

Welcome!
2020-2021
New Principals &
Athletic Directors
Workshop



Workshop Agenda

- Welcome - Opening Remarks, Commissioner Rob Wigod
 - Who Is The CIF?
 - CIF Southern Section Staff / Guidelines for Communication
- Blue Book Orientation / Sport Guidelines / Playoffs
- A Process on Your Campus
- CIFSS Home & CIFSS.org
- Layers of Eligibility
- Transfer Documents
- Key Reminders
- Questions & Answers

WHO IS THE CIF?

“An organization of high school principals entrusted with the administration of athletics programs on their campuses. A voluntary, self-governing body who accept the responsibility that accompanies such a privilege.”

Kenneth Fagans - Commissioner (1954-1975)

DUTIES OF THE PRINCIPALS

Specifically addressed in CIF Southern Section Bylaws 120-125 (Pages 55-56)

➤ Eligibility:

- Academic
- Residential
- Transfer
- Amateur Standing

➤ Financial Matters

➤ Supervision of Athletic Contests

➤ Accountability - Students and Coaches

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 Wisod
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 (rainern@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 (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 Herward
Digital Media Coordinator (cheleah@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 (jackier@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

Southern Section Blue Book

Where Do I Find It?

- Our Website - www.cifss.org
- Orientation
 - Administrative & General (p.7 - 17)
 - State CIF Constitution (p.17 - 31)
 - Southern Section Constitution (p.31 - 40)
 - State CIF & Southern Section Bylaws, Individual Sports & Playoffs (p.40 - 202)

A Process For Your Campus...

You Cannot Do It All!

- Principal
- Assistant Principal/ Athletics
- Athletic Director
- Athletic Secretary
- Coaches

A Process For Your Campus...

You Cannot Do It All!

- Clearly defined roles for each member of your team.
- Establish job responsibilities and have them available, know where they are.
- Set limits, especially for coaches.
- Communication from coaches when new students appear
- Post-game reporting / incidents

Productivity Tools

- CIFSSHome.org
 - Communication and work platform
- CIFSS.org
 - School & Public information site

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

Academic 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 elig
- Independent Study Program- Bylaw 302
 - Your school (teachers/admin) over 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 you are a member of a club associated with that school
 - You must disclose any type of influence regardless of how long and
 - You will be asked for a time
 - Recruiting
- Outside Competition – Bylaw 600
 - Students may not participate on a team if they've started playing for their

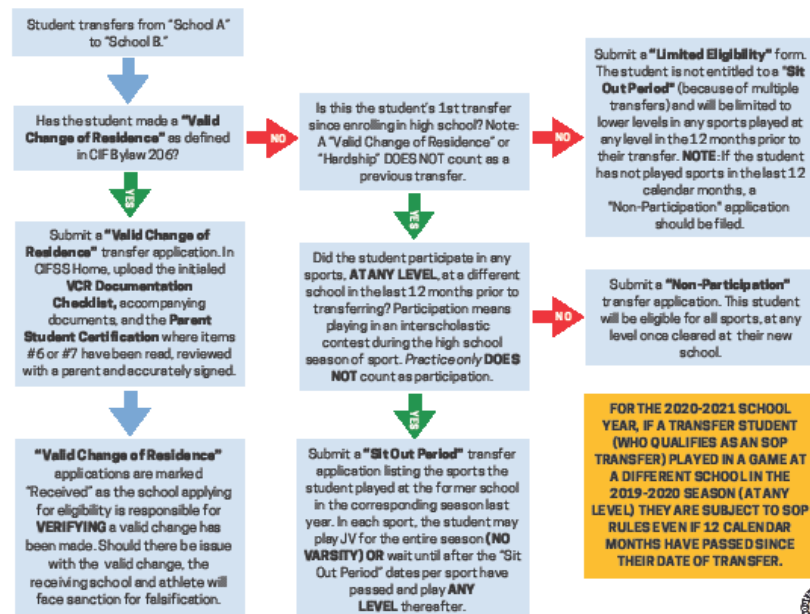
TRANSFER FLOW CHART 2020-21 ONLY

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.



TRANSFER FLOW CHART

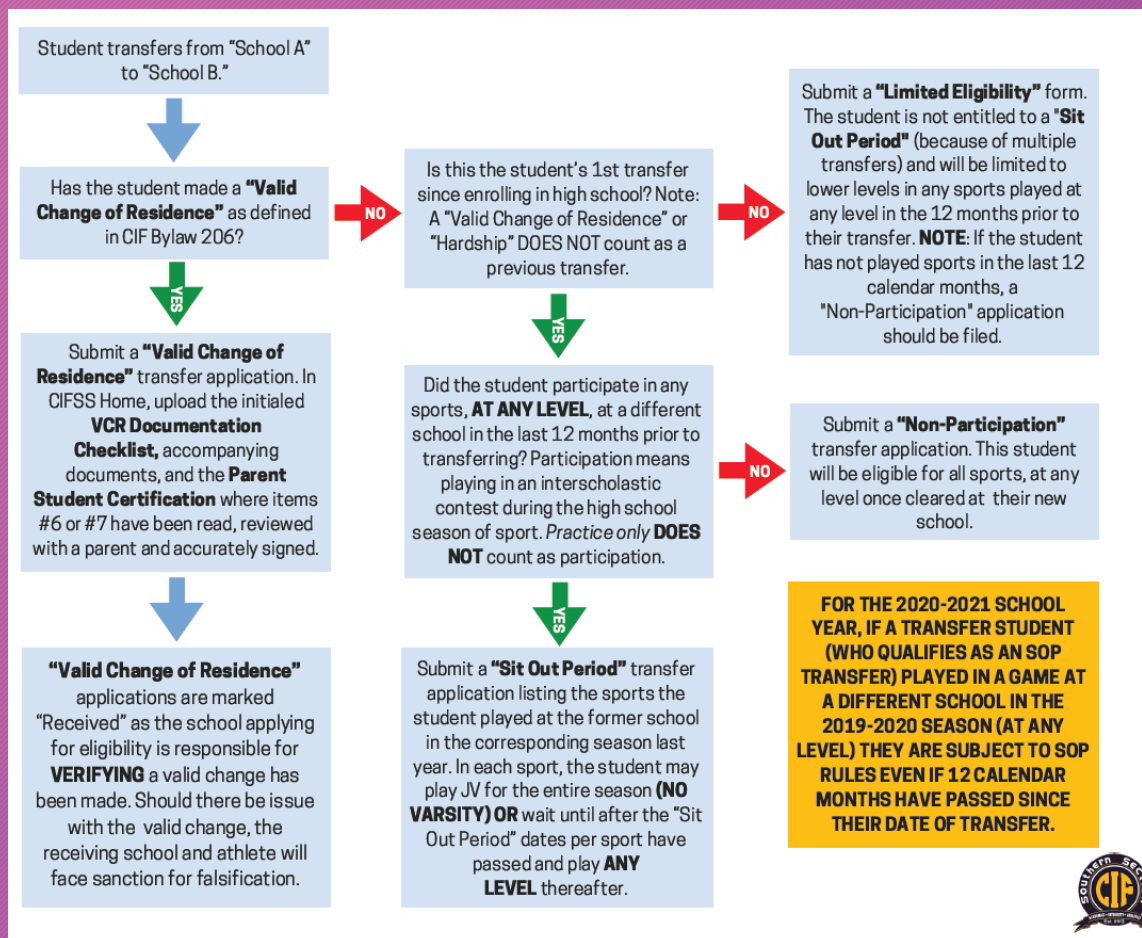
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Athletic Director's Transfer Worksheet



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).

Valid 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 and **UPLOAD DOCUMENTATION TO TRANSFER.**

Key Reminders

SOP Review

Schedules to assignors by:

Fall 10/12/20

Spring 12/14/20

Schedules & Scores: Common Errors

- Last game not recorded
- Non-CIF School
- Tournament Games
- State/Regional Games
- Byes

Maximum Contacts/Contests

2020-2021 Sports Calendar

Revised August 7, 2020

[illegible]

Revised August 7, 2020

[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

Questions???

Let Us Help!

