

Welcome!

2020-2021 Athletic Director's Workshop!



2020-2021 Athletic Director Workshop Agenda Page 1/2

- Opening Remarks – Commissioner Rob Wigod
 - 2020-2021 Southern Section Update (S4)
 - Guidelines for Communication with the CIFSS Staff (S5)
- New Rules for 2020-2021 (S6-S9)
 - Synopsis of bylaw edits & review of major rule changes for the 20-21 year both State and CIFSS.
 - Key Interpretations of current rules given the 20-21 calendar
 - QUESTIONS ON ANYTHING THUS FAR!
- CIFSS Home - Electronic Based System for All Things CIFSS (S11)
 - A) Check Your “To Do” List – Based on due dates, the system will remind you of what needs to be sent to our office and when
 - B) New questions added on the AD Transfer Worksheet (S12)
 - C) Update all forms in your files. Those can be downloaded from CIFSS Home (don't photo copy old versions...Valid Change Checklist, AD Worksheet, Transfer Flow Chart etc.)

2020-2021 Athletic Director Workshop Agenda Page 2/2

Agenda Continued...

- CIFSS Website – www.cifss.org (use website for screen share)
 - Blue Book Online
 - Current Sports Calendar available on the website
 - 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
 - QUESTIONS ABOUT HOME of CIFSS.ORG (\$14)
- Key Reminders (\$15)
 - SOP – 50% of the season; each has a unique date (\$16)
 - Schedules and Scores – Common Errors (\$17)
 - Maximum Contacts/Contest and how they are counted (\$18)
 - 3 Year Sport Calendars contain all pertinent dates for the two seasons this year (\$19-\$21)
 - CBEDS due October 1 (\$22)
 - QUESTIONS ABOUT ANYTHING THUS FAR (\$23)
- Eligibility – “Layers of Eligibility” (\$24)
- Transfer Flow Chart – Use It! (\$25-\$27)
- Valid Change Checklist – Required (\$28)



TO: CIF SOUTHERN SECTION PRINCIPALS/ ATHLETIC DIRECTORS

FROM: ROB WIGOD, COMMISSIONER OF ATHLETICS

SUBJECT: CIF SOUTHERN SECTION UPDATE

DATE: AUGUST 3, 2020

I hope you and your families are well. Here is the latest update...

1) Opening of School – Over the next few weeks, our schools will be opening for academic instruction. We know that there are a wide variety of options being considered regarding what the actual educational models will look like, as well as the many challenges you are facing in getting that job done. I want to wish you the very best in starting your school year and appreciate all the efforts you and your staffs are making to serve your students in the best way possible. With that in mind, we are proceeding with our opening of school activities as follows:

- A) Fall Eligibility Workshops** – We will be conducting our Fall Eligibility Workshops virtually this year on the following dates and times:
- Thursday, August 6, 9:00 am – 12:00 Noon
 - Tuesday, August 11 – 9:00 am – 12:00 Noon
 - Wednesday, August 19 – 9:00 am – 12:00 Noon

- B) CIFSSHome Trainings** – For new athletic administrators, and those interested in getting more information on the CIFSSHome system and how to utilize it more effectively, we will be holding two virtual training sessions on the following dates and times:
- Tuesday, August 4, 9:00 am – 12:00 Noon
 - Tuesday, August 18, 9:00 am – 12:00 Noon

These workshops are valuable tools in helping athletic administrators prepare for the 2020-2021 school year. Guidelines for communication, new rules, review of eligibility, suggestions and best practices for your athletic programs, are just a few of the topics that will be covered. To register for one of these workshops, please email Susan Miller at susanm@cifss.org. A specific invitation will be emailed to you before your workshop.

2) Welcome Letter/Sport Fees – We recently sent a Welcome Letter to every member school that mentioned several items for your attention. One of those items is related to CIF Southern Section Bylaw 140, Sport Fees, which are the method in which member schools pay their annual dues each year. Sport Fees/Membership Dues are due by October 1, based upon the intended sports you will field within the current 2020-2021 Southern Section Sports Calendars. Sports Fees are not refundable, as they are an obligation that our schools assume by being members of the CIF Southern Section. We hope you will fulfill this obligation soon, and once you do so, your 2020-2021 Courtesy Cards will be mailed to you.

3) CIF Bylaws – Frequently Asked Questions – Since the announcement of our 2020-2021 Sports Calendars on July 20, we have received many questions related to various CIF Bylaws. Here are some of the most common ones...

A) CIF Bylaw 207, Transfer Eligibility, Sit-Out Period – The Sit-Out Period provision contained in CIF Bylaw 207 remains in place. The fact that the beginning of a particular sport season may begin more than 12 months after the student's transfer of school, does not exempt the student from the Sit-Out Period provision in that bylaw. Each sport has a published Sit-Out Period date for that sport and those dates will be applied during the 2020-2021 school year.

B) CIF Bylaw 504.M – Sunday Rule – The prohibition on practices, competition or any association of any kind between student-athletes and their coaches on a Sunday during the high school season of sport remains in effect. With the suspension of CIF Bylaws 600-605, allowing student-athletes to participate on outside teams during the high school season of sport, the prohibition on Sunday activities is unchanged. Coaches who coach both high school and club/travel programs are not permitted to associate with their high school student-athletes on a Sunday during the high school season of sport under the guise of a club/travel program.

C) CIF Bylaw 506.A – Multiple – Sport Athletes/Maximum of 18 Hours Per Week – There are no bylaws that prohibit students from participating in two sports during the same season of sport. In scenarios where a student is participating in two sports within the same season, per CIF Bylaw 506.A, the student has a maximum of 18 total hours per week of practices and competitions each week of the high school season. They do not have a maximum of 18 hours per week in each sport. Reminder, competitions count as 3 hours per day.

4) Athletic Administrators Summit/MVP AD Program – With the uncertainty that lies ahead, we have had to make the decision to suspend the CIF Southern Section Athletic Administrators Summit, scheduled for Monday, October 5, 2020, and the MVP AD program, for the 2020-2021 school year. We hope to restore both programs at the start of the 2021-2022 school year and come back stronger than ever at that time.

I hope this information is useful to you moving forward and if you have any questions, or I can help you in any way at all, do not hesitate to contact me. My staff and I are ready, willing and able to assist you in any way we possibly can.

Thank you very much for your help and support, it is truly appreciated.

Be well, stay safe, take care and all the best to you and your families.

10932 Pine Street
Los Alamitos, California 90720



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

Guidelines for Communication with Office Personnel – 2020-2021

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 Wised

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
Releases
CIF State and National Federation
Summer Dead Period

Kristine Falle

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 Carvy

Chief Financial Officer (mitche@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 (rainernw@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 Popma

Program Coordinator (anita@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 Herward

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)
Officials 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 Sutrina

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

CIF STATE ARTICLE/BYLAW CHANGES FOR 2020-2021

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

Constitution Article Name

70.E(6) and (8) **Nominations (Updated year terms and removed language)**

2-year terms for Executive Committee and President Elect

70.F.(2) **Elections (Removed language)**

Due to “2 year” terms being implemented, the language regarding yearly elections was removed

Bylaw Bylaw Name

208.B. **Study Abroad**

Students transferring back to their original school after spending a year (or less) studying abroad will have unlimited eligibility upon return with the notion that all other CIF eligibility requirements are met.

209.C.(1) **Disciplinary Transfer**

If a student transfers from any public/private school when a disciplinary action is in place or pending, the student shall be ineligible in all sports all levels for one year from the date of transfer. (“in whole”/ “in part” language)

303.B.(6) a.(iii) & b.(iii) **Multi-School Applications**

Multi School Applications are due May 31st for approval of the next school year. Late applications will be assessed a \$200 late fee.

1504. **Baseball (Regional Championships)**

1703. **Competitive Cheer (Traditional Competitive Cheer Regional Invitational Championships in January) April for this year only.**

2603. **Softball (Regional Championships)**

CIF STATE ARTICLE/BYLAWS CHANGES FOR 2020-2021 cont.

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

Constitution/Article Name

503.M. Statewide Sportsmanship and Ejection Policy

Player Misconduct

First ejection: one subsequent game suspension, player MAY be in attendance in street clothes.

Second ejection: three subsequent game suspensions, player MAY be in attendance in street clothes.

Third ejection: out for the season, player may be in attendance in street clothes. The section office will make a determination on the number of subsequent game suspensions up to 6 games.

Player Fighting and Assaultive:

First offense for fighting: 3-6 game suspension as determined by the Section. Player MAY be in attendance in street clothes for the duration of the subsequent suspensions.

Second offense for fighting: player is ineligible for the remainder of the season. The section office will make a determination on the number of subsequent game suspensions, up to 6 games.

Coach Ejection:

First ejection, one game suspension, coach must immediately vacate and MAY NOT be in attendance while serving.

Second ejection, three to six game suspension, determined by the Section, coach MAY NOT be in attendance.

Third ejection, done for the remainder of the season, three to six game suspension, as determined by the Section, coach MAY NOT be in attendance. The section office will make a determination on the number of game suspensions up to 6 games.

A COACH EJECTED FOR ASSAULTIVE BEHAVIOR MUST LEAVE THE PREMISES. FIRST OFFENSE, THE SECTION OFFICE WILL MAKE A DETERMINATION ON THE NUMBER OF SUBSEQUENT GAMES SUSPENSIONS UP TO 6 GAMES.

CIF STATE ARTICLE/BYLAW CHANGES FOR 2020-2021 cont.

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

Constitution/Article Name

503.M. Statewide Sportsmanship and Ejection Policy cont.

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.

Key Points to Statewide Sportsmanship and Ejection Policy

- 1) Any unserved portion of a suspension will carry over to the next season. If the athlete is a senior, it will carry over to their next sport.
- 2) Players may be in attendance during their suspensions, Coaches MAY NOT.
- 3) The administrative meeting/paperwork process (for athletes) will still be in effect and is required on all ejections for fighting. The Principal must still upload a letter reflecting the "corrective action" taken on all coach ejections.
- 4) Your school MAY have more stringent policies in place to these (i.e.: a rule indicating that the student may not be in attendance at the team's next contest).

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 within 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.

CIF SOUTHERN SECTION ARTICLE/BYLAW CHANGES FOR 2020-2021

The following Articles and Bylaws were adopted by the CIFSS Council

Bylaw 32.B.4.B – Releaguings Procedures

- a. Schools in a conference may releague each year.
- b. Report specific league participation in CIFSS Home

Bylaw Revision - All Sports Sections - Summer Dead Period

- a. 14-day dead period for the entire school (all sports, all levels at the same time).
- b. No contact or activity of any kind including weightlifting, virtual meetings etc. may take place.
 - i. No class may be offered to circumvent this rule
 - ii. Participation with your high school coach in a club setting IS a violation.

Bylaw 3320.2 – Playoff Divisions for Golf

- a. Competitive equity system will now be used in CIFSS Team Golf for both boys and girls.

Bylaw 1212 – Change of Due Date for Winter Schedules

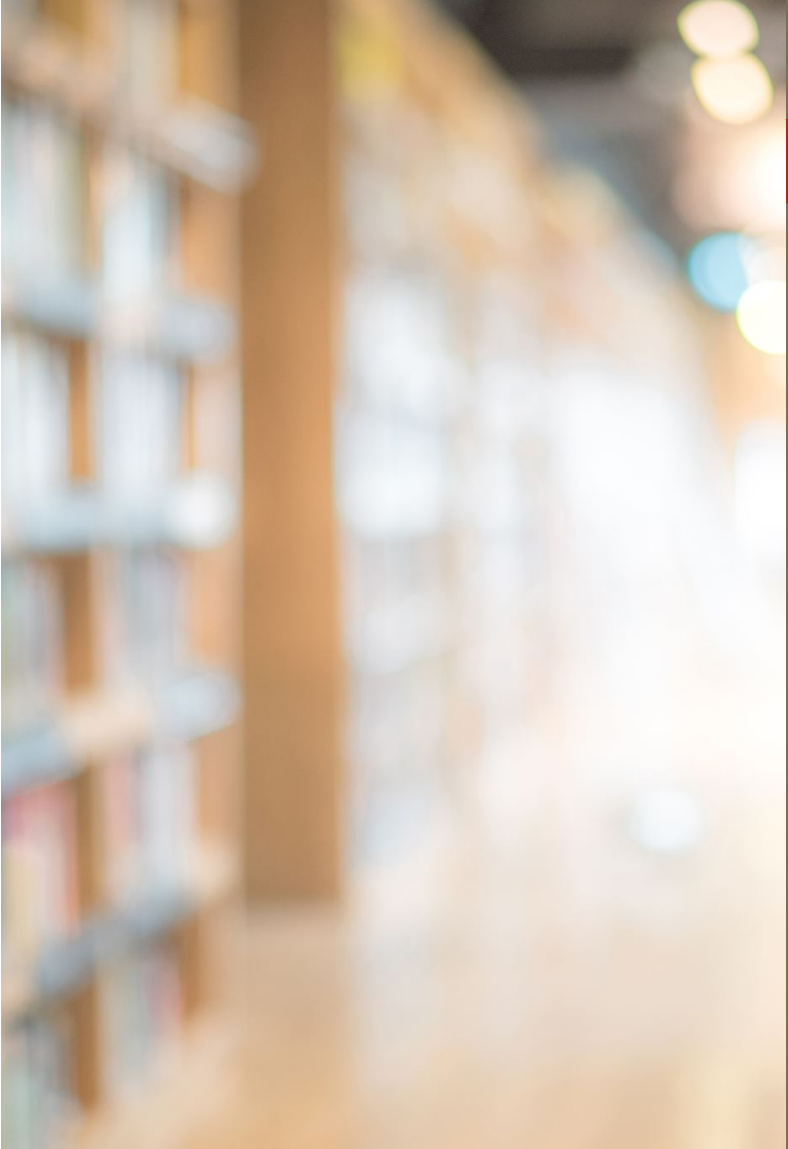
- a. Winter schedules are due to the assignor September 1st (moved from July 1st).
- b. This year, due to COVID, the schedule due dates have been altered

Bylaws 3319, 3319.5, 3319.7 and 3314.1- Football Playoff Groupings

- a. Football will now create playoff divisions based entirely on the current year's data at the end of the regular season.
- b. Seeding in each bracket will follow the power rankings regardless of league finish or affiliation.
- c. The higher seeded team will be the automatic host for the first round of the playoffs.

Bylaw 3320.4 – Swimming and Diving Playoff Divisions

- a. League Finals results will be submitted to CIFSS allowing teams to be divisionally placed based on competitive equity
- b. Done by team and by gender (you can be in a different division than your league mates AND your boys and girls can be in different divisions as well)



Questions for the Commissioner about anything discussed thus far?

**Please use the “chat feature” to enter
your questions.**

**Next up...CIFSS Home and the Southern
Section public website!**



CIFSS Home

CIFSS Home - Electronic Based System for All CIFSS Business!

Changes for 2020-2021

- Athletic Director Worksheet/Transfer Forms Updated (\$12)
- Transfer Flow Chart Updated for this year (\$13)

■ Reminders:

- Print your invoice in CIFSS Home by simply choosing the sports you field. This will create the invoice you'll print and send to our office activating your membership!
- Download the cell phone application for Home
- Message Center – Our office will have messages 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
- Transfers and Misconduct Reports
- Error Messages Will Appear If Submitting With Missing Information



Athletic Director's Transfer Worksheet



Student Name: _____
Name of Parent(s)/Guardian(s)/Caregiver(s): _____
Grade: _____

Transfer Application Applying For: ☐ Valid Change of Residence ☐ Limited
☐ Non-Participation ☐ Sit Out Period ☐ Hardship

Has the student ever transferred before? _____ (If you answered "yes" the student may not use SOP)
If "yes" to above, was the previous transfer a result of a FULL FAMILY move? _____

Who made up the family unit when the student was enrolled at the former school?
(List specific names, not "Mom, Dad, Brother, Sister): _____

Who makes up the family unit now when the student enrolled at your school?
(List specific names, not "Mom, Dad, Brother, Sister): _____

Valid Change of Residence: What date did the entire family unit occupy the current address: _____
What date did the entire family unit vacate the former address: _____

What is/was the first day of school in the current school year? _____
What specific date did the student first attend school and/or practice? _____

Has the student been with your school since the beginning of the season (attending school and/or practicing, for fall athletes practice may have started before school started)? _____

Has there been an official grading period at your school? _____

If there has been an official grading period, what was the student's GPA? _____

If there has NOT been an official grading period, what was the student's GPA coming out of their last school? _____

If the former school is a non-CIF Southern Section school you will need the following information to complete the on-line application. Note, this will need to be an administrative contact (Athletic Director, Assistant Principal or Principal)

School Name: _____ Contact Name: _____
Contact's Position: _____ Contact's E-mail: _____
School Address: _____ City/State/Zip: _____
Attended From (Dates of enrollment): _____

Additional Notes: (you must account for the student's whereabouts since entering the 9th grade)

New questions on
the AD's Transfer
Worksheet!
**Please replace ALL
CIFSS forms and
worksheets with the
current year's
provision** (do not
keep
photocopying an
out of date
version).



And now...

We'll briefly navigate both CIFSSHome
and the CIFSS.ORG Public Website!



Any
questions
about...

➡ CIFSS Home
OR
➡ Public Website
(cifss.org)

Please use the “chat feature” to enter your questions.

Next up...Key Reminders for upcoming school year!

Key Reminders for 2020-2021...

SOP Review (\$16)

Schedules & Scores: Common Errors (\$17)

Schedules to assignors by: Fall 10/12/20
and Spring 12/14/20

Last game not recorded

Non-CIF School

Tournament Games

State/Regional Games

Byes

Maximum Contacts/Contests (\$18)

2020-2021 Sports Calendar (\$19-\$21)

CBEDS: Due by October 1, 2020 (\$22)

TWO OPTIONS FOR SOP TRANSFERS

1) JV level for the entire season (no option of varsity at any time, even after the Sit Out Period date passes).

OR

2) AFTER the SOP date has passed, any level (including varsity). If using this option, a student MAY NOT play in games AT ANY LEVEL prior to the SOP date.

- Sit-Out Period is equal to 50% of the total number of days in that specific season of sport. A 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.
- Unique for this year: Any transfer student who played a sport in the scholastic season last year WILL HAVE a "Sit Out Period" even if 12 months have transpired since their transfer date. In other words, fall and winter sport transfers do not get a free transfer in light of the timing of the new calendar. We must keep transferring equitable across all sport seasons. The Sit-Out dates have been posted on the 2020-2021 calendar for each individual sport.

**"Sit Out
Period"
Review
(SOP)**

SCHEDULE AND SCORE COMMON ERRORS WHEN SCORE REPORTING

FALL SCHEDULES ARE DUE 10/12/20 AND 12/14/20 FOR SPRING (SPECIAL DATES FOR THIS YEAR ONLY)

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 CIFSS 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 (CIFSS Opponent or Non-CIFSS Opponent)
- **Tournament name used instead of opposing school's name** (we need all opponent schools listed for every game (CIFSS Opponent or Non-CIFSS Opponent)
- **State Regional playoff games listed** (these are not counted and must be deleted from the system)
- **Games not showing up in CIFSS Home log**
- **A CIFSS school opponent being listed as a "Non-CIFSS Opponent"**
- **Incomplete information** (Schedule/results do not reflect your entire season)
- **Duplication of information** – games listed twice in game/result log

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.

Implementation: 2018-2019

[illegible]

[illegible]

2020 - 2021 SPRING SPORTS CALENDAR

Revised August 7, 2020

SPORT	FIRST CONTEST	SOP DATE	LAST LEAGUE CONTEST	LAST ALLOWABLE CONTEST	# OF SCRIMMAGES	# OF CONTESTS	CIF-SS PRELIMINARIES	CIF-SS FINALS
Track & Field (B/G) (72 Days)	March 20	April 24	May 28	May 29	2	14	June 5	June 12
Masters Meet								June 19
State Championship Meet								June 25 - 26
Tennis / Boys (76 Days)	March 1	April 7	May 14	May 15	2	24	May 18(WC), 19,21,24,26	May 28
CIF Southern Regional Finals								June 5
Ojai Tournament								April 22 - 24
Individual Championships							June 7	June 10 - 11
Tennis / Girls (76 Days)	Feb. 22	March 31	May 7	May 8	2	24	May 11 (W/C), 12, 14, 17, 19	May 21
CIF Southern Regional Finals								June 5
Individual Sectionals								June 1
Individual Championships								June 15 - 16
Wrestling(B/G) (72 Days)	March 5	April 9	May 11	May 15	2	40	Boys Team Duals	May 15
							Boys Individual Championship	May 28 - 29
							Girls Individual Championship	May 28 - 29
							Masters Meet	June 4 - 5
							Girls & Boys State Championship	June 10 - 12

CBEDS...

► Your CBED number represents the total number of students enrolled in your school (same number your school reports to the State)

► In CIFSS Home under the “Forms” tab you’ll choose the tab “CBEDS”, then “Add New” and this will appear:

► The section that says “Other ungraded students not accounted for in the 9-12 grade totals”... this applies to any “non-traditional” students you may have. This number is not a total of the numbers above. Your school MAY NOT have any of these students in which case you’d enter “0” in this box.

► If you check “yes” to “Multi School”, account for ALL students (attending the non-member school) that live in your school’s attendance boundary. You are not just counting athletic participants, you’re accounting for ALL students

► CBEDS are due October 1, 2020.

Add CBEDS Form

Total Students in Grade 9:

Total Students in Grade 10:

Total Students in Grade 11:

Total Students in Grade 12:

Other ungraded students not accounted for in 9-12 grade totals:

Does your school multi-school with another school? If so, please provide the school, please provide a form for every school you multi-school with.

☐ Yes ☐ No

School Type:

- ☐ Co-Ed School
☐ All Boys School
☐ All Girls School

Go Back

Save



Questions about anything discussed thus far?

**Please use the “chat feature” to enter
your questions.**

Next up...”Layers of Eligibility”

Layers of Eligibility

When we talk about a student meeting "all CIF eligibility requirements" Here is what we're talking about!

Athletic Director's Workshop "Layers of Eligibility" CIF Southern Section Blue Book Highlights

Eligibility Requirements

Age Requirement – Bylaw 203

Students who turn 19 WITHIN their senior year (between August and June) ARE eligible

Does the student turn 19 BEFORE June 15th leading into their senior year? If so, the student does not meet the age requirement.

Semesters – Bylaw 204

Asthetic Eligibility – Bylaw 205

GPA in the most recent grading period (grading periods are determined by the School District (where all schools in that district are on the exact same schedule) or "Board" for private schools.

20 semester units

Academic Probation

Summer School – summer school can only HELP a student. A student cannot become ineligible over the summer.

Eligibility:

Residential Eligibility – Bylaw 206 (Valid Change of Residence)

ENTIRE FAMILY UNIT – immediate family members at the previous home move to the new address. This IS NOT a partial family move or a student moving between parents. This move must also be with permanent intent.

Valid Change Paperwork Upload – Required (Expanded list of evidence 206 C IV (d))

Transfer Eligibility – Bylaw 207 – "Sit Out Period"

Only available on your first transfer (Remember, a "Valid change of Residence" or Hardship granted DOESN'T count as a previous transfer against the SOP)

Hardship Waivers – Bylaw 207 B (5)

Only the categories listed in the Blue Book can be considered
Make sure you have the required documentation/proof of claim or we cannot begin the review window and cannot process your application

- **Foreign Students – Bylaw 208**
 - International
 - Foreign Exchange
- **Discipline and Expulsion – Bylaw 209**
- **Home Study, Home Schooling – Bylaw 210**
 - Parents oversee dissemination of
 - students ARE NOT currently eli
- **Independent Study Program- Bylaw 302**
 - Your school (teachers/admin) ov
 - assessment
 - Students ARE eligible for CIF C

Characteristics
Meets Bylaw 302 for Eligibility
Independent Study Program
Teacher(s) are under the local administrative control of the school principal/district administration
Curriculum is adopted by the school's local governing board
Grading and recording is performed by members of the school staff
Student meets regularly with a staff member for assignment of work and grading
Student is enrolled in a minimum of 20 semester credits of work
Student's enrollment is recorded as part of that school's ADA and is counted in CBEDs reporting
Curriculum meets minimum CDE requirements for graduation

- **Undue Influence – Bylaw 510 (See the C)**
 - Transferring to a school where y
 - club associated with that school
 - You must disclose any type
 - regardless of how long and
 - You will be asked for a tim
 - Recruiting
- **Outside Competition – Bylaw 600**
 - Students may not participate on
 - they've started playing for their

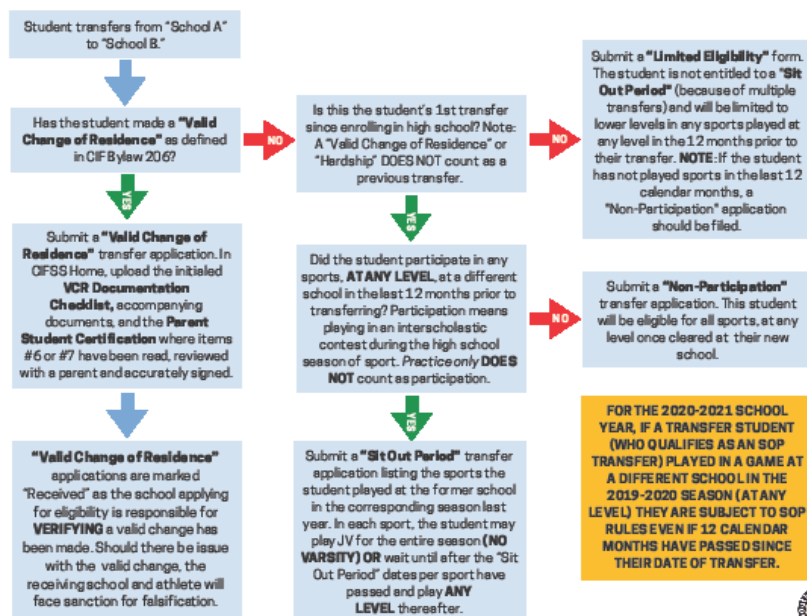
TRANSFER FLOW CHART 2020-21 ONLY

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), parent(s), students, 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 2019-20 school year prior to transferring? If not, complete a "Non-Participation" application.
3. Has there been any pre-enrollment contact with faculty/staff/coach(es)/students at the new school?



***ALL ATHLETES WHO ARE TRANSFER STUDENTS NEED A TRANSFER APPLICATION PROCESSED BEFORE THEY MAY PLAY AT ANY LEVEL.**

Use this chart to help navigate the transfer process. Pay attention to the details of each question. There are questions throughout that will help you gather information helping you choose the correct application for eligibility. If you have further questions, contact the CIFSS Office so we can guide you to the correct application saving you the trouble of having to do it multiple times.



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Student transfers from "School A" to "School B."

Has the student made a **"Valid Change of Residence"** as defined in CIF Bylaw 206?



Submit a **"Valid Change of Residence"** transfer application. In CIFSS Home, upload the initialed **VCR Documentation Checklist**, accompanying documents, and the **Parent Student Certification** where items #6 or #7 have been read, reviewed with a parent and accurately signed.



"Valid Change of Residence" applications are marked "Received" as the school applying for eligibility is responsible for **VERIFYING** a valid change has been made. Should there be issue with the valid change, the receiving school and athlete will face sanction for falsification.



Is this the student's 1st transfer since enrolling in high school? Note: A "Valid Change of Residence" or "Hardship" **DOES NOT** count as a previous transfer.



Did the student participate in any sports, **AT ANY LEVEL**, at a different school in the last 12 months prior to transferring? Participation means playing in an interscholastic contest during the high school season of sport. *Practice only DOES NOT* count as participation.



Submit a **"Sit Out Period"** transfer application listing the sports the student played at the former school in the corresponding season last year. In each sport, the student may play JV for the entire season (**NO VARSITY**) OR wait until after the "Sit Out Period" dates per sport have passed and play **ANY LEVEL** thereafter.



Submit a **"Limited Eligibility"** form. The student is not entitled to a **"Sit Out Period"** (because of multiple transfers) and will be limited to lower levels in any sports played at any level in the 12 months prior to their transfer. **NOTE:** If the student has not played sports in the last 12 calendar months, a "Non-Participation" application should be filed.



Submit a **"Non-Participation"** transfer application. This student will be eligible for all sports, at any level once cleared at their new school.

FOR THE 2020-2021 SCHOOL YEAR, IF A TRANSFER STUDENT (WHO QUALIFIES AS AN SOP TRANSFER) PLAYED IN A GAME AT A DIFFERENT SCHOOL IN THE 2019-2020 SEASON (AT ANY LEVEL) THEY ARE SUBJECT TO SOP RULES EVEN IF 12 CALENDAR MONTHS HAVE PASSED SINCE THEIR DATE OF TRANSFER.



Student Name: _____

School Name: _____



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

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

- For families making a **CIF defined "Valid Change of Residence"** (where the entire family unit is in tact), there is documentation the family will provide you to demonstrate the move took place. If this is a "planned move", you'll need to wait until completion to file transfer paperwork. Make sure to initial each line on the checklist next to the specific documentation you provide. If you did not provide the identified piece of information, the line **should not** be initialed. Keep in the mind the school is certifying the move took place (not the CIFSS Office). Those applications are marked "received" once reviewed.

Questions ?

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to enter your questions.

Thank you
for all you
do!

