Student enrolls, attends, and/or is carried on the attendance roll at the new public school (School B) into whose attendance area the family moved, or another public school in accordance with the district(s) policies or a private school or a charter school; AND
 - (ii) The student changes schools immediately following the family valid change of residence or no later than the beginning of the next school year following that family move; AND
 - (iii) The new school verifies the family valid change of residence of the family; AND
 - (iv) A CIF Form (please use local CIF Section process) documenting the new school's verification of the family's valid change of residence is completed by the new school and family and received by the CIF Section within 30 days of the valid change of residence and recorded by the respective CIF Section.

(7) **Valid Change of Residence after a Discipline Situation**

Such a student will not be granted residential eligibility except as outlined in Bylaw 209 if the student is changing residence and schools, voluntarily or if compelled by the former school or district, as a result of a disciplinary situation at the previous school.

(8) **Pre-Enrollment Contact:**

Such a student will not be granted residential eligibility until the Pre-Enrollment Contact Affidavit with the CIF Form (please use local CIF Section process) is completed by the family and school, received and recorded by the CIF Section, verifying there is no evidence of the use of undue influence (recruiting) by anyone associated with either school in order to procure the student's enrollment in the new school. [See also (10) below and Bylaw 510]

(9) **Same Sport at Two Different Schools**

No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence. In the event of a change of schools due to a valid change of residence, a student will be allowed to participate in the same sport at two different schools not to exceed, in total, the maximum number of contests in that sport as established by the CIF and/or the CIF Section.

(10) **Athletically-Motivated Valid Change of Residence**

If a student completes a valid change of residence as provided in Bylaw 206.C.(1-5), a student may not be eligible to participate at any level if there is evidence the move was athletically motivated or the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 200; 510.B.-G.)

Q: What is meant by an athletically motivated move or transfer?

A: Based on the CIF philosophy that students attend school to receive an education first; athletic participation is secondary [Bylaw 200.A.(2)], individual Section Offices may limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at School B. Such evidence of an athletically motivated move may include, but is not limited to:

- Transferring to a School after Participating on a Non-School Athletic Team, Camp or Clinic Associated with the School [Bylaw 510.E.(1)]
- Transferring to a School Where a Former High School Coach Has Relocated [Bylaw 510.E.(2)]
- A demonstrated move or transfer that is prompted by association with club programs or outside agencies that use the facilities of the new school.
- Evidence that multiple students have transferred or changed schools to participate in a particular sports program at one (1) school.

(Revised April 2017 Federated Council)

207. **TRANSFER ELIGIBILITY**

A. **Determination of Transfer Student Status-Standards of Enrollment - See also 201.A. (3)**

(1) A student shall be considered to be a transfer student when:

- a. The student has attended class at their former school (School A); AND/OR
(Revised April 2016 Federated Council)
- b. The student has played in an athletic contest for their former school; AND/OR
- c. The student has tried out for or practiced with a team prior to the beginning of the school year for five (5) days or more; AND
- d. That student withdraws from School A or has completed the courses in which they were enrolled in at School A, so that student is no longer enrolled in any way at School A; AND
- e. That student enrolls as a full-time student in a new school (School B).

THEN that student shall be determined to be enrolled in and having transferred to School B if all conditions of 201.A.(1) are met.

(2) Students may not practice with or participate in an interscholastic athletic contest for the new school prior to establishing enrollment in the new school meeting these enrollment standards except if they are transferring at the beginning of the school year and practice for that season of sport begins prior to the first day that school and classes begin. These conditions must be met even if prior to this such a student has registered for classes and/or paid a non-refundable registration fee to the new school.

- a. For eligibility purposes, students cannot have dual enrollment in two different schools at the same time. During the time a student is intending to transfer schools, has registered for classes at the new school and/or paid a non-refundable registration fee at the new school, but still remains enrolled in the former school, the student will be considered to be enrolled in the former school. Only at such time as the student has withdrawn from or

has completed the courses in which they were enrolled at the former school and is no longer enrolled in any way at the former school, shall that student be considered as having transferred to the new school. This applies to 8th graders matriculating the following school year to 9th grade in a CIF member school.

- (3) No one associated with the athletic program at the new school may perpetrate any violation of Bylaw 510 or have inappropriate pre-enrollment contact as outlined in Bylaw 207.C or 510 prior to their enrollment in the new school as defined above. [See also Bylaw 201.A (4)]

Q: What is meant by an athletically motivated move or transfer?

A: Based on the CIF philosophy that students attend school to receive an education first; athletic participation is secondary [Bylaw 200.A.(2)], individual Section Offices may limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at School B. Such evidence of an athletically motivated move may include, but is not limited to:

- Transferring to a School after Participating on a Non-School Athletic Team, Camp or Clinic Associated with the School [Bylaw 510.E.(1)]
- Transferring to a School Where a Former High School Coach Has Relocated [Bylaw 510.E.(2)]
 - A demonstrated move or transfer that is prompted by association with club programs or outside agencies that use the facilities of the new school.
 - Evidence that multiple students have transferred or changed schools to participate in a particular sports program at one (1) school.

(Revised April 2017 Federated Council)

B. **CIF Transfer Rule**

All students transferring at any time during their enrollment in high school to a CIF member school after their initial enrollment in the 9th grade in any school (referred to as Former School or School A) shall have their eligibility determination made in compliance with the following 207.B. bylaws except:

- Those making a valid change of residence (Bylaw 206); OR
- Those transferring to or from a CIF member school under the auspices of a CIF-approved foreign exchange program (Bylaw 208); OR
- Those transferring as a result of discipline (Bylaw 209).

NOTES:

Emancipated Minors: This bylaw also applies to students 18 years of age or older and emancipated minors.

Every Student Succeeds Act: Students transferring to another school under any provision of the federal legislation “Every Student Succeeds Act” are not residentially eligible at their new school. However, a student may become eligible under the provisions of the appropriate CIF Section and CIF State Constitution and Bylaws. (The Elementary Secondary Education Act (Pub.L. 114–95) also known as Every Student Succeeds Act or ESSA, was signed into law on December 10, 2015 by President Obama.)

Boarding School: A high school student who transfers to or from the status of a full-time resident at a 24-hour boarding school shall be subject to all provisions of Bylaw 207 with the exception of those making a valid change of residence (Bylaw 206).

Q: Is a boarding school student eligible to apply for the Sit Out Period?

A: Yes, assuming the student meets all provisions of 207.B.(5).b.

(Approved April 2018 Federated Council)

(1) **Mandatory Applications for Eligibility Determination**

All such transfer students addressed in 207 must complete the respective CIF Section-required Application process. The process is completed by the enrolling school using CIF Home and submitted to the CIF Section for eligibility determination which the CIF Section Commissioner shall render in writing within twenty (20) business days of receipt unless a shorter timeframe has been so designated. No transfer student is eligible to compete for their new school of enrollment until a determination has been made by their respective CIF Section. (See also Bylaws 501, 510 and 700.)

(Revised January 2016 Federated Council)

(2) **Pre-Enrollment Disclosure Requirements**

[Please see also Bylaws 201.A.(1) & (4) and 510]

Any and all pre-enrollment contact of any kind whatsoever with a student must be disclosed by the student, parent(s)/guardian(s)/caregiver, and the schools involved to their respective CIF Section office on a completed CIF Pre-Enrollment Contact Affidavit [Parent-Student Certification Form]. Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school per Bylaws 201.A.(1) & (4).

(3) **Transfers to a CIF Member School (described as New School or School B) From Schools (described as Former School or School A) Located in the United States, a U.S. Territory, Canada or a U.S. Military Base (referred herein as Domestic Transfers)**

Such transfer students who meet all other requirements for eligibility outlined in Bylaws will be granted unlimited residential eligibility in all sports at all levels at the new school except:

- a. In any sport(s) in which the transfer student has competed at any level at the former school(s), or was part of an academy program which competed against a high school or non-school organization during that season of sport, in the 12 calendar months immediately preceding their transfer to the new school, the student will be limited to sub-varsity (limited) eligibility in those sports;
- b. No student shall be eligible to participate in the same sport at two (2) different schools in the same school year;
- c. If the transfer is determined to be athletically motivated. Athletically motivated transfers may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons and cause the student to be ineligible for participation in those sports in which the student participated at the former school as outlined in Bylaws 510 and 207.C.;
- d. The transfer is not determined to be based upon a disciplinary situation (See CIF Bylaw 209);
- e. The student meets all other provisions of all CIF Bylaws.

The student shall have unlimited residential eligibility for all sports at all levels under Bylaw 207 after having been enrolled for 12 calendar months from the date of transfer to the new school or in the case where the student returns to the previous school of eligibility as stated below:

When a student eligible in School A transfers to School B or any subsequent school and is residentially not eligible, the student may return to School A and shall be determined to be residentially eligible for unlimited participation in interscholastic sports provided the student did not participate in an interscholastic athletic contest while at School B or any subsequent school.

(Approved April 2018 Federated Council)

NOTE #1: Refer to (5) below for applications for transfer eligibility limitations determinations and exceptions.

NOTE #2: For purposes of this bylaw, an “academy” is defined as a non-school organization located in or outside the State of California that consists of a sports development and/or training program, consisting of athletic team(s) that compete against other high school or non-school organization athletic programs.

(Approved Federated Council April 2023)

(4) **International Transfers Not in a CIF-Approved Foreign Exchange Program**

Students who transfer to a CIF Member school (described as New School or School B) from:

- a. Any school (described as Former School or School A) which is located outside of the United States, a U.S. Territory, U. S. Military Base or Canada; AND
- b. Who are not enrolled in the CIF member school under the auspices of a CIF-approved foreign exchange program; AND
- c. Who meet all other requirements for eligibility in the CIF and Section bylaws.

THEN they may be granted unlimited residential eligibility in all sports at all levels at the new school except:

- i. In any sport(s) in which the transfer student has competed at any level for a club or school team, in the 12 calendar months immediately preceding their transfer to the new school. The student will be limited to sub-varsity (limited) eligibility in those sports. For the purpose of this Bylaw, any and all organized sports programs (e.g. youth teams, community teams, club teams, national teams at any level or individualized instruction for competition in development schools or programs) in which the international student competed on, or participated within the last 12 months, will be considered by the CIF in determining whether the student participated in the equivalent of interscholastic competition.
- ii. No student who has participated with a club or school team as described in (i), shall be eligible to participate in the same sport at the CIF member school within the same 12-month period (See also Bylaw 504.L.).
- iii. If the transfer is determined to be athletically motivated. Athletically motivated transfers may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons and cause the student to be ineligible for participation in those sports in which the student participated at the former school. (See also Bylaw 510)
- iv. International students who are not participating in a CIF approved foreign exchange program are not eligible for the Sit-Out Provision.

The student may be granted unlimited residential eligibility for all sports at all levels under Bylaw 207 after having been enrolled for 12 calendar months from the date of transfer to the new school.

In Addition, Such International Transfers Must:

- d. Possess a valid visa, allowing them to attend school, issued by the U.S. Immigration and Naturalization Service or be a U.S. citizen who has been attending the equivalent of a United States high school secondary educational program outside of the United States; AND
- e. Provide to the principal of the school he/she attends an official un-translated transcript and a transcript that is translated into English, by an agency acceptable to the Section from the National Association of Credential Evaluation Service (NACES) membership, which indicates work taken in all grades in which the student was enrolled; the grade level equivalent in the United States as if the international student had completed all courses attempted satisfactorily; and the California grade-point average equivalent; AND
- f. If required, the international transfer student must pay tuition to the school/school district he/she attends as prescribed in Education Code Section 48052 et seq.; AND
- g. Be subject to the maximum of eight (8) consecutive semesters Bylaw 204; AND
- h. Be subject to the age requirement Bylaw 203; AND
- i. Not have graduated from high school. If they should have graduated, or have completed the equivalent coursework for graduation from high school/secondary school, the student is ineligible to participate in CIF competition; AND
- j. Not have the school's coaching staff, paid or voluntary, serve as the resident family for the international transfer student.

NOTE: CIF Sections may require individual students to have their school records/transcripts from the school from which they are transferring evaluated by an outside agency at the students or school expense.

(Revised April 2018 Federated Council)

(5) Applications for Transfer Eligibility Limitations, Determinations and Exceptions

The CIF recognizes that, in certain circumstances, students may transfer from one school to another due to a compelling hardship need or situation that is beyond a student's or their family's control. In response to such cases, the CIF allows for the CIF Section to make an exception to the limited eligibility status whenever they transfer and the case meets one of the hardship circumstances outlined in Bylaw 207.B.(5)c.(viii). The first time a student transfers in high school, they may utilize the Sit Out Period exception covered in Bylaw 207.B.(5)b. below if they meet all of the conditions required. Any student whose transfer circumstances do not meet the

conditions required by these two options, will have their residential eligibility determined in compliance with 207.B.(5)a. as long as they meet the conditions required in that Bylaw.

a. **Limited Eligibility Applications**

Any student who submits a limited eligibility application to their respective CIF Section may be made eligible to play at the sub-varsity level in any sports in which they have participated at any previous school in the 12 months prior to this transfer under the following conditions:

- (i) The student was academically eligible at the time of transfer from the former school. Students who are academically ineligible at their previous school will not be eligible to compete at their new school until the requirements in Bylaw 205 are met and the new school has completed a grading period to verify that the student has met the CIF and school district academic eligibility requirements. A student cannot gain academic probation at the new school to fulfill this requirement if not available at prior school; AND
- (ii) The principal of the former school attests in writing that the move was not made in violation of Bylaw 510; AND
- (iii) The student is not transferring either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C. (1); AND
- (iv) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach, with whom they have been associated, is coaching per Bylaw 207.C.(4) or (5); AND
- (v) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
- (vi) A completed 207/510 Limited Transfer Application is received by the respective CIF Section office and has been processed and approved; AND
- (vii) The student who is approved by their respective CIF Section office and competes in a contest at the sub-varsity level following such approval and before the Sit Out Period (SOP) dates described in B.(5)b.(ix) below, is ineligible for and may not compete at the varsity level in that sport for the remainder of that school year. This applies through the end of any Section, Regional or State championship finals in that sport; AND
- (viii) The student has not been determined by their respective CIF/Section Office or the CIF to have made a transfer or change in schools in violation of Bylaw 510.

b. **Varsity Eligibility Applications (Non-Hardship Sit Out Period)**

Any student who transfers for the first time since their initial enrollment in the 9th grade in any school, or if the first transfer of schools for this student was granted due to an approved CIF hardship [see 207.B.(5).c], or a valid change of residence and whose circumstances causing the transfer do not meet any of the Hardship Exceptions outlined in c.(viii) below, may become eligible for varsity competition for the sport(s) in which they competed in the last 12 months at the former school or any other school, upon submission, review and approval by their respective CIF Section under the following provisions:

- (i) This is the student's first transfer since they first enrolled anywhere in the 9th grade or had their first transfer determined to be a CIF hardship circumstance [207.B.(5).c.]; or a valid change of residence AND
- (ii) The student was academically eligible at the time of transfer from the former school; AND
- (iii) The principal of the former school attests in writing that the move was not made in violation of Bylaw 510; AND
- (iv) The student is not transferring either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the

- former school as defined in Bylaw 209.C. (1); AND
- (v) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach with whom they have been associated is coaching, per Bylaw 207.C.(4) or (5); AND
 - (vi) The student has not been determined by their respective CIF/Section Office or the CIF to have made a transfer or change in schools in violation of Bylaw 510; AND
 - (vii) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
 - (viii) The student has not competed at the new school at the sub-varsity level in that sport following the transfer during the current school year; AND
 - (ix) The student shall remain out of any competition at any level in each sport in which they competed in the last 12 months at the former school or any other school in accordance with the following Sit Out Periods (SOP) [Bylaw 207.B.(3).]:
 - The Sit Out Period will be 50% of the total number days in that particular season of sport. The number of days in a season is determined by each Section in accordance with their first allowable competition date through the final regular season competition date. If total number of days in a season is an odd number, then the Sit Out Period would be 50% plus one additional day.
(Revised October 2017 Federated Council)
 - The student who transfers to a school after School B's first contest will have an SOP equivalent in calendar days to the SOP of all other students who transferred before the season started. The respective CIF Section Office will provide the actual date once the proper forms are received, reviewed and approved.

Q: My son was denied the Sit-Out Period. May we appeal this ruling?

A: No.

Q. How is the SOP determined for a Traditional Competitive Cheer transfer?

A. Because the CIF recognizes Traditional Competitive Cheer programs in each of the three (3) seasons of CIF competition, transfers seeking the SOP for Traditional Competitive Cheer will work directly with their Section office on a case by case situation.

c. **Unlimited Eligibility Applications**

Exceptions to the determination of limited eligibility under 207.B. (application for unlimited residential eligibility in all sports) may be applied for by the new school [CIF Home Hardship Form] on behalf of the student. Consideration for unlimited residential eligibility will be given by the respective CIF Section upon review of the application only under the following provisions.

- (i) The student was scholastically eligible at the time of transfer from the former school. Students who are scholastically ineligible at their previous school will not be eligible to compete at their new school until the requirements in Bylaw 205 are met and the new school has completed a grading period to verify that the student has met the CIF and school district scholastic eligibility requirements. A student cannot gain academic probation at the new school to fulfill this requirement if not available at prior school; AND
- (ii) The student is NOT transferring, either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C.(1); AND
- (iii) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach, with

whom they have been associated, is coaching per Bylaw 207.C.(4) or (5) & 510.E; AND

- (iv) The student has not been determined by their respective CIF/Section Office or the CIF to have made a transfer or change in schools in violation of Bylaw 510 AND
- (v) The student has not competed at the new school at the sub-varsity level in that sport at any time following the transfer to the new school; students who chose to play at the sub-varsity level under the provisions outlined in (5)a. (Limited Eligibility Applications) above may not subsequently be granted unlimited eligibility for that same sport during the same season at the new school; AND
- (vi) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
- (vii) A completed CIF Home Hardship Waiver Form (please use local CIF Section waiver process) and documentation required by the CIF Section is received by the respective CIF Section office and has been processed, reviewed and approved; AND
- (viii) One of the following hardship circumstances is documented to the satisfaction of the respective CIF Section:
 - (a) **Court-Ordered Transfers**
Unlimited eligibility may be granted by the CIF Section in which the student's new school is located in cases where a student is residentially placed from one (1) school attendance area to the attendance area of the new school by a court order or a child protection order and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the CIF application (please contact the athletic administrator responsible for completion of the CIF Home Hardship Form) and sufficient documentation (including but not limited to a copy of the court order) to satisfy that CIF Section Commissioner that the circumstances meet this criteria. The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the CIF Section.
 - (b) **Children of Divorced Parents**
Unlimited eligibility may be granted by the CIF Section in which the student's new school is located when a student changes residence from one (1) parent's domicile to the other parent's domicile as a result of a court-ordered custody change, or court ordered or approved joint custody agreements and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the CIF application (please contact the athletic administrator responsible for completion of the CIF Home Hardship Form) and sufficient documentation (including but not limited to a copy of the divorce papers and custody agreements) to satisfy that CIF Section Commissioner that the circumstances meet this criteria. The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the CIF Section.
 - (c) **Individual Student Safety Incidents**
Unlimited eligibility may be granted by the CIF Section in which the student's new school is located when a student is transferring as a result of a specific, documented safety incident in which the student was involved and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt

of the CIF application (please contact the athletic administrator responsible for completion of the CIF Home Hardship Form) and sufficient documentation is submitted to satisfy that CIF Section Commissioner that the circumstances meet this criteria. Required documentation may include, but is not limited to, administrative records and documentation from the former school about the specific safety incident that occurred at the former school and/or police records (if any). The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the CIF Section.

(d) **Discontinued Program**

When the former school, in which a student has been enrolled, discontinues a particular program in which the student had previously been enrolled or participated, and that student transfers to another school because of these circumstances, the student shall be determined to be residentially eligible for unlimited participation in the new school provided that new school offers a continuation of that same program and the student can show documentation that they were enrolled in or participated in that program at the former school and are currently enrolled or participating in that same program at the new school.

(e) **Foster Children or Homeless Children**

A student who: (1) is under the court-ordered supervision of the California Foster Care System who has changed residences pursuant to a court order and as a result, has transferred schools, OR (2) is homeless as defined by 42 U.S.C. § 11302; shall be determined to be residentially eligible for unlimited participation in interscholastic athletics provided all other CIF rules and regulations are met. Under circumstance (1), a change of residence ordered by a social worker of the California Foster Care System shall be acceptable, provided all other CIF rules and regulations are met. Under circumstance (2), a determination by a Local Education Agency that the student meets the definition of homeless shall be acceptable, provided all other CIF rules and regulations are met. A subsequent transfer of schools by a homeless student while continuing to reside in the same residence/locale where the LEA declared the student "homeless" is subject to the transfer provisions of Bylaw 207. Section Commissioners shall render eligibility determinations for foster children and homeless children within fifteen (15) business days of receipt.

(Revised January 2016 Federated Council)

(f) **Military Service**

A student shall be determined to be residentially eligible for unlimited participation interscholastic athletics when returning from military service provided:

- The student was eligible when the student entered into the Armed Forces; AND
- The student enrolls in the same school which the student attended before leaving for the service, or enrolls in the school in the district in which the student's parent(s)/guardian(s)/caregiver reside; AND
- The student enrolls in the school no later than the succeeding semester after being discharged; AND
- Provided student did not receive a dishonorable discharge; AND
- The student is fully eligible under all other rules of the CIF.

(g) **Married Status**

A student who marries and lives with the student's spouse shall be

determined to be residentially eligible for unlimited participation in interscholastic athletics in the school in the attendance area in which the student and their spouse resides.

(h) **Board of Education Ruling**

A student, or group of students, who transfer as a direct result of a ruling by the Board of Education of a school district that has two or more high schools and which mandates a change of school attendance boundaries shall be determined to be residentially eligible for unlimited participation in interscholastic athletics in the school in the attendance area in which the student(s) are required to attend, provided the Board of Education Ruling is not a result of a disciplinary situation.

d. **Appeals**

All eligibility determinations made by the respective CIF Section office under the provisions of 207.B.(5)c. are final as all of these hardship circumstances are factual in nature and can be documented. Students whose eligibility determinations are made because they do not meet one (1) of the criteria outlined below in 207.C. or in 510 may appeal that portion of their eligibility determination in accordance with Bylaw 1100. Students may appeal a determination by their respective CIF Section if they have been found to not meet the following criteria:

(i) 207.B.(5)a.(iv) or b.(v) or c.(iii)

(Revised April 2017 Federated Council)

C. **Pre-Enrollment Communication or Contact (Domestic and International Transfers)**

A student who transfers from School A to School B, as described in Bylaws 207.A. and 207.B. above, shall not be eligible for interscholastic athletics at School B until application under the appropriate CIF Section procedures is completed, including the following:

(1) **Mandatory Parent/Student Certification**

[Please see also Bylaws 201.A.(1) & (4), 207.B.(2) and 510]

Any and all pre-enrollment contact of any kind whatsoever with a student must be disclosed by the student, parent(s)/ guardian(s)/caregiver, and the schools involved to their respective CIF Section office on a completed CIF Pre-Enrollment Contact Affidavit [Parent-Student Certification Form]. Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school per Bylaws 201.A.(1) and (4).

(2) **Mandatory Former School Certification**

The principal and athletic director of School A shall attest that to the best of their knowledge they have no credible evidence* of any person: who is connected with the athletic department of School B; who is part of the booster club of School B; or who is acting on their behalf, having communication, directly or indirectly, through intermediaries or otherwise, with the transfer student, student's parent(s)/guardian(s)/caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process.

Definition of Credible Evidence

*Credible evidence is considered as evidence which proceeds from a trustworthy source; evidence which is so natural, reasonable and probable as to make it easy to believe; information which is obtained from authentic sources or from the statements of persons who are not only trustworthy, but also informed as to the particular matter; that which is not mere speculation, or rumor.

(3) **Mandatory New School Certification**

The principal, athletic director and head coach of School B shall certify that to the best of their knowledge, no person: who is connected with the athletic department of School B; who is part of the booster club of School B; or who is acting on their behalf, has had communication, directly or indirectly, through intermediaries or otherwise, with the transfer student, student's

parent(s)/guardian(s)/caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process.

(4) **Club Coach Association with new School (student transfers to a new school which a coach from the student's non-CIF sports participation experience is associated)**

The transfer of a student from his or her current school of attendance with or without a valid change of residence (Bylaw 206) to any CIF member high school where the student participated, during the previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.) that is associated with the new school in the sports previously participated in shall be considered prima facie evidence (sufficient evidence) of undue influence/recruiting by the school to which the student transfers. Such transfer may be considered prima facie evidence (sufficient evidence) that the student enrolled in that school in whole or part for athletic reasons. A team associated with the school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated** with, that school and/or on which the majority of the members of the team (Participants in practice and/or competition) are students who attend that school. When a prima facie case (sufficient evidence) of undue influencing/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coach referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

Definition of Persons Associated With School

**Defined as: Persons associated with a school include, but are not limited to; current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.

(5) **Relocation of Former High School Coach (Domestic and International Transfers)**

A student at any grade level who transfers to a new school within one calendar year of the relocation of his/her former high school coach to that school with or without a corresponding valid change in residence shall be considered prima facie evidence (sufficient evidence) of undue influence/recruiting by the school to which the student transfers or may be considered prima facie evidence (sufficient evidence) that the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 510). When a prima facie case (sufficient evidence) of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coach referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

(6) **Athletically Motivated Transfers (Copied from Bylaw 510.E.)**

The CIF, as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the Federated Council. As stated in CIF Bylaw 200.A.(6) the CIF Bylaws shall serve as a deterrent to students who transfer or change schools for athletic reasons and to individuals who attempt to recruit (unduly influence) student-athletes or their parents to enroll in a school because of athletics. As stated in CIF Bylaw 200.A.(2) the CIF Bylaws reinforce the principle that students attend school to receive an education first; athletic participation is secondary. CIF Bylaws provide for individual Section Offices to limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at their new school (School B). Students may be determined by their respective CIF/Section Office or the CIF to have made an athletically motivated transfer or change in schools under any of the basis listed in

CIF Bylaw 510.E.(1) - (3).
(Revised April 2017 Federated Council)

(7) **Disclosure**

Any pre-enrollment communication as described above must be disclosed in full, and in writing, to the appropriate Section. The Section Commissioner shall determine if the pre-enrollment communication is a violation of Bylaw 510.

(8) **Clearance of Pre-Enrollment Contact**

A student with whom contact or communication has occurred, as described in C.(1) above, and who meets all other CIF Section transfer waiver requirements, may become eligible upon determination that:

- a. The communication was completely unrelated to any aspect of School B; AND
- b. Was of a type that, from the objective point of view of a reasonable person disinterested in the win/loss record of School B, does not have an effect upon the integrity of interscholastic athletics at School A or School B.

(9) **Penalties**

Failure to disclose pre-enrollment communication with School B persons, identified in C.(2) above, to disclose any pre enrollment contact, or communicate in writing to the appropriate Section as described in C.(3) above may result in:

- a. A forfeiture of all games in which the student participated; AND/OR
- b. Disqualification from playoff and championship competition for all seasons in which the student is a member of the school's team. (A student shall be considered a member of the school's team if he or she participated in any aspect of an interscholastic contest, no matter how brief such participation may have been; AND/OR
- c. Divestment from the school of all trophies, banners and other indicia of athletic success obtained while the student was a member of the school's team.

(10) **Appeals**

Students whose eligibility determination is made by the Section Commissioner that the prima facie evidence has not been successfully rebutted by sufficient proof to satisfy said Commissioner under the provisions of 207.C.(4), (5), or (6) and/or 510 may appeal that portion of their eligibility determination in accordance with Bylaw 1100.

Question: May a coach in a practice swim or track meet permit an ineligible student to compete if he/she places the student in an outside lane and does not count that athlete's point(s)?

Answer: No. An ineligible student may practice with their high school squad (if allowed by the school and league) but may not participate in any capacity in an interscholastic athletic contest.

Question: May an ineligible student play on a second team in a game against another high school?

Answer: No.

Question: May a JV or freshman team be comprised of one or more ineligible players when competing against another school?

Answer: No

DEFINITION OF TERMS

Immediate Family — Includes parent(s)/guardian(s)/caregiver, stepparents and minor siblings with whom the student resided when Initial Residential Eligibility was established.

Initial Residential Eligibility — Under CIF rules and regulations, students establish their Initial Residential Eligibility at their school of choice entering the 9th grade or the 10th grade of a three (3)-year high school.

Limited Eligibility — Students granted limited eligibility are limited for one (1)-year (from the date of transfer) to non-varsity competition in the CIF sports they participated in during the previous 12 calendar months but may participate in varsity competition in all other CIF sports.

Prima Facie — A legal term that means at first sight; on the first appearance; on the face of it; a fact presumed to be true unless disproved by some evidence to the contrary. A prima facie case is one in which the evidence presented is sufficient proof for the plaintiff (Section) to win its case of undue influence. In such a case, the defendant (school) must successfully refute the evidence for the student to gain eligibility.

208. **FOREIGN EXCHANGE STUDENTS**

A foreign exchange student is a transfer student from one (1) school to another without a valid change of residence (See Bylaw 206.C.) under the auspices of a CIF-approved foreign exchange program.

A. **Students Transferring to a CIF Member School Under the Auspices of a CIF-Approved Foreign Exchange Program**

Foreign Exchange students transferring under the auspices of a CIF-approved foreign exchange program from a school located outside the United States, a U.S. Military Base, a U.S. Territory or Canada to a CIF member school may be granted unlimited residential eligibility for all CIF athletic competition if all of the following conditions apply:

- (1) Such student must be under the auspices of, and be placed with a host family in the United States by a foreign exchange program that meets all the requirements listed below:

The program has been accepted for listing by the Council on Standards for International Educational Travel (CSIET); AND

The program has submitted a signed CIF Foreign Exchange Program Approval Request Form:

- a. Stating that their placement procedures for foreign exchange students are purely random with respect to athletic participation and school placement; AND
- b. Stating that there shall be no school, coach, community, relative or friend contact related to athletics regarding the enrollment of any student in a particular school; AND
- c. Has been approved by the CIF; AND
- d. The program has been recognized by the U.S. State Department and the California Office of the Attorney General, and the Council on Standards for International Educational Travel (CSIET); AND
- e. Any CIF-approved foreign exchange program that fails to fulfill the CIF conditions for exempt status shall be subject to immediate suspension of its exempt status and subject to permanent loss of its exempt status after due process has been fulfilled. All approved programs will be posted on the CIF website (www.cifstate.org)

NOTE: Only foreign exchange programs registered with the California Office of the Attorney General Office and the U.S. State Department may place foreign exchange students in a California School (Government Code Section 12620 et seq.). The CIF-approved list of programs posted on the CIF website, reflects the programs approved by CIF that are also registered with the California Office of the Attorney General, the U.S. State Department, and the Council on Standards for International Educational Travel (CSIET). No other exchange programs will be recognized by the CIF as approved exchange programs for 2022-2023.

- (2) A foreign exchange student shall have been placed with a host family in compliance with this Bylaw and Bylaw 510 (undue influence). Such student will have the choice of attending:
- a. The public school in the host family's public school attendance area; OR
 - b. A private school located in the host family's public school attendance area; OR
 - c. To gain residential eligibility at any other school, the student must receive written approval from both the principal of the public school located in the host family's attendance area and the principal of the other school; OR
 - d. In the event of a change of placement by the CIF-approved foreign exchange program, a different public school or private school with written approval from the principal of the new school. (See host family requirements in (2) a. and b. above)
- NOTE:** A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and his/her parent(s)/guardian(s)/caregiver, and to the host family;
- (3) Neither the school the foreign exchange student attends, nor any person associated with the school, shall have input into the selection of the foreign exchange student; AND
- (4) No foreign exchange student may play varsity sports if any member of the host family is a coach, paid or volunteer, at the school of attendance; AND

(Revised April 2018 Federated Council)

- (5) A foreign exchange student involved in an approved foreign exchange program where placement is not in accordance with CIF conditions for exempt status is subject to loss of his/her residential eligibility (waiver of the transfer rule); AND
- (6) A foreign exchange student must possess a current visa, issued by the U.S. State Department; AND
- (7) A foreign exchange student must comply with all eligibility requirements set forth by the CIF and the Section having jurisdiction; AND
- (8) A foreign exchange student who graduated from high school is ineligible to participate in CIF competition, unless the educational program in the student's country completes high school (graduation) after the student's 10th or 11th year of regular schooling (not including pre-school or kindergarten classes), in which case the student may have CIF athletic eligibility through the 12th consecutive year of regular school attendance after initially enrolling in the first grade (not pre-school or kindergarten classes); AND
- (9) A foreign exchange student who changes from a J-1 visa to any other type of visa that requires them to change schools, are subject to Bylaw 207.B.(5)a. and c. and cannot be made eligible for 207.B.(5)b. (Sit Out Period) since this would constitute their second transfer; AND
- (10) A foreign exchange student participating in a CIF-approved foreign exchange program must comply with the maximum of eight (8) consecutive semesters Bylaw. A foreign exchange student who is not in compliance with the eight (8) consecutive semesters Bylaw may apply for a waiver under the Bylaws established by the CIF and the respective Section of the student's current CIF school; AND
- (11) A foreign exchange student must be eligible under all other State and Section Bylaws; AND
- (12) All foreign exchange students in CIF-approved foreign exchange programs shall submit the appropriate waiver application(s) as required by their respective Section under Bylaw 208 with a CIF Pre-Enrollment Contact Affidavit [NCS Parent-Student Certification Form] signed by the student and a host parent, and the enrolling school official(s). Foreign students in CIF-approved foreign exchange programs need not obtain signatures of officials from their former school; AND
- (13) A foreign exchange student who participates in an interscholastic athletic contest or is enrolled in and/or attended a class shall be considered to have been enrolled in that school and shall be classified as a transfer student if the student subsequently enrolls at another school.

(Revised April 2016 Federated Council)

B. CIF Students Transferring Back to a CIF Member School From Study Abroad.

A CIF student who, after being enrolled in a CIF member school (referred to as school A), transfers to a school located outside the United States, a U.S. Territory, a U.S. Military Base or Canada (to be referred to as School B) and who, following completion of the study abroad, transfers back to school A, may be granted unlimited residential eligibility for all CIF athletic competition when the following conditions are met:

- (1) The student is returning to the same CIF-member school in which they were enrolled immediately prior to their enrollment in the foreign school; AND
- (2) There is no evidence that the transfer to or from the foreign country was athletically motivated (see also Bylaw 510); AND
- (3) There is no evidence of the use of undue influence (recruiting) by anyone associated with either school; AND
- (4) The CIF student is in compliance with all eligibility requirements set forth by the CIF and the Section having jurisdiction; AND
- (5) The CIF student must comply with the maximum of eight consecutive semester bylaw. If a student has exceeded eight consecutive semesters of attendance upon return from the study abroad, they may apply for a waiver under the bylaws established by the State CIF and the respective Section of the student's CIF-member school. All CIF students returning from study abroad shall submit the appropriate waiver application(s) for approval as required by their respective Section.

NOTE: This study abroad provision may be used only one time, for up to two consecutive semesters, during a CIF student's eight (8) consecutive semesters in high school.

(Revised May 2020 Federated Council)

C. **Appeals**

Appeals of eligibility involving foreign exchange transfer students from a foreign country, must be in accordance with all relevant provisions of the CIF appeal process as set forth in Bylaw 1100.

209. **DISCIPLINE, EXPULSION AND TRANSFER FOR DISCIPLINARY REASONS**

A. **Expulsion**

A student who is expelled by a public school district in the State of California pursuant to the provisions of Education Code Section 48900 et seq., or from a public school from any other State, or any private or parochial school or district, shall be ineligible to practice or compete with any CIF team or individual sport program that is under the jurisdiction of the CIF for the period of the expulsion.

B. **Suspended Expulsion**

A student who has been expelled and has the expulsion suspended by the school board or board of directors and remains at his/her current school may be eligible so long as all other CIF and Section requirements are met. The conditions under which this student may be eligible will be determined by the local school board or board of directors. If the student is deemed eligible to participate, the conditions of his/her eligibility must be sent to the appropriate Section office.

C. **Disciplinary Transfer**

(1) If a student transfers from any public or private school when a disciplinary action is in place or pending, that student shall be ineligible for competition in all sports for one year from the date of the transfer to the new school.

(Revised May 2020 Federated Council)

(2) A student, permitted by the principal to return to the school compelling the disciplinary transfer, may be granted unrestricted athletic eligibility by the Section if the student did not participate in any athletic program at the transfer school; compete for the transfer school; and, at the time of the transfer, conditions for return were established by the school administration that include, but are not limited to:

- a. Satisfactory attendance criteria;
- b. Applicable behavior standards;
- c. Academic performance standards; and,
- d. Principal's approval of the return based upon documented evidence provided by the transfer school that the student satisfactorily complied with all conditions for return.

NOTE: *There is no appeal available for individuals transferring from School A to*

School B with disciplinary action in place of pending at the time of the transfer. The student is ineligible for competition in all sports for one year from the date of the transfer to the new school, School B.

210. **PHYSICAL ASSAULT OF A GAME OR EVENT OFFICIAL**

A. **Student**

Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student's eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest. A student may, after a lapse of 18 calendar months from the date of incident, apply for reinstatement of eligibility to the State Executive Director.

B. **Coach**

Any coach who physically assaults the person of a game or event official shall be considered to have violated Bylaw 22 (Conditions of Membership) and, pending action by the building principal, subjects the member school to sanctions or loss of standing as a member. When a coach allegedly assaults a person of a game or event official it is mandatory that the principal/designee notify the CIF Section Office within 48 hours (excluding holidays and weekends) after the receipt of the assault report notification. The competing schools and officials will be required to file written reports within 10 days of the incident. After reviewing the material, the principal of the school involved will be required to respond to the respective Section Office concerning his/her investigation of the incident.

NOTE: Definition of a Physical Assault: A physical assault is the intentional infliction of or an attempt to inflict a harmful or offensive touching or contact upon the person of an official. Note that the rule is violated even if no contact is made with the person of an official. Such conduct shall include verbal threats and/or intimidation either or before, during or after the contest. All that is required is the “attempt.” However, the act constituting the attempt must be accompanied by a specific intent, which may be inferred from the circumstances and nature of the act, to inflict a harmful or offensive touching contact of the official’s person.

C. Spectator

Any spectator who physically assaults the person of a game or event official immediately prior to, during, or immediately following an interscholastic athletic contest shall be permanently banned from attending interscholastic athletic contests. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest. School administration and/or athletic staff shall immediately notify their local CIF Section Office and CIF State Office whenever the school has knowledge of an assault on a game official associated with an interscholastic event in which their school participated or of an assault occurring on their school’s grounds associated with an interscholastic athletic contest.

NOTE #1: Definition of a Physical Assault: A physical assault is the intentional infliction of or an attempt to inflict a harmful or offensive touching or contact upon the person of an official. Note that the rule is violated even if no contact is made with the person of an official. Such conduct shall include verbal threats and/or intimidation either or before, during or after the contest. All that is required is the “attempt.” However, the act constituting the attempt must be accompanied by a specific intent, which may be inferred from the circumstances and nature of the act, to inflict a harmful or offensive touching contact of the official’s person.

NOTE #2: A person assaulting a sports official may also be subject to California Penal Code 243.8 which states the following:

(a) When a battery is committed against a sports official immediately prior to, during, or immediately following an interscholastic, intercollegiate, or any other organized amateur or professional athletic contest in which the sports official is participating, and the person who commits the offense knows or reasonably should know that the victim is engaged in the performance of his or her duties, the offense shall be punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in the county jail not exceeding one year, or by both that fine and imprisonment.

(b) For purposes of this section, "sports official" means any individual who serves as a referee, umpire, linesman, or who serves in a similar capacity but may be known by a different title or name and is duly registered by, or a member of, a local, state, regional, or national organization engaged in part in providing education and training to sports officials.

(Approved May 2009 Federated Council/Revised October 2023 Federated Council)

211. **CONTINUATION SCHOOL ELIGIBILITY**

A. Current Eligibility

While enrolled in a continuation school, a student is only eligible to represent the continuation school of attendance.

Question: May a student who is enrolled in a continuation school practice with his or her high school of attendance or any other high school?

Answer: No. Only students regularly enrolled in grades nine through twelve may practice and/or compete for their high school of attendance.

B. Transfer Eligibility

A student who transfers from continuation school to the student’s school of residential eligibility is eligible immediately provided:

1. The student is currently enrolled in the school of residential eligibility in at least 20 semester periods of work.
2. The student was currently passing in at least 20 semester periods of work or a maximum program

- in the continuation school when the student transferred to the school of residential eligibility.
3. The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
 4. The student has maintained during the previous grading period a minimum of passing grades which is defined as at least an un-weighted 2.0 grade-point average, on a 4.0 scale, in all enrolled courses.

a. **Probationary Period**

The governing board of each school district, private school, or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve said educational progress in items (3) or (4) above in the previous grading period to remain eligible to participate in interscholastic activities during a probationary period. The probationary period shall not exceed one semester in length, but may be for a shorter period of time as determined by the governing board of the school district, private school, or parochial school. A student who does not achieve said educational progress, as defined in items (3) or (4), during the probationary period shall not be allowed to participate in interscholastic athletics in the subsequent grading period. For the purpose of determining the maximum length of a semester, the measure should be the maximum as used in that school.

5. Student was eligible under all rules at the time student was transferred from student's school of residential eligibility to continuation school. Exception: if a student spends a full grading period or more in the continuation school and passes all required subjects which that continuation school considers to be a full program, even if it is less than 20 semester periods, the student is eligible immediately upon transfer to student's school of residential eligibility as long as the student meets the requirements of Bylaw 205.B(1).
6. Semesters of attendance at continuation school are to be counted as part of student's eligibility as defined in Bylaw 204.
7. The student was not compelled to transfer to the continuation program for disciplinary reasons or the student was not administratively placed in the continuation program as a result of expulsion, suspended expulsion or rehabilitation program pursuant to re-admittance following expulsion. (If the student was compelled to transfer under disciplinary reasons, please refer the process under Bylaw 210.C).

212. **AMATEUR STATUS**

A. **CIF Sponsored Competition and Individual Endorsement**

A student is governed by CIF amateur rules when the student participates in CIF competition. A student who violates CIF amateur or award rules shall be penalized according to D.

B. **Reinstatement of Amateur Status**

A student will become ineligible for CIF competition in a given sport if the student is determined to be a professional by the national sports governing body (NSGB) for the sport in question. A student may apply for reinstatement of his/her amateur status through the Section in which the student competes. Any request for reinstatement must include a statement from the NSGB for the sport in question that the student's amateur status has been reinstated by the appropriate NSGB.

(Approved May 2003 Federated Council)

C. **Violations in CIF-Sponsored Competition and Individual Endorsements**

A student shall be penalized according to D. below for the following violations related to CIF Competition or individual endorsements:

(See **CAUTION** below)

- (1) Receiving, from any and all sources, athletic awards totaling more than \$250.00 in value for:
 - a. Accomplishments in any regular season CIF high school competition event;

NOTE: Typical examples of regular season CIF high school competition event include, but are not limited to, any league or non-league dual contest and invitational tournament held prior to any season-culminating League, Section, Region and/or State Playoff competition.

- b. A recognition award program, such as Player of the Week/Month, for any regular season CIF high school competition.
- (2) Receiving, from any and all sources, athletic awards totaling more than \$500.00 in value for any post-regular season CIF high school competition or recognition program;
NOTE: For purposes of this bylaw only, League, Section, Region and State Playoff competition is considered to be one continuous event.
NOTE: The dollar value of an award, exclusive of engraving, shall be determined by the following criteria:
 - a. The retail price paid by the last purchaser in the acquisition of the award;
 - b. When the host school or League purchases the award, the retail price paid by the host school or League;
 - c. When the award is donated by another entity, the retail price paid by or cost to that entity.
- (3) Wearing a school team uniform or any identifying school insignia while appearing in any advertisement, promotional activity or endorsement for any commercial product or service;
- (4) Lending his/her name and team affiliation for purposes of commercial endorsement. Any appearances by students for nonprofit organizations must be approved by the Board of Trustees concerned. This provision is not intended to restrict the right of any student to participate in a commercial endorsement provided there is no school team or school affiliation;
NOTE: 212.C.(3) and (4) above also includes advertisement, promotional activity, endorsement or affiliation of league, CIF Section(s), or CIF State (see Q&A below).
Q: May a student-athlete participate in an advertisement, promotional activity, or endorsement while affiliated with a league, CIF Section(s), or CIF State?
A: No.
- (5) Accepting payment for loss of time or wages while participating in CIF competition;
- (6) Receiving payment for coaching a team in CIF competition.

CAUTION: Compliance with these Bylaws does not ensure maintenance of eligibility under the eligibility standards of other athletic organizations (e.g. NCAA, NAIA, NJCAA, California Community College Association and National Sports Governing Body, etc.). Students desiring information on the amateur rules of other organizations must communicate with the respective organization.

D. Penalties for violations in CIF Sponsored Competition and Individual Endorsements

- (1) A student determined by their respective CIF Section to have violated any provision of 212.C.(1-6) above shall be penalized according to the sanctions listed below:
 - a. First Violation: The student shall receive a formal warning and return any award(s) in excess of the maximum amounts allowed in 212.C.(1) and (2) above; and/or at the direction of the Section immediately remove any advertisement, promotional activity, or endorsement depicting the student’s affiliation with their school, league, CIF Section(s), or the CIF State as noted in 212.C.(3) and (4) and the accompanying Note.
 - b. Second Violation: The student shall be ineligible to participate in interscholastic athletics for a period of one (1) year from the date of CIF’s determination of the second violation.
 - c. Third Violation: The student shall be banned from interscholastic athletics for the remainder of the student’s eligibility.

NOTE: It is expected that the CIF member school will ensure adherence to any of the above penalties imposed on its student.

(Revised May 2004 Executive Committee/Revised May 2009 Federated Council/Revised April 2023 Federated Council)

213. HARDSHIP WAIVERS OTHER THAN TRANSFER

- A. A hardship is defined as an unforeseeable, unavoidable, and uncorrectable act, condition or event, which causes the imposition of a severe and non-athletic burden upon the student or his/her family. Due to hardship circumstances experienced by the student, the following Bylaws may be waived, provided that the Section has established rules and procedures regulating hardship waivers. Waivers granted by a Section are not transferable to another Section.

Applications to waive the following Bylaws must be submitted to the CIF Section for an eligibility determination, which the CIF Section Commissioner shall render in writing within twenty (20) business days of receipt. Section Commissioners shall render eligibility determinations for foster children and homeless children within fifteen (15) business days of receipt.

(Revised April 2016 Federated Council)

1. Twenty-semester credit requirement (Bylaw 205.C.)
2. Charged semester of attendance (Bylaw 204)
3. Age requirement (Bylaw 203)

B. NCS Hardship Waivers of the Age Requirement, Charged Semester of Attendance and 20 Semester Credit Requirement

1. NCS may waive ineligibility and grant immediate eligibility due to hardship according to its rules and procedures.
 - a. Hardship exception waivers may only be applied to maximum age, charge of semester of attendance, and passing 20 semester periods of work requirements.
 - b. A student who is not eligible under CIF or NCS rules and who applies for a hardship exemption shall not be eligible, nor allowed to participate in any interscholastic competition until the student is designated eligible by the Section Commissioner or an NCS Eligibility Hearing Panel.

NOTE: Approval at the school level does not of itself make the student eligible.
 - c. Guidelines for consideration of applications for hardship exemption: **(See the NCS Appellate Procedures Handbook)**
 - 1) Granting of the hardship exemption must be consistent with the best interest of the entire concept of competitive athletics.
 - 2) The NCS has delegated the initial determination on requests for hardship waivers of the age limit requirement, charge semester of attendance, and passing 20 semester periods of work requirement to the NCS Commissioner. *(Hardship Waiver Form 213)*
 - 3) The decision of the NCS Commissioner may be appealed to an NCS Eligibility Hearing Panel. The decision of the NCS Eligibility Hearing Panel will be final for the Section.
 - 4) A party to the appeal may request a review of the decision of the NCS Eligibility Hearing Panel by the CIF Executive Director. *(See Bylaw 1102)*
2. **Hardship Considerations**
 - a. A hardship exemption to specific CIF and NCS rules (CIF/NCS 214) may be granted in accordance with the following criteria, provided the student shall substantiate his/her request.
 - 1) **Financial Considerations:** The burden of proof is on the student. A hardship exemption may be granted when a situation dictated by family finances over which the student and the student's parents (guardians) have no control existed that made the student ineligible.
 - 2) **Medical Considerations:** The burden of proof is on the student. A hardship exemption may be granted when a licensed physician verifies in writing that a student's health prohibited the student's attendance at school or participation in athletics for the period of time in question, and that the student's illness and its causes were beyond the control of the student.
 - 3) **Family Need:** The burden of proof is on the student. A hardship exemption may be granted when it can be verified that a family responsibility beyond the control of the student or the student's parents (guardians) required the student to be in violation of a CIF or NCS eligibility rule.
 - 4) **Absolute Compelling Need:** The burden of proof is on the student. A hardship exemption may be granted when a situation existed such that the student was unable to meet the requirements of the eligibility bylaw in question. Such situations, in order to waive the eligibility requirement, must be tangible,

demonstrable, and/or substantiated by a person or agency not personally involved with the student.

214. **POST-INJUNCTION REMEDIES**

If a student-athlete, who is ineligible under the terms of the Constitution, Bylaws or other legislation of the California Interscholastic Federation, is permitted to participate in interscholastic competition contrary to such CIF legislation, but in accordance with the terms of a court restraining order, stay, or injunction operative against the CIF and injunction is subsequently voluntarily vacated, stayed, reversed or finally determined by the courts that injunctive relief is not or was not justified, the CIF or its Sections, may take any one or more of the following actions against the school in the interest of restitution and fairness to competing schools:

- A. Require that individual records and performances achieved during participation by such ineligible student-athlete shall be vacated or stricken;
- B. Require that team records and performances achieved during participation by the ineligible student-athlete shall be vacated or stricken;
- C. Require that individual awards earned during participation by such ineligible student-athlete be returned to the CIF, the sponsor or the competing institution;
- D. Require that team awards earned during participation by such ineligible student-athlete be returned to the CIF, the sponsor or the competing institution;
- E. Require that team victories achieved during participation by such ineligible student-athlete shall be abrogated and the games or events forfeited to the opposing schools;
- F. Make a determination of future ineligibility for one or more CIF Championships, or playoff competition, in the sports in which the ineligible student-athlete participated;
- G. Make a determination of future ineligibility for invitational and postseason meets and tournaments in the sports in which the student-athlete participated;
- H. Require that a school which has been represented in a CIF championship or playoff event by an ineligible student-athlete return its share of the net receipts from such competition in excess of the school's actual cash expenses with reference to such event or, if such funds have not been distributed to the school, require that funds be withheld by the State Executive Director or Section Commissioner. Funds remitted or withheld pursuant to the above, shall be utilized by the CIF in either the State or Section scholar-athlete or drug abuse programs;
- I. When a student-athlete competing as an individual is declared ineligible subsequent to the competition, or a penalty has been imposed or action taken as set forth above, the student-athlete's performance shall be stricken from the championship's records, the points the student-athlete has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly and any awards involved shall be returned to the CIF. The placement of other individual competitors shall be altered appropriately;
- J. When a student-athlete representing a school in team events is declared ineligible subsequent to the competition, or a penalty has been imposed or action taken as set forth above, all records of the team's performance shall be deleted, the team's place in the final standings shall be vacated and the team's trophy, banner, patches and other indicia of victory shall be returned to the CIF. In the event the student-athlete's school has been previously declared champion, the runner-up school shall be declared champion and all records adjusted accordingly.

215. **INTERCOLLEGIATE PARTICIPATION**

A student who participates in an intercollegiate athletic contest prior to the completion of his/her eight (8) consecutive semesters of high school eligibility shall be ineligible for high school participation in that sport for the duration of the student's high school enrollment. (See also Bylaws 600.G and 702. and corresponding Q&A's.) Approved February 2003 Federated Council)

Q: What is defined as a collegiate track meet and /or intercollegiate competition?

A: A collegiate track meet and /or intercollegiate competition is one in which collegiate athletes are competing for or representing their school.

216. **GRADUATES**

High school graduates are not eligible for California Interscholastic Federation competition and are not subject to California Interscholastic Federation rules except as noted below in 217.A and 217.B. A recent graduate game is

outside the jurisdiction of the CIF.

A. **Mid-Year/Spring Graduation**

1. Mid-Year: Students completing graduation requirements mid-year and no longer enrolled become immediately ineligible for further CIF competition.
2. Spring: Students graduating at the end of a school's spring semester shall have continuing eligibility until all CIF spring competition is completed.

B. **California High School Proficiency Exam**

A student who successfully passes the California High School Proficiency Examination and withdraws from high school has one opportunity to re-enroll in high school and be eligible immediately for athletic competition provided the student:

1. Was eligible under all rules of the CIF at the time of withdrawal from school; AND
2. Meets all rules of the CIF other than a and b under Bylaw 205.B(1) at the time of re-enrollment; AND
3. Re-enrolls in the same school which the student attended prior to withdrawal, or enrolls in the school of the attendance area to which the student's parents, legal guardian(s) or caregiver with whom the student was living when the student established residential eligibility have moved; AND
4. Is within four years of the student's first entry into the ninth grade.

217. **PROTOCOL FOR SCHOOL PERSONNEL REPORTING THAT ANOTHER SCHOOL MAY BE IN VIOLATION OF AN NCS OR CIF RULE**

- A. When school personnel have questions or evidence relative to a possible rule violation at another school, they shall immediately report their information to the principal of their school.
- B. Coaches and/or athletic director should place a courtesy call to inform their counterpart at the school of concern. This call should be made immediately upon becoming aware of the question and/or evidence.
 1. The principal of the reporting school shall verify the information that has been provided to her/him (either through other faculty members or with community contacts.). If this cannot be accomplished on the same day that the question or evidence is received, the principal will contact the principal of the student's current school and share his/her preliminary information. The purpose of the immediate information is to protect the school against continuing to play an ineligible student.
 2. The principal of the reporting school shall contact (via telephone, fax or email) the principal of the student's current school in a timely manner (there would have to be extenuating circumstances for a principal not to initiate contact on the day that he/she receives the question or evidence).
 - a. The principal of the student's current school will investigate the alleged infraction, make a determination on the allegations and report her/his findings to the reporting principal within five working days or prior to any league, NCS or State CIF post-season competition that would be affected.
 - b. When the reporting principal is not satisfied with the finding of the principal of the student's current school, the reporting principal shall file a request for initial determination with his/her league, if both schools are members of the same league. The league shall review the information presented by both principals, request additional information, as the league deems appropriate, and make a finding. The finding shall be shared with the two principals.
 - c. If the schools are in different leagues the NCS Commissioner shall review the information presented by both principals, request additional information, as he/she deems appropriate, and make a finding. The finding shall be shared with the two principals.
 - d. Any finding of a violation of CIF/NCS rules and regulations must be reported according the procedures adopted by the CIF/NCS Constitution and General Bylaws. For a finding which supports the participation of an ineligible participant the offending school shall report the infraction according to NCS

218. For a finding that violates CIF/NCS rules and regulations other than the use of an ineligible participant the offending school shall report the infraction according to NCS 1103.

- e. In either b. or c. above the principals, the student(s) in question, any NCS school or any NCS league may appeal the league's determination or the NCS Commissioner's decision to an Eligibility Committee hearing panel.

218. PROCEDURES AND PENALTIES FOR PLAYING AN INELIGIBLE ATHLETE

The following procedures, penalties and remedies described below are designed to be progressive based on the nature and severity of the alleged violation. Subsequent violations after an initial determination would subject the offending school to further disciplinary action up to an including expulsion from the CIF.

A. Penalty for Use of an Ineligible Participant

- 1. When a student, who is not eligible in accordance with NCS and/or CIF bylaws, represents an NCS school in CIF competition (interscholastic contests {games, matches, meets, etc.}) or the school otherwise violates NCS and/or CIF Bylaws, the school shall immediately:
 - a. Forfeit all contests in which the violation occurred,
 - b. Report the violation(s) and forfeiture(s) to:
 - 1) Its league
 - 2) Schools against which the violation occurred
 - 3) NCS Commissioner
 - c. Send written notice of the violation(s) and forfeiture(s) to:
 - 1) Its league
 - 2) Schools against which the violation occurred
 - 3) NCS Commissioner
 - d. Recommend to its league one or more of the penalties/remedies listed in 218.A.4.

2. APPEAL OF THE REQUIRED FORFEITURE OF ALL GAMES DUE TO THE PARTICIATION OF AN INELIGIBLE STUDENT

- a. A CIF school, CIF member league, CIF Section, NCS Commissioner of Athletics, affected students, and/or parents of affected students may appeal the required forfeiture of all games in which an ineligible student participated by writing a letter of appeal to the NCS Section Commissioner with copies to the principals of both schools and to the league commissioner(s). The NCS Commissioner or his/her designee will review the evidence, compare the evidence to the criterion and render a decision on the appeal.
- b. Any party to the initial appeal may appeal the Section Commissioner's decision to the North Coast Section Eligibility Committee that will assign a three-person hearing panel or a single hearing officer to conduct a hearing. The three-person hearing panel or single hearing office may affirm, deny, reduce, or increase the number of games that must be forfeited as determined by the Section Commissioner.
- c. The hearing shall be conducted in accordance with the procedure stated in the North Coast Section Appellate Procedures Handbook. The appellant must pay a fee of \$150 to the North Coast Section to cover the costs of conducting the hearing. The hearing panel shall make its determination by evaluating the evidence presented and applying the following criterion:
- d. Criterion for waiving the penalty of forfeiture:

Clear documented evidence must be provided which proves that the participation of the ineligible player did not impact the outcome of the contest. The following participation documentation must apply in order for the Commissioner, his/her designee or an Appeal Panel to grant the appeal of forfeitures:

 - 1. The participation of the ineligible student athlete did not exceed 49% of the contest quarters, periods, halves, etc. Participation is not based on total playing time. Participation is based on any participation during playing periods, quarters, etc.
 - 2. Return of forfeitures will not be considered for sub-varsity competition.
 - 3. Return of forfeitures will not be considered for contests forfeited in a previous

- year.
- e. Appeals of forfeitures due to the participation of an ineligible player may only be granted after the offending school has fulfilled the requirements of NCS Bylaw 218.
3. **APPEAL TO THE NORTH COAST SECTION OF A LEAGUE'S DETERMINATION OF APPROPRIATE SCHOOL REMEDIES FOR USE OF AN INELIGIBLE STUDENT**
 A CIF member school, CIF member league, CIF Section, NCS Commissioner of Athletics, affected students, or parents of affected students may appeal the league's decision on appropriate school remedies for use of an ineligible student to the NCS Eligibility Committee. The NCS Eligibility Committee will assign a three-person hearing panel or a single hearing officer who will review the action of the league and may affirm, deny, reduce, or increase the remedies ordered by the school's league.
 - a. Criteria for appealing all remedies (other than forfeiture of all games in which the ineligible student participated) listed in NCS Student Eligibility Bylaw 218.A.4.
 - b. The hearing will be conducted in accordance with the guidelines in the North Coast Section Appellate Procedures Handbook.
 - c. An appeal of an NCS league's final determination of a remedy applicable to a member school which was represented in CIF competition by a student who was not eligible in accordance with NCS and/or CIF Bylaws shall be filed with the NCS Office in writing and shall detail the nature of the appeal and outline the position as to why the league's determination or remedy is in error or why an appeal to the Section level is necessary at this time.
 - d. The hearing panel or a single hearing officer shall make its determination by evaluating the evidence presented and applying the guidelines found in the North Coast Section Appellate Procedures Handbook.
 4. **Penalties/Remedies for Violations of NCS and/or CIF Bylaws**
 - a. The team shall be placed on probation (indicating the conditions of the probation).
 - b. The school shall be placed on probation (indicating the conditions of the probation).
 - c. The school shall conduct a self-evaluation of its procedures, recommend appropriate improvements in the procedures, implement the improvements and submit a written report to the school's league and the NCS Eligibility Committee.
 - d. The school shall pay a consultation fee (equal to the consultant's daily wage or \$150 whichever is greater and round-trip mileage at the Section's regular rate) to be used to fund a mandatory in-service program for selected members of the school's staff and administration.
 - e. The school's team(s) shall be suspended from post-season competition, not to exceed one calendar year.
 - f. The school's team shall be suspended from its league for the balance of the season.
 - g. The school, in the event of repeated violations, shall post a \$300 bond with the league. The bond will be placed in the league account. It will be returned to the school after two calendar years have elapsed without an additional eligibility violation.
 - h. The school shall be suspended from post-season participation in all sports, not to exceed one calendar year.
 - i. The school shall be suspended from its league for the balance of the season.
 - j. The school shall be suspended from participation in its league for a period of time not to exceed one calendar year.
 - k. The school shall be recommended for expulsion from the California Interscholastic Federation.
 5. **Failure of School Administration to Submit the Proper Paperwork**
 In the case where it is determined that an ineligible player competed due to the failure of the school administration to submit the proper paper work which would have granted immediate limited or unlimited eligibility, the school would only be forced to forfeit the initial game won or tied that the student in question played if the infraction is the first violation in the same sport, same school year. If the infraction is an additional violation in the same sport, same school year, the school will forfeit the next game won or tied that the student in question played.

(Board of Managers 1/22/16)

6. **Suspension**

If a student is suspended from high school, the student is ineligible during the period of suspension. When the student returns to the school, the period of ineligibility is determined by the principal.

(Board of Managers 4/27/09)

**ARTICLE 30 - SCHOOL REGULATIONS
(300 series revised May 2014 Federated Council)**

300. **GENERAL PROVISIONS**

A. **Student Participation**

Interscholastic sports teams composed of boys and/or boys and girls shall be conducted in accordance with these Bylaws. Girls' interscholastic sports teams shall be conducted according to these Bylaws, including certain additional rules and modifications pertaining to girls' sports teams and mixed (co-educational) sports teams. (See also Bylaw 201 for enrollment standards)

B. **Team Designations**

Schools shall designate the type of team for each sport according to the following:

(1) **Student Team**

Whenever the school provides only a team or teams for boys in a particular sport, girls are permitted to qualify for the student team(s).

(2) **Boys Team**

Whenever the school provides a team or teams for boys and a team or teams for girls in the same sport, girls shall not be permitted to qualify for the boys team(s) in that sport, nor shall boys be permitted to qualify for the girls team(s) in that sport.

(3) **Girls Team**

Whenever the school provides only a team or teams for girls in a particular sport, boys shall not be permitted to qualify for the girls team in that sport unless opportunities in the total sports program for boys in the school have been limited in comparison to the total sports program for the girls in that school. Permission for boys to qualify for a girls' team must be secured through petition by the school principal to the State CIF Federated Council.

(4) **Mixed Team (Co-ed)**

Whenever the school provides a mixed or coed team in a sport in which the game rules designate either a certain number of team participants from each sex or contains an event that designates a certain number of participants from each sex, boys shall not be permitted to qualify for the girls positions on the mixed team nor shall girls be permitted to qualify for the boys positions on the mixed team.

C. **Limitations**

If a boys' team is created in a sport after a boy has competed on a student team [See (3) above] that boy must compete on the boys' team in that sport. If a girls' team is created in a sport after a girl has competed on a boys' team or student team [See (2) above] in that sport, that girl must compete on the girls' team.

(Approved May 1997 Federated Council)

D. **Gender Identity Participation**

Participation in interscholastic athletics is a valuable part of the educational experience for all students. All students should have the opportunity to participate in CIF activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's records.

(Approved February 2013 Federated Council/Editorial May 2022)

301. **HOME STUDY, HOME SCHOOLING**

Students who are not enrolled in programs under the jurisdiction of a member school's governing body are not eligible to participate in CIF competition. Such programs would include, but not be limited to, home schooling or home study wherein parent(s)/guardian(s)/caregiver, or other persons, are responsible for instruction and evaluation.

(Adopted February 2000 Federated Council/Revised May 2002 Federated Council)

Q: What is meant by home-schooled?

A: Any program or instruction administered by a person other than a member of a school staff that is not approved and/or adopted by a local governing body. Any such program that has an *affiliation* with a school but is not administered by members of that school's staff (meaning paid teaching staff) is considered a home-school program; students in home-school programs are not eligible for CIF interscholastic competition under Bylaw 301.

Q: Why can't home-schooled students participate in CIF interscholastic competition?

A: All students participating in CIF interscholastic competition are certified by the principal of the school to be eligible under all applicable standards. Students must meet minimum standards of academic eligibility, minimum credits per semester and must be making adequate progress towards graduation. Programs outside the purview of a school governing board and local school administration are unable to provide the necessary certification to ensure that all students meet minimal academic requirements.

302. INDEPENDENT STUDY PROGRAM

CIF defines independent/home study programs under the jurisdiction of a CIF member school or school district as those independent/home study programs in which the curriculum is approved, the program administered and the students evaluated by that school/school district's governing body's designees.

A. A student enrolled in an Independent Study Program is eligible at the public school in whose attendance area his/her parent(s)/guardian(s)/caregiver reside, or where the student most recently established his/her residential eligibility provided that:

- (1) A student's registration is accepted by the local school board; AND
- (2) The courses taken by the student meet the standards adopted by the local school board and Education Code Section 51745 et seq.; AND
- (3) The administrative responsibility for the student involved in athletics would rest with the principal of the school for which the student is competing; AND
- (4) The student meets all other eligibility requirements of the CIF and its member sections; AND
- (5) For the purposes of determining dues, legal and liability assessments, realignment issues and CIF State and Section divisional placement, the enrollment figures for non-CIF member school/program students residing in the CIF member school's attendance area must be included in the CIF member school's CBEDS enrollment figures.

(Approved May 2003 Federated Council/Revised May 2008 Federated Council)

Q: Can a student involved in independent study participate in interscholastic athletics?

A: Yes, however that participation is subject to certain conditions. In order to be considered Independent Study, the program must exhibit the following characteristics:

1. The program must be subject to the administration at that school for which the student participates;
 2. The local school governing body must approve/adopt the curriculum provided to the student;
 3. The curriculum must meet CDE minimum standards for graduation;
 4. A member of that school's teaching staff must perform teaching/administering the curriculum¹;
 5. A member of that school's teaching staff must perform testing and grading of the student's progress;
 6. The student's grades and performance are recorded on the school's transcripts;
 7. The student must be enrolled in a minimum of 20 semester credits of work;
- All of the above characteristics must be present for the student to have eligibility to participate in a CIF member school.

¹A member of the staff is considered a paid staff member employed by that school or school district and subject to the standards set forth by that governing body.

| Characteristics of Each: | |
|---|---|
| Meets Bylaw 302 for Eligibility | Does Not Meet Eligibility Requirements for Bylaw 302 |
| Independent Study Program | Home-Schooled Program |
| Teacher(s) are under the local administrative control of the school principal/district administration | Teachers are parents or other non-school staff |

| | |
|---|--|
| Curriculum is adopted by the school's local governing board | Curriculum is chosen by the parents and is not specifically adopted by a local governing board |
| Grading and recording is performed by members of the school staff | Grading is done by a parent or other non-certified staff member |
| Student meets regularly with a staff member for assignment of work and grading | There is no regular meeting schedule with school staff members |
| Student is enrolled in a minimum of 20 semester credits of work | Student is not required to be enrolled in a specified number of credits |
| Student's enrollment is recorded as part of that school's ADA and is counted in CBEDs reporting | Student's attendance is not reported |
| Curriculum meets minimum CDE requirements for graduation | Curriculum may not meet CDE minimum standards for graduation |

303. **MULTI-SCHOOL CIF MEMBERSHIP**

- A. CIF member schools may allow only students currently enrolled as full-time students, in grades 9-12, in their school, to participate in any CIF competition (See Bylaw 201).
- B. CIF member schools may apply for a change in membership status under the provision of this bylaw. Any CIF member school that wishes to allow participation on its team(s) by all the students, who are currently enrolled in any non-CIF member schools or programs which do not offer any interscholastic athletic programs, such programs or schools would include, but not be limited to, alternative schools (as defined in Education Code Section 58500 et seq. in compliance with the condition set forth in Bylaw 303), junior high schools (9th graders only), necessary small schools and charter schools, may request approval to do so under the following conditions:
 - (1) Any such application submitted by a CIF member schools must be with a non-CIF member school that has a current California County-District-School Code (CDS Code) as a prerequisite to applying for multi-school status.
 - (2) The administrative responsibility for all students involved in athletics shall rest with the principal of the CIF member school for which the student(s) is competing. Such responsibility shall include:
 - a. Verification that residential eligibility of the student(s) is limited to the public school in whose attendance area his/her parent(s)/guardian(s)/caregiver reside; or where the student most recently established his/her residential eligibility or a private school; AND
 - b. Verification that students participating in the athletic program meet all the CIF member school scholastic eligibility requirements; AND
 - c. The regular grading period of the CIF member school shall be used to determine the scholastic eligibility of all students; AND
 - d. Determination that students participating in the athletic program meet all other eligibility requirements of the CIF, its Section, its league and the CIF member school; AND
 - e. Determination that private schools and charter schools entering a multi-school agreement with a public school or public school district meet the additional requirements set forth in D.-E. below.
 - (3) For the purposes of determining dues, legal and liability assessments, realignment issues and State CIF and Section divisional placement, the enrollment figures for non-CIF member school/program students residing in the CIF member school's attendance area must be included in the CIF member school's enrollment using the CBEDS enrollment figures.
 - (4) The application process must start with the principal of the CIF member school. Written certification that all the conditions listed above will be met, as well as approval, must be obtained from the following:
 - a. CIF member school principal; AND
 - b. CIF member school governing board(s); AND
 - c. Non-CIF member school or program administrator in charge; AND
 - d. Non-CIF member school governing board (if applicable)
 - (5) Additional approvals must be obtained, in the following order, from:

- a. The CIF member school's league; AND
 - b. The CIF member school's Section; AND
 - c. The State CIF Executive Committee
- (6) New and Renewal applications for multi-school teams under this bylaw must be filed annually.
- a. **New applications**
 - (i) All new applications must be received in the State Office prior to May 31 of the current school year for approval for the following school year.
 - (ii) All fees must accompany the application and be received prior to May 31. The request will not be considered until the fees are submitted.
 - (iii) Any late applications will be assessed a late fee of \$200; the fee must be attached or the application will not be considered. If a new application is not received by September 1 of the current school year, the school must also submit a statement as to the reason for the late application. This statement must accompany the late application.
(Approved May 2020 Federated Council)
 - (iv) Students are not eligible to participate or compete with the CIF member school until confirmation from the CIF State Office that the application is approved.
 - b. **Renewal applications**
 - (i) All renewal applications must be submitted to the State Office by May 31 of the current school year to continue multi-school status for the following year.
 - (ii) All fees for multi-school dues will be reflected on the invoice sent from the CIF State Office for the school's annual school dues and legal assessment.
 - (iii) Any late applications will be assessed a late fee of \$200; the fee must be attached or the application will not be considered. If an application for renewal is not received by September 1 of the current school year, the school must also submit a statement as to the reason for the late application. This statement must accompany the late application.
(Revised May 2020 Federated Council)
 - (iv) Students are not eligible to participate or compete with the CIF member school until confirmation has been received from the CIF State Office that the application is approved.
- (7) **Appeals Procedure [Applies only to (5) above]**
- a. If the CIF member school is unable to obtain written approval from the appropriate league, then it may appeal for approval, in writing, to its Section, but only after exhausting any and all appeals procedures established by the respective league.
 - b. If the CIF member school and its league are unable to obtain written approval from the appropriate Section, they may appeal for approval, in writing, to the Executive Committee, but only after exhausting any and all appeals procedures established by the respective Section.
- C. **Small Learning Communities, Small Schools, Alternative Schools, and Charter Schools Housed on a Member School's Campus**
- (1) Small learning communities, small schools, alternative schools and charter schools housed on an existing member school's campus are subject to Bylaw 303.B. However, a small learning community, small school, alternative school or charter school housed on an existing member school's campus may apply for an exclusive multi-school relationship with the member school on whose campus they are housed. Where a small learning community, small school, alternative school or charter school housed on an existing member school's campus and the member school on whose campus they are housed apply for an exclusive multi-school relationship, the students at the small learning community, small school, alternative school or charter school will not be eligible to participate for any CIF member school other than the member school on whose campus the small learning community, small school, alternative school or charter school is housed. If a small learning community, small school, alternative school or charter school and the

member school on whose campus they are housed are applying for an exclusive multi-school relationship, they shall notify the CIF State Office when they submit their multi-school application.

- (2) Students transferring into small learning communities, small schools, alternative schools or charter schools housed on an existing member school's campus after their initial enrollment in the 9th grade are subject to Bylaw 207.
- (3) Sections are empowered to waive the transfer rule upon request by a school district establishing a new magnet program, small learning community, small school, alternative school or charter school housed on a member school's campus for the first year only; thereafter, all transfer rules apply.

(Revised May 2012 Federated Council)

D. Private and Charter Schools Partnering With CIF Member Public Schools Housed On a Separate Campus

Where a private school or a charter school enters into a multi-school agreement with a public school that is housed on a separate campus or with a public school district, only those students who live within the boundaries of the public school district may participate in athletics at the member school or at a member school within the district. A student attending such a private school or charter school must participate for the member school in whose attendance area his/her parent(s)/guardian(s)/caregiver reside or the school in the district where the student most recently established residential eligibility prior to attending the private or charter school entering the multi-school agreement.

E. CIF Member School with Multiple Campuses

Teams representing a high school must be composed of students under the direct supervision of one principal and attending class on one campus. Where one school has multiple campuses, a student must participate for the team on whose campus he/she is housed unless the school petitions to be allowed to participate as a single school with multiple campuses under the supervision of one principal. All new applications must be received in the State Office prior to May 31 of the current school year for approval for the following school year and meet all provisions of CIF Bylaw 303 listed above.

DEFINITIONS

School Within a School

This type of school (often times referred to as Academies with a particular academic focus) operating under the umbrella of a comprehensive high school, but has no autonomy in terms of academic accountability.

Small Learning Communities

These schools have their own complete accountability in terms of having their own CDS code, API scores and their own CAHSEE pass rate.

F. Continuation Schools

Continuation schools may not apply for multi-school team status as provided for under this provision. For continuation school eligibility, refer to Bylaw 211.

(Adopted May 2002 Federated Council/Revised May 2003 Federated Council/Revised May 2007 Federated Council/Revised May 2009 Federated Council/Revised May 2014 Federated Council)

304. SPECIAL SCHOOLS (CALIFORNIA SCHOOL FOR THE BLIND AND CALIFORNIA SCHOOL FOR THE DEAF)

A. Students attending special schools (as defined in Education Code Sections 59000 et seq. and 59100 et seq.) may be permitted to compete as representatives of the CIF member schools provided:

- (1) Student is eligible under all other rules of the CIF; AND
- (2) It is agreed that the administrative responsibility for the student involved in athletics shall rest with the principal of the school for which student is competing; AND
- (3) Permission is secured from the appropriate Board of Education; AND
- (4) Permission is secured from the Section.

B. A student with a qualifying disability in accordance with IDEA and State law who is attending a State-certified non-public school (as defined in Education Code Section 56365 et seq.) pursuant to placement by a public school Individualized Education Program (IEP) team may be permitted to compete as a representative of his/her CIF member school of residence (or school in which eligibility was most recently established) provided:

- (1) The student is eligible under all other rules of the CIF; AND

- (2) The State-certified non-public school is not a CIF member school; AND
- (3) The CIF member school district has determined that the State-certified non-public school placement is necessary; AND
- (4) The administrative responsibility for the student involved in athletics shall rest with the principal of the school for which the student is competing; AND
- (5) Approval is received from the appropriate Governing Board or designee; AND
- (6) Approval is received from the Section.

(Revised May 2006 Federated Council)

ARTICLE 40 - EJECTION POLICY

See Bylaw 503.M

ARTICLE 50 - GENERAL RULES

500. AUTHORIZED PARTICIPATION

- A. All CIF eligibility rules apply in all games including practice games.
- B. All athletic activities in sports approved by the CIF involving two or more member schools must be held under rules and regulations of the participating schools' respective league, Section and the CIF.
- C. Ineligible students shall not compete as representatives of the school in any competition involving CIF member schools.
- D. In any CIF competition, an attached eligible athlete (representing a CIF member school in compliance with all CIF, Section and league eligibility requirements) may be permitted to participate.

501. CONTESTS SUBJECT TO CIF ELIGIBILITY RULES

- A. All CIF eligibility rules apply in all games including practice games.
- B. With Section approval, each school year a school may engage in one (1) interschool playday activity per CIF-approved sport with any students not involved in that sport's interscholastic athletic program, as long as the schools involved agree in writing to indemnify and hold harmless Sections and the CIF and willingly accept full and complete responsibility for the health and safety of their students involved in the aforementioned activity.
- C. **Definition of a Playday**
An organized recreational activity involving teams from two (2) or more high schools wherein the participants are not currently participating or have not been participating as a member of their school interscholastic team in that sport during the previous 12 calendar months preceding the date of the playday.
- D. **Exhibition Competition**
Exhibition competition (such as, but not limited to, fifth quarter, open lane, open mat and open court competition) involving CIF member schools may be allowed as an adjunct to regular CIF competition under the following provisions. Team sports for the purposes of this Bylaw include baseball, basketball, beach volleyball, competitive cheer, field hockey, football, lacrosse, soccer, volleyball, water polo and wrestling. Individual sports for the purposes of this Bylaw include: badminton, cross country, golf, gymnastics, swimming and diving, tennis, track and field and skiing.

(1) Team Sports

- a. Duly-appointed coaches (as specified in Bylaw 503.F) and contest officials are present and supervising the activity. If officials require any additional fees for officiating exhibition competition, it shall be negotiated with the host school and their officials associations in compliance with Section rules and regulations; AND
- b. Such contests count toward the competing individual's allowable maximum number of contests; AND
- c. A team score is not kept or recorded; AND
- d. Such team competition is not conducted concurrently with the regulation CIF competition; AND
- e. Such team competition is held at the same site, immediately preceding or following the regulation competition; AND
- f. Such team competition is shorter in duration than the regulation competition in that

- g. sport; AND
- g. Participants in such competition shall not compete in any regulation CIF competition in the same sport during the same day or event; AND
- h. Participants in such competition represent their own school enrollment (i.e., competition on a rainbow team and/or a team made up of students representing two [2] or more school is prohibited); AND
- i. Written permission is granted for such competition by the principals of all schools involved; AND
- j. Participants in such competition meet all eligibility requirements of the CIF, CIF Section and league.

(2) **Individual Sports**

- a. Duly-appointed coaches (as specified in Bylaw 503.F) are present and supervising the activity; AND
- b. Such contests count toward the competing individual's allowable maximum number of contests; AND
- c. A team score is not kept or recorded nor are individual finishes or records kept of recorded; AND
- d. Individual events may be conducted concurrently with the regulation CIF competition events (i.e. open lane, open court, open apparatus); AND
- e. The primary CIF team and/or individual competition is held at the same site, and the individual exhibition competitions occurs during or immediately preceding or following that regulation CIF competition; AND
- f. Participants in such competition shall not compete in any regulation CIF competition in the same sport during the same day or event; AND
- g. Participants in such individual event competition represent their own school enrollment (i.e., competition on a rainbow relay team and/or a relay team made up of students representing two [2] or more schools is prohibited); AND
- h. Written permission is granted for such competition by the principals of all schools involved; AND
- i. Participants in such competition meet all eligibility requirements of the CIF, CIF Section and league.

(Revised May 2013 Federated Council/Revised April 2017 Federated Council)

- E. During the school year, all athletic activities in CIF-approved sports involving CIF member schools must be held under the rules and regulations of the participating school's respective league, CIF Section and the CIF during the established school year (district, Section, league).
- F. During the summer period, CIF Bylaws pertaining to transfer eligibility, undue influence, pre-enrollment contact and athletically motivated transfers apply (Bylaws 206, 207 and 510).
- G. During the summer period, no physical conditioning or practice sessions prior to the opening of authorized practice may be conducted by a high school unless specifically authorized by the school principal/designee. CIF Sections may establish sport specific rules and/or policies.

(Revised May 2010 Federated Council)

502. **NON-CIF MEMBER SCHOOL/CLUB TEAMS**

- A. CIF member schools shall only compete with other member schools of the CIF and/or schools who are members of another state association/federation who are eligible to participate in their respective state association/federation playoffs (see Bylaw 705 for International Competition).
NOTE: Implementation begins in 2019-2020
- B. No school belonging to the CIF shall compete, scrimmage or practice with any team outside the jurisdiction of the CIF without the consent of the CIF Section involved. A school disregarding this rule may be suspended from participation in that sport as determined by their respective CIF Section. (See Bylaw 511)
- C. Sections may establish a policy, procedure and requirements for review of applications of CIF member schools wishing to compete with a Non-CIF member.
- D. If a CIF high school team is approved by their section to compete against a non-CIF team in any competition, the activity shall be played under the high school rules for that sport. High school students

or teams shall not compete or practice against other individuals or teams in football or wrestling unless the players or such teams meet the age requirements of the CIF. High school students or teams shall not compete or practice against other individuals or outside/club teams-unless the individual players and the individuals on the outside/club team meet the age requirements of the CIF.

- E. In order to grant athletic opportunities to students who attend schools that for a limited amount of time cannot afford to offer a sport, an outside team consisting of students from these schools may be formed and may scrimmage or practice against a CIF member school provided the following:
- (1) A district board or private school governance board states that a program is not affordable for a limited time to be designated by the district board or the private school board;
 - (2) A district board or private school governance board requests participation for its students;
 - (3) The league against which these teams plan to compete grants approval prior to Section approval;
 - (4) Approval of the Section is granted;
 - (5) Officials of the requesting school(s) must understand this request is granted for up to a two-year term. An additional term may be granted if all provisions are met;
 - (6) That schools and districts recognize that such outside teams are not granted status as league members nor do they qualify for league, Section or State playoffs or championships;
 - (7) An administrator of one of the requesting schools agrees to accept responsibility and supervision of the team and agrees that students will meet eligibility requirements expected of students in CIF member schools.

(Approved April 2018 Federated Council)

Question: What are the guidelines for sport camps?

Answer: High schools may sponsor sport camps and/or allow non-school sponsored sport camps to use their facilities as follows:

- *Any camps are limited to pre-high school age students.*
- *Individuals from the general community may attend.*
- *Schools may not target youth programs and teams. The advertising for such events must be to the community.*
- *The high school name, nickname and identifying marks can be used in the title and/or promotion of the camp.*
- *The principal of the high school must give permission for the camp to take place; non-school sponsored camps must secure a facility permit for use of any facilities and equipment, provide insurance and pay for facility use no differently than any other private citizen.*
- *The camp must comply with all CIF rules, including those pertaining to undue influence.*
- *High school students may not be utilized to help with any camp unless the camp is during the season of sport and not conducted on the school's day of respite.*

503. ADMINISTRATIVE OVERSIGHT

The principal of each school shall be held responsible for the amateur standing and eligibility of the school's teams and team members under CIF, Section, and league rules.

- A. Schools shall be responsible to confirm the eligibility status for all students participating in interscholastic athletics at their schools as required by the State CIF Federated Council, local Section, and leagues.

B. Ineligible Athletes

Ineligible students shall not compete as representatives of the school in any CIF contest.

(1) Uniform Administrative Oversight Penalty

In the case where it is determined by the CIF Section that an ineligible student competed due to the failure of the school administration to submit proper CIF Section transfer eligibility application or forms which would have, had it been submitted in a timely manner and reviewed by the section, otherwise been granted immediate eligibility in that sport(s) in which the student participated prior to the appropriate paperwork being submitted.

First Offense

- a. The school will forfeit only the initial game won or tied, regardless of the number of contests in which the ineligible student participated.
- b. The school will submit to the CIF Section a corrective action plan approved by the

- principal and the superintendent.
- c. The school will submit a report at the conclusion of the school year on the actions and corrections made under the action plan

Second Offense within a school year calendar

- a. The school will forfeit only the initial game won or tied, regardless of the number of contests in which the ineligible student participated.
- b. The school will submit to the CIF Section a corrective action plan approved by the principal and the superintendent.
- c. The school will submit a report at the conclusion of the school year on the actions and corrections made under the action plan
- d. The school will be prohibited from hosting its first home playoff game in the sport where the forfeiture was applied.

(Approved April 2017 Federated Council)

C. **Grade Level Restrictions**

Only 9th through 12th grade students may practice with or compete on a high school team. Ninth grade students of a junior high school which is located on the same campus and is under the supervision of the same principal as the senior high school may practice with and compete on the high school team. For a multi-school situation, see Bylaw 303.

D. **Unattached/Unofficial Participants**

In CIF competition, no person shall be permitted to participate as an unattached athlete or an unofficial entrant. (See Bylaw 501).

E. **Supervision Requirement**

No CIF team shall participate in interscholastic or approved competition with any other team unless the CIF team is under supervision as required by the California Education Code 49032. (See also Bylaw 503.F.).

F. **Coaching**

Principals are responsible to insure that all coaches of the CIF member school for all individual or team(s) meet the requirements of the California Education Code 49032, 35179.1 and Bylaw 22.B.(9)

(Revised February 2009 Federated Council)

(1) **Coaching Compensation**

A coach shall not be reimbursed for coaching services from any source other than the school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team.

(2) **Penalty For Improper Coaching Compensation**

Any team coached by any person receiving any reimbursement for coaching services from other than school funds without the approval of the school's governing board may be sanctioned in accordance with Article 22.C.

(Revised February 2009 Federated Council/Revised February 2019 Federated Council)

G. **Physical Examination**

As a condition of membership, schools will require that a student receive an annual physical examination conducted by a medical practitioner certifying that the student is physically fit to participate in athletics. The report of the examination will be on a school board-approved form that includes a health history. The physical examination must be completed before a student may try out, practice or participate in interscholastic athletic competition. A student will be excused from this physical examination provided there is compliance with the Education Code provisions concerning Parent(s)/Guardian(s)/Caregiver's Refusal to Consent. The CIF Health and Safety Committee strongly recommends schools use the Pre-Participation Physical Examination form that is endorsed by five major medical societies; American Academy of Family Physicians, American Academy of Pediatrics, American Medical Society for Sports Medicine, American Orthopedic Sports Medicine and the American Osteopathic Academy of Sports Medicine. All CIF schools must have school board-approved forms.

(Revised March 2004 Executive Committee)

Q: What does the CIF consider to be an annual physical examination?

A: An annual physical examination is one that was completed in the last 365 days.

H. **Concussion Protocol**

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in education and management of concussion and receives written clearance to return to play from that health care provider. If a licensed health care provider, trained in education and management of concussion, determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven (7) full days from the time of diagnosis under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by all athletes and the athlete's parent/guardian/caregiver before the athlete's initial practice or competition.

(Approved May 2010 Federated Council/Revised May 2012 Federated Council/Revised January 2015 Federated Council)

Q: What is meant by licensed health care provider?

A: The scope of practice for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO).

Q: May nurse practitioners (NP) or physician assistants (PA) provide written clearance to return to play?

A: Yes, a nurse practitioner (NP) or physician's assistant (PA) working under the direct supervision of a medical doctor (MD) or doctor of osteopathy (DO) may provide clearance for return to play.

(Editorial May 2020)

I. **Steroid Prohibition**

As a condition of membership, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parent(s)/guardian(s)/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition.

NOTE: Article 1-12.N. *(Revised May 2005 Federated Council)*

J. **Sudden Cardiac Arrest Protocol**

A student-athlete who passes out or faints while participating in, or immediately following, an athletic activity or who is known to have passed out or fainted while participating in, or immediately following an athletic activity, must be removed immediately from participating in a practice or game for the remainder of the day. A student-athlete who has been removed from play after displaying signs and symptoms associated with sudden cardiac arrest may not return to play until the athlete is evaluated by a licensed health care provider and receives written clearance to return to play from that health care provider. On a yearly basis, a Sudden Cardiac Arrest information sheet shall be signed and returned by all athletes and the athlete's parent/guardian/caregiver before the athlete's initial practice or competition.

Q: What is meant by licensed health care provider?

A: The "scope of practice" for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO).

Q: May nurse practitioners (NP) or physician assistants (PA) provide written clearance to return to play?

A: Yes, a nurse practitioner (NP) or physicians assistant (PA) working under the direct supervision of a medical doctor (MD) or doctor of osteopathy (DO) may provide clearance for return to play.

(Editorial May 2020)

(January 2015 Federated Council)

K. **Heat Illness Protocol**

A student-athlete who exhibits signs of heat illness while participating in, or immediately following, an athletic activity must be removed immediately from participating in a practice or game for the remainder of the day. A student-athlete who has been removed from play after displaying signs and symptoms associated with heat illness may not return to play until the athlete is evaluated by a licensed health care provider and receives written clearance to return to play from that health care provider. On a yearly basis,

a Heat Illness information sheet shall be signed and returned by all athletes and the athlete's parent(s)/guardian(s)/caregiver before the athlete's initial practice or competition.

Q: One of my student-athletes sometimes experiences leg cramps during practices and/or games but then they go away with rest and stretching. Do I have to hold her out from the rest of that practice or game? Does she need to see her physician before she can return to play?

A: Muscle cramps may be an early sign of heat illness and can be evaluated and managed with rest, stretching and oral fluids including electrolyte drinks. If the cramps are not associated with any other signs and symptoms of heat illness and resolved promptly, then the athlete could return to practice or competition and would not require clearance from a licensed healthcare provider. BUT, if any signs and symptoms of heat illness exist alongside heat cramps, then yes, she would need to be cleared by her physician before returning to play. AND, if she continues to experience recurrent muscle cramps, have her see your school's athletic trainer who can evaluate further. If there's no athletic trainer available at your school, your athlete should get a medical evaluation from her physician. Please visit https://cifstate.org/sports-medicine/heat_illness/index for more information on this topic.

(Editorial May 2020)

Q: What is meant by licensed health care provider?

A: The scope of practice for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO).

Q: May nurse practitioners (NP) or physician assistants (PA) provide written clearance to return to play?

A: Yes, a nurse practitioner (NP) or physicians assistant (PA) working under the direct supervision of a medical doctor (MD) or doctor of osteopathy (DO) may provide clearance for return to play.

(Editorial May 2020)

(Approved January 2019 Federated Council)

L. Emergency Action Plans and AED Protocol

- (1) A school shall ensure that there is a written emergency action plan in place that describes the location and procedures to be followed in the event of Sudden Cardiac Arrest and other medical emergencies related to the athletic program's activities or events.
- (2) The school shall have at least one automated external defibrillator (AED) for the purpose of rendering emergency care or treatment. The school shall ensure that the AED or AEDs are available to athletic trainers, coaches and authorized personnel at these activities or events.

(Approved April 2019 Federated Council)

M. Statewide Sportsmanship and Ejection Policy **Player:**

A player who is ejected from a contest (for reasons other than fighting or leaving the bench area during a fight) shall be ineligible to participate in the remainder of that contest (event) and his or her team's future contest (s) as outlined below:

- (1) First Ejection: Player is ineligible to participate in the team's next contest. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's next contest. If the ejection occurs in the last game of the season, the player would be ineligible for the team's first contest the following season. If the player is a senior, he or she would be ineligible for the first contest of their next season of sport.
- (2) Second Ejection: Player is ineligible to participate in the team's next three (3) contests. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's next three (3) contests. If the season concludes prior to the player serving the three (3) contests suspension, he or she would be ineligible for the number of contests remaining on the suspension for the team's following season. If the player is a senior, he or she would be ineligible for the number of contests remaining on the suspension for their next season of sport.
- (3) Third Ejection: Player is ineligible to participate for the remainder of that season. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for

the team's remaining contest that season. If there are six (6) or fewer contests remaining in the season, the player would be ineligible for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter. If the player is a senior, he or she would be ineligible for up to six (6) contests for the next season of sport as determined by the CIF Section Commissioner with jurisdiction in the matter.

A player who is ejected from a contest for fighting or leaving the bench area during a fight* shall be ineligible to participate in the remainder of that contest and his or her team's future contests as outlined below:

- (4) First Ejection: Player (Fighting/Assaultive Behavior/Gross Unsportsmanlike Conduct) is ineligible to participate in the team's next three (3) to six (6) contests as determined by the CIF Section Commissioner with jurisdiction in the matter. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the duration of the suspension. If the season concludes prior to the player serving the full suspension, he or she would be ineligible for the number of contests remaining on the suspension for the team's following season. If the player is a senior, he or she would be ineligible for the number of contests remaining on the suspension for their next season of sport. *NFHS Rules indicate automatic one game suspension for leaving the bench.
- (5) Second Ejection: Player is ineligible to participate for the remainder of that season. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's remaining contests that season. If there are six (6) or fewer contests remaining in the season, the player would be ineligible for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter. If the player is a senior, he or she would be ineligible for up to six (6) contests for their next season of sport as determined by the CIF Section Commissioner with jurisdiction in the matter.

Before a player may return to participate in a contest following a multiple game suspension for any of the above infractions, the school principal must inform the CIF Section Commissioner with jurisdiction in the matter that they have met with the student-athlete, his or her parent/guardian/caregiver and coach to discuss future behavioral expectations.

Appeal Process for All Multi-Game Ejections:

The school principal may appeal the penalties listed above in writing to the League Commissioner/President (for a regular season contest not including the final contest prior to Section playoffs) or CIF Section Commissioner with jurisdiction in the matter (for the final contest prior to Section playoffs and all playoff contests). The appeal must be received by the Section with 48 hours of the date of the ejection. Reasons for the appeal may only include misidentification of the ejected player or a misapplication of the rule. There will be no appeal regarding the judgement of an official.

Note: There is no appeal process for single game ejections.

Coach:

A coach who is ejected from a contest (for reasons other than fighting) shall be disqualified from participating in the remainder of that contest and his or her team's future contest (s) as outlined below:

- (6) First Ejection: Coach is disqualified from participating in the team's next contest. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest and for the team's next contest. If the ejection occurs in the last game of the season, the coach would be ineligible for the team's first contest the following season.
- (7) Second Ejection: Coach is disqualified from participating in the team's next three (3) to six (6) contests as determined by the CIF Section Commissioner with jurisdiction in the matter. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest

and for the team's next three (3) to six (6) contests. If the ejection occurs in the last game of the season, the coach would be ineligible for the team's first three (3) to six (6) contests the following season.

- (8) **Third Ejection:** Coach is disqualified from participating in the remaining contests of that season. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest and for the remaining contests of that season. If there are six (6) or fewer contests remaining in the season, the coach would be disqualified from participating for up to six (6) contest for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter.

A coach who is ejected from a contest for (Fighting/Assaultive Behavior/Gross Unsportsmanlike Conduct) shall be disqualified from participating in the remainder of that contest and his or her team's future contests as outlined below:

- (9) **Ejection for (Fighting/Assaultive Behavior/Gross Unsportsmanlike Conduct):** Coach is disqualified from participating for the remainder of that season. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest and for all of the team's remaining contests that season. If there are fewer than six (6) contest remaining in the season, the coach would be disqualified from participating for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter.

Before a coach may return to participate in a contest following a multiple contest disqualification, for any of the above infractions, the school principal must inform the CIF Section Commissioner with jurisdiction in the matter that they have met with the coach to discuss future behavioral expectations.

Appeal Process for All Multi-Game Ejections:

The school principal may appeal the penalties listed above in writing to the League Commissioner/President (for a regular season contest not including the final contest prior to Section playoffs) or CIF Section Commissioner with jurisdiction in the matter (for the final contest prior to Section playoffs and all playoff contests). The appeal must be received by the Section with 48 hours of the date of the ejection. Reasons for the appeal may only include misidentification of the ejected player or a misapplication of the rule. There will be no appeal regarding the judgement of an official.

Note: There is no appeal process for single game ejections.

Spectator:

If a spectator is ejected from a contest, it is the responsibility of the school to ensure that person does not attend that team's next contest. If the same spectator is ejected a second time, it is the responsibility of the school to ensure that person does not attend any of the remaining contests for that season.

Enforcement:

See Bylaw 503. M. and Article 22.C.(1)(2)(3)(4)

- (10) The Executive Director and/or Executive Committee or Section Commissioner and/or Section Board of Managers shall have power to suspend, to fine or otherwise penalize any member school for the violation of any CIF or Section rules and regulations or for just cause. The period of suspension or other penalty shall be left to the discretion of the CIF governing body that has jurisdiction of the matter where the penalty is not fixed.

note. See NCS Sports & General Rulings 307.H for additional NCS penalties.

Q: If an official disqualifies an athlete as prescribed by the NFHS rules for that sport, will a suspension be required?

A: If, in the review of the report filed by the official, it is determined by the Section Commissioner, or his/her designated representative, that the actions of the player do not involve unsportsmanlike conduct, a suspension

may be waived.

Q: If it is determined by documented and/or video evidence that a player is disqualified from a contest erroneously, will a suspension be required for that player?

A: If, in the review of the report filed by the official, it is determined from the use of documentation and/or video evidence by the Section Commissioner or his/her designated representative, that the player has been misidentified or disqualified erroneously, a suspension may be waived.

Q: Sometimes an official will reverse their initial call at the conclusion of the contest. Can the official reverse his/her original call?

A: If, in the review of the report filed by the official, it is determined that he/she made an incorrect ruling, the official may rescind the initial ejection.

(Approved May 2020 Federated Council)

504. **SEASON OF SPORT**

All CIF member school interscholastic activities must be conducted in accordance with the following season of sport Bylaws.

A. **Definition of School and Individual Student Athlete Season of Sport**

The season of sport for a school is that period of time which elapses between the first interscholastic contest and the final contest for that particular sport. The season of a sport for any individual student is that period of time which elapses between the student's first participation in an interscholastic contest and the student's final participation in a contest for that particular sport in that season. This includes participation in an academy program which competed against a high school or non-school organization during that season of sport.

B. The season of sport shall be established for each sport by the highest CIF component level in which championship competition is conducted (i.e., State, Section or league) in that sport. To participate in state-level competition for any particular sport, a Section must comply with the CIF adopted season of sport.

C. **Playoffs**

State and Sections shall conduct playoffs in such a manner that teams in like sports, and in baseball and softball, during the same season are afforded equitable opportunity to participate in evening and weekend competition.

D. **Equity**

Sections and/or leagues shall set seasons of sport so that they provide equal opportunity for all students to participate, including intersectional competition and State championships in like sports, and softball and baseball.

E. The basic sports seasons are:

Fall - August through November

Winter - November through February

Spring - February through June

Exact dates may vary from year-to-year and between Sections within the above specified basic seasons. Championship competition may extend beyond these limits.

F. Section and/or leagues are encouraged to conduct all sports during the State-approved season.

G. Member schools, through their league or Section, shall either:

(1) Schedule identical sports, and baseball and softball, with seasons of the same number of weeks regardless of the season of the year in which the sport is played; OR

(2) Schedule all sports in a particular season of the year to be an equal number of weeks.

H. Sections have the responsibility to work toward equity relative to length of season, number of contests, and number of opportunities for participation by students. The seasons of sport for State Championships are:

Fall - Volleyball (girls)

Fall - Cross Country (boys and girls)

Fall - Football (boys)

Fall - Golf (girls)

Fall - Tennis (girls - Regionals only)

Winter - Soccer (boys and girls - Regionals only)

Spring - Swimming and Diving (boys and girls)

Spring - Track and Field (boys and girls)

Spring - Golf (boys)

Spring - Tennis (boys - Regionals only)

Fall – Water Polo (boys and girls - Regionals only) Spring - Volleyball (boys - Regionals only)
 Winter – Water Polo (girls - SoCal Regionals only) Spring - Badminton (boys, girls and coed - Regionals only)
 Winter - Basketball (boys and girls) Spring – Baseball and Softball (Regionals Only)
 Winter - Wrestling (boys and girls)
 Winter- Traditional Competitive Cheer (boys and girls)
 (Editorial May 2022)

I. The season of sport for championship teams from the San Francisco and Oakland Sections may be extended to allow them to compete against each other in a postseason Transbay competition in those sports that do not culminate in a CIF Regional/State Championship.
 (Approved May 2008 Federated Council/Revised May 2011 Federated Council)

J. **Last Contest Date**

- (1) Each Section shall determine the last contest date for regular season competition.
- (2) For sports culminating in Regional or State Championships, Section playoff competition must be completed by the Saturday prior to Regional or State competition.
- (3) Each Section that participates in State Championships in a sport shall conduct Section playoffs, if any, during the season immediately preceding such State Championships.

K. **Maximum Number of Seasons**

A student shall not participate in more than four seasons of sanctioned CIF competition in any given sport in a four-year high school or three seasons of sanctioned CIF competition in any given sport in a three-year high school. Activities in the summer are exempt. This includes participation in an academy program which competed against a high school or non-school organization during that season of sport.

L. **One Season of Sport**

Each student shall be limited to one season of a particular sport for each school year. This includes participation in an academy program which competed against a high school or non-school organization during that season of sport. (See also Bylaw 504.A.)

M. **Sundays**

In order to provide at least one day of respite from involvement in interscholastic athletics each week, no interscholastic games or practices of any kind are to be held on Sunday.

Exception #1: Those schools founded upon religious tenets that observe a Sabbath rest from Friday sundown until Saturday sundown may practice or play on Sundays. These schools must register each year by August 1 for the following year with their Section office and observe a day of respite from sundown Friday to sundown Saturday. No school requesting a religious exception may participate in interscholastic participation (practice and/or games) on seven (7) consecutive 24-hour days.

- Schools requesting an exception must provide documentation, if requested, of religious belief adhering to the basis of the exception.
- Schools requesting an exception must provide documentation, if requested, of adherence to the rule of no interscholastic participation (practice and/or contest) within seven (7) consecutive 24-hour days.

NOTE: Declaration of Alternate Day of Respite form is available through your local Section Office.

Exception #2: Traditional Competitive Cheer teams competing in the annual National High School Competitive Cheer (NHSCC) event. This exception may be used one-time per school year for the above event only. Schools seeking an exception for the NHSCC event should contact their local CIF Section office.

- Schools requesting an exception must provide documentation, if requested, of adherence to the rule of no interscholastic participation (practice and/or contest) within seven (7) consecutive 24-hour days.

(April 2021 Federated Council)

(1) Violation of Bylaw 504.M. will result in the following sanctions:

- a. Practice: For every practice conducted during the declared respite time, the violating school will be prohibited from conducting twice as many regularly scheduled practices (2 for 1);
- b. Game: A game played during the declared respite time will result in forfeiture of the game.

(2) In addition to the above sanctions, the Section may impose any of the following additional sanctions:

- a. The final season record will be reduced by at least one win at the conclusion of the

- season;
- b. The school will be placed on probation;
- c. The team/individual will be ineligible to advance to or in Section, Regional or State Championships;
- d. Reduction of maximum number of contests allowed for the following year in that sport;
- e. Repeated violation may result in suspension of membership in the CIF.

(May 2000 Federated Council/Revised May 2004 Federated Council/Revised April 2018 Federated Council)

NOTE: For purposes of this bylaw, an “academy” is defined as a non-school organization located in or outside the State of California that consists of a sports development and/or training program, consisting of athletic team(s) that compete against other high school or non-school organization athletic programs.

(Revised April 2023 Federated Council)

505. **EQUITY**

Any question or concern involving practices or procedures that affect perceived bias on the basis of gender will be reported in writing to the appropriate CIF Office within 10 working days. A form will be sent to the individual, which must be returned to register the inquiry and resolution (if any). Any registered complaints or inquiries will be investigated and reported to the Federated Council and State Board of Education with copies to the person who filed the original concern. If the problem is not resolved to the satisfaction of the individual, the appeals procedure of CIF shall be consulted and implemented at the discretion of the complainant.

NOTE: See Equity Complaint and Appeal Procedure section following the CIF Constitution and Bylaws (www.cifstate.org).

- A. Each Section shall adopt policies and/or establish procedures that will promote, within its jurisdiction, equal opportunity for all students regardless of race, religion, sex, national origin or physical disability.
- B. **Equal Representation in State Championships**
Sections shall participate in an equal number of sports for boys and girls in State championships, with a minimum of one entry per Section. All Sections shall have representation in all playoffs.
- C. **Number of Allowable Contests**
Each Section and/or league that establishes a maximum and/or minimum number of allowable contests for member schools shall establish the same number of allowable contests for teams in identical sports, and in baseball and softball.
- D. **Assignment of Officials**
 - (1) Officials for all interscholastic contests shall be assigned and compensated on a gender-neutral basis.
 - (2) When practical and sufficient interest exists, the number of events offered in a contest in identical sports for boys and girls shall be equal except where the rules are written by a recognized rules writing body that provides for a different number of events.
- E. **Equal Assignment of Playoff Facilities**
Assignment of facilities for competition in State and Section playoffs shall be based on gender-neutral factors for all teams in identical sports, and in baseball and softball.

506. **PRACTICE ALLOWANCE/GUIDELINES**

For the benefit of the physical and mental health of our student-athletes, all practices (as defined herein) under the auspices of the high school athletic program during the season of sport shall be conducted under the following conditions (See also Bylaw 504.M.):

- A. All teams will be allowed no more than eighteen (18) hours of practice time per week and no more than four (4) hours in any single day.
 - (1) **Multiple Practice Sessions:**
 - a. Double day practices shall not be held on consecutive days.
 - b. Must include a minimum of three (3) hours rest between practices.
 - (2) **Golf Only**
 - a. In the sport of golf only, a team is allowed a maximum of two (2) days per week of 18-hole practice rounds. [Counts as four (4) hours]
- B. Any competition day would count as three (3) hours toward the allowable weekly and daily practice hours no matter the length of the contest(s). No practice may be held following the conclusion of any contest.
- C. **Definition of Practice**

- (1) Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athletes skill proficiency in a sport; AND/OR
 - (2) Any school team or individual activity that includes skill drills, game situation drills, inter-squad scrimmages or games, weight training, chalk talks, film review, meetings outside of school time (excluding parent meetings) that are implicitly/explicitly required by the coach; AND/OR
 - (3) Any other coach-directed or supervised school team or individual activity or instruction for a specific sport (private, small group or positional instruction, etc.) AND/OR
 - (4) Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the high school athletic program, team or school; AND
 - (5) Outside organization activity (club, etc.), shall not be used to circumvent these Bylaws.
- D. Other mandatory activities (including, but not limited to study hall, tutorial sessions, team dinners), shall not be considered part of practice time. These activities must be approved by the principal. Activities that would be included herein are exclusive to any activity already covered in number C.(1)-(5) above.
- E. This Bylaw shall not supersede any School/District/Section policies that may be more restrictive.
- F. Penalties

Following the determination of a violation of CIF Bylaw 506, North Coast Section has determined that the following penalties will be assessed:

First infraction by a team

1. Team/Individual will forfeit twice the number of hours in which the team is in violation of the rule, with a minimum two-hour penalty.
2. The school athletic administration will meet with the involved coach to review the CIF practice guidelines.
3. School must report the infraction according to NCS Bylaw 1103.

Second infraction by a team within a two-year period

4. Team/Individual will forfeit twice the number of hours in which the team is in violation of the rule, with a minimum two-hour penalty.
5. Head Coach is not eligible to coach in the post-season for the first two contests the school participates.
6. School must report the infraction according to NCS Bylaw 1103.
7. The school will not be allowed to host NCS Championship contests in the violating sport for a period of one year from the date of the third violation.

Third infraction by a team within a two-year period.

8. Team/Individual will forfeit twice the number of hours in which the team is in violation of the rule, with a minimum two-hour penalty.
9. Head coach is not eligible to participate in post-season competition.
10. School must report the infraction according to NCS Bylaw 1103.
11. The school will not be allowed to host NCS Championship contests in the violating sport for a period of one year from the date of the third violation. The school is placed on probation for a period of two years. The parameters of probation are as follows:
 1. Any additional team/school violation will subject the school to the following penalties:
 - a. The school will not be allowed to host NCS Championship contests in any sport for a period of one year from the date of the third violation.
 - b. School coaches will not be allowed to coach in the first two contests of any NCS Championship contest or post-season contest the school is involved.

NOTE: For purposes of this Bylaw, the season of sport begins with each team's first day of practice.

Frequently Asked Questions - (FAQs will continue to be revised as needed and appropriate to assist schools in understanding the implementation of the Bylaw. Schools seeking additional clarification should contact their local CIF Section office.)

Q: Our football coach conducts a one (1) hour before school weightlifting activity in the weight room for football players. Does this count in the three (3) hours per school day practice limitation?

A: Before school activities that are NOT part of the curricular day are subject to the practice limitations. If the activity is organized and/or directed and/or supervised by any of the football coaching staff and only open to football players then YES it is considered to be practice and counted in the daily limit.

Q: Our football coach conducts a one (1) hour before school Zero Period weightlifting activity in the weight room for football players. Does this count in the daily practice limitation?

A: If Zero Period IS considered part of the curricular day then it does not count against the practice duration limitations.

Q: We have a one (1) hour (a) before school; (b) zero period; general weight lifting activity in the weight room, advertised to all the athletes in the school who wish to participate. The football coach supervises this activity. While it is advertised to everyone in the school, it is primarily utilized by the football players. Does this count as practice activity in the daily practice duration limitation?

A: (a) Before school is not part of the curricular day so activities during this time are subject to practice duration limitations. However, if the activity is a non-sport specific strength program, open to all athletes, it would be considered general conditioning and would not count as part of the practice duration limitations. As long as the school has done their best to advertise and make it open to everyone, and it is not a non-football hostile environment, or is not located in an area where female or other sport athletes do not have access (i.e. access only through the boys locker room), regardless of who attends or who is supervising, the activity would not be considered practice and would not, therefore, count in the daily practice limitation. (b) If Zero period IS considered part of the curricular day then it does not count against the practice duration limitations.

Q: A (a) Volleyball or Football; (b) Cross Country; Coach tells their team members “just go for an hour run” as a team (or as individuals) and then meet back in the gym to begin practice. Does that hour of just running count towards the practice duration limitation for that day?

A: Yes. This activity done as a team or as an individual and has been implicitly/explicitly required by the coach; directed and/or organized and/or supervised by the coach would count towards the daily practice duration limitations.

Q: A Basketball coach tells their team members that they are required to run a minimum number of miles each week on their own for conditioning. Does this count towards the practice duration limitations for any given day?

A: Yes, this would be considered an activity under C.(2) and (4) above because it was required and or implied by the coach for his/her basketball team members to participate. If it was not implicitly or explicitly required by the Coach it would not count towards practice duration limitations.

Q: The Water Polo Coach establishes a swimming conditioning session (a) before practice each day (b) in the morning before school; (c) during Zero Period; Does this count towards the practice duration limitations for that day?

A: (a) Yes, swimming conditioning is directly related to water polo skill development, so this would count towards the daily practice duration limitations. (b) Yes, swimming conditioning is directly related to water polo skill development, so this would count towards the daily practice duration limitation. (c) If Zero Period is considered part of the curricular day it does not count against the practice duration limitations.

Q: A student plays volleyball in the fall and basketball in the winter. During the overlap time of those two (2) seasons is a student allowed to practice for four hours per day for volleyball and then another four (4) hours per day for basketball, for a total of eight (8) hours of practice on any given day?

A: No. During any season overlap period for any student-athlete, that student-athlete is still limited to a total practice time for both sports not to exceed the daily practice duration limitation [four (4) hours max per day and only 18 hours per week].

Q: A student plays baseball and tennis in the same season of sport. If they have competitions on the same day for both sports how would those hours be counted?

A: the total number of hours would be three (3) regardless of the total time of both contests (see Bylaw 506.B.)

(Approved May 2014 Federated Council)

507. SECTION ALIGNMENT OF LEAGUES

Sections that use a two-year cycle of alignment shall realign on even years only. Sections that realign every year or upon demand are not to be affected by this rule. Each Section shall allow the formation of cross leagues for schools in which a sport or sports are not available through its immediate league.

508. DONATED EQUIPMENT

Schools, teams and/or individuals associated with interscholastic athletics which are under the control of school

governing boards are prohibited from accepting a donation of any and all athletic equipment of any description or any and all apparel of any description which is associated with interscholastic athletics except as provided for by Education Code Section 41032(a) et seq. In the case of private schools, such donations must be accepted by resolution of the governing authority of such private school.

509. **OFFICIAL NATIONAL FEDERATION AUTHENTICATION MARK**

Only balls with the National Federation authentication mark shall be used in the sports of baseball, basketball, beach volleyball, field hockey, flag football, football, lacrosse, soccer, softball, volleyball and water polo.

(Approved February 1999 Federated Council/Revised to include lacrosse November 2000 Federated Council/Editorial May 2023)

510. **UNDUE INFLUENCE, PRE-ENROLLMENT CONTACT, DISCLOSING PRE-ENROLLMENT CONTACT, ATHLETICALLY MOTIVATED TRANSFERS**

A. The use of undue influence by any person(s) to secure or retain a student or their parent(s)/guardian(s)/caregiver as residents may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of that high school in the CIF. Undue influence is any act, gesture or communication (including accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition regardless of the source) which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his or her parent(s)/guardian(s)/caregiver, by or on behalf of, a member school, to enroll in transfer to, or remain in, a particular school for athletic purposes.

B. A student shall become ineligible for CIF competition for a period of one (1) accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition, regardless of the source. This includes, but is not limited to, student individual endorsements that involve anyone from, or associated with [see D.(2) below], a school or its athletic programs.

C. Pre-enrollment contact or an athletically motivated transfer may be considered prima facie evidence (“sufficient evidence”) that the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 200, 206.C. and 207.A) and cause the student to be ineligible for participation those sports in which the student participated at the former school.

Athletically motivated pre-enrollment contact of any kind by anyone from, or associated* with, a school or its athletic programs to which a student may transfer or move into the attendance area is not permitted. When a prima facie case (sufficient evidence) of undue influencing/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student’s enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coaches referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

D. **Pre-Enrollment Contact**

Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated [see D.(2) below] with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school.

(1) **Requirement to Disclose Pre-Enrollment Contact**

All transfer students shall submit a completed CIF Pre-Enrollment Contact Affidavit [NCS Parent-Student Certification Form] with appropriate transfer application(s) as required by their respective Section under Bylaw 207. Any and all pre-enrollment contact of any kind whatsoever that a student or anyone associated with the student, has had with a person associated with the new school must be disclosed by the student, parent(s)/guardian(s)/caregiver and the new school to the Section office on a complete CIF Pre-Enrollment Contact Affidavit [NCS Parent-Student Certification Form].

NOTE: NCS Parent-Student Certification Form is available through the enrolling school.

(2) **Definition of Being Associated with a School**

Persons associated with a school include, but are not limited to: current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes,

booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school, or, any organization or individual that assists or consults with a family/student resulting in enrollment and/or retention at a specific school for financial or athletic purposes.

E. **Athletically Motivated Transfers**

The CIF, as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the Federated Council. As stated in CIF Bylaw 200.A.(6) the CIF Bylaws shall serve as a deterrent to students who transfer or change schools for athletic reasons and to individuals who attempt to recruit (unduly influence) student-athletes or their parents to enroll in a school because of athletics.

As stated in CIF Bylaw 200.A.(2) the CIF Bylaws reinforce the principle that students attend school to receive an education first; athletic participation is secondary. CIF Bylaws provide for individual Section Offices to limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at their new school (School B).

Students may be determined by their respective CIF/Section Office or the CIF to have made an athletically motivated transfer or change in schools if one (1) or more of the following circumstances are determined to have contributed in any way to the transfer or change in schools:

(1) **Transferring to a School after Participating on a Non-School Athletic Team, Camp or Clinic Associated with the School**

The student transfers from his or her current school of attendance, with or without a corresponding change of residence, to any high school where the student participates or participated, during the 24 months immediately prior to the transfer, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.), camp or clinic that is associated with [See definition in D.(2)] the new school in the sports previously participated in. A team associated with a school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated with [See definition in D.(2)], that school; and/or, on which the majority of the members of the team (Participants in practice and/or competition are students who attend that school). AND/OR

(2) **Transferring to a School Where a Former High School Coach Has Relocated**

The student at any grade level transfers to a new school within one (1) calendar year of the relocation of his/her school or club coach to the student's new school of enrollment with or without a corresponding change in residence; AND/OR

(3) Other factors that may be considered in support of evidence of athletic motivation:

- a. Evidence the student's transfer or change of schools is because of the student's previous association with an outside agency that uses the facilities or personnel of the student's new school (School B); AND/OR
- b. Evidence that multiple students have transferred or changed schools to participate in a particular sports program at one (1) school.

(Revised May 2002 Federated Council/Revised May 2007 Federated Council/Revised May 2008 Federated Council/Revised May 2009 Federated Council/Revised February 2013 Federated Council/Revised April 2017 Federated Council/Revised April 2023 Federated Council)

511. **SUSPENDED SCHOOLS**

When a school in any Section is suspended from participating in any sport, that school is not to play with any other school in the Federation in that sport during the period of suspension. Any team competing with the offending school shall be subject to disciplinary action by the Federated Council. Any CIF member school that competes against a suspended program, the competing CIF member school shall be subject to disciplinary action by their Section and the CIF.

ARTICLE 60 - OUTSIDE COMPETITION

600. **COMPETITION ON AN OUTSIDE TEAM**

A student on a high school team becomes ineligible if the student competes in a contest on an “outside” team, in the same sport, during the student’s high school season of sport (See Bylaw 511). The following exceptions apply:

- A. If the outside team has half or more of the team members as stated in the National Federation rules book for that sport, it shall be considered the same sport. Examples: three on three basketball---outside team competition prohibited; two on two volleyball---outside team competition permitted.

Question: May a student who competes at the freshman or junior varsity level compete on an outside team during his or her high school season of sport?

Answer: No. The Outside Competition Rule pertains to all levels of competition. Thus, any individual participating at the varsity, junior varsity, sophomore and/or freshman levels may not compete on an outside team during his or her high school season of sport.

Question: When does a student/athlete become a member of a high school team?

Answer: Once a student/athlete competes in either a scrimmage or contest they become an official member of the team for purposes of the application of competition on an outside team.

Question: May a student-athlete currently on a high school team practice with an outside team?

Answer: The CIF and NCS have never had a rule that prevented a current student-athlete on a high school team the opportunity to practice with an outside team. The only restriction is participation in a scrimmage or contest on an outside team while a member of a school team in the same sport. However, students and parents should take into consideration the potential for injury and are still obligated to attend all school team practices or team meetings, or other required functions, as a member of the school team. It is best to discuss this situation with the school coach to maintain compliance with school and team rules.

B. Flag Football/Slow Pitch Softball

For purposes of this rule, touch football, flag football, and slow pitch softball are considered to be different sports than tackle football and softball respectively.

(Editorial Revision May 2017/Editorial Revision 2021)

C. SOCCER

In the sport of soccer, Bylaw 600 shall be in effect only during the winter high school soccer season.

High school soccer programs that compete during the fall or spring season are not subject to Bylaw 600.

NOTE: For purposes of this section, indoor soccer and futsal are not considered the same sport.

D. SWIMMING & DIVING

Swimmers may compete for an amateur team during the season of sport in the USA Swimming Senior National Championship Meet, the USA Swimming Sectional Championship Meet and the USA Swimming Junior Olympic Meet. Divers may compete for an amateur team during the season of sport in the USA National Championships, USA Junior National Junior Championships and any Regional and/or Zone Championship meet that qualifies the diver to the aforementioned Championships.

(Editorial Revision May 2017)

- E. Bylaw 600 shall not be in effect for those sports conducted outside the State-adopted season of sport (see Bylaw 504.H).

F. SPONTANEOUS RECREATIONAL ACTIVITY

It is permissible for a high school team member to participate in a spontaneous recreational activity or game in which sides or teams are chosen without regard to players representing any group or organization. Such participation would not cause loss of eligibility. (Definition of spontaneous: no prior planning or notice; an unplanned part of another activity which has a primary focus other than the sport.)

Q: What is an outside team?

A: An outside team is one that is organized through a non-school organization such as, but not limited to, youth teams, community teams, club teams, national teams, park and recreation teams, etc.

Q: Is attendance by an individual student-athlete at a non-school practice, camp or clinic considered participation on an outside team if during that sport’s season of sport?

A: No. Individual student-athletes may attend a non-school practice, camp or clinic during that sport’s season of sport (unless your school and/or CIF Section has developed a more restrictive rule).

Q: May an individual student-athlete compete in a scrimmage or game while attending a non-school practice, camp or clinic during that sport's season of sport?

A: Yes, if they are attending the camp as an individual (unless your school and/or CIF Section has developed a more restrictive rule).

G. UNATTACHED COMPETITION IN INDIVIDUAL SPORTS (see also CIF Bylaw 215)

- (1) An unattached athlete shall not represent any team. Points won by the athlete shall not be credited to any team. An unattached athlete shall not use a uniform which identifies a school or "outside" team. Any violation shall be considered an infraction of Bylaw 600.
- (2) Unattached competition is permissible for a student in other than school contests during the season of sport provided the student enters in the individual sports of badminton (singles and doubles), beach volleyball (pairs), cross country, golf, gymnastics, skiing, swimming and diving (including unattached entry on relays), tennis (singles and doubles), track and field (including unattached entry on relays) and wrestling.
(Revised February 2021 Federated Council)
- (3) **CERTIFICATION OF UNATTACHED ATHLETES**
No official recognition or certification on the part of the CIF-member school or personnel of the CIF-member school may be given in order that unattached athletes may participate in contests.
- (4) **REPRESENTATION IN CIF COMPETITION**
Unattached competition is not permitted in any CIF competition (See Bylaw 302). Individuals or teams entered in CIF competition must represent a CIF-member school. No other form of representation shall be permitted in CIF competition.
NOTE: Alpine, Nordic Skiing and Snowboarding are exempt for this Bylaw as the season of sport is not defined and listed under Bylaw 503.D. and that all competitions are done in conjunction with the Nevada Interscholastic Activities Association.

(Revised October 2008 Federated Council)

Q: May an athlete compete unattached in a collegiate track meet?

A: No. CIF students are not eligible to compete at intercollegiate events (Bylaw 215).

Q: What is defined as a collegiate track meet and/or intercollegiate competition?

A: A collegiate track meet and/or intercollegiate competition is one in which collegiate athletes are competing for or representing their school.

Q: May an athlete compete unattached in "open competition" at a joint sanctioned event?

A: No. A high school student who has any eligibility left at a high school shall not participated in any "open competition" event. A high school student may only compete in a high school division comprised of high school student-athletes at these events (Bylaw 702.C.).

Q: May an athlete compete unattached in a national governing body event?

A: Yes. An athlete may compete unattached in an event such as the heptathlon or decathlon when the National Governing Body of that sport administers the event(s).

Q: May an athlete compete unattached in an "open competition" event?

A: Yes. Bylaw 600.G. permits unattached competition in individual sports. An athlete may compete unattached in an "Open Competition" event such as a road race, 5k fun run of similar community sponsored event.

601. PENALTIES FOR VIOLATION OF BYLAW 600

A. Individual

- (1) **First Offense in High School Career in Any Sport**
The student becomes immediately ineligible for participation with his/her high school team for a number of contests equal to twice the number of contests of outside competition in which the student participated.
- (2) **Any Subsequent Offense in High School Career in Any Sport**
The student becomes immediately ineligible for one year (365 days) from the second infraction

in all sports.

a. **Appeals**

Upon written appeal to the Section commissioner, the student may petition his/her Section for reinstatement of his/her eligibility status.

B. **Team**

(1) **Games Forfeited**

Games in which a student participated on his/her high school team after violation of Bylaw 600 shall be forfeited.

(2) **Appeals**

Sections may establish rules and procedures to consider requests for waivers of game forfeitures.

(Revised May 2004 Federated Council)

602. **PAN-AMERICAN, US PARALYMPICS OR OLYMPIC COMPETITION**

During the high school season of sport, a high school student who has been selected or qualified for participation on the United States team, which will engage in Pan-American, US Paralympics or Olympic competition, may participate on that team.

(Revised October 2008 Federated Council)

603. **OLYMPIC DEVELOPMENT PROGRAMS**

During their high school season of sport, a high school student who has been selected or qualified for an Olympic development program by the respective National Governing Body for that sport, shall be permitted to participate in such a program without loss of interscholastic eligibility, if the following conditions are met:

A. The Olympic development program is:

(1) Verified as such by the State CIF; AND

(2) a. Conducted or sponsored by the United States Olympic Committee; OR

b. Directly funded and conducted by the U.S. national governing body for the sport on a national level; OR

c. Authorized by a national governing body for athletes having potential for future national team participation; AND

B. The student informs the high school principal at least 30 days prior to participating in the program; AND

C. The principal verifies the authenticity of the program; AND

D. The student makes prior arrangement to complete missed academic lessons, assignments and tests before the last day of classes of the semester in which the student's absence occurs.

E. This bylaw was written with the intent that only individual student-athletes that have been identified by the respective National Governing body for that sport, as having Olympic potential, would be eligible for this exemption of Bylaw 600. Individual student-athletes who are members of a club team(s) consisting in whole or part of high school age athletes, participating in any competitions (e.g. Super Y League events, USA Youth Soccer National League, Championships, etc.), even if the competition itself is labeled as an ODP event, that occur during the high school student's season of sport are not eligible for this exemption.

NOTE: It is up to the school and individual(s) participating to confirm that above events have been approved by the CIF (visit www.cifstate.org).

(Revised May 2007 Federated Council) (Editorial Revision May 2017)

604. **INTERNATIONAL COMPETITION**

The Executive Director may grant approval, upon individual petition, for an athlete to travel to a foreign country to participate in international competition sanctioned by the governing body for that sport in the United States and the international governing body.

(Revised October 2008 Federated Council)

605. **PROFESSIONAL TRYOUT**

A student shall become ineligible for CIF competition if he/she participates in any tryout for a professional team in any CIF-approved sport during the high school season of sport. The season of sport for a school is that period of time that elapses between the first interscholastic contest and the final contest in that particular sport.

NOTE: See Bylaw 1200 for CIF-approved sports. *(Revised May 2009 Federated Council)*

ARTICLE 70 - SANCTIONED EVENTS

700. PARTICIPATION

All competition in CIF-approved sports, in which high school students participate as representatives of their high schools, shall be conducted under the auspices of a CIF member high school, CIF league or Section, and with the approval, if necessary, of the CIF and the National Federation (See Bylaws 703-705). Only students enrolled in, and teams representing, CIF member high schools or otherwise approved schools (See Bylaws 502 and 703-705) may participate in such athletic competition.

(Revised May 2003 Federated Council)

Additional information can be found at the following link: http://cifnfs.org/coaches-admin/Sanction_Guidelines.pdf

701. JOINT SANCTIONING SPONSORSHIP

Assistance from outside organizations may be secured by the sponsoring high school, but the high school must direct and manage the event, or high school section of an “open division competition” event, and be fully responsible. To ensure that high school competition is conducted in accordance with CIF rules, the following guidelines must be followed:

- A. Any interstate or international event involving two (2) or more schools which is co-sponsored by or titled in the name of an organization outside the school community.
- B. Samples of information bulletins, invitations and entry forms must be submitted for sanctioning approval to the NFHS (See Bylaws 703-705) at www.nfhs.org,
- C. The host school event manager is responsible for accessing the NFHS on-line sanctioning page and completing all necessary information and fees.
- D. Any event program published in connection with a CIF-sanctioned activity must indicate the name of the host high school, league or Section, and that CIF sanction has been issued.
- E. Management and control of all finances connected with the activity shall remain with the host high school, league or Section. If requested by the State CIF Office, a financial statement indicating all high school, league or Section revenues and expenditures must be filed with the State CIF Office.
- F. If the title of a California host event includes the name of an outside organization, the title must be preceded by the name of the sponsoring high school, league or Section.

(Approved May 2009 Federated Council)

702. ADMINISTRATION OF JOINT SANCTIONED EVENT

- A. If a CIF high school, league, or Section sponsors a sanctioned CIF invitational event at the same time and place where an “open division competition” event is being held, the high school competition must be administered by a CIF high school, league or Section.
- B. The high school event must be limited to entries from CIF member schools whose athletes are eligible under CIF rules. Any other entries must receive the approval of the State CIF office.
- C. A high school student who has any eligibility left at a high school shall not participate in any “open division competition” event.
- D. The “open division” event management is requested not to accept an entry from an ineligible high school student, unless the student has already completed eight (8) semesters of eligibility, or unless the student is beyond CIF age requirements.
- E. CIF high school event sanction approval will not be issued if a high school student with any remaining eligibility is to be invited to the “open division” section of the event.

Q: May an athlete compete unattached in a collegiate track meet?

A: No. CIF students are not eligible to compete at intercollegiate events (Bylaw 215).

Q: What is defined as a collegiate track meet and/or intercollegiate competition?

A: A collegiate track meet and/or intercollegiate competition is one in which collegiate athletes are competing for or representing their school.

Q: May an athlete compete unattached in “open competition” at a joint sanctioned event?

A: No. A high school student who has any eligibility left at a high school shall not participate in any “open competition” event. A high school student may only compete in a high school division comprised of high school student-athletes at these events (Bylaw 702.C.).

Q: May an athlete compete unattached in a national governing body event?

A: Yes. An athlete may compete unattached in an event such as the heptathlon or decathlon when the National Governing Body of that sport administers the event(s).

Q: May an athlete compete unattached in an “open competition” event?

A: Yes. Bylaw 600.G. permits unattached competition in individual sports. An athlete may compete unattached in an “Open Competition” event such as a road race, 5k fun run of similar community sponsored event.

703. **INTER-SECTIONAL/BORDER STATES COMPETITION**

State CIF and National Federation sanction approval is not necessary for CIF-approved sports competition conducted between member schools of the Sections and/or Border States.

NOTE: For purposes of the provisions of CIF Article 70 (Sanctioned Events), the following are considered to be border states: Alaska, Arizona, Hawaii, Nevada, and Oregon. School teams from Canada and Mexico that meet the eligibility criteria of 705.D. will also be considered border states.

(Approved May 2003 Federated Council)

704. **INTERSTATE COMPETITION**

All competition in CIF-approved sports, involving any of the following requires a sanction:

- Any interstate or international event involving two (2) or more schools which is co-sponsored by or titled in the name of an organization outside the school community.
- Events in non-bordering states if five (5) or more states are involved.
- Events in non-bordering states if more than eight (8) schools are involved.
- Any event involving two (2) or more schools that involves a team from a foreign country. The exceptions to this rule are Canada and Mexico which are considered “bordering states” by the National Federation of High Schools and the California Interscholastic Federation.

(1) **Host School Procedures**

In applying for all necessary approval (as described above) of such an event, the host school event manager must access and register and follow all sanctioning deadlines as listed at www.nfhs.org no later than 60 days prior to the event. Completion of the registration, application and appropriate fees can only be completed electronically at www.nfhs.org. Late fees will be assessed for application filed less than 60 days prior to the event.

a. **Eligibility of Participants**

The hosting entity is responsible for submitting, upon request, to its respective Section Office written verification of all of the following.

- (i) All participants in the event represent only their respective schools of enrollment; AND
- (ii) All participants in the event meet the provisions of the following Bylaws: 203 (Age Requirement); 204 (Eight [8] Semesters); 212 (Amateur Standing); 600 (Outside Teams) and 900 (All-Star Competition); AND
- (iii) All participants in the event meet the eligibility standards of their respective state and national associations, including, but not limited to, maintaining minimum progress toward meeting the high school graduation requirements as prescribed by their respective governing boards.

b. The respective Section Commissioner will indicate his/her action (approval or denial) and, if approved, notify the State CIF.

c. The State CIF, upon receipt and approval of the application, will process the application to the National Federation (if applicable).

(2) **Traveling School Procedures**

Schools wishing to travel out-of-state to a school sponsored sanctioned event, should be aware of the following procedures:

- a. The hosting school event manager is responsible for processing any application which invites California school participation in an out-of-state event involving schools from multiple state associations, in CIF-approved sport competition.

- b. Upon receipt of the application, the State CIF will process the request to Section offices on behalf of the invited schools.
- c. Following Section action, the State CIF will respond to the National Federation application for final approval.

NOTE: It is the responsibility of both the host and traveling schools to confirm approval with the National Federation via the NFHS website.

705. **INTERNATIONAL COMPETITION**

A. **Approval of Competition**

All international high school competition in CIF-approved sports must have the approval of the participating school's Section Office, and when necessary, the State CIF and the National Federation and the sanction of the appropriate international body involved.

B. **Sanctioning of Qualifying Trials**

The State CIF will not sanction qualifying trials for an individual or team for the purpose of selecting undergraduates for international competition. Such selection must be made on the basis of previous performance of the individual or team.

C. **Hosting School Procedures**

In applying for all necessary approvals (as described above) of such an event, the host school event manager must access and register and follow all sanctioning deadlines as listed at www.nfhs.org no later than 60 days prior to the event. Completion of the registration, application and appropriate fees can ONLY be completed electronically at www.nfhs.org.

Late fees will be assessed for application filed less than 60 days prior to the event.

D. **Eligibility of Participants**

The hosting entity is responsible for submitting, upon request, to its respective Section Office written verification of all of the following:

- (1) All participants in the event represent only their respective schools of enrollment; AND
- (2) All participants in the event meet the provisions of the following Bylaws: 203 (Age Requirement), 204 (Eight Semesters), 212 (Amateur Standing), 600 (Outside Teams) and 900 (All-Star Competition); AND
- (3) All participants in the event meet the eligibility standards of their respective state and national associations, including, but not limited to, maintaining minimum progress toward meeting the high school graduation requirements as prescribed by their respective governing boards.

E. **Traveling School Procedures**

Schools wishing to travel internationally to participate in a school sponsored sanctioned event should be aware of the following procedures:

- (1) Schools traveling internationally to destinations other than to Canada or Mexico must:
 - a. File any paperwork required by their respective Section
- (2) Schools traveling to all international destinations must submit to its respective Section Office written verification of the eligibility of all participants in the event, as stipulated in 705.D. above.

NOTE: Consult your Section office for application deadlines.

(Revised November 2009 Federated Council/Editorial Revision May 2014)

706. **PENALTY FOR VIOLATIONS**

Any violation of the provisions of Article 70 (Sanctioned Events) may be cause for refusal of sanction approval or suspension of the participating schools from CIF competition. The Federated Council shall determine any period of suspension. Suspended schools may apply only to the Federated Council for reinstatement.

ARTICLE 80 - AWARDS FOR NCS/CIF COMPETITION

800. **AWARD RULE**

- A. A high school student is governed by CIF rules when a student participates in CIF competition. When the student participates in other than CIF competition in a CIF approved sport, at any time during the calendar year, the student is governed by the rules of the amateur standing rule of the amateur governing body for the sport. If the student violates the amateur standing rule of the amateur governing body for the CIF approved sport, the student is ineligible for CIF competition, except when the amateur governing body rule for that sport is more stringent than the CIF rule, then the CIF rule shall prevail.

801. **COACHES AWARD LIMITATIONS**

No tournament will be sanctioned if an award of over \$20.00 in value is made to coaches.

802. **STUDENT AWARD LIMITATIONS**

- A. A high school student may not receive, from any and all sources, athletic awards for athletic achievement in a given sport totaling more than \$250.00 in value for:

(1) Accomplishments in any regular season CIF high school competition event;

NOTE: Typical examples of a regular season CIF high school competition event include, but are not limited to, any non-league dual contest, league dual contest and/or individual tournaments held prior to any season-culminating League, Section, Region and/or State Playoff competition.

(2) A recognition award program, such as Player of the Week/Month, for any regular season CIF high school competition.

- B. A high school student may not receive, from any and all sources, athletic awards for athletic achievement in a given sport totaling more than \$500.00 in value for any postseason CIF high school competition or recognition program.

NOTE: For purposes of this bylaw only, postseason CIF high school competition includes League, Section, Regional and State Playoff competition, and such competition is considered to be one continuous event.

- C. The dollar value of an award shall be determined by the following criteria:

(1) The retail price paid by the last purchaser of the award;

(2) If the host school or League purchases the award, the retail price paid by the host school or League;

(3) If the award is donated by another entity, the actual retail price or cost to the entity exclusive of engraving.

- D. Such award cannot be cash, a gift certificate or merchandise alone. It may be merchandise, badge, medal, plaque, ribbon, picture, certificate or trophy, if it is suitably engraved or designated as an award.

- E. In the event a student accepts athletic awards in excess of the respective \$250.00, and/or \$500.00 value(s) stated above, and he/she or his/her parent(s)/guardian(s)/caregiver does not pay the excess amount(s), the student is ineligible for further CIF high school competition and shall be penalized according to Bylaw 212.

(Revised May 2011 Federated Council)

803. **CONTRIBUTIONS**

- A. No entity including, but not limited to, booster clubs, individual or corporate donors, school districts, and leagues, may contribute anything in order to make it possible to give an award exceeding the \$250.00 or \$500.00 value.

- B. Awards exceeding the \$250.00 and \$500.00 values may not be held and given to the student after the student graduates.

(Approved May 2001 Federated Council/Revised May 2011 Federated Council)

804. **EQUAL AWARDS**

Whenever a CIF athletic event is conducted for girls' teams and boys' teams in the same sport, awards of equal value for boys' competition and girls' competition shall be provided at each equivalent event of competition. Such awards need not be identical. The value of awards for junior varsity or other levels of competition need not be the same as for varsity, but at each level of competition awards for boys and girls shall be equal value.

805. **ANY GIFT, OR TOTAL OF GIFTS, SPONSORSHIPS OR CONTRIBUTIONS, VALUED AT \$500.00 OR MORE, TO AN ATHLETIC PROGRAM, TEAM OR COACH**

- A. Information on any gift, or total of gifts, sponsorships or contributions of \$500.00 or more yearly to an athletic program, team or coach which is meant to support that program, team or coach must be reported to the governing body or administrative officer responsible for policy development related to athletics.

- B. If requested, a record of gifts, contributions or sponsorships must be made available to the Section to which the school belongs and to the State CIF. Such a record should include the date and amount as well as a copy of any existing contractual obligations related to the gift, contribution or sponsorship, and a clear record of the disbursement of the funds.
- C. The acceptance and disbursement of any gifts, contributions or sponsorships must also be in accord with school administrative and district policy and as stipulated under the conditions of membership as outlined in Article 2-22.
- D. In the case of private schools or public charter schools specifically exempt from such regulations, the Section or State may require the implementation of reasonable administrative review practices and procedures, concerning the receipt and disbursement of gifts, contributions or sponsorships. (See also Bylaw 311 - Donated Equipment)

Question: May a school or team accept prize money for participation in an event?

Answer: No.

(Revised May 2008 Federated Council)

ARTICLE 90 - ALL-STAR COMPETITION

900. PARTICIPATION IN ALL-STAR COMPETITION

- A. A graduating senior is any student who has started his/her seventh semester of eligibility and has completed the season of sport prior to the high school all-star competition in that sport.
- B. For graduating seniors only, high school all-star competition (including practices and/or tryouts) may not begin until the conclusion of the last CIF Section or State contest in that sport.
- C. Undergraduates (grades 9-11) are prohibited from participating in high school all-star competition (including practices and/or tryouts) from September 1 through the completion of the last CIF-scheduled sanctioned event for that school year.

NOTE: 2024 June 1

2025 June 7

- D. For purposes of interpreting the CIF All-Star bylaw, high school all-star competition in any game, contest, or exhibition (including practices and/or tryouts) in which teams compete and the team participants include students from CIF member schools selected on a basis that involves, but may not necessarily be limited to, their high school athletic accomplishments. The following guidelines are to be considered in determining whether the activity is high school all-star competition:
 1. If the team name or activity includes all-star in its title, it shall be considered all-star competition unless it qualifies otherwise by these guidelines;
 2. If a team includes high school participants and the team purports to represent outstanding players from any community, county, State or geographical region, it shall be considered all-star competition unless it qualifies otherwise by these guidelines;
 3. If a team includes high school participants and the team represents itself in name, publicity, or programs as being composed of outstanding players from two or more high schools, or from one or more CIF leagues, or from one or more CIF Sections, it shall be considered all-star competition unless it qualifies otherwise by these guidelines;
 4. If no admission charge is made nor donation solicited for the activity, it shall not be considered all-star competition;
 5. If the team(s) represents an organized sports association, religious organization, or municipal recreation department and the team(s) is comprised solely of current participants in ongoing leagues or divisions of that organization, it shall not be considered all-star competition;
 6. If the team(s) is comprised solely of current members of an incorporated athletic club, it shall not be considered all-star competition.

901. PENALTIES FOR VIOLATIONS OF BYLAW 900

A. School

Violations of Bylaw 900 may cause the school involved to be suspended from membership in the CIF. Participation by member schools, by their school officials, or by any employee of the school, directly or indirectly, in the furnishing of school facilities or equipment, management, organization, supervision,

player selection, coaching, or promotion in connection with any prohibited contests shall be considered a violation of Bylaw 900. The period of suspension shall be determined by the Federated Council. Suspended schools shall apply to the Federated Council for reinstatement.

B. Student

Any student taking part in a prohibited all-star contest or similar contest shall be barred from all CIF athletic contests for up to one year following the date the infraction is verified.

ARTICLE 100

Article 100 contains no provisions.

ARTICLE 110 - APPEALS AND DELEGATED POWERS

1100. CIF STUDENT TRANSFER ELIGIBILITY APPEALS PROCEDURES (BYLAWS 206, 207, 208, 209)

An appeal of a Section's decision to grant limited transfer eligibility shall be reviewed only in accordance with the policies, provisions and procedures set forth in the "Policy and Procedures for Appeal of the Section Decision on Transfer Eligibility for Athletic Participation" which is available on the CIF website (www.cifstate.org) in Parent Handbook II - Understanding the Transfer Appeal Process. Sections are not permitted, and have no authority, to determine an appeal of a Section's decision regarding transfer eligibility.

(Revised February 2000 Federated Council/Revised May 2003 Federated Council/Revised May 2007 Federated Council)

NOTE: All eligibility determinations made by the respective CIF Section office under the provisions of 207.B.(5)c. (unlimited eligibility applications) are final as all of these hardship circumstances are factual in nature and can/must be documented. Only students whose eligibility status was determined due to any violations listed below may appeal the Section's decision. The details and timelines of the appeal process is available on the CIF website as outlined in the Parents Handbook II – Understanding the Transfer Appeal Process.

A. 207.B.(5)a.(iv) or b.(v) or c.(iii)

B. 510 – Undue Influence, Pre-enrollment contact, Failure to Disclose Pre-enrollment contact and Athletically Motivated Transfers

(Revised April 2017 Federated Council)

1101. SECTION STUDENT ELIGIBILITY APPEALS PROCEDURES (BYLAWS 203, 204.D. 205.E.)

Each Section shall establish appellate procedures for review of a Section's decision regarding waiver of the age requirement (Bylaw 203); waiver of a charge of a semester of attendance (Bylaw 204.D.); and waiver of the requirement to be passing 20 semester credits of work (Bylaw 205.E.), which incorporate the following requirements in final Section determination of student athletic eligibility. In an appeal of any decision that includes not only a transfer request but also a request for waiver of the age requirement, charge of a semester, and/or passing 20 semester credits of work, the transfer request issue will be held in abeyance until all other issues are determined in accordance with Section appeal policies and procedures to a final determination. The procedural requirements for determination of the transfer request under the Policy and Procedures for Appeal of the Section Decision on Transfer Eligibility for Athletic Participation will be tolled until that final determination of other issues is made by the Section.

Upon written appeal of Bylaws 203, 204.D. or 205.E. the Section shall appoint either:

A. A hearing panel; OR

B. A single hearing officer.

The panel or hearing officer shall be empowered to hear the matter under consideration and rule on the eligibility status of the appellant under Section and State CIF eligibility requirements. Neither members of the hearing panel, nor a single hearing officer can have been directly associated with the matter under consideration or directly associated with the schools involved in the matter or have any other interest, personal or professional, that would preclude a fair and impartial hearing. If it is apparent from the facts that the panel or the hearing officer have no authority to adjudicate the matter under the rules, the Section may find the appeal to be without merit and deny a hearing. The Section hearing need not be conducted according to the rules of evidence and those related to witnesses. Any relevant evidence including hearsay evidence shall be admitted. All testimony shall be given under oath or affirmation administered by hearing officer (a member of the panel or a single hearing officer).

C. **Dates and Deadlines for Section Student Eligibility Appeals**

- (1) A final appeal to the Section, under this bylaw, must be initiated within 30 calendar days after a written notice of a Commissioner, hearing panel or single hearing officer's decision denying eligibility is sent (by postmarked mail) to the affected party.
- (2) If the affected party fails to file the appeal within the 30 calendar day period, the Section's hearing panel or hearing officer will not hear the appeal, and the Commissioner's decision, or hearing panel or hearing officer's decision, denying eligibility, shall be final.
- (3) Within 10 business days after receiving the appeal, the Section will send notice of the receipt of the appeal to the Section's panel or hearing officer, and to the appellant.
- (4) Within 30 business days after notifying both parties, a hearing shall take place at a time and place determined by the Section's panel or hearing officer. Any continuance of the timelines must be agreed upon and documented.
- (5) A written decision of the Section's panel or hearing officer shall be sent to the Section Commissioner and appellant within 10 business days after the hearing.
- (6) From the last published CIF sponsored activity until August 15, appeal hearings may be held if the State or Section can accommodate such a request with available personnel.

(Revised May 2007 Federated Council)

1102. STATE REVIEW PROCEDURE OF SECTION APPEAL PANEL DECISIONS

Appeals of final decisions determined through the CIF Section appeals procedure concerning student eligibility involving requests for waiver of the age requirement, waiver of a charge of a semester of attendance, and/or waiver of the requirement to be passing 20 semester credits of work may be presented to the State CIF Executive Director's Office after the CIF Section decision has been made in accordance with the following, if the appellant believes that the Section violated one or more of the following procedural guidelines:

- A. Was the Section's decision or action lawful; i.e., did the decision or action violate Title V, the Education Code, etc. and did it extend appropriate due process to the parties?
- B. Was the Section's decision or action fraudulent?
- C. Did the Section act arbitrarily?
 1. Did the Section have rules and criteria by which it reached its decision?
 2. Were the Section's rules and criteria reasonable; i.e., do the Section's rules reasonably relate to a legitimate objective?
 3. Did the Section follow its own rules and criteria?
 4. Does the Section's action or decision have a basis in reason, or in other words, a reasonable basis?

The test to be employed in the application of these criteria is whether responsible people, acting in a thoughtful manner, could reasonably have reached the same decision as the Section and not whether others might personally agree with the decision.

The Executive Director, upon receiving such an appeal, may review the Section's decision based on the above guidelines to determine whether its action was a violation of any of the above. If, in his or her judgment, this is the case, the Executive Director may return this matter to the Section for further review, or, if necessary, set aside the decision and take jurisdiction consistent with CIF Bylaw 1108.A.

D. **Dates and Deadlines for State CIF Student Eligibility Appeals**

1. An appeal to the Executive Director, under this bylaw, must be initiated within 30 calendar days after a written notice of a CIF Section's decision denying eligibility is sent (by postmarked mail) to the affected party.
2. If the affected party fails to file the appeal within the 30 calendar day period, the Executive Director will not hear the appeal and the CIF Section's decision, denying eligibility, shall be final.
3. If the appeal is filed within the 30 business day period, the Executive Director will send notice of the receipt of the appeal, within 10 calendar days after receiving the appeal, to the CIF Section, and to the appellant. The notice to the CIF Section shall include all documents filed by the appellant.
4. The CIF Section may file a response to the appeal within 15 business days after receiving the notice of appeal. The response shall be served on the appellant. The appellant may have five (5) days to file a reply with the Executive Director.

5. A written decision of the Executive Director shall be sent to the CIF Section and appellant within 15 business days of receipt of the final reply.

1103. Penalty for Violations of NCS and/or CIF Bylaws OTHER THAN Use of an Ineligible Participant

The penalties and proceedings as set forth in this section are to be applied by league committees of North Coast Section, league commissioners if authorized by their league, CIF when applicable, or by the Section Commissioner, or his/her designee, when the alleged infraction(s) do not fall under the jurisdiction of the league.

A. Forfeit of League Contest

Should a school's team or teams fail to participate in any of its contests as per the league schedule, it's action would represent a breach of the implied contract and the school would be further guilty of breaking its faith with the member schools of its league and the North Coast Section, C.I.F. Member schools are expected to make every reasonable effort to fulfill their varsity schedule.

1. League contests that are canceled for legitimate administrative cause by mutual agreement of the competing schools with authority granted by the respective league(s) would not be subject to sanctions or penalty. Examples of reasons for cause are listed below:

- a. Inadequate sign-ups of students to field a team. Schools are expected to encourage additional students to participate, but should notify the league one week after the starting date of practice if they are unable to field a team.
- b. Loss of an adequate number of participating students due to the imposition of school disciplinary action.
- c. Loss of an adequate number of participating students due to scholastic ineligibility.
- d. Student and spectator safety due to unforeseen circumstances such as travel conditions or field conditions.
- e. School, state or national tragedies or emergencies (ex. the death of a student or teacher at the school, State of Emergency by the Governor of California or a Homeland Security Red Alert).

2. League contests that are forfeited due to actions of intent or neglect that creates a competitive advantage for the school forfeiting the contests or a disadvantage to the other schools in the league shall be subject to sanctions and penalties. Examples of actions of intent or neglect are listed below:

- a. Over-scheduling to exceed the maximum number of contests permitted by NCS rules.
- b. Cancellation due to travel inconvenience or lack of travel preparation.
- c. Over-scheduling by making conflicting commitments for the same time period.

FIRST OFFENSE – one or more of the following penalties

- a. Forfeitures of contest(s) in which the offending school did not compete shall count as contests played against the final season record,
- b. Exclusion from participation in the league's post-season championship (playoff) competition in that sport for a period of one year from the date of determination of the violation,
- c. Exclusion from participation in NCS post-season championship competition in the specific sport in which the school did not fulfill its league scheduling responsibility for a period of one year from the date of determination of the violation.

SECOND OFFENSE WITHIN THREE SCHOOL YEARS OF THE FIRST OFFENSE (Items above plus):

- a. The school will be placed on probation with the conditions of probation to be determined by the member league. Failure to follow all NCS and CIF rules during the term of probation may subject the school to **THIRD OFFENSE PENALTIES**.
- b. Exclusion from participation in the league's post-season championship (playoff) competition in the specific sport(s) for a minimum of two years or more as determined by the league,
- c. Possible suspension from the league and any other NCS league in the specific sport(s) for a period of time to be determined by the league.

THIRD OFFENSE WITHIN FIVE SCHOOL YEARS OF THE FIRST OFFENSE

(Items above plus):

- a. Possible placement on non-league affiliated membership status for a period of time to be determined by the league.
3. The actions of the league in all matters stated above would be subject to appeal to the NCS President. A NCS member school, NCS Commissioner of Athletics, affected students, or parents of affected students may appeal a league hearing panel's decision on appropriate school remedies for violation of CIF or NCS rules or regulations other than the use of an ineligible student to the NCS President. The NCS President will assign a three-person hearing panel or a single hearing officer who will review the action of the league a formal hearing and may affirm, deny, reduce, or increase the remedies ordered by the school's league hearing panel.
 - a. An appeal of a league hearing panel shall be filed with the NCS Office in writing and shall detail the nature of the appeal and outline the position as to why the league hearing panel determination or remedy is in error or why an appeal to the NCS President is necessary at this time.
 - b. The appeal must be submitted to the Section President within 20 working days of the decision by the league.
 - c. The hearing will be conducted in accordance with the guidelines in the North Coast Section Appellate Procedures Handbook.
 - d. The hearing panel or a single hearing officer shall make its determination by evaluating the evidence presented and applying the guidelines found in the North Coast Section Appellate Procedures Handbook.
4. Under extreme circumstances, where the Section Commissioner, or his/her designee, have taken action to communicate to all schools that pre-season, league or championship competition may be unsafe to conduct due to conditions outlined in the communication, and a CIF member school, cancels a contest, the Section Commissioner, or his/her designee, will have final authority in determination if any contest(s) is (are) considered either a non-contest or forfeit.
(Board of Managers 10-3-2017)

B. For Violations that are Self-Reported by the Offending School

When a school violates NCS and/or CIF Bylaws, and self-reports the violation within a 10 working day period of time, the school shall immediately:

1. Report the violation to:
 - a. Its league
 - b. Schools against which the violation occurred
 - c. And the NCS Commissioner
2. Send written notice of the violation(s) to:
 - a. Its league
 - b. Schools against which the violation occurred
 - c. And the NCS Commissioner
3. Recommend to its league one or more of the penalties/remedies listed in 218.A.4.
4. League Responsibilities for Self-Reported Violations by the Offending School
For violations that are self-reported by the offending school, the school's league shall review the circumstances of the school's violation and its recommended penalties/remedies. The league will determine which of the stated penalties/remedies (NCS Constitution and General Bylaw 218.A.4) shall be implemented except when the bylaw specifically states the penalties for violation of that bylaw. In those cases the penalties required in the bylaw are the minimum consequences. The league may increase the mandated penalties but the league may not reduce or waive the mandated penalties.
 - a. When allowed in the bylaws, the league has the authority to affirm, deny, reduce or increase the penalties/remedies recommended by the school, based upon the following criteria:
 - 1) Does the school's action appropriately address the severity of the violation and, if appropriate, violations repeated within four calendar years of the last

violation?

- 2) Does the school's action cause remediation of the problem to preclude violations in the future?
- 3) Does the school's action address problems that caused or led to the violation?
- 4) Does the school's recommendation recognize its diminished culpability in cases where the student or his/her family or legal guardian intentionally provided fraudulent information?

C. For Violations that are Not Self-Reported by the Offending School

For violations that are not self-reported by the offending school, or are alleged charges reported by another school the NCS Commissioner or his/her designee shall review and investigate the alleged infractions and/or violations of CIF and NCS bylaws. Offended schools must report the alleged infractions within 10 working days of the alleged event.

1. Procedures for review, investigation of alleged infractions
 - a. The Commissioner or his/her designee shall investigate and collect all pertinent documentation, reports, pictures, etc. from all involved parties regarding the alleged infractions.
 - b. Develop a decision letter outlining all findings and listing of any penalties as listed in 218.A.4, or as mandated by other CIF and/or NCS Bylaws.
 - c. The Commissioner or his/her designee shall have the authority to revise their decision if new information is presented that in the opinion of the Commissioner or his/her designee changes the decision and penalties.
2. The party penalized in any decision by the Commissioner or his/her designee shall have the right to appeal the decision.

D. Appeal of Decisions of a League or NCS Commissioner or his/her designee

A NCS member school, NCS member league, NCS Commissioner of Athletics, affected students, or parents of affected students may appeal a league hearing panel's decision or the NCS Commissioner's or his/her designees' decision on appropriate school remedies for violation of CIF or NCS rules or regulations other than the use of an ineligible student to the NCS President. The NCS President will assign a three-person hearing panel or a single hearing officer who will review the action of the league or NCS Commissioner or his/her designee at a formal hearing and may affirm, deny, reduce, or increase the remedies ordered by the school's league hearing panel or the NCS Commissioner or his/her designee.

- a. An appeal of a league hearing panel or NCS Commissioner's or his/her designees' decision shall be filed with the NCS Office in writing and shall detail the nature of the appeal and outline the position as to why the league hearing panel or NCS Commissioner's or his/her designees' determination or remedy is in error or why an appeal to the NCS President is necessary at this time.
- b. The appeal must be submitted to the Section President within 20 working days of the decision by the League, Section Commissioner or his/her designee.
- c. The hearing will be conducted in accordance with the guidelines in the North Coast Section Appellate Procedures Handbook.
- d. The hearing panel or a single hearing officer shall make its determination by evaluating the evidence presented and applying the guidelines found in the North Coast Section Appellate Procedures Handbook.

E. **NORTH COAST SECTION APPEALS PROCEDUES INVOLVING MATTERS OTHER THAN STUDENT ELIGIBILITY OR SECTION PLAYOFFS**

1. Procedure for appealing rulings on matters other than student eligibility or section playoffs pursuant to CIF and/or NCS bylaws to an NCS Hearing Panel.
 - a. **Request for Review of League Ruling**
 - 1) A NCS member school, NCS member league, NCS Commissioner of Athletics, affected students, or parents of affected students may appeal a league hearing panel's decision or the NCS Commissioner's or his/her designees' decision on appropriate school remedies for violation of CIF or NCS rules or regulations other than the use of an ineligible student to the NCS President., or the President-elect in the President's absence, within 20 working days of the

league's, Section Commissioner's or Section Commissioner designee's decision. Typewritten fax or email copies of the request shall be sent to the NCS Commissioner and to all parties to the league proceedings. The request for review and must set forth, in ordinary and concise language, the following:

- i.) The facts which led to the decision that is being appealed, including the record of any lower level proceeding, if any,
- ii.) The exact nature of the decision including a copy of such decision, if one exists,
- iii.) The reasons the appellant believes the lower decision is in error, including citations to laws and rules that are applicable,
- iv.) The names, addresses, and home and office phone numbers of parties known to have knowledge of the matter, who the hearing panel might want to call to testify,
- v.) The exact nature of the relief requested, and
- vi.) A recommended time and place for a hearing, if any.

b. **Appeals Procedures**

The NCS appeals procedures are found in the **NCS Appellate Procedures Handbook** that is available from the North Coast Section office or on the NCS website (www.cifnco.org).

c. **Request for Shortening of Time**

- 1) If the appellant believes that the period of time allowed to pass before a hearing need be held is too long and would render irreparable harm to the appellant, then the request should also set forth:
 - i.) A request for a hearing not later than a stated date and,
 - ii.) The facts upon which such a request is made.

d. **New evidence**

- 1) If new evidence is introduced at an appeal, the new evidence must be sent back to the league of jurisdiction, Section Commissioner or Section Commissioner's designee prior to the NCS appeals body making a decision. The league, Section Commissioner or Section Commissioner's designee may, upon review of new evidence, revise their decision.

e. **Effective Date of Decision - Stay of Execution**

- 1) The decision shall become effective immediately, unless:
 - i.) A stay of execution is granted.
 - ii.) The hearing panel orders that it shall become effective retroactively.
- 2) A stay of execution may be included in the decision.

f. **Reconsideration**

- 1) The hearing panel of the NCS may order a reconsideration of all or part of the case on its own volition or on petition of any party with proper standing. The power to order a reconsideration shall expire ten (10) days after the mailing of the decision, or at the termination of a stay of execution of not to exceed ten (10) days which the hearing panel may grant for the purpose of filing a petition for reconsideration. If no action is taken on the petition within the time allowed for ordering reconsideration the petition shall be deemed denied.
- 2) The hearing panel may reconsider the case on all the pertinent parts of the record and such additional evidence and argument as may be permitted.

1104. **STATE CIF PLAYOFF APPEALS PROCEDURES**

The State CIF Executive Director shall have full authority to rule on any appeal directly involving State playoffs or to delegate such authority to game or meet authorities. Such a delegation of authority would not prevent the Executive Director from subsequently assuming jurisdiction if the Executive Director believed conditions warranted.

1105. **INTER-SECTIONAL DISPUTES PROCEDURE**

In the event that two Sections cannot come to a mutual agreement on an issue, a three-person committee composed of the President, President-Elect and Past President, along with the State CIF Executive Director, is authorized to hear the issue and render a decision which would be binding. If any member of the Committee is a representative of a Section involved in the dispute, the President shall select another member of the Federated Council to serve on the Committee for that particular issue.

1106. **NCS COMMISSIONER'S AUTHORITY TO INTERPRET**

The NCS Commissioner is authorized to interpret the NCS Constitution, Bylaws, and NCS Board of Manager regulations, and to issue such official interpretations in writing. The NCS Commissioner will report any official interpretations issued at subsequent NCS Executive Committee meetings for their review and consideration.

1107. **DELEGATED POWERS**

- A. In emergency situations, the North Coast Section President or Commissioner or his/her authorized designee may act for the NCS Board of Managers in the best interest of the organization. This action will be reviewed by the NCS Executive Committee as soon as possible.
- B. Between meetings of the NCS Board of Managers, the NCS Executive Committee shall be empowered to act for the NCS Board of Managers when necessary. This action will be subject to the approval of the NCS Board of Managers at its next meeting.

1109. **SETTING ASIDE THE EFFECT OF A RULE FOR WHICH THERE IS NO PROVISION FOR WAIVER**

The Executive Director and a Section Appeals Committee may, on a case-by-case basis, upon evaluation of the evidence, set aside the effect of any bylaw when, in their joint opinion all of the following criteria are met:

- A. There exists a hardship as defined by Bylaw 213;
- B. The rationale of the rule being waived will not be offended or compromised;
- C. The principle of the educational balance (over athletics) will not be offended or compromised;
- D. The waiver will not result in a safety risk to teammates or competitors;
- E. The waiver will not result in an unfair displacement of another student from athletic competition;
- F. Competitive equity among competitors will not, as a result of the waiver, be skewed in favor of the student or the student's team.

NOTE: In practice, this Bylaw is initiated by a Section appeals committee. However, the Bylaw may be initiated by the Executive Director upon review of an appeal.

ARTICLE 120 - APPROVED SPORTS, RULES AND GAME OFFICIALS

1200. **CIF APPROVED SPORTS**

- A. The addition to, or deletion from, the list of CIF-approved sports is subject to Federated Council approval. A Section may not approve or conduct competition in a non-CIF-approved sport without Federated Council approval. Approved interscholastic sports are badminton, baseball, basketball, beach volleyball, competitive sport cheer, cross country, field hockey, flag football, football, golf, gymnastics, lacrosse, skiing, soccer, softball, swimming and diving, tennis, traditional competitive cheer, track and field, volleyball, water polo and wrestling.

NOTE: Snowboarding is an approved event within the sport of skiing.

- 1. Interscholastic competition in approved sports shall be conducted under CIF rules.
- 2. All sports or events not listed as CIF-approved sports need not be conducted under CIF rules or jurisdiction.

(Revised April 2017 Federated Council/Revised February 2021 Federated Council/Editorial)

B. **Boxing**

Boxing is not approved as a CIF interscholastic sport. Schools participating in interscholastic boxing may be barred from all CIF competition for a period of time up to one (1) year in duration.

1201. **OFFICIAL RULES BOOKS**

- A. In all student team sports, where rules are written by the National Federation, the National Federation of High Schools (NFHS) Rules Book shall be official. In student team sports where the National Federation

does not write the rules, the NCAA rules scholastic division shall apply. In sports where neither the National Federation nor the NCAA writes the rules, the nationally recognized amateur association rules for that sport shall apply.

- B. Where rules are written for girls' sports by the National Federation, those rules shall be official.
- C. In gymnastics, Sections are authorized to use the U.S. Gymnastics Federation (USGF) rules for compulsory routines; all optional routines must follow National Federation rules.
- D. In sports for girls where the National Federation does not write the rules, the National Association of Girls and Women Sports (NAGWS) rules shall be official whenever the rules for the sport are written by NAGWS. In sports where neither the National Federation nor the NAGWS write the rules, the nationally recognized amateur association rules for that sport shall apply.
- E. For special mixed events and coed teams in tennis, volleyball and badminton, the following rules guide shall be used:
Tennis - United States Tennis Association (USTA); Beach Volleyball/Volleyball - United States Volleyball Association (USVBA); Badminton – Official Rule Book for USA Badminton.
NOTE: Sections may adopt optional game rules whenever permitted by state association adoption in all sports game rules published by the National Federation.

1202. DAILY CONTEST LIMITATIONS

- A. **Contests**
Interscholastic (dual-triangular) athletic contests in CIF-approved sports are to be arranged in such a way that no student shall take part in more than two athletic contests in any one day.
NOTE: The two-contest maximum rule does not apply to tournaments.
- B. **Tournaments**
All interscholastic athletic tournaments (involving four or more teams) in CIF-approved sports are to be arranged in such a way that no student shall take part in more than one tournament in the same sport in any one day.

NOTE: The NCS Sports & General Rulings Handbook outlines sport rules and policies, including CIF 1202, Daily Contest Limitations.

1203. GUIDELINES FOR OFFICIALS

- A. **OFFICIALS ASSOCIATIONS**
 - 1. **Accredited Officials Associations**
The NCS shall forward names of the officials associations that have been accredited by the State Accreditation Team to its member leagues.
 - 2. **Use of Accredited Officials**
 - a. All competition hosted by an NCS member school, league or the Section in the sports of baseball, basketball, football, lacrosse, soccer, softball, volleyball, water polo and wrestling shall be officiated by persons who have been certified and assigned by officials' associations that have been accredited in the respective sport by the State Accreditation Team.
 - 3. **Identified Officials**
When there is not an officials association available to service a league in one or more of the above sports, the league will identify persons who have met the State Accreditation Team guidelines for certifying game officials in the respective sport. These identified persons may officiate contests hosted by member schools of the league.
 - 4. **League Authorization**
The referee or primary event official for badminton, cross country, golf, gymnastics, swimming, tennis or track shall be authorized by the league for intra-league competition.
 - 5. **Criteria for League Authorization of Officials**
The criteria for certification of referees or primary event officials when there is no officials association available to service a league will be established by the league after input from individual officials and league representatives (e.g. league commissioner, athletic directors, coaches).
 - 6. **Survey of Officials Fees**

The NCS office shall distribute a survey of officials fees paid by NCS leagues and adjacent C.I.F. sections to NCS leagues and accredited officials associations which service NCS member schools for informational purposes. NCS will distribute the survey at the fall Board of Managers meeting. By December 1st, each association or league that wishes a change in its game official's fee structure for the following school year must submit in writing its proposal to the NCS commissioner and the respective official's association president or league commissioner(s).

7. **Coordinating Committee**

There shall be an officials association coordinating committee for each sport composed of at least one representative from each officials association which services the sport. The committees are charged with addressing the following responsibilities:

- a. develop a common section-wide training program for officials of the respective sport,
- b. select a section rule interpreter for the respective sport,
- c. provide a method of funding the approved expenses of the interpreters,
- d. develop and update a model instrument for the evaluation of officials.

B. **OFFICIALS ASSIGNMENT TO NCS CHAMPIONSHIP SERIES GAMES**

1. Any officials' association that does not send representation to its respective sport Coordinating Committee meetings will be subject to disqualification from participating in the respective NCS Championship series event during the respective school year. NCS staff will determine the eligibility of the officials association in question after considering the following criteria:
 - a. Attendance at previous meetings
 - b. Circumstances of missing a meeting. Example: Acts beyond the control of the representative from an officials association that did not allow them to attend the meeting.
 - c. Accreditation status with the State Accreditation Team.
 - d. Distance and cost of traveling to the meeting.

1204. **UNIFORM RULE EXCEPTIONS**

In the case of manufacturer's error, the Section Commissioner is authorized to waive National Federation rules, allowing exceptions as necessary within the spirit of the National Federation rules.

1205. **UNIFORM ATTACHMENTS**

All uniforms attachments are prohibited by State CIF Federated Council action except where provisions are allowed under National Federation rules.

(CIF Bylaws 1206 through 3202 are sport specific bylaws found in the NCS Sports & General Rulings Handbook.)

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Head Coach, UCLA Women's Soccer



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UNDUE INFLUENCE RULE INTERPRETATIONS

Last updated March 29, 2016.

The review of the meaning and interpretation of the CIF Undue Influence rule below is meant to give schools, parents and students a guide to determining what is, and is not, a violation of CIF Bylaw 510 concerning undue influence; pre-enrollment contact, transfer based on athletic motivation and failure to disclose pre-enrollment contact. The NCS Commissioner of Athletics has the responsibility of determining if and when a violation of this rule has taken place. It is very important that each NCS member school review with coaches, athletes, parents and other individuals associated with the school this rule, the interpretations and the results of failure to adhere to the rule, and the spirit of the intent of the rule. When there is a violation of CIF Bylaw 510 an athlete can be ineligible for two calendar years and a school's athletic program can be sanctioned. Questions and possible violations regarding undue influence, pre-enrollment and transfers based on athletic motivation should be directed to appropriate school personnel.

General Reminders

- Schools are held responsible for recruiting of athletes done by parents of other students, students, alumni, boosters, staff, etc. See definition of associated.
- Student athletes may be ruled ineligible if the section commissioner concludes that any transfer is athletically motivated.
- Recruiting is difficult to prove and sometimes difficult to define. Remember the premise on which the CIF 510 bylaw was founded – parents and families should be left alone to decide which school they believe is best for their child. No one associated with a school should try to influence them in any way. This is to protect the students from inducements or pressures to go to one school or another for athletic purposes. Schools are educational institutions and as such should ALWAYS put academics before athletics. NCS member schools hope parents and families choose a school based on what is best academically for their student and somewhere else down the list of priorities consider athletics.
- Students attend school to receive an education first; athletic participation is secondary.
- Many activities can be suspect. You must ask “What is the intent of the action?”
If the intent is to get an athlete to transfer to, enroll in or stay at a particular school, then that activity is a violation of the CIF 510 Bylaw. If the intent is to transfer schools to participate on an athletic team, then the transfer can be considered a violation of the CIF 510 Bylaw.
- CIF 510 Bylaw applies to both private and public schools.
- When in doubt about an activity check with your principal, athletic director, league commissioner or the NCS Office.
- If you “hear” about an activity that you believe may be a violation, report the possible violation to your school principal. (See NCS Constitution and General Bylaw 217)
- Those who recruit students justify their actions by saying they are helping the student(s). In reality they are seriously jeopardizing that student's future eligibility status, since students who transfer schools as a result of undue influence or athletic motivation become ineligible for further participation; and, bring the possibility of sanctions against the school they are associated.
- Work with NCS member schools and all CIF member schools in enforcing the rules - it's every member school's responsibility and the responsibility of all individuals who fit the definition of “associated” with the school athletic program.

General Outline of the Undue Influence Rule:

The purpose of the 510 form is for parents, students and school administrations and coaches to acknowledge **any and all** pre-enrollment contact. It does not mean that the pre-enrollment contact is recruitment, or a student is transferring based on athletic motivation, or that the pre-enrollment contact will be considered a violation of CIF 510. However, it is a violation when the contact is not reported. Not reporting the contact may result in up to a two-year suspension of athletic eligibility for an athlete and removal of a school from CIF membership depending on the severity and/or number of the violations. Undue Influence and Pre-Enrollment contact apply at all times prior to enrollment at a school regardless of the age of the student (pre-high school or high school age).

How do schools report Pre-Enrollment contact on the CIF Waiver Forms?

Parents and Student

Parents and students complete the Parent-Student Certification Form, a one page document provided by the school. On the form the parent and student review the documentation and sign if they can attest the statement is true. If they cannot sign the statement is completely true then the parent and student sign the lower signature line and attach a statement explaining the pre-enrollment contact, listing specific details, and attach the letter to the form.

If there has been no pre-enrollment contact and the student has not participated on an outside team associated with the enrolling school, the parent and student attest to two statements. The first statement is certifying that there has been no contact with any persons associated with the school and the second statement is certifying that the student and family have had no pre-enrollment contact prior to completion of the enrollment process with any individuals associated with the enrolling school, has not participated on an outside school team within the previous 24 months that is associated with the enrolling school, and there was no disciplinary action in place or pending at the time of the transfer. If the parent and student can certify that these statements are both true then they sign on the first set of signature lines on the form.

If the parent and student cannot certify that the two statements are true then they must sign on the bottom signature lines and attach a complete written statement disclosing and explaining the specifics of the pre-enrollment contact.

Former and Enrolling School

Using the CIF Home Waiver process the enrolling school marks either “Yes” or “No” if they agree with the application. A designated individual at the school, possibly the athletic director, should question all involved coaches asking if there was any pre-enrollment contact with a transfer student. The designated person must be sure to ask all coaches potentially involved with the transfer student. The enrolling school may include a statement in the Notes portion of the waiver form, or upload a statement with the CIF Home Waiver of the student.

Examples of Undue Influence and Pre-Enrollment Contact (The examples below require acknowledgement by the school, athlete and parent of pre-enrollment contact prior to enrollment if the student transfers.

Some Examples of Pre-Enrollment Contact

1. Potential athlete visits a school prior to enrollment.
2. A student returns to a school of attendance after transferring away from the school.
3. Potential athlete attends open gym or open field and then transfers to the school hosting the open gym or open field.
4. Student shows up at a school that the student is interested in attending and speaks to a coach, athlete or athletic director. Talking to the principal about the qualities of the school does not need to be reported.
5. Prior to enrollment at School B the student plays in athletic contests with students at School B, either as a member of an outside team or a member of the summer program of School B.
6. Prior to enrollment at School B the student is coached by a parent, coach, teacher or any other person associated with School B. Associated is defined as:
*(*CIF Bylaw 510 definition of Associated - Persons “associated” with a school include, but are not limited to: current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.)*
7. A potential athlete communicates with the coach of a school prior to enrollment.

8. A parent communicates with a coach of a school prior to enrollment.

Some Examples of Undue Influence

Below are examples of undue influence by a person or school to influence the enrollment of a student at a school. Each section commissioner is given the responsibility to evaluate what is and is not undue influence. These examples offer some guidelines to potential violations.

1. Members of a school booster club seek out and discuss with a potential athlete, or discuss with the parents, the possibility of the student attending their school
2. A school offers an invitation for an individual or targeted group of potential athlete(s) to attend a school athletic function.
3. A school offers an invitation for an individual or targeted group of potential athlete(s) to attend a high school game.
4. Invitation(s) to junior high school athletic team or a team comprised of junior high school age students to participate in pre-game or half-time activities.
5. A school offers a discounted ticket price or a free ticket to an individual or targeted group of potential athlete(s) of junior high age to attend an athletic event.
6. A coach tries to convince a current athlete to not transfer to another school. (*Note: It is acceptable for an administrator to discuss with a student thinking about transferring to another school the options of the student and how the student's athletic eligibility may be affected.*)
7. School uses athletic team/competition pictures, team/coach accomplishments, etc. to advertise their school for purposes of visitation and/or enrollment.
(*Note: Such advertisements may use athletic pictures if the advertisement uses at least the same number or more pictures of other non-athletic activities at the school.*)
8. A student participates in a shadow visit **and** meets with potential coaches to discuss the specific athletic program.
9. A student moves into a school's attendance area B and wishes to start summer activities with the school prior to enrollment at the school. When the student talks to the coach the coach outlines the entire summer activity schedule.
Note: Enrollment in a school is defined as actual attendance at a school or participation in an athletic contest. When parents or students who are transferring schools ask if they can participate in summer activities NCS staff have responded that as long as you have submitted their registration request to attend the school and have met with a guidance counselor to secure a class schedule for the coming year they are allowed to participate in summer activities without jeopardizing eligibility at the new school.
10. Coach for school B talks to a student at School A about joining a club team after a game involving School A and B. Student transfers to School B.
11. A potential transfer student calls or approaches a coach at a potential enrolling school and asks about the athletic program. The coach outlines the entire program including off-season conditioning, open gyms/fields, offense, defense, etc.
Note: When a potential transfer student approaches a coach regarding the athletic program at their school the only appropriate response is "I can't talk to you about our program. You must see the principal."

Prima Facie Evidence

Prima facie evidence is "sufficient evidence" of undue influence or recruiting by a school to which the student transfers, or, that the student enrolled in that school in whole or in part for athletic reasons. Examples are listed below. When prima facie evidence exists the student is ineligible but has the opportunity to present sufficient proof to the satisfaction of the section commissioner that rebuts or disproves the prima facie evidence.

Examples of Prima Facie Evidence

1. A student transfers to School B where the School B coach is also the coach of the new student's club team.
2. A student transfers to School B where there was pre-enrollment contact. The contact is reported on the CIF 510 form. The contact is considered prima facie evidence of an athletically motivated transfer. The student is ineligible for one calendar year unless the student and family can disprove or rebut the

- presumption of an athletically motivated transfer.
3. A student transfers to School B after playing on a club team where some or all of the members of the club team also attend School B.
 4. A student transfers to School B where the coach of school B has given private or group lessons to the student prior to actual attendance to the school and within the previous 24 months.
 5. A student transfers to School B where his/her former coach has been employed.
 6. Multiple students with pre-enrollment contact with individuals associated with School B transfer to School B.

Pre-High School Visitation

Each year personnel from schools visit their feeder schools to share information regarding their high school programs. These visits have taken place for years in an effort to prepare incoming freshman for the start of high school. During these visits it is not uncommon to discuss a school's athletic program as part of the comprehensive educational program of the high school. This is expected. However, care must be taken to not recruit athletes to a school. This time prior to actual attendance to a high school is a time where parents and students should have no pressure to make decisions regarding where they will attend high school. Incoming students must always have the opportunity to select a high school with no influence from high school coaches, parents, students, booster club members, etc. Below are some examples of parameters that a school should follow concerning pre-high school contact and/or visitation.

General Guidelines:

- a. Information provided about school programs, including athletics, which are not given to any individual student or group of students (e.g. Jr. high basketball team), but are distributed as a total information package about the school to a large group of unselected students is not considered athletic recruiting.
- b. Post information about physical dates, summer camps, summer leagues/teams on your school website.
- c. You may have the junior high make announcements in their junior high school bulletin about such dates, or refer them to your school's website.
- d. You may distribute athletic material to a junior high.
- e. A school may NOT conduct an "Open House" that is for athletics only, even if open to the entire community. An "Open House" is defined as an event where parents and potential students can obtain information about all aspects of a school's education program, including extracurricular programs.
- f. Coaches may NOT go to the junior high at any time to meet with individual students or groups of students to talk about athletics in any way, unless they are also employed in a position that would require them to talk with junior high students (e.g. teacher, counselor, etc.) and then the conversations should only be in the context of conversation not related to the athletic program of any high school program.
- g. Public and private schools are held to the same rule. E.g. public high schools cannot use undue influence on their "feeder junior high" athletes just the same as private schools cannot. Junior high or middle school students could choose to go to the high school in whose attendance area they live or they could choose to attend another public school in that district through district policy, a charter school or a private school. Until they have made that choice and are attending a high school as a ninth grader, any activity determined to have been conducted to "influence" that family's decision about where to send their student is a violation of CIF Bylaw 510.
- h. Only students actually enrolled and attending your school may participate in any spring practices (football spring ball). A school may only invite students actually enrolled and attending your school to watch or participate in spring practices.
- i. Open gyms and weight rooms are open to any community members, regardless of age.
- j. Conditioning, other than weight lifting in a weight room, may only include students actually enrolled and attending your school.
- k. The NCS summer period starts June 1 of each year. During the summer period NCS practice and conditioning rules are dark. CIF 510 is in effect at all times of the calendar year. Incoming freshman may only be involved in summer activities if they are enrolled and ready to attend the school in the fall and have completed middle school.

Examples of good practices when conducting feeder school visits

1. Arrangements to share information about your school with potential students should be made by the principal of the high school with the principal of the feeder school.

2. It is legal for the visit to only discuss athletics, but only general information regarding the athletic program, such as physicals, open gyms, open weight rooms, starting dates for fall, winter and spring programs, what sports the school offers, etc.
3. Visits may only be made by a school administrator or athletic director, who will share information about the school and not information about a single program, such as the football program, or the volleyball program. It is not a violation for the school representative to answer questions concerning the school's athletic program.
4. Until a potential student actually attends practice on the first official date, or attends the first day of school, they may still be weighing their options as to what school they attend.

See Bylaw 510 for athletic motivation language.

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APPENDIX B

North Coast Section, CIF

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FINANCIAL PROCEDURES MANUAL



Adopted by the NCS Board of Managers April 14, 2023

FOREWORD

This Financial Procedures Manual is meant to provide direction and guidance to all personnel involved with the North Coast Section, CIF and its member schools. Many of the policies are recommendations made by auditors hired by the NCS Board of Managers to review the financial statements and files of the section. In addition, there are procedures recommended by NCS Office staff and the Executive Committee and are meant to carry out the intent and direction of those policies adopted by the NCS Board of Managers and maintain good financial practices within the section. This manual will support the internal operations of the Section Office. Proposals to change or add to the current policies or procedures should be directed to the NCS Commissioner of Athletics, who would forward recommended proposals to the Executive Committee for action.

North Coast Section staff will ask that the NCS Board of Managers review the recommended policies for clarity and structure. Changes may only be adopted by a majority vote of the NCS Board of Managers.

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FINANCIAL PRINCIPLES AND AUDIT POLICY

1. GUIDING PRINCIPLE FOR FINANCIAL OPERATIONS

It is recognized that all funds handled by North Coast Section, CIF, or any of the CIF entities, are monies designed for the enhancement and administration of athletics for the students of the high schools within the Section.

2. PRINCIPLES GUIDING POLICY DEVELOPMENT AND APPLICATION

The following principles should guide the formulation and administration of financial policies within North Coast Section and leagues. All financial policies and regulations adopted apply to North Coast Section, all NCS member leagues and to all CIF personnel (staff and elected representatives) unless a specific distinction has been recognized and authorized in writing. An adequately financed program of competitive athletics is essential for California's youth to receive a well-rounded education.

- A. It is the intent of these policies to develop a bright line definition of what is and is not appropriate. Therefore, these policies are written unambiguously and published as widely as possible. These principles and policies apply to all NCS entities.
- B. Financial information at all levels should be kept on a computer database for easy access, appropriate administration, and accountability to local constituencies as well as auditors contracted for review of the finances of NCS by the Board of Managers.
- C. Staff at all levels should not be in the position of supervising and approving the expenses of elected representatives, and therefore will administratively review and approve for payment these expenses which fall within the framework of pre-approved written guidelines. A detailed report of all expenses approved in this manner shall be prepared monthly and be available for review by any NCS elected official. A committee of elected representatives, appointed by the Section President with the advice and consent of the Executive Committee, will review and authorize, where appropriate, all actual and necessary expenses of elected or appointed representatives which do not fall within the framework or written guidelines.
- D. During the distribution of funds any checks in excess of \$500 must have two signatures. Staff/elected officials shall not approve or sign their own pay or reimbursement forms.
 - a. Any recurring monthly payments that are paid using online bill payment or autopay will be reviewed and initialed by the Commissioner during the monthly review of the Bank Reconciliation for each bank account.
- E. Yearly audits or reviews shall be conducted by reputable auditing firms with established expertise in dealing with school district and/or other non-profit organization finances. The audits shall be based upon the principles contained in this document and conclude with a presentation by the auditor to the designated representatives of the Section. All relevant documentation shall be distributed to these designated representatives in sufficient time prior to the meeting to allow familiarization of the data in order to have a meaningful discussion with the auditor during the presentation. The audit shall not be edited or have items altered or deleted by any person and must be presented and retained in its original form from the auditor.
- F. All fiscal accounting at all levels shall use generally accepted accounting principles when handling and disbursing funds.
- G. All funds expended by the Section must be budgeted and authorized. Commissioners/League Presidents, etc., must have prior limited authorization for all expenditures. An example would be some limited authorization for general expenses including lunches, recognitions, etc. These expenses would then be reported to the governing body at the next meeting.
- H. No alcohol or tobacco shall be purchased or paid for out of any NCS funds. NCS funds may not be used for gifts or personal loans.
- I. All financial practices and information shall be open to review by CIF members or other interested parties. NCS financial records are public information.
- J. The allocation of NCS funds should be as simple and equitable as possible. An annual budget for each fiscal entity should be prepared with the affected parties sufficiently involved so that they are a part of

the process. The process should have as its goal maximizing the benefits to our school children. NCS should improve the degree to which participation in high school athletics are available to students of all economic and social stations.

3. **POLICIES RELATED TO AUDITS**

The following are policies related to audits:

- A. A thorough yearly audit or review shall be required according to established audit guidelines. The audit shall consist of a complete examination and reassessment of present methodologies, procedures, and policies for the administration and control of NCS funds and all financial flows associated with or relevant to the NCS.
- B. North Coast Section shall seek proposals from auditing firms on a cycle of every three to five years. The Section is not required to switch auditing firms each cycle but requests a change in audit partner and staff. Procedure for auditing and the names of auditing firms used shall be forwarded to the State CIF on a yearly basis. Yearly audits shall be forwarded to the Executive Director upon completion. Any audits requiring corrective action shall include an addendum of the proposed corrective actions in the yearly audit/review report to the State office.

INVESTMENT POLICY FOR NORTH COAST SECTION, CIF

1. **GENERAL RESERVE**

North Coast Section, CIF shall create a general unallocated reserve comprised of cash and investments to be set aside for unanticipated needs, for major purchases meant to enhance the organization's assets and provide annually specified income to support the operating budget.

Decisions to use any part of the general unallocated reserve shall be the responsibility of the Board of Managers in accordance with this policy and the authority granted in NCS Constitution and General Bylaw 34.

2. **GENERAL RESERVE GOAL**

The NCS Board of Managers shall establish that the amount in reserve should be capped at an amount equal to 10% of the approved budget for the following year as approved by the BOM on 1/27/1995.

3. **INVESTMENTS**

A. **Policy Goal**

It shall be the policy of NCS that investments are made to preserve the capital and maximize rate of return.

(1) **Objectives**

- a. Maximum rate of return.
- b. Investments made consistent with prudent principles regarding those investments.
- c. Provision of resources to allow NCS to meet any major, unanticipated, expense.
- d. Investments and policy, which will produce annual income to aid the NCS annual budget needs.
- e. Balance in investments should be maintained to produce:
 - (i) Income – current, annual income to help meet budget needs
 - (ii) Growth – provide for growth of principal
 - (iii) Safety – provide for sufficient limitations upon risks and protect the principal through diversification of assets and the setting of specific standards.

(2) **Compliance with State and Federal Laws**

Investments will be made in compliance with State and Federal Laws and Regulations.

(3) **Permitted Investments**

- a. Common and Preferred Stocks
- b. US Government Obligations
- c. Corporate bonds

- d. Bond funds
 - e. Mutual funds (Equity and Bond)
 - f. Money market funds
 - g. Purchase of real property
 - h. International investments (Equity and Bond)
- (4) **Prohibited Investments**
- a. Securities on margin
 - b. Commodity futures
 - c. Derivative securities
 - d. Selling “short”
 - e. Leveraged buyouts
 - f. Venture capital
 - g. Private placement
 - h. Limited partnerships

4. **REPORTING**

The Executive Committee shall receive a report on current holdings and investments at each regularly scheduled meeting. It shall be the responsibility of the Commissioner of Athletics to present this report or to designate responsibility for this report to an appropriate staff member. As requested, the Commissioner of Athletics will present a similar report at each Board of Managers meeting. The Executive Committee will review the report and advise the Board of Managers on actions when deemed appropriate. Such reports should include a complete listing of holdings, investments and cash (cash equivalents) and should show profit or loss along with comparisons to appropriate benchmarks.

5. **APPROVAL, DIRECTION OF INVESTMENTS**

Recommendations for purchase and/or sale of investments shall be made in accordance with the following process:

A. **Investment Advisor**

NCS may use the services of an investment advisor. Such advisor shall report regularly to the Commissioner of Athletics and, when requested, to the Board of Managers and the Executive Committee. The Investment Advisor may advise the Commissioner of Athletics with respect to recommended changes to the NCS Investment Portfolio.

B. **Finance Committee**

The NCS Finance Committee shall be comprised of the following individuals: President-Elect, a CSBA Representative, a Northern (MCAL, NBL, SCL, CMC and HDNL leagues) and Southern (TCAL, WACC, MVAL, EBAL, DAL, BAC and BVAL) representatives and a ratified non-Executive Committee member who will be the Chair of the committee. The Commissioner of Athletics shall recommend portfolio changes, as needed, to the Finance Committee. The Finance Committee shall make its recommendations to the Executive Committee.

(January 22, 2016)

C. **Executive Committee**

The Executive Committee shall make final decisions with respect to purchases, transfers and/or liquidation of portfolio assets. All investment decisions must be consistent with the goals and objectives of the NCS Investment Policy and shared with the Board of Managers at its next regular meeting.

POLICY FOR DISTRIBUTION OF NCS SCHOLARSHIP FUNDS

1. All NCS Scholarship funds will be held by NCS for a maximum period of four years and six months from August 1st of the calendar year of the scholarship award.
2. Any unclaimed funds will be transferred to the NCS scholarship funds and used to fund future scholarships.

Conflict of Interest Policy

This Conflict of Interest Policy of North Coast Section, CIF: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. **Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. **Individuals covered.** Persons covered by this policy are the Organization's officers, directors, chief employed executive, chief employed finance executive and NCS employees.
3. **Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the President of the Section on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
4. **Procedures to manage conflicts.** For each interest disclosed to the President of the Section, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Managers and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Commissioner of Athletics and employed Accountant will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Section in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

NCS WHISTLEBLOWER POLICY

General

North Coast Section, CIF requires employees to observe high standards of ethical behavior in the conduct of their duties and responsibilities. As representatives of NCS, all such persons must practice honesty and integrity in fulfilling their responsibilities, and they must comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all employees to perform ethically and to comply with corporate policies relating to financial integrity, and to report material violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment

consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns as expeditiously as possible within NCS, rather than remaining silent or seeking resolution outside NCS.

Compliance Officers

The NCS Commissioner of Athletics is responsible for investigating and resolving all reported allegations concerning financial impropriety and shall promptly advise the Executive Committee of such allegations and of their findings. In addition, the Commissioner is required to report to the Board of Managers at least annually on compliance activity.

Accounting and Auditing Matters

The Commissioner of Athletics, when performing his/her audit oversight function, is charged with addressing all reported allegations of impropriety regarding corporate accounting practices, internal controls, or auditing to the Finance Committee. The Finance Committee Officers shall promptly notify the Executive Committee of any such allegation and work with the Committee until the matter is resolved.

Acting in Good Faith

Anyone making an allegation concerning a violation or suspected impropriety must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an impropriety. Any allegations which prove to have been made maliciously or knowingly false will be viewed as serious disciplinary offenses.

Confidentiality

Allegations of impropriety may be submitted on a confidential basis by the complainant or may be submitted anonymously. Such allegations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Any anonymous allegation must provide sufficient supporting data to permit meaningful follow up. Anonymous allegations that are vague, ambiguous or unsupported will be disregarded.

Handling of Reported Violations

The Finance Committee will acknowledge receipt of non-anonymous allegations within two business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of North Coast Section, CIF identifies the record retention responsibilities of staff, volunteers, members of the Board of Managers, and outsiders for maintaining and documenting the storage and destruction of North Coast Section documents and records.

1. **Rules.** North Coast Section's staff, volunteers, members of the Board of Managers and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
2. **Terms for retention.**
 - a. Retain permanently:
 - Governance records* - Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
 - Tax records* - Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
 - Intellectual property records* - Copyright and trademark registrations and samples of protected works.
 - Financial records* - Audited financial statements, attorney contingent liability letters.

- b. Retain for ten years:
Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
Government relations records - State and federal lobbying and political contribution reports and supporting records.
- c. Retain for seven years:
Employee/employment records - Employee names, addresses, social security numbers, dates of birth, INS Form 1-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
Lease, insurance, and contract/license records - Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).
- d. Retain for four years:
Student Eligibility Records/Documents – All student eligibility records/documents, 206, 207, 209, 214 and 510 waiver applications, CIF Hearing Appeals, NCS Hearing Appeals and any eligibility documents related to temporary restraining orders, etc.
- e. Retain for one year:
All other electronic records, documents and files - Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions**

Exceptions to these rules and terms for retention may be granted only by the Commissioner of Athletics or Section President.

Joint Venture Policy

This Joint Venture Policy of the California Interscholastic Federation requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

- A. **Joint ventures or similar arrangements with taxable entities.** For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:
 - (a) 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation including but not limited to:
 - (i) dividends, interest, and annuities;
 - (ii) royalties;
 - (iii) rent from real property and incidental related personal property except to the extent of

- (iv) debt-financing; and
- (b) gains or losses from the sale of property]; and
- (b) the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

2. **Safeguards to ensure exempt status protection.** The Organization will:

- (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and
- (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:
 - (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
 - (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
 - (iii) that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and
 - (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Organization.

Policy on the Process for Determining Compensation

This Policy on the Process for Determining Compensation of the California Interscholastic Federation applies to the compensation of the following persons employed by the Organization:

X The Commissioner of Athletics

X Other Officers or Key Employees of the Organization by title:

- o Associate Commissioner
- o Assistant Commissioner
- o Administrative Assistant to the Commissioner of Athletics
- o Administrative Assistant to the Associate/Assistant Commissioners
- o Accountant
- o Officials Liaison

The process includes the following parameters:

1. Salary

The Section's salary schedule and benefits package are reviewed annually and adjusted on or before August 1 each year based upon survey information from ten base school districts. Each regular employee is equated to a like position within each of the ten base school districts. The following districts have been identified by the Section Board of Managers for determining the Section's compensation schedule: Acalanes Union High School, Alameda Unified, Antioch Unified, Fremont Unified, Martinez Unified, Mt. Diablo Unified, Pleasanton Unified, West Contra Costa Unified, San Leandro Unified and San Ramon Valley Unified Districts.

2. Salary Adjustments (COLA)

The Section will survey the ten identified base districts each year on or before July 31, to determine employee compensation for the current school year. At the completion of the annual survey, Section employees will receive a retroactive salary adjustment and the establishment of their compensation for the upcoming year. (Note: Section employees receive salary adjustments based on the average of ten identified base school districts and positions within each district. Due to the fact that district contracts are often not settled at the beginning of a school year, the Section surveys the districts for compensation at the end of each school year and makes retroactive adjustments for Section employees.

3. Review and approval
The Finance Committee will review and approve the survey of salaries for NCS staff members.
4. Pension Spiking Policy
North Coast Section, CIF has established Pension Spiking Policy to prevent pension abuses that can create a detrimental financial obligation to the section. Under this policy NCS employee pensions shall meet the following parameters:
 - a. An employee's pay or compensation may not be adjusted primarily for the purpose of enhancing an employee's retirement benefit; and
 - b. An employee's pay or compensation prohibits the recognition of certain types of compensation for retirement calculation purposes, including final settlement pay or termination pay, and cash conversions of accrued employee benefits in amounts that exceed the amount that is both earned and payable to the employee during the employee's final compensation period.
 - c. All employee salaries must be publicly available in order to be recognized for retirement purposes.
 - d. No retired employee eligible for Section retirement benefits may return to work or otherwise perform services for the Section for 180 days following his or her date of retirement, either as an employee, an employee of a third party, or an independent contractor.
 - e. Require end-of-career pay increases to be limited to the increase provided to similarly situated members in the closest related group of employees within the Section during the applicable final compensation period and the preceding two years.
 - f. Requires the NCS Finance Committee to audit on a yearly basis the salaries of all NCS employees.

NORTH COAST SECTION REIMBURSEMENT GUIDELINES

BOARD OF MANAGERS, EXECUTIVE COMMITTEE, ALIGNMENT & CLASSIFICATION COMMITTEE, ELIGIBILITY COMMITTEE, SPORTS ADVISORY COMMITTEE, AD-HOC COMMITTEES AND STAFF

- A. **Receipts**
All expenses (except gratuities) must include receipts when submitted for reimbursement.
- B. **Lodging**
Reimbursement for overnight expense may be authorized by the Section Commissioner when the Section employee or representative will be required to travel three or more hours each way, when the person would be required to depart from his/her residence prior to 6:30 a.m., when return home would be after midnight or when returning home would present a safety concern or undue hardship. Reimbursement will be paid for lodging in **American Automobile Association rated up to three-star hotels or motels**, or the equivalent in cost, in the vicinity where the person is representing NCS.
- C. **Meals**
Expenses for meals will be reimbursed when NCS business (other than time spend in the office) requires the employee or representative to be away from home. A maximum daily meal allowance, not to exceed \$55.00 (not including tax), will be allowed for each full day an NCS employee or representative is required to be away from his/her residence. A person is entitled to reimbursement for individual meals when NCS business requires that they be away from home during the normal time that breakfast, lunch or dinner would be served. The maximum reimbursable for each meal (including all non-alcoholic beverages, desserts, side orders, etc.) inclusive of sales tax and gratuity as follows:

| | |
|-----------|--------------|
| breakfast | \$ 12.00 |
| lunch | 15.00 |
| dinner | <u>28.00</u> |
| total | <u>55.00</u> |

No reimbursement shall be allowed for alcoholic beverages or tobacco. Expense vouchers shall include the actual amounts of each meal or food expenditure and receipts. The Commissioner, with the approval of the President, may increase the meal maximums if they are insufficient for the locale where the NCS business is being conducted. When receipts are lost, the claimant shall provide **a written**

description of the meal, the name of the restaurant and persons in attendance.

D. **Travel expense**

NCS employees and representatives shall be limited to one unrestricted coach class airline ticket to and from the location of NCS business. Use of a personal automobile shall be reimbursed at the current Federal rate. Automobile transportation may not be reimbursed for more than the cost of a round-trip unrestricted coach class airfare. Parking expenses and bridge fares shall be reimbursable. Van, coach and/or bus service to and from the airport or other place of NCS business shall be reimbursed. Travel shall not be reimbursed for family members or other personal guests. Rental cars must be approved by the Commissioner.

E. **Telephone**

Employer-Provided Cell Phones

North Coast Section, CIF may issue administrative staff a Section cell phone for work-related communications and/or operations. All Section business is required to be conducted on their Section provided cell phone and not on their personal phone. The Section will not reimburse administrative staff for their personal cell phone usage. The Organization owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Organization in operable condition.

Personal Cell Phone Policy for non-administrative staff

Non-administrative staff or staff not provided a Section cell phone may conduct Section business on their personal cell phone and may be reimbursed for usage related to Section business when deemed necessary.

If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

Violation of this policy may result in discipline, up to and including termination of employment.

F. **Gratuities**

Miscellaneous expenses, such as tips to bell boys, baggage assistants, and other personnel, are not to exceed a total of \$5.00 per day, and will be reimbursed upon provision of good faith written estimate and description of activities. The gratuity for baggage handlers may be increased when excessive baggage is required for Section business (materials, equipment, books, handouts, etc.).

G. **Prohibited reimbursements**

Entertainment expenses shall not be charged to the Section. Entertainment and personal expenses include games such as golf, tennis, etc.; services such as massages, physical training, or workout, etc.; grooming services such as haircuts or other grooming services; in-room bar or meal expenses in excess of those listed above, etc. and charges for in-room movies.

H. **Spouses/guests**

Spouses/guests may participate in meals provided by the NCS at the NCS employee or representative's expense. Such meal costs must be identified and reimbursed by the NCS employee or representative. The NCS may pay for spouse/guest meals only if their attendance and participation is directly related to and part of a specific activity or function of the meeting and must be pre-approved by the Section.

I. **NCS Credit Card Usage**

If NCS credit cards are used for the purpose of travel, food expense, or telephone use, the receipts shall:

- 1) Include specific notes on the receipt that list those included and the purpose.
- 2) Recordkeeping procedures that provide easy access and auditor approval of the procedure.
- 3) Uses other than travel and meal expenses must be covered by local regulations and must have prior Commissioner of Athletics approval.
- 4) Personal expenses shall never be put on a NCS credit card.

A procedure may be developed to provide approval for advances for upcoming conferences or workshops and will be provided only for the amount of anticipated actual and necessary expense that must be presented by the staff member/elected official on a form approved by the section. Individuals may not approve their

own requests. Under no circumstances will any personal expenses be paid for by NCS and reimbursed at a later date.

J. Expense Review

All expenses generated by NCS staff and elected representatives shall be subject to review by impartial and objective persons as well as any elected representative.

- 1) Superior's Review and Approval of Expenses of Subordinates - At the state and section levels, the Executive Director/Section Commissioner should review and approve expenses of all subordinate employees, consultants, and advisors. In addition, the Executive Director/Commissioner may approve, within the framework of approved written guidelines, the expenses of elected representatives.
 - a) The Executive Committee or Finance Committee of NCS shall review expenses of staff and elected representatives on a regular basis.
 - b) Any expense incurred by an elected or appointed representative that is not within the framework of a written guideline may only be approved by either the Commissioner of Athletics or the Finance Committee subject to review of the Executive Committee.

K. Fiscal Year

The fiscal year of the organization is August 1 through July 31.

L. Financial Reports

Financial reports of the North Coast Section, CIF will be prepared and delivered to the governance body of NCS at least three times annually.

M. Management of Playoff and Championship Events

1. Print GoFan purchase and redemption instructions, acceptable passes, and PA scripts before contest.
2. All site preparation, management personnel, and service personnel (site director, ticketing staff, scorekeepers, etc.) will be provided by the designated host school. Recruit and assign competent scorekeeper, scoreboard operator/timer and PA announcer. The PA announcer will be a responsible ADULT who can set the tone of the match by calling the fans' attention to the points of reference in the NCS Championships script. Prepare a performance/recording of "Star Spangled Banner".
3. Medical provider assignment – (Host school assigns) NCS member schools are encouraged to assign an NCS approved medical person to assist in providing injury services to participating schools. NCS approved medical personnel may also be used to assist in medical emergencies involving spectators and other individuals attending the event. Schools are ultimately responsible for the care and prevention of athletic injuries of their athletes. A medical provider stipend as listed in the Sports Site Director Handbook will be paid directly to the provider through Arbiter Sports. The name of the individual assigned and working at the event must be an approved medical provider and the NCS office is notified of their assignment within five days of the contest. Assignments are submitted through the Medical Provider Submission Form.
4. Review the Protocols for Medical Coverage. Information includes an emergency management checklist and event incident reporting forms.
5. The Assignor for all NCS championship matches will assign all officials. Do not pay the officials' fees, the NCS office will directly pay officials for all NCS championship games.
6. The home school administrator in charge must conduct the pre-game sportsmanship meeting. (Topic Outline for Pre-Game Sportsmanship Meeting). The site director is responsible for coordinating the administrator in charge, coach(es), team captains for each participating school and the officials to review the sportsmanship agenda.

7. Enter scores immediately following the completion of the match through MaxPreps. (Open division teams should report scores via email/text to the Associate Commissioner)
8. **Broadcasting Policy** The NCS office must approve broadcast/streaming of ALL NCS Championship Events. Please contact Commissioner of Athletics at 925-263-2110. Site directors, and/or officials, will authorize placement of equipment to ensure the safety of participants and spectators.

N. **Inventory/Fixed Assets**

The Accountant shall be responsible for development and maintenance of a complete inventory of all property of North Coast Section including, but not limited to, equipment and furniture. Such an inventory will be delivered to the Commissioner of Athletics and reviewed annually. Such a review will result in recommendations for disposal of those items listed as obsolete, recommendations for equipment or furniture replacement or augmentation. All obsolete items with a value greater than \$500 will be brought to Executive Committee for approval prior to disposal. In addition, the purpose of the review will be to verify the accuracy of the inventory.

O. **Purchases**

A petty cash account of \$250.00 is provided at the NCS Office for purchase of minor office supplies or purchase of meeting supplies needed. Such purchases are subject to the approval of the Commissioner of Athletics, Associate Commissioner, Assistant Commissioner or responsible clerical staff member.

A credit card is approved for the purchase of office supplies and other supplies needed to conduct section championships as authorized by the adopted budget, or the Commissioner of Athletics within budget guidelines set by the Board of Managers or the Executive Committee.

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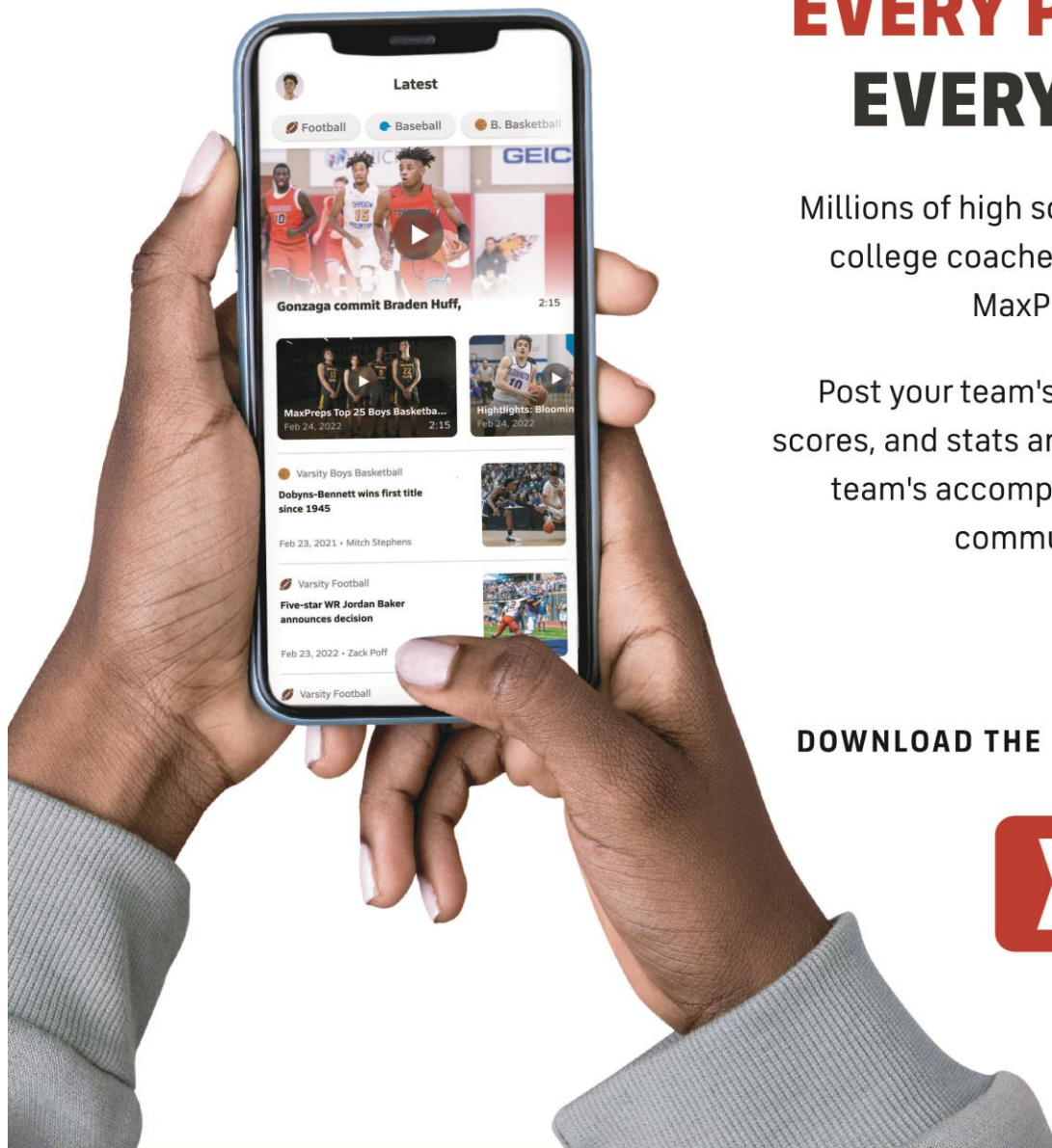


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