

# 2019-2020 Athletic Director Workshop



# Welcome

## Introduction of CIF-SS Staff



# 2019-2020 Athletic Director Workshop Agenda:

- Welcome - CIF-SS Staff
- Opening Remarks - Commissioner Rob Wigod
  - 2019-2020 - Preview
  - Guidelines for Communication with the CIF-SS Staff
- CIFSS Home - Electronic Based System for All CIF-SS Things - New
  - **Revised Cell Phone Application (delete and re-download)**
  - **Transfer Forms “Valid Change” documentation upload in “Home” IS required**
- New Rules for 2019-2020
  - Synopsis of Blue Book edits & review of major rule changes for the 2019-2020 year.
  - New Q & A's
- Key Reminders
  - SOP
  - Schedules and Scores - Important for the competitive equity playoff format
  - To Do List - Based on due dates, the system will remind you of what needs to be sent to our office and when
  - Misconduct Work Flow - Ejections Reports, uploads, etc.
- Scorebook Live!

# Agenda Continued:

- CIF-SS Website - [www.cifss.org](http://www.cifss.org)
  - Blue Book Online
  - Calendar available on the website (not in the Blue Book) / '20-'21 & '21-'22 up soon
  - Individual Sport Pages & Playoff Groupings
  - Previews, Playoff Bulletins, Playoff Handbooks, Polls & Press Releases
  - Playoff Brackets, Coin Flip Results, Time Changes
  - CIF Southern Section News
  - Resource Tabs
  - Officials' Recruiting Page / NFHS Resources
  
- Eligibility - "Layers of Eligibility"
  
- Points of Emphasis for the upcoming 2019-2020 School year
  - Schedules & Scores for Power Rankings - (Common Errors)
  - Maximum Contacts/Contests
  - Officials and School Responsibilities - Athletic Contests Administrator on Site
  - CBEDS (Due October 1, 2019)
  - Sportsmanship at Athletic Contests
  - MVP AD Program
  - CIF-SS Athletic Administrators Summit (October 7, 2019)



## A MESSAGE FROM THE COMMISSIONER

### A PREVIEW OF THE 2019 – 2020 SCHOOL YEAR



As July winds down and August beckons, a new school year is upon us. Therefore, I would like to give you a preview of the 2019-2020 school year by highlighting some of the topics below.

**Transfer Rules** – The Transfer Rules Committee will complete the review of our current state-wide transfer rules at their upcoming meeting on Wednesday, August 14. At that meeting, based on information gathered from our section-wide survey last year and the feedback they have received from their constituencies, a decision will be made on whether to propose any changes to our current transfer rules or to keep them as they are. Stay tuned for another update after that meeting is held.

**Summer Dead Period** – A proposal to adjust the Summer Dead Period was defeated at the CIF Southern Section Council Meeting on April 9, 2019. However, there is an ongoing effort to address why that proposal did not pass so be looking for that discussion to continue regarding potential changes to that bylaw. We expect a revised proposal on adjusting the current Summer Dead Period bylaw to be submitted to the CIF Southern Section Council in October for their consideration.

**Financial Matters** – With your continued support, we are strongly committed to working on a more stable long-term financial structure that is less reliant on things we cannot control: attendance, match-ups, weather, etc., to things we can control: expenses, exploring new revenue streams in areas like broadcast rights and seeing our state-wide marketing program realize revenue share for the first time this year.

**Boys and Girls Lacrosse Championships** – We have had the sport of Lacrosse in our section for several years but have not had the required number of schools (20% of our section membership) who field that sport. That is not the case anymore! In May 2020, we will conduct our inaugural CIF Southern Section Boys and Girls Lacrosse Championships. We are excited to bring this new championship to our section and look forward to the great competition that is to come.

**Officials Recruitment** – As you know, we are currently facing a shortage of officials across all sports and all areas of our section. Therefore, we are launching a program to try and recruit new officials to join our ranks. This program is being managed by Tom Freker, Past President of the Southern California Soccer Officials Association. We have created a link on our website for prospective officials to sign up, <https://cifss.org/officials/officials-recruitment-form/>. Those requests will go directly to Tom who will connect the potential official(s) to the unit president and assignor for the sport(s) that the new official has expressed interest in. Everyone can help with this venture, so I am counting on our member schools to do so, especially with your graduating Seniors.

**Competitive Equity Playoffs – Current Year Data** – As you know, we continue to look for ways to improve the competitive equity playoff system and one of the key elements in doing so is to include applying current regular season results in the formulation of power rankings and divisional placements. We are hoping to use this school year in the sport of Football as a test run for that concept. More information will be forthcoming in the 2019 Football Preview available soon.

Those are just a few of the many things to expect in 2019-2020. As we begin this year together, I am excited to work with you in continuing to do the very best we can in service to young people.

As always, I sincerely thank you for your help and support, it is truly appreciated.

All the best,

*Rob Wignel*





10932 Pine Street  
Los Alamitos, California 90720



Telephone: (562) 493-9500  
Website: www.cifss.org

## Guidelines for Communication with Office Personnel – 2019-2020

Please feel free to contact our staff if you have any questions. We are here to serve the needs of our member schools. A list of the specific duties assigned to office personnel follows for your reference.

### Rob Wigod

#### Commissioner of Athletics (robw@cifss.org)

Sharon Hodge

Executive Assistant (sharonh@cifss.org)

Athletic Administrator Summit  
Champions for Character Awards  
Champions for Character Golf Tournament  
Cheer  
Commissioner's Committees  
Commissioner's Messages  
Council  
Courtesy Cards  
Eligibility  
Executive Committee and Meetings  
Financial Matters  
Golf (Boys and Girls)  
Hardships/Hardship Appeal Hearings  
League Minutes and Sports Survey  
Life Passes  
Membership  
Multi-Campus  
Playoff Groupings  
~~Releaguings~~  
CIF State and National Federation  
Summer Dead Period

### Kristine Palle

#### Assistant Commissioner (kristinep@cifss.org)

Brenda Bomgaars

Program Coordinator (brendab@cifss.org)

Area Assignment Liaisons  
Athletic Administrators Committee  
Badminton  
Blue Book  
Blue Book Committee  
Eligibility  
Gymnastics  
Hardships/Hardship Appeal Hearings  
Office Calendar (Yearly)  
Officials (Assigned Sports)  
Officials Fees/Relations Committee  
President's Council  
Soccer (Girls)  
Swimming and Diving (Boys and Girls)  
Transfer Eligibility (M-R)  
Water Polo (Boys and Girls)

### Mitch Carty

#### Chief Financial Officer (mitchc@cifss.org)

Erin Courtemarche

Finance Assistant (erinc@cifss.org)

Accounts Payable  
Accounts Receivable  
Auditor  
Audit Committee  
Budget/Finance Committee  
Defined Benefit Plan (PERS)  
Employment Verification  
Financial Statements  
Human Resources  
Investments  
Member School Dues and Assessments  
Office Management/ Building Maintenance/IT  
Payroll  
Playoff Financial Reports  
Playoff Meal/Lodging Approvals  
Rule Books/Publications/Sales  
Sales/Use Tax  
Technology Committee  
Tickets

### Richard Shearer

#### Assistant Commissioner (richs@cifss.org)

Susan Miller

Program Coordinator (susanm@cifss.org)

Area Assignment Liaisons  
Athletic Administrators Committee/Summit  
Athletic Trainers Committee  
Baseball  
Eligibility  
Eligibility Workshops  
Football  
League Compliance Officers  
League Coordinators  
Principal/Athletic Director Orientation  
Officials (Assigned Sports)  
Officials Fees/Relations Committee  
President's Council  
Transfer Eligibility (S-Z)  
Wrestling (Boys and Girls)

### Rainer Wulf

#### Assistant Commissioner (rainerv@cifss.org)

Kristine Trost

Program Coordinator (kristinet@cifss.org)

Area Assignment Liaisons  
Athletic Administrators Committee  
Basketball (Boys and Girls)  
CBED Accounting  
Cross Country (Boys and Girls)  
Eligibility  
Officials (Assigned Sports)  
Officials Survey  
Officials Fees/Relations Committee  
President's Council  
Public/Private Committee  
Sanctioned Event Oversight  
Tennis (Boys and Girls)  
Track and Field (Boys and Girls)  
Transfer Eligibility (A-D)

### Thom Simmons

#### Assistant Commissioner (thoms@cifss.org)

Anita Fopma

Program Coordinator (anitaf@cifss.org)

Advertisers  
Area Assignment Liaisons  
Athletic Administrators Committee  
Bids  
CIF Southern Section Bulletin  
CIF Sports Properties  
CIF State Marketing Committee  
Commissioner's Cup  
Corporate Support  
Digital Content/Video  
Eligibility  
Event Vendors  
Football Press Conference  
Hall of Fame/Distinguished Service Awards  
LA 84 Foundation (Amateur)  
Lacrosse (Boys and Girls)  
League Standings  
Licensed Vendors  
Media Advisory Committee  
Media Credentials  
Media Releases  
Officials (Lacrosse)  
Officials Fees/Relations Committee  
President's Council  
Public/Private Committee  
Radio/TV Rights  
Record Book  
Technology Committee  
Top Ten Polls

### Chelsea Hevvard

#### Digital Media Coordinator (chelseah@cifss.org)

Digital Content/Video  
Graphic Design  
Social Media  
Technology Committee  
Website Management

### Mike Middlebrook

#### Assistant Commissioner (mikem@cifss.org)

Lisa McInerney

Program Coordinator (lisam@cifss.org)

Area Assignment Liaisons  
Athletic Administrators Committee  
Eligibility  
Fall Soccer  
Fall Volleyball  
Field Hockey  
Foreign Exchange/International Students  
Minutes of the Council  
Officials (Assigned Sports)  
Official Fees/Relations Committee  
President's Council  
Soccer (Boys)  
Softball  
Sports Calendars (Yearly + 2 Year)  
Technology Committee  
Transfer Eligibility (E-L)  
Volleyball (Boys and Girls)

### Jackie Gibson

#### Marketing Manager (jackieg@cifss.org)

Academic Awards Program  
Advertisers/Corporate Support  
Athletic Administrators Summit  
Bids  
Championship Awards  
CIF Sports Properties  
CIF State Marketing Committee  
Event Vendors  
Licensed Vendors  
Programs  
Radio/TV Rights  
Technology Committee

### Sharon Hodge

#### Program Coordinator Supervisor

(sharonh@cifss.org)

CIFSSHome.org  
Cheer  
Communication  
Directory  
Minutes of the Executive Committee  
Multi-Campus  
New Membership  
Playoff Work Schedule  
Technology Committee  
Vacation Calendar

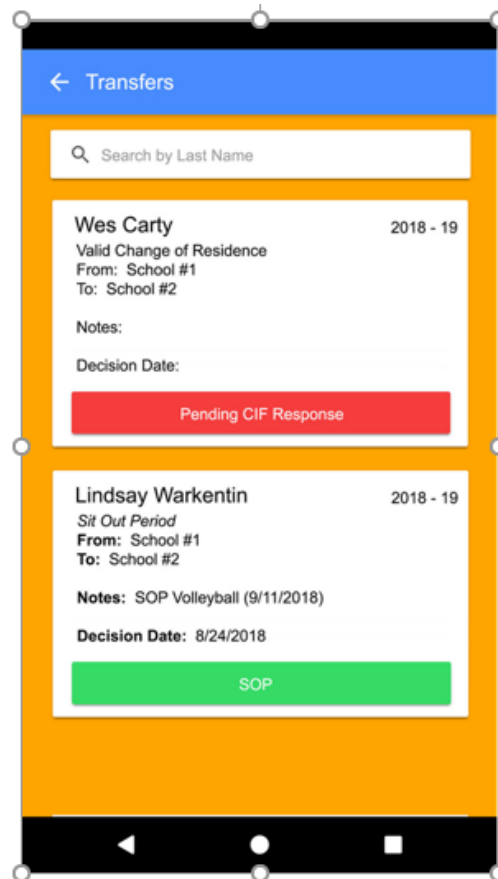
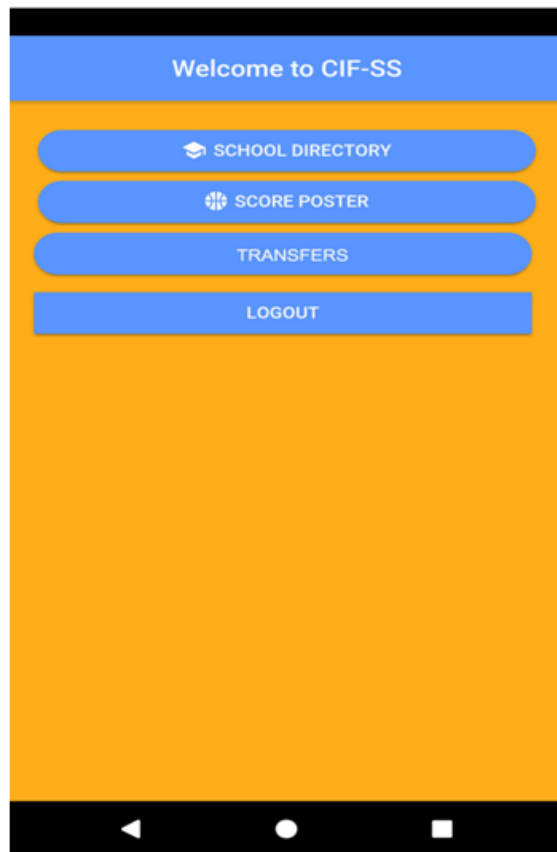
### Brianna Sutrisna

#### Receptionist (briannas@cifss.org)

Approval to Travel/Host  
Courtesy Cards  
Games Wanted and Coaching Vacancies  
Office Management/ Building Maintenance/IT  
Purchasing  
Receiving/Shipping  
Rule Books/Publications/Sales  
Sanctioned Events  
Switchboard

# CIFSS Home

- ▶ CIFSS Home - Electronic Based System for All CIF-SS Things
- ▶ **Changes for 2019-2020**
  - ▶ Cell Phone App Continues to Add Features
  - ▶ Error Messages Will Appear If Submitting With Missing Information
  - ▶ International Student Transfer Form (Revised): VCR / Non-Participation / Limited
  - ▶ Athletic Director Worksheet/Transfer Forms Updated
  - ▶ Playoff Entry - Position/Place Mandatory (League Coordinators)
- ▶ **Reminders:**
  - ▶ Message Center - Our office will have message for you when you log on, if applicable
  - ▶ To Do List - Based on due dates, the system will remind you of what needs to be sent to our office and when
  - ▶ Transfer Work Flow - Document requirements
  - ▶ Misconduct Work Flow - Ejections Reports, uploads, etc.





# International Student Transfer

## International Student

☐ Valid Change of Residence ☐ Limited Eligibility ☐ Non-Participation

**Choose Student:**

(Optional - Will Prefill Information from Student Database)

Student First Name:

\*

Student Last Name:

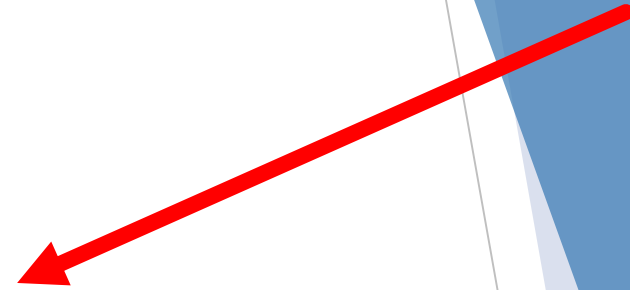
\*

Parent/Guardian First Name:

\*

Parent/Guardian Last Name:

\*



# Valid Change of Residence Documentation Checklist- Upload of Documents NOW REQUIRED!



## Valid Change of Residence Documentation Checklist

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

In order for the school to certify a **Valid Change of Residence** for athletic participation, per the CIF-SS Blue Book definition of a VCR (*CIF-SS Bylaw 206C*), the following documents are **REQUIRED** to be provided. This bylaw complies with the CIF State Constitution.

A transfer application will not be entered into the CIF-SS transfer system by the school until **ALL** requirements are met. The CIF-SS Commissioner may request these documents and/or additional documentation if it is deemed necessary to confirm the VCR.

**NOTE: Providing incorrect, inaccurate, incomplete or false information can lead to ineligibility for up to 24 months (CIF-SS Bylaw 202B) for the student.**

**Athletic Director:** Please initial on appropriate lines below, after verifying and collecting the documentation.

### Required – All Five (5) Must Be Submitted:

- \_\_\_\_\_ 1. Real estate documents indicating & verifying the Valid Change of Residence OR proof of entering a long-term lease (minimum of 12 months)
- \_\_\_\_\_ 2. Proof of former residence address being terminated (lease termination letter, escrow closing papers)
- \_\_\_\_\_ 3. Bank account statement/credit card statement with new residence address indicated
- \_\_\_\_\_ 4. Proof of at least 2 utility services/monthly bills in the family's name at the new residence address and documentation of termination of the same at the former address (cell phone, auto insurance, pay stub, gas, water, electricity, cable tv, etc.)
- \_\_\_\_\_ 5. Proof of change in address on the parent(s)/caregiver(s) and age-appropriate student's driver's license to new residence address

### At Least One (1) Of the Following Items Are Required to Be Submitted

- \_\_\_\_\_ A. Proof of the submission of an official Change of Address notification to the US Postal Service to receive mail at the new residence address
- \_\_\_\_\_ B. Proof of voter registration listing the new residence address
- \_\_\_\_\_ C. Proof of transfer of parent(s)/guardian(s)/caregiver(s) and age-appropriate student's motor vehicle registration to new residence address

**Parent/Guardian/Caregiver Signature:** \_\_\_\_\_

(By signing, I certify that I have provided the school with all required and truthful documentation of a VCR, as stated above)

**Athletic Director/Assistant Principal Signature:** \_\_\_\_\_

(By signing, I certify that the school has collected, reviewed and is in possession of all required documentation of a VCR, as stated above)

1. Upload this checklist with **Parent/Student Signature** form as a single upload into transfer case in CIFSSHome.
2. Keep all copies of documentation on file at your school site and **UPLOAD DOCUMENTATION TO TRANSFER.**

# Playoff Entry

## Key points for the League Coordinator

### Playoff Entry Forms (Baseline) - Football (11 man)

Position Place	Team Representative	League Record	Overall Record	Notes	Record Verified	Automatic Bid
Select ▼	▼				<input type="checkbox"/>	<input type="checkbox"/>
Select ▼	▼				<input type="checkbox"/>	<input type="checkbox"/>
Select ▼	▼				<input type="checkbox"/>	<input type="checkbox"/>
Select ▼	▼				<input type="checkbox"/>	<input type="checkbox"/>
Select ▼	▼				<input type="checkbox"/>	<input type="checkbox"/>
Select ▼	▼				<input type="checkbox"/>	<input type="checkbox"/>

Go Back Submit Clear

## ARTICLE/BYLAW CHANGES FOR 2019-2020

*The following Articles and Bylaws were either adopted or revised by the Federated Council or Executive Committee*

### Constitution Article Name

- 22.B.(9)f. & i. Membership/Conditions of Membership (Added heat illness certification)  
22.B.(9)j & k Membership/Conditions of Membership (Added EAP and AED info)  
70.D.(4)-(6) Terms of office (Updated 4-5 and added 6)

### Bylaw Bylaw Name

- 503.F.(2) Penalty for Improper Coaching Compensation (Updated)  
503.K. Heat Illness Protocol (New Bylaw and Q&A added)  
503.L. Emergency Action Plans and AED Protocol (Added)  
2000. Football Age Requirement (Removed B. and re-lettered C-E to B-D)

### Editorial Clarification

#### Constitution Article Name

- 22.B.(9)f. Membership /Conditions of Membership (Added Q&A)

#### Bylaw Bylaw Name

- 201.A.(1)b.(i)&(j) Standards of Eligibility (Clarified Bylaw Reference)  
205.A. Initial Scholastic Eligibility (Added Q&A)  
205.B.(1)a & e. Continuing Scholastic Eligibility (Add Q&A/Reference)  
207.B.(5)c.(viii)(i) Open Enrollment Act Schools/Low Achieving Schools (Removed)  
207.B.(5)d.(i) Appeals (Removed language)  
208.A.(1)d. & NOTE Students Transferring... (Corrected wording and updated date)  
303.C.(1) Small Learning Communities (Removed Bylaw reference to 303.C. no longer applies)  
900.C. Note All-Star Competition Participation (Updated last CIF-scheduled event for school year)  
1100.NOTE: A. CIF Student Transfer... (Removed language)  
1700.A. Traditional Competitive Cheer (Clarified reference)  
1702.G. Safety Certification (Added Reference)

### Southern Section Items:

Blue Book Bylaw 3320.6 – Dual Meet Wrestling Playoff Divisions

Blue Book Bylaw 3105.4 – Water Polo Tournaments

Blue Book Bylaw 140 – Sport Fees

Blue Book Bylaw 122 – Officials Fees Increase

Blue Book Bylaw 2319.1 GIRLS LACROSSE CHAMPIONSHIPS ~~(No playoffs--See Bylaw #3300-3)~~

Blue Book Bylaw 2319.2 BOYS LACROSSE CHAMPIONSHIPS ~~(No playoffs--See Bylaw #3300-3)~~

- \$1 across the board in all sports at all levels
- Water polo tournament fees up to \$51 & \$48 (\$5 increase to both levels)
- Line judges in volleyball went up to \$50 each. Important to note that line judges are optional
- \$2 per additional heat in swimming and track & field

# Questions & Answers for 2019-2020

**Question:** May two different schools practice together during the official interscholastic season of sport?

**Answer:** No, teams may not practice together unless it is under the contest bylaw addressing interscholastic scrimmages.

**Question:** For the purpose of participation, are 11-man football and 8-man football considered the same sport?

**Answer:** Yes, 11-man and 8-man football are considered the same sport. If a student transfers athletic eligibility from an 11-man program an 8-man program (or vice-versa), the student is charged with playing “football” in the last 12 calendar months with all transfer rules applying. Similarly, if a school decides their 11-man program will be going to an 8-man program, the CIF would not consider that school having “discontinued” their football program.

**Question:** When a team has multiple player conduct issues within a game which will affect their ability to field a full team at that level in the next contest, can the school bring players up from a lower level to fill the roster?

**Answer:** No. If a level of sport is involved in multiple player conduct issues to extent where, it affects their ability to safely field a team, the subsequent game shall be forfeited.

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

**Answer:** An unweighted grade-point average in one where no additional grade points are given for any courses (advanced placement, honors, etc.).

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

**Answer:** No, an “A” grade in a one-credit class would not be considered equal to an “A” grade in a five-credit class.

# Sit Out Period Review

- The Sit-Out Period is 50% of the total number of 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.

The student who transfers 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.

- The Sit-Out dates have been posted on the 2019-2020 calendar for each individual sport.



## Bylaw 1206 Maximum Contacts

### 1206. A. Starting Dates for Practice

Sections shall determine the first day of practice in all sports.

### 1206. B. Scrimmages

A scrimmage is defined as:

1. An activity involving teams or individual student-athletes from two or more different schools in a CIF approved sport; AND
2. Where no official score is kept; AND
3. Where regulation time is not kept; AND
4. Where substitute rules are set aside; AND
5. Where coaches may stop play for instructional purposes; AND
6. Where no score / results are released to the media.

### 1206. C. Number of Scrimmages

A maximum of two (2) scrimmages per sport are permissible prior to the first interscholastic contest (league or non-league) of the season, except in Football that is limited to one (1) scrimmage. Scrimmages shall not count in the teams or individual maximum number of contacts, unless it is held after the team's first interscholastic contest.

### 1206. D. Allowable Number of Contacts

Sections shall determine the maximum number of allowable contacts. Sections, however, for sports culminating in a Regional or State Championship may not set a limit higher than.

Basketball	28
*Badminton	24
*Cross Country	14
Football	10
*Golf	24
Soccer	28
*Swimming	14
Tennis	24
*Track and Field	14
Volleyball	28
Water Polo	28
*Wrestling	40 (see bylaw 3103)

\*Calculation of maximum contests for individual sports is counted per individual athlete not team!

The maximum number of allowable contacts is in effect for teams during the regular season. The maximum number of allowable contacts does not include Section Foundation or Scholarship Games, League culminating tournament, Section, Regional or State Championships.

### Tournaments

Basketball	One (1) contact for each game.
Golf	Tournaments count as one (1) contact per day.
Soccer	One (1) contact for each match.
Tennis	One (1) contact for each match.
Volleyball	1 Day Tournament counts as two (2) contacts. 2 Day Tournament counts as three (3) contacts.
Water Polo	One (1) contact for each game.

# 2019-2020 Sports Calendar

[illegible]

# 2019-2020 Sports Calendar

2019 - 2020 WINTER SPORTS CALENDAR							Revised July 9, 2019	
SPORT	FIRST CONTEST	SOP DATE	LAST LEAGUE CONTEST	LAST ALLOWABLE CONTEST	# OF SCRIMMAGES	# OF CONTESTS	CIF-SS PRELIMINARIES	CIF-SS FINALS
<b>Basketball</b>	Nov. 18	Dec. 29	Feb. 7	Feb. 8	2	28	Girls: Feb. 11 (w/c), 13, 15, 19, <b>22</b>	Feb. 29
							Boys: Feb. <b>11 (w/c), 12, 14, 18, 21</b>	Feb. 29
Southern Section "Open" Division							Girls: Feb. 15, 19, 22	Feb. 29
							Boys: Feb. 14, 18, 21	Feb. 29
Southern Regional								March 3, 4, 5, 7, 10
State Championship								March 13 - 14
<b>Cheerleading / Traditional Competitive</b>	No Established Date	TBD	No Established Date	N/A	N/A	N/A	N/A	TBD
<b>Soccer</b>	Nov. 18	Dec. 29	Feb. 6	Feb. 8	2	28	Girls: Feb. 11 (w/c), 13, 15, 19, 22	Feb. 28 - 29
							Boys: Feb. 10 (w/c), 12, 14, 18, 22	Feb. 28 - 29
Southern Regionals								March 3, 5
Southern Regional Finals								March 7
<b>Water Polo / Girls</b>	Nov. 18	Dec. 29	Feb. 6	Feb. 8	2	28	Feb. 11 - 13, 15, 19	Feb. 22
State Regionals								Feb. 28 - 29
<b>Wrestling</b>	Nov. 18	Dec. 23	Jan. 28	Feb. 1	2	40	Boys Team Duals	Feb. 1
							Girls Regional Qualifying Tournament	Feb. 15
							Boys Individual Championship	Feb. 14 - 15
							Girls Individual Championship	Feb. 21 - 22
							Boys Masters Meet	Feb. 21 - 22
							Girls & Boys State Championship	Feb. 27 - 29

# 2019-2020 Sports Calendar

2019 - 2020 SPRING SPORTS CALENDAR							Revised 7/24/2019	
SPORT	FIRST CONTEST	SOP DATE	LAST LEAGUE CONTEST	LAST ALLOWABLE CONTEST	# OF SCRIMMAGES	# OF CONTESTS	CIF-SS PRELIMINARIES	CIF-SS FINALS
<b>Badminton</b>	Feb. 29	April 3	May 8	May 9	2	24	N/A	N/A
Individual State Qualifying Tournament								May 20 - 21
Individual State Regional								May 23
<b>Baseball</b>	Feb. 15	March 23	May 1	May 2	1	20	May 5/6(WC), 7/8, 12, 15, 19	May 22 - 23
<b>Cheerleading/Competitive Sport</b>	Feb. 29	April 3	May 9	May 9	1	20	N/A	N/A
<b>Golf/Boys</b>	Feb. 29	April 3	May 8	May 9	2	24	Individual Regionals	May 11
Team Divisional Championships								May 18
Individual/CIF-SCGA Team Qualifier								May 21
CIF-SCGA								May 28
CIF State Championship								June 3
<b>Gymnastics</b>	Feb. 29	April 3	May 8	May 9	0	12	N/A	N/A
<b>Lacrosse (B/G)</b>	Feb. 15	March 23	May 1	May 2	1	20	May 5(WC), 7, 9, 12	May 15 or 16
<b>Softball</b>	Feb. 15	March 22	April 30	May 2	1	20	May 4(WC), 5, 7, 9, 12	May 15 - 16
<b>Swimming &amp; Diving</b>	Feb. 22	March 27	May 1	May 2	2	14	May 4 - 9	May 4 - 9
Southern Section Diving Prelims & Finals							May 4 - 5	May 4 - 5
State Diving Qualifying								May 9
State Championships								May 15 - 16
<b>Tennis/Boys</b>	Feb. 17	March 25	May 1	May 2	2	24	May 5(WC), 6,8,11,13	May 15
State Regional/Team								May 22 -23
Ojai Tournament								April 23 - 25
Individual Championships							May 21	May 26 - 28
<b>Track &amp; Field</b>	Feb. 22	March 28	May 1	May 2	2	14	May 9	May 16
Masters Meet								May 23
State Championship Meet								May 29 - 30
<b>Volleyball/Boys</b>	Feb. 22	March 28	April 29	May 2	2	28	May 2(WC), 5, 7, 9, 13	May 16
Southern California Regionals							May 19, 21	May 23

## ATHLETIC DIRECTORS WORKSHOP

### **"Layers of Eligibility"**

#### **C.I.F. Southern Section Blue Book**

- Age Requirement – Rule 203
- Eight Semesters – Rule 204
- Scholastic Eligibility – Rule 205
  - GPA within the most recent grading period (grading period determined by district or school board)
  - 20 Semester Units
  - Academic Probation
  - Summer School
- Residential Eligibility – Rule 206 (Valid Change of Residence, Online Application required)
  - Rule 206 C (Note) (Subsequent move within 12 months)
  - Rule 206 C IV (d) (Expanded list of evidence)
- Transfer Eligibility – Rule 207 (Online Application Required)
- Hardship Waivers – Rule 207 B (5) c vii A-J
- Foreign Students – Rule 208 (Online Application Required)
- Discipline and Expulsion – Rule 209
- Home Study, Home Schooling – Rule 301
- Independent Study Program – Rule 302
- Undue Influence – Rule 510 & (Do's and Don'ts Chart)
  - Do's and Don'ts Chart (New Information)
  - Rule 510 C "Prima Facie" evidence (sufficient evidence) of Undue Influence. (Relationships with high school coaches, club coaches, current high school students and incoming 9<sup>th</sup> graders, during the last 24-calendar months & following a coach).
- Outside Competition Rule – Rule 600 (The rule we must have the student-athletes know)

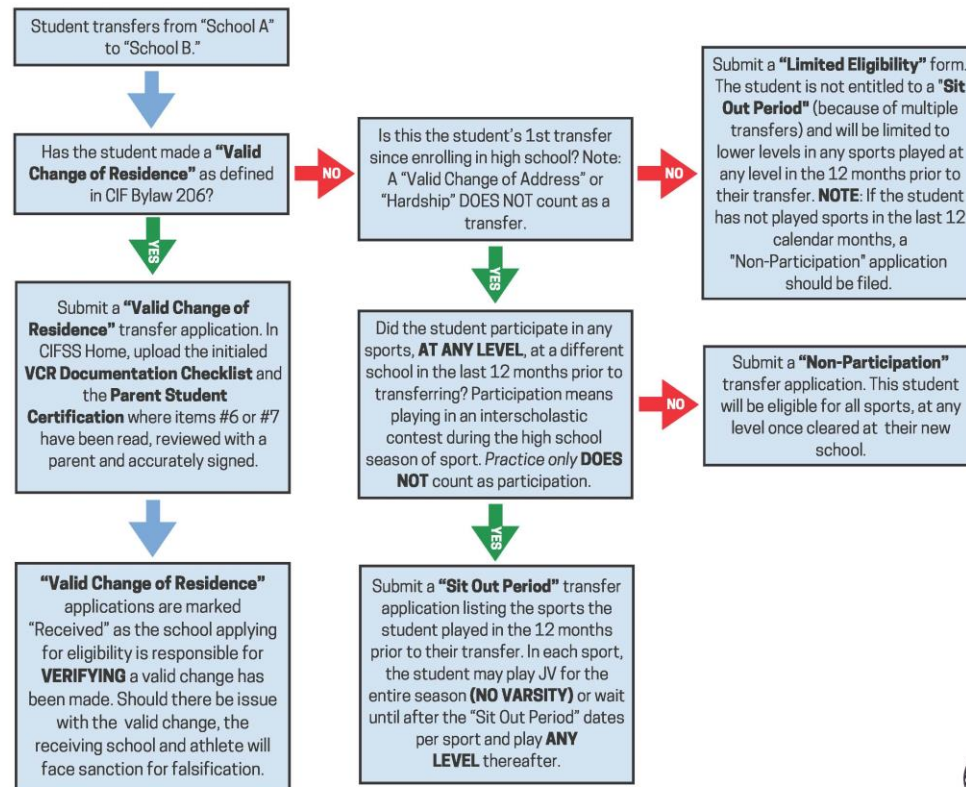
# TRANSFER FLOW CHART

**A TRANSFER APPLICATION MUST BE SUBMITTED AND PROCESSED PRIOR TO COMPETING AT ANY LEVEL**

In order for a school to apply for a student's athletic eligibility, the student must be academically eligible (at the time of transfer) or become academically eligible at the new school (in an official, regular grading period, not a progress report) before a transfer application will be processed. An application will not be reviewed if the student is transferring with disciplinary action taken or pending at the former school. Knowledge of pre-enrollment contact **MUST** be disclosed by **ANY AND ALL PARTIES** taking part in the transfer process. This includes but is not limited to the current and former school(s), parents, student, and coaches.

## ADDITIONAL QUESTIONS:

1. Is this the first time the student has transferred since initially enrolling in the 9th grade? If not, get details on each transfer (grade, school, exact enrollment dates, sports played at any level, family unit details).
2. Did the student play **ANY** sports **AT ANY LEVEL** in the 12 months prior to the transferring? If not, complete a "Non-Participation" application.
3. Is there any pre-enrollment contact with faculty/staff/coach(es) at the new school?





# CIF Southern Section Information

## Points of Emphasis for the upcoming 2019-2020 School year

- Schedules & Scores for Power Rankings (Common Errors) (See Handout)
  - Last game not recorded
  - Non-CIF School
  - Tournament Games
  - State/Regional Games
  - Byes
  - Scorebook Live!!! (no longer Max Preps)
- Maximum Contacts/Contests
- Officials and School Responsibilities - Athletic Contests Administrator on Site
  - Recruitment of Officials (Spearheaded by Tom Freker; retired SCSOA President)
- MVP AD Program
- CBEDS (Due to CIF-SS Office by October 1, 2019)
- Sportsmanship at Athletic Contests
- CIF-SS Athletic Administrators Summit (October 7, 2019)
- 2019-2020 Calendar

## COMMON ERRORS WHEN SCORE REPORTING

Here are the common errors that should be checked periodically during AND AFTER the season:

- **Final playoff game not listed** (usually after losing that game)
- **“Playoffs”** not chosen from drop down for type of game played in CIF-SS Playoffs (**“Non-League”** is the common error made in selection of game type)
- **“Bye”** win in playoffs should be listed as your first game/win in game log/results (**Select “Bye” from drop down menu**)
- **“Wild Card”** should be selected from drop down for “Game Type” if playing a **Wild Card** game
- **“TBA”** used for opponent in tournament games instead of actual opponent (we need all opponent schools listed for every game (CIF-SS Opponent or Non-CIF-SS Opponent))
- **Tournament name used instead of opposing school’s name** - (we need all opponent schools listed for every game (CIF-SS Opponent or Non-CIF-SS Opponent))
- **State Regional playoff games listed** (these are not counted and must be deleted from the system)
- **Games not showing up in CIFSSHome log**
- **A CIF-SS school opponent being listed as a “Non-CIF-SS Opponent”**
- **Incomplete information** (Schedule/results do not reflect your entire season)
- **Duplication of information** – games listed twice in game/result log

### **Southern Section MVP AD**

In a 2015-2016 “Message from the Commissioner”, I discussed the concept that the job of the high school principal has evolved over the years to the point that today’s high school principal needs a great athletic director to help them guide the athletic programs at our schools. I stated that I believe the high school principal’s best friend is that great athletic director, an “MVP AD”.

I am proud to announce the 5<sup>th</sup> Annual CIF Southern Section MVP AD Program. For the 2019-2020 school year, we wish to provide an opportunity for our Athletic Directors to earn the title of MVP AD by accomplishing several tasks next school year.

Here are the requirements necessary for an Athletic Director to earn this certification:

- 1) August 2019** – Attend a Southern Section Fall Eligibility Workshop. (Dates, times and locations are posted on our website – cost is free).
- 2) Monday, October 7, 2019** – Attend the CIF-SS Athletic Administrators Summit – Sheraton Hotel and Conference Center, Pomona. (Cost is \$65 per person, includes breakfast and lunch. Signups available on our website [www.cifss.org](http://www.cifss.org) now).
- 3) Achieve a minimum score of 90% on the CIF Southern Section MVP AD Exam**
- 4) Choose One of These Two Options:**
  - a. April 2020** – Attend the CSADA Conference in Reno, Nevada (Conference information is available on the CSADA website, [www.csadaonline.education](http://www.csadaonline.education)).
  - b. June 1, 2020** – Submit an action plan for your athletic department which would include a “needs assessment”, goals for your program, timelines for meeting the identified goals, etc. (The action plan template will be available on CIFSSHome in January 2020).

New Athletic Directors in 2019-2020 can become MVP AD’s by completing the above, as well as the following....

**Tuesday July 30<sup>th</sup>, 2019 or Wednesday August 7<sup>th</sup>, 2019** – Attend a CIFSSHome Training Session (Time: 9:00am – 12:00pm in the Southern Section Office at no cost to the attendee(s)).

**Thursday September 5<sup>th</sup>, 2019 or Thursday September 12<sup>th</sup>, 2019** – Attend New Principal/Athletic Director Workshop. These are specifically designed for New Principals and/or Athletic Directors. (Time: 9:00am – 12:00pm in the Southern Section Office at no cost to the attendee(s)).

Athletic Directors who complete all of the above tasks during the 2019-2020 school year will become Southern Section MVP ADs and receive a certificate along with a Southern Section Courtesy Card for the 2020-2021 school year.

**Good luck to our Athletic Directors in their pursuit of becoming Southern Section MVP ADs!**

**REGISTRATION:  
OPEN NOW**

Early Bird Registration: \$65  
Breakfast & Lunch Included

Welcome to the  
**Athletic Administrators Summit**

**BREAKOUT TOPICS:**

- CIF-SS Eligibility Seminar
- Pro's & Con's of Forming an Athletic Conference
- Transitioning from Max Preps to Scorebook Live
- Creating a Student-Athlete Leadership Academy
- Dealing with Sports Parents and their Conduct
- Post Season Coaches Evaluation
- CIF-SS Home and Home Campus
- Social Media as a Branding Tool

**& MORE!**

**2019**

CIF SOUTHERN SECTION

**ATHLETIC  
ADMINISTRATOR'S SUMMIT**

PRESENTED BY **eTS** eTeamSponsor.com

OCTOBER 7TH • 7 AM - 3 PM

REGISTER HERE: [cifss.org/summit/registration/](http://cifss.org/summit/registration/)

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Questions ?

Thank you!

