

CIF-SS Eligibility Seminar

October 7, 2019

Agenda

WELCOME + INTRODUCTIONS – Rob Wigod, Commissioner of Athletics

TRANSFER FLOW CHART – Thom Simmons, Assistant Commissioner

STUDENTS CHANGING SCHOOLS – Rainer Wulf, Assistant Commissioner

MISCONDUCTS – Kristine Palle, Assistant Commissioner

INTERNATIONAL STUDENTS – Mike Middlebrook, Assistant Commissioner

A PROCESS ON YOUR CAMPUS – Rich Shearer, Assistant Commissioner

MVP AD TEST – Rob Wigod, Commissioner of Athletics

QUESTIONS AND ANSWERS – Attendees

Transfer Eligibility Flow Chart

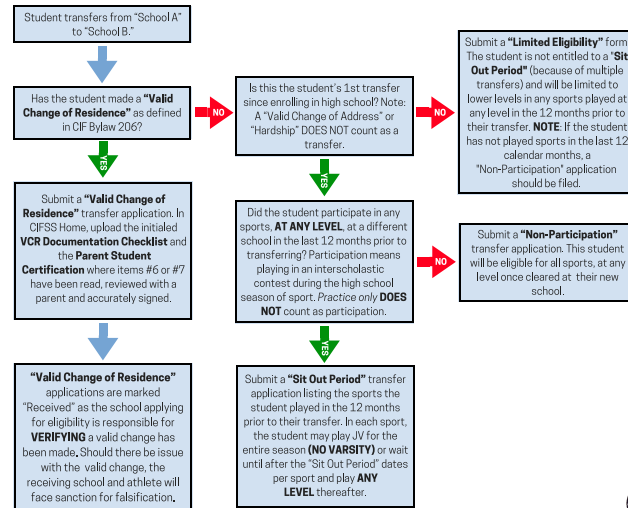
TRANSFER FLOW CHART

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?



Change of Residence Documentation Checklist

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. **DO NOT UPLOAD DOCUMENTATION**

Parent-Student Certification



ALL TRANSFERS MUST BE COMPLETED ONLINE. NO PAPER COPIES WILL BE ACCEPTED! SCHOOLS WILL UPLOAD THIS SIGNED DOCUMENT TO THE CASE FILE IN CIF-SS HOME.

1) Student Name _____ M ☐ F ☐ Date of Birth _____ Grade _____ Area Code/Home Phone _____
Name of Parent(s)/Guardian(s)/Caregiver(s) _____

2) Current Address _____
House Number and Street Name _____ City/State/Zip _____
PUBLIC SCHOOL DISTRICT YOUR CURRENT ADDRESS IS IN _____ SPECIFIC PUBLIC H.S. YOUR CURRENT ADDRESS BELONGS TO _____
Date entire family unit occupied current address: _____

NOTE: ONLY FILL OUT ITEM 3 IF YOUR ENTIRE FAMILY UNIT HAS MOVED OUT OF YOUR CURRENT SCHOOL ATTENDANCE AREA INTO A COMPLETELY DIFFERENT ATTENDANCE AREA. IF YOU HAVEN'T MOVED, SKIP TO ITEM 4.

3) Former Address _____
House Number and Street Name _____ City/State/Zip _____
PUBLIC SCHOOL DISTRICT YOUR FORMER ADDRESS WAS IN _____ SPECIFIC PUBLIC H.S. YOUR FORMER ADDRESS BELONGED TO _____
Date entire family unit vacated previous address: _____

NOTE: INCLUDE ALL HIGH SCHOOLS STUDENT HAS ATTENDED SINCE STARTING THE 9TH GRADE. IF THIS IS YOUR FIRST TRANSFER SINCE STARTING 9TH GRADE, YOU WILL ONLY NEED TO FILL OUT THE 1ST LINE OF ITEM 4.

4) Transfer From: _____ Enrolled from: _____ to _____
Name of Former High School _____ Date MM/DD/YY _____ Date MM/DD/YY _____
Transfer From: _____ Enrolled from: _____ to _____
Name of Former High School _____ Date MM/DD/YY _____ Date MM/DD/YY _____
Transfer From: _____ Enrolled from: _____ to _____
Name of Former High School _____ Date MM/DD/YY _____ Date MM/DD/YY _____

5) Within the last calendar year, what sport/s did the student play (during the official high school season) at your former school/s? List sports played at EVERY level (novice, frosh-soph, JV, and/or varsity).

FALL SEASON: _____

WINTER SEASON: _____

SPRING SEASON: _____

NOTE: BELOW YOU WILL SIGN ITEM 6 OR ITEM 7. DO NOT SIGN BOTH SECTIONS. READ CAREFULLY.

CERTIFICATION OF APPLICATION: I authorize any former school/s and the current school to release all records/requests made by the CIF and to discuss enrollment and/or extra curricular participation with the CIF. I authorize the CIF to use that information in making its determination. I am authorized to execute this request. I affirm that all of the above statements are true to the best of my knowledge. I further affirm that I understand that if subsequent to the approval of this athletic eligibility application, it is discovered that this approval was granted on false, erroneous, inaccurate or incomplete information, severe penalties affecting the future eligibility of this student-athlete may result.

By signing this affidavit, I certify that no person/s connected with the athletic department of the new school (School "B") or is part of the booster club of School "B", including anyone acting on their behalf, has had communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of this student, prior to the completion of the enrollment process at School "B". I also certify that the student has not participated during the previous 24 months on any non-school athletic team* (i.e., AAU, American Legion, club team, etc.) that is associated with or coached by anyone associated with the new school (School "B"). (*See Bylaw 510 for definition of a non-school athletic team).

6) IF THE ABOVE STATEMENTS (UNDER CERTIFICATION OF APPLICATION) ARE TRUE SIGN BELOW. YOU WILL NOT NEED TO PROCEED TO ITEM 7. IF YOU CANNOT CERTIFY THE ABOVE STATEMENTS, DO NOT SIGN ITEM 6. SKIP TO ITEM 7 BELOW AND SIGN THERE.

PARENT SIGNATURE _____ DATE _____ STUDENT SIGNATURE _____ DATE _____
OR

7) I AM UNABLE TO CERTIFY THAT SOME OR ALL OF THE ABOVE STATEMENTS ARE TRUE. THEREFORE, AS REQUIRED, I AM SUBMITTING A COMPLETE WRITTEN DISCLOSURE OF THE SPECIFIC. (ATTACH A WRITTEN EXPLANATION TO THIS FORM).

PARENT SIGNATURE _____ DATE _____ STUDENT SIGNATURE _____ DATE _____

Revised 7/10/18

When a Student Changes Schools

- Valid Residence Change
- Transfer
- Hardship

Valid Residence Change - Definition

- 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.
 - 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).
- Full family unit including school aged children
 - Permanent intent and genuine, without fraud or deceit
 - Take all belongings

Transfer- switching schools without a VCR or Approved Hardship

- SOP- on all first time transfers, regardless of sport participation at former school
 - Lower Levels- full season participation but no varsity level competition
 - Varsity level competition but only after sit out period date for sport (no prior sport participation at a lower level that season)

Limited Eligibility

- Multiple transfers with no VCR or approved Hardship
 - Lower level sport participation only in affected sports (those played at another school within the past 12 months)

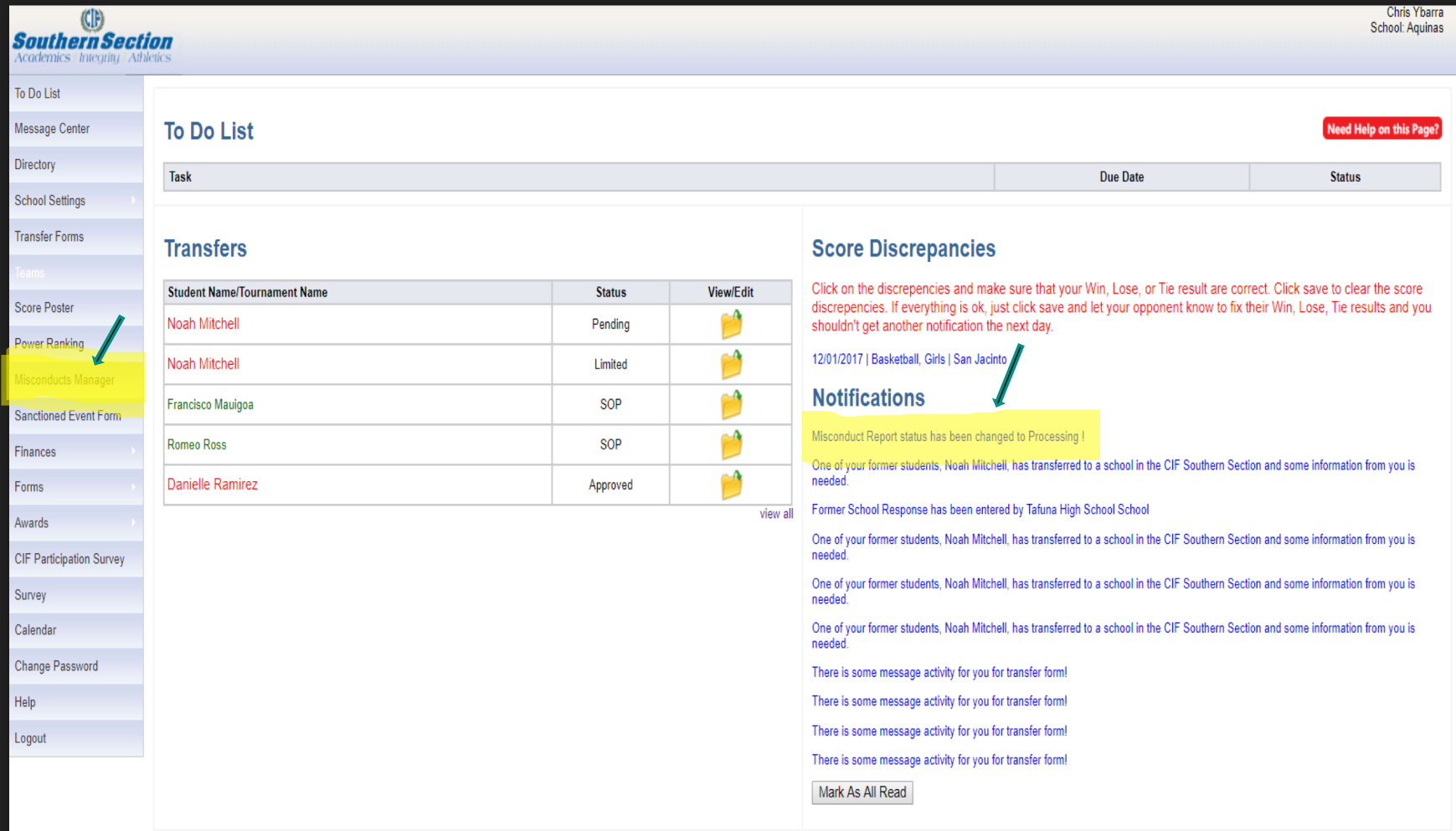
Hardship

- Specific categories that may apply for Hardship are located on pages 83-85 of CIF-SS Blue Book
 - Review those categories prior to submission into CIFSSHOME
 - 20 business days to process once a completed application has been established (not 20 business days from the submission date)
 - Must include corroborating documentation

MANAGING MISCONDUCTS

Under the “Notifications” section in your CIFSS Home account, you’ll find reminders for items that need action/attention. Everything from transfer cases to messages from our office; pay close attention to that area.

When you see a notification regarding a “Misconduct Report”, proceed to the “Misconduct Manager” tab on the left.



Southern Section
Academics · Integrity · Athletics

Chris Ybarra
School: Aquinas

[Need Help on this Page?](#)

To Do List

Task	Due Date	Status
------	----------	--------

Transfers

Student Name/Tournament Name	Status	View/Edit
Noah Mitchell	Pending	
Noah Mitchell	Limited	
Francisco Mauigoa	SOP	
Romeo Ross	SOP	
Danielle Ramirez	Approved	

[view all](#)

Score Discrepancies

Click on the discrepancies and make sure that your Win, Lose, or Tie result are correct. Click save to clear the score discrepancies. If everything is ok, just click save and let your opponent know to fix their Win, Lose, Tie results and you shouldn't get another notification the next day.

12/01/2017 | Basketball, Girls | San Jacinto

Notifications

Misconduct Report status has been changed to Processing !

One of your former students, Noah Mitchell, has transferred to a school in the CIF Southern Section and some information from you is needed.

Former School Response has been entered by Tafuna High School School

One of your former students, Noah Mitchell, has transferred to a school in the CIF Southern Section and some information from you is needed.

One of your former students, Noah Mitchell, has transferred to a school in the CIF Southern Section and some information from you is needed.

One of your former students, Noah Mitchell, has transferred to a school in the CIF Southern Section and some information from you is needed.

There is some message activity for you for transfer form!

There is some message activity for you for transfer form!

There is some message activity for you for transfer form!

There is some message activity for you for transfer form!

[Mark As All Read](#)

Misconduct Manager View

To Do List

Message Center

Directory

School Settings

Transfer Forms

Teams

Misconduct Manager

2019-20

Playoff Ball Violations

Ejection Misconducts

Incidents


Entry Date	Offender's Name	Sport	Level	Date of Incident	Status	View/Edit	Delete
10-02-2019	I Bonadi	Water Polo	Varsity	10-02-2019	Processing		

1

Once you choose the “Misconduct Manager” tab, your misconduct(s) referenced in the “Notifications” will be listed. **SCHOOL ACTION IS NEEDED ON EACH AND EVERY MISCONDUCT REPORT: NO MATTER THE TYPE!** Hover over the file folder to open the report.

**REVIEW THE
REPORT... FOR ACCURACY OF
INFORMATION: DATE OF CONTEST,
PLAYER'S NAME, JERSEY OR OTHER
NUMERICAL IDENTIFICATION ETC.. IF THERE
ARE ANY DISCREPANCIES, PLEASE
CONTACT THE APPROPRIATE CIFSS
SPORT ADMINISTRATOR.**

**PAY CLOSE ATTENTION TO:
“REASON FOR EJECTION”
(NEXT TO THE YELLOW ARROW)**



Kristine Paille
Assistant Commissioner
2019-20

Home

Academic Awards

Account Receivable

Approval To Travel

Freelance Petition

At Large Petition

Calendar

Cases

Coaches Wanted

Constants

Directory

Due Dates

Game Management

Games Wanted

Hierarchy Setup

League Standings

Message Center

Misconduct Manager

Playoff Entry

Power Ranking

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Previews & Bulletins

Public Reports

Reports

Schedule & Scores

Survey

Tournament

Users

View Playoff

Widget Brackets

Splash Pages

Change Password


Logout

Edit Misconduct Report

Sport: Water Polo *

Gender: Boys ▾

Level: Varsity ▾ *

Date of Incident: 10/02/2019  *

Time of Game (Inning, Period, Quarter, Half, Post): 5:44 4th quarter *

Official's Name: Michael Aragon *

Official's Email: aragon4589@gmail.com *

Official's Phone: 8055393425 *

Site of Incident: Cajon Hs *

Home Team: Cajon ▾ *

Visiting Team: Aquinas ▾ *

Home Team Score at Time of Ejection: 10.00 *

Visiting Team Score at Time of Ejection: 2.00 *

Home Team Final Score: 11.00 *

Visiting Team Final Score: 6.00 *

How Long Was Game Delayed: 30 seconds *

Offending Person

First Name: L *

Last Name: Bonadiman *

Offender is a? Player ▾ *

Jersey #: 11 *

School: Aquinas ▾ *

Assistant Ref # 1:

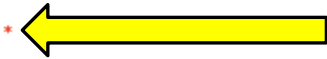
Assistant Ref # Phone:

Assistant Ref #2:

Assistant Ref # 2 Phone:

Alternate:

Alternate Phone:

Reason for Ejection - Water Polo: * 

☒ A) Misconduct

☐ B) Flagrant Misconduct *

☐ C) Red Card

PLAYER EJECTION * Any Misconduct/ Ejection marked with an asterisk (*) requires a completed Post Ejection-Return to Competition form uploaded to this case, prior to the student re-joining your team in competition.

COACH EJECTION Please reference CIF Blue Book by-law 125.1. COACH EJECTION. Letter of explanation from the principal must be uploaded to this case prior to the coach re-joining the team in competition.

Action Was Against: Opponent ▾ *

Detailed Explanation for Each Disqualification: *

AND FINALLY, THE “SCHOOL ACTION” PORTION!

NO CASE IS COMPLETE UNTIL YOU ANSWER THE QUESTIONS & ENTER A DATE OF THE SUBSEQUENT GAME SUSPENSION(S). IF THE “REASON FOR EJECTION” CONTAINS AN *ASTERISKS, YOU MUST INCLUDE A “POST EJECTION – RETURN TO COMPETITION FORM”. DON’T FORGET TO “SUBMIT”!

Reason for Ejection - Water Polo: *

- ☒ A) Misconduct
☐ B) Flagrant Misconduct *
☐ C) Red Card

PLAYER EJECTION * Any Misconduct/ Ejection marked with an asterisk (*) requires a completed Post Ejection-Return to Competition form uploaded to this case, prior to the student re-joining your team in competition.

COACH EJECTION Please reference CIF Blue Book by-law 125.1. COACH EJECTION. Letter of explanation from the principal must be uploaded to this case prior to the coach re-joining the team in competition.

Action Was Against:

Opponent ▼ *

Detailed Explanation for Each Disqualification:*

11 white pushed the opponent underwater and would not allow the opponent to come back up and kept pushing the player under aggressively until the 4th whistle. The game continued and ended with no further incidents.

MS

Had the ejected person been warned before?:

Yes ▼ *

Liaisons to send:

Dennis Pratt ▼ *

Report Status:

Processing ▼

School Action

Upload Letter or Ejection Report(if necessary): No file chosen

[Post Ejection Form Download](#)

Is this the First Ejection/Misconduct : ▼


**“POST EJECTION - RETURN
TO COMPETITION FORM”
NEEDS TO BE UPLOADED FOR
ANY OFFENSE(S) WITH AN
*ASTERISK**

***QUESTION: WHY SHOULDN'T I BE IN A HURRY TO
GET THIS FORM SIGNED AND GET THE ATHLETE
BACK ON THE FIELD (Yes, a student can miss more
than the prescribed number of games if this form
is required)!**

***ANSWER: THE SIGNIFICANCE OF THIS FORM IS TWOFOLD.**

**1) THE BEHAVIOR NEEDS TO BE ADDRESSED IN A
SETTING WITH THE STUDENT, PARENT/GUARDIAN AND AN
ADMINISTRATOR PRESENT TO EXPLAIN THE SEVERITY OF
ACTION AND CONSEQUENCE SHOULD ANOTHER
OCCUR.**

**2) ACKNOWLEDGMENT THAT ANOTHER EJECTION OF
THIS TYPE IS SEASON ENDING (THUS THE NEED
FOR THE CONVERSATION AND SIGNATURES)**



Southern Section
Academics / Integrity / Athletics

Student-Athlete Post Ejection - Return to Competition Requirement
This form is to be completed for Player Ejections only. Coach Ejections should refer to CIF by-law 125.1.

I. Review of Ejection Report

School _____ League _____

Sport _____ G Boys G Girls

Date of Contest _____ Home _____ vs. _____

Name of player rejected _____

Player uniform number _____ Level of competition _____

II. Rule Reference

See Player Conduct rule for referenced sport (CIF Southern Section Blue Book):

"Any player who is ejected from a game by an official for fighting or assaultive behavior shall be disqualified from participating in the remainder of the game AND WILL BE INELIGIBLE FOR THE TEAM'S NEXT CONTEST. After the suspension from play, the student may only return after certification by the school principal that the student(s) has completed a conference with a school administrator. This form indicating the completion of the conference, which requires a signature for each attendee, must be uploaded to the CIFSSHome misconduct manager for this specific case, prior to rejoining the team" ("rejoining the team" is in reference to competition, not practice).

A second ejection from a game or contest for fighting or assaultive behavior will cause suspension for the remainder of the season. A player who was ejected from the previous contest, who knowingly or unknowingly participates in or is in attendance at the next contest, will result in the forfeiture of that contest.

III. Post Ejection Meeting Topics

The following items must be reviewed at this meeting:

- The reason for the ejection
- The Southern Section Code of Ethics-Athletes
- A review of the sport specific player Conduct Rule
- Possible consequences for any future violations
- A review of school policies relating to referenced conduct

Verification of Meeting:

Date _____ Time _____

Signatures of Attendees:

Student _____ Parent _____

Principal _____ Athletic Director _____

I am aware that a second ejection in this category will result in suspension for the remainder of the season.

Parent Initial

Blue Book

124. The principals shall notify the CIF Southern Section Office in writing, immediately, of any forfeiture and the reasons for same, with copy sent to opposing school.

125. **ACCOUNTABILITY RULE** - Principals are accountable for the interscholastic athletic program.

125.1 **COACH EJECTION** - Upon the ejection of a coach from any CIF Southern Section contest, it is the responsibility of the principal of said school to file a letter of explanation with the CIF Southern Section Office which includes the circumstances surrounding the matter and what action the principal has taken to prevent a recurrence. Said correspondence is to be filed within THREE school days of notification of the ejection. ADDITIONALLY, UPON EJECTION, THE EJECTED COACH SHALL BE DISQUALIFIED FROM PARTICIPATING IN THE REMAINDER OF THE GAME AND WILL BE INELIGIBLE FOR THE TEAM'S NEXT CONTEST. A SECOND EJECTION WILL CONSTITUTE A TWO CONTEST SUSPENSION AND A THIRD EJECTION WILL CAUSE SUSPENSION FOR THE REMAINDER OF THE SEASON.

ALL COACHES EJECTIONS REQUIRE A LETTER
FROM THE PRINCIPAL.

International Student Transfers

- Foreign Exchange v. International
Know the difference to save time
- Select the type of transfer you are applying for
- Sit Out Period is not an option?
- Get the right contact info
- Upload academic documents to help the process along
- Interview the student and ask the correct questions!!!

International Student

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

Choose Student:

(Optional - Will Prefill Information from Student Database)

Former High School:

Non-CIFSS School ▼ *

School Name:

* or

Select School

Contact Name:

*

Contact Position:

*

Contact Email:

*

A Process for Transfer Eligibility

○ Your Team

- *Registrar
- *Guidance Department
- *Secretary
- *Coaching Staff

YOU ARE THE CAPTAIN

YOU SET THE CULTURE FOR HOW THE TEAM
PARTICIPATES IN THE PROCESS

○ Key Components of your process

*identification of students

- registration day
- enrollment
- academic schedules
- team meetings
- rosters

*documentation

- academic, residential, & discipline

MVP AD TEST

- Exam Will Be Taken Online
- Test Will Be Live From:
Monday, October 7th @ 4:00pm until Sunday, October 13th @ 11:59pm
- Once You Begin You Must Complete In One Session
Test progress can't be "saved"
- Your Test Will Be Automatically Scored
- bit.ly/summittest2019

QUESTIONS & ANSWERS