

# WELCOME TO THE CIF SOUTHERN SECTION ELIGIBILITY WORKSHOP

UN:CIFSS-  
GUEST

PW:Welcome2

THANK YOU



# 2023-2024 ATHLETIC DIRECTOR WORKSHOP



**Opening Remarks  
– Commissioner  
Mike West**

**Southern Section Update  
Guidelines for Communication with the CIF-SS Staff  
MVP AD Information**

**CIFSS HOME  
2.0**

**Complete the Splash Page  
AD transfer worksheet/resources  
Transfer Application**

**Misconducts  
League Coordinators  
CBEDS**

**CIFSS  
Blue Book**

**Synopsis of bylaw edits & review of major rule changes for the 23-24  
year both State and CIFSS**

# 2023-2024 ATHLETIC DIRECTOR WORKSHOP



**CIFSS  
Public Website**

**Sports Page Information  
Previews & Bulletins  
Playoff Divisions/ Coin Flips/ Playoff Information  
Brackets/ Polls/ Programs**

**Key sports  
reminders  
2023-2024**

**Transfers  
Schedules & Scores  
Maximum Contests  
Sports Calendar**

**Layers of  
Eligibility**

# MESSAGE FROM THE COMMISSIONER



- ▶ Brief Introduction
- ▶ Rob Wigod
- ▶ Early Goals - Personal
  - ▶ Meet and Greet
  - ▶ Gain Experience
  - ▶ Individual Student Experience
- ▶ Early Goals - Section
  - ▶ Girls Flag Football
  - ▶ STUNT Cheer
  - ▶ Same Year Playoff Groupings
  - ▶ Automated Clearing House
- ▶ Questions



### A MESSAGE FROM THE COMMISSIONER

#### MEET THE NEW COMMISSIONER



Welcome to the 2023-2024 year!!! As I begin my tenure as the 10th Commissioner of the CIF Southern Section, I would like the opportunity to introduce myself to those of you who do not know me. My name is Mike West, and I am honored to have been selected to serve in this position and look forward to working with you in the coming weeks and months in support of Education Based Athletics.

Please allow me to provide you with a little bit about my background which has led me to where I am today. I was born and raised in San Jose, California and though I played a variety of sports growing up, I discovered I had a talent for distance running in high school. I ran Cross Country and Track for Lynbrook High School and West Valley College in Saratoga. I then went to Cal Poly, San Luis Obispo where I earned my bachelor's degree in physical education with an emphasis in Athletic Training. I was subsequently accepted to the University of Arizona's Graduate Athletic Training Program where I served as the Athletic Trainer for Catalina High School during my two years in the program.

After graduate school, I returned to California and settled in Riverside with my wife Rhonda and began my career in the Athletic Trainer at Chino Hills. While at Ayala, Medicine, and eventually a Medicine class along with last year at Ayala, I was to the Athletic Director. pared me for when I was Athletic Director at Chino it opened in 2001.

During this early part involved in the leadership and national athletic starting as a High School eventually after a variety of ing the California Athletic State President. In 2005, I CIF to assist in the development of the Wrestling Program and became the first State Master Assessor. In 2013, I also became a member of the CIF Sports Medicine Advisory Committee where I continue to serve today.

In 2007, I started my tenure as an administrator when I was hired as an assistant principal at Patriot High School in the Jurupa Unified School District. After three years, I was assigned as the



of my career, I became of the state, regional, trainers' associations Committee Chair and other positions becoming Trainers Association was invited by the State opment and imple- Weight Management

- MORE -



# GUIDELINES FOR COMMUNICATION



10932 Pine Street  
Los Alamitos, California 90720



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

## Guidelines for Communication with Office Personnel – 2023-2024

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.

**Mike West**  
**Commissioner of Athletics** ([mikew@cifss.org](mailto:mikew@cifss.org))  
Sharon Hodge Executive Assistant  
([sharonh@cifss.org](mailto:sharonh@cifss.org))

Activities Directors Committee  
Athletic Administrator Summit  
Athletic Trainers Committee  
Blue Book  
CIF State and National Federation  
Champions for Character Awards  
Champions for Character Golf Tournament  
Commissioner's Committees  
Commissioner's Messages  
Council  
Courtesy Cards  
Eligibility  
Executive Committee and Meetings  
Financial Matters  
Golf (Boys and Girls)  
Hardships/Hardship Appeal Hearings  
Historical Archives  
League Minutes and Sports Survey  
Life Passes  
Membership  
Multi-School  
Private School Leadership  
Public/Private Committee  
Radio/TV Rights  
Releguing  
Sanctioned Event Oversight  
STUNT  
Superintendent Committee  
Summer Dead Period

**Kristine Palle**  
**Assistant Commissioner** ([kristinep@cifss.org](mailto:kristinep@cifss.org))  
Tamara Towgood  
Program Coordinator ([tamarat@cifss.org](mailto:tamarat@cifss.org))

Area Assignment Liaisons  
Athletic Administrators Committee  
Badminton  
Eligibility  
Flag Football  
Gymnastics  
Hardships/Hardship Appeal Hearings  
Historical Archives  
Minutes of the Council  
Office Calendar (Yearly)  
Officials (Assigned Sports)  
Officials Fees/Relations Committee  
President's Council  
Public/Private Committee  
Sanctioned Event Oversight  
Swimming and Diving (Boys and Girls)  
Traditional Competitive Cheer  
Transfer Eligibility (Schools M-R)  
Water Polo (Boys and Girls)

**Mitch Carly**  
**Chief Financial Officer** ([mitche@cifss.org](mailto:mitche@cifss.org))  
Erin Courtemarche  
Finance Assistant ([erinc@cifss.org](mailto:erinc@cifss.org))

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

**Richard Shearer**  
**Assistant Commissioner** ([richs@cifss.org](mailto:richs@cifss.org))  
Brenda Bomgaars  
Program Coordinator ([brendab@cifss.org](mailto:brendab@cifss.org))

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

**Jerry DeFabis**  
**Assistant Commissioner** ([jerryvd@cifss.org](mailto:jerryvd@cifss.org))  
Kristine Trost  
Program Coordinator ([kristinet@cifss.org](mailto:kristinet@cifss.org))

Area Assignment Liaisons  
Athletic Administrators Committee  
Basketball (Boys and Girls)  
CBED Accounting  
Cross Country (Boys and Girls)  
Eligibility  
Historical Archives  
Officials (Assigned Sports)  
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 (Schools A-D)

**Thom Simmons**  
**Assistant Commissioner** ([thoms@cifss.org](mailto:thoms@cifss.org))  
Anita Fopma  
Program Coordinator ([anitaf@cifss.org](mailto:anitaf@cifss.org))

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

**Laura O'Sullivan**  
**Receptionist**  
([laurao@cifss.org](mailto:laurao@cifss.org))

Approval to Travel/Host  
Games Wanted/Coaches Wanted  
Sanctioned Events  
Switchboard

**Mike Middlebrook**  
**Assistant Commissioner** ([mikem@cifss.org](mailto:mikem@cifss.org))  
Lisa McInerney  
Program Coordinator ([lisam@cifss.org](mailto:lisam@cifss.org))

Area Assignment Liaisons  
Athletic Administrators Committee  
Beach Volleyball  
CIFSSH.org  
Eligibility  
Fall Soccer  
Fall Volleyball  
Field Hockey  
Foreign Exchange/International Students  
Historical Archives  
League Coordinators  
Officials (Assigned Sports)  
Official Fees/Relations Committee  
President's Council  
Public/Private Committee  
Sanctioned Event Oversight  
Soccer (Boys and Girls)  
Sports Calendars (Yearly + 2 Year)  
Technology Committee  
Transfer Eligibility (School E-L)  
Volleyball (Boys and Girls)

**Jackie Gibson**  
**Director of Marketing** ([jackieg@cifss.org](mailto:jackieg@cifss.org))  
Brianna Sutrisna  
Marketing Coordinator ([briannas@cifss.org](mailto:briannas@cifss.org))

Academic Awards Program  
Advertisers/Corporate Support  
Athletic Administrators Summit  
Bids  
Championship Awards  
CIF Sports Properties  
CIF State Marketing Committee  
Digital Content Video  
Event Vendors  
Graphic Design  
Historical Archives  
Licensed Vendors  
Programs  
Social Media  
Technology Committee  
Website Management

**Sharon Hodge**  
**Executive Assistant**  
([sharonh@cifss.org](mailto:sharonh@cifss.org))

Blue Book  
CIFSSH.org  
Communication  
Courtesy Cards  
Directory  
Minutes of the Executive Committee  
Multi-School  
New Membership  
Playoff Work Schedule  
Program Coordinator Supervisor  
STUNT Cheer  
Technology Committee  
Vacation Calendar

# CIF SOUTHERN SECTION – MVP AD



- Attend a Fall Eligibility Workshop
- Attend the Athletic Administrator Summit
- Score 90%+ on the MVP AD Exam
- Choose one of these
  - Attend CSADA Conference
  - Submit Action Plan for your Athletic Department



## SOUTHERN SECTION – MVP AD

The CIF Southern Section is proud to announce Year 8 of the Southern Section MVP AD Program. During the 2023-24 school year, we will continue to provide an opportunity for our Athletic Directors to enhance their professional growth while earning the title of MVP AD by accomplishing several tasks this year. Here are the requirements necessary for an Athletic Director to earn this certification:

**1) August, 2023** – Attend a Southern Section Fall Eligibility Workshop. (Dates, times and locations are now posted on our website – Cost = Free)

**2) Monday, October 9, 2023** – Attend the CIF-SS Athletic Administrator Summit – Sheraton Fairplex Hotel and Conference Center, Pomona. (Cost = Free, includes breakfast, lunch and parking. Signups available on our website soon.)

**3) Achieve a minimum score of 90% on the CIF Southern Section MVP AD Exam.**  
(The MVP AD Exam will be available at the CIF-SS Athletic Administrator Summit.)

**4) Choose ONE of These Two Options:**

**A) April 11-14, 2024** – Attend the CSADA Conference in San Diego, California.  
(Conference information is available on the CSADA website, [www.mycsada.org](http://www.mycsada.org))

**B) Monday, July 3, 2024** – Submit an action plan for your athletic department which would include needs assessment, goals for your program, timelines for meeting the identified goals, etc.  
(The action plan template is available at the end of this application.)

New Athletic Directors in 2023-24 can become MVP AD's by completing all of the tasks above, as well as the following...

**- Thursday, August 31, 2023, Thursday, September 7, 2023 or Thursday, September 14, 2023**  
– Attend New Principal/Athletic Director Workshop. (Specifically designed for New Principals/Athletic Directors. Time – 9:00 am – 12:00 Noon, Location – CIF-SS Office – Cost = Free)

Athletic Directors who complete all of these tasks during the 2023-24 school year will become Southern Section MVP AD's and will receive a certificate, along with a Southern Section Courtesy Card for the 2024-25 school year.

Good luck to our Athletic Directors in their pursuit of becoming Southern Section MVP AD's.

# CIF HOME 2.0



Electronic Based System for all  
CIF-SS Business!

[www.cifsshome.org](http://www.cifsshome.org)

LET'S NAVIGATE THE SITE.





Schedules & Scores

CIF-SS Home



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# MESSAGE FROM THE COMMISSIONER

## "MEET THE COMMISSIONER"



JULY 27, 2023

### Featured News

COMMISSIONER'S MESSAGES

#### Meet The New Commissioner

CIF-SS

#### We Are Hiring – Communications Coordinator

CIF-SS

#### 2023-2024 Eligibility Workshop Schedule Announced

COMMISSIONER'S MESSAGES

#### Good Night, Good Bye

COMMISSIONER'S MESSAGES

#### Rainer Wulf

# COMPLETE SPLASH PAGE



Intro



Verify School Info



Edit School Info



Team Selection



Athletic Faculty



Coaches



Section Dues

## Intro

In order for us to maintain our directory as best as possible, please take a few minutes to fill out the following forms. All of the information will be for our office use only and will not be made public, so please give correct information. Once you have completed the forms you will be able to have full access.

Next

Due Date: 06/30/2023

## Athletic Faculty Tab

### Principal

Name: Sean Diaz

Email: [seandiaz@busd.k12.ca.us](mailto:seandiaz@busd.k12.ca.us)

Work Phone: (562) 925-9981

Cell Phone:

### Athletic Director

Name: Dennis Guerra

Email: [dguerra@busd.k12.ca.us](mailto:dguerra@busd.k12.ca.us)

Work Phone: (562) 925-9981

Cell Phone:

### Athletic Trainer

Name: Tatiana De La Mora

Email: [tatianadelamora@busd.k12.ca.us](mailto:tatianadelamora@busd.k12.ca.us)

Work Phone: (569) 259-9981

Cell Phone:

### Financial Contact

Name: Jenna Ray

Email: [jennaray@busd.k12.ca.us](mailto:jennaray@busd.k12.ca.us)

Work Phone: (562) 925-9981

Cell Phone:

# IS YOUR “ATHLETIC FACULTY” INFORMATION UP TO DATE?



## ► Athletic Faculty Information

- Do you have a Principal, Vice Principal(s), Athletic Director(s), Financial Contact and Athletic Trainer listed with each of their email addresses, office phone and cell phone numbers?
- This is how they will receive communication from our office, accurate information is important!!!!

**Updates can be made in the User Manager**

## Coaches and Sports Tab

### Baseball

League: Mid-Cities

#### Head Coach

Name: Frank Ravelo

Email: [fravelo@busd.k12.ca.us](mailto:fravelo@busd.k12.ca.us)

Cell Phone: (310) 248-9902

### Basketball, Boys

League: Gateway

#### Head Coach

Name: Steven Moore

Email: [coachmoore2182@gmail.com](mailto:coachmoore2182@gmail.com)

Cell Phone: (310) 806-1092

### Basketball, Girls

League: Mid-Cities

#### Head Coach

Name: Michael Slaughter

Email: [lloydsrealty123@yahoo.com](mailto:lloydsrealty123@yahoo.com)

Cell Phone: (562) 715-1473

# IS YOUR "COACHES AND SPORTS" TAB INFORMATION UP TO DATE?




## ► Coach Information

- Do you have a Head Coach listed for all sports that you field with their email addresses, office phone and cell phone number?
- This is how they will receive communication from our office, accurate information is of upmost importance and key to communication!!!!
- Is there **ONE** Head Coach listed for each sport?

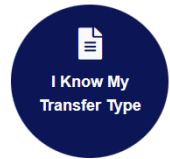
**Updates can be made in the User Manager**



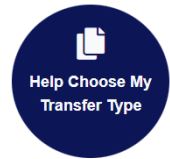
# TRANSFERS

- ▶ Worksheets and other resources
- ▶ Transfer tab, click 

## Transfer Forms



Choose this if you are confident in the transfer type that you would like to use.



Through a series of simple questions it will help you determine which is the correct transfer type for the student.

### Worksheets and Downloads

Helpful worksheets you can use to gather information about the student Transferring

- Athletic Director Worksheet
- Parent Student Certification Form
- Foreign Exchange Certification Form
- Athletic Director Worksheet-Foreign Exchange
- Valid Change of Residence Documentation Checklist
- Transfer Flow Chart
- Valid Change of Residence Checklist (Spanish)

## Worksheets and Downloads

Helpful worksheets you can use to gather information about the student Transferring

- Athletic Director Worksheet
- Parent Student Certification Form
- Foreign Exchange Certification Form
- Athletic Director Worksheet-Foreign Exchange
- Valid Change of Residence Documentation Checklist
- Transfer Flow Chart
- Valid Change of Residence Checklist (Spanish)

**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)

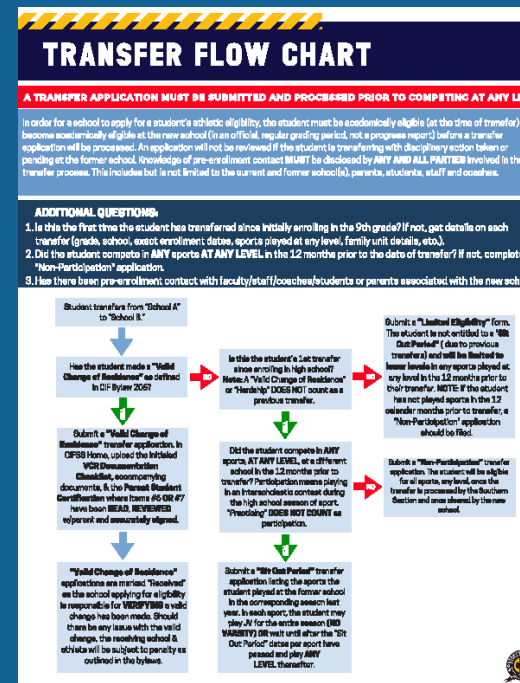
School Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Coach(es) Position: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Attended From (Dates of enrollment): \_\_\_\_\_

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



**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/Phone: \_\_\_\_\_

Name of Parent(s)/Guardian(s)/Caregiver(s): \_\_\_\_\_

2) Current Address: \_\_\_\_\_ Home/Fixture and Street Name: \_\_\_\_\_ City/County: \_\_\_\_\_

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: \_\_\_\_\_ Home/Fixture and Street Name: \_\_\_\_\_ City/County: \_\_\_\_\_

PUBLIC SCHOOL DISTRICT YOUR FORMER ADDRESS WAS IN: \_\_\_\_\_ SPECIFIC PUBLIC H.S. YOUR FORMER ADDRESS BELONGS TO: \_\_\_\_\_

Date entire family unit vacated previous address: \_\_\_\_\_

NOTE: INCLUDE ALL HIGH SCHOOLS A 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 9TH LINE OF ITEM 4.

4) Transfer From: \_\_\_\_\_ Enrolled From: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_

Transfer From: \_\_\_\_\_ Enrolled From: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_

Transfer From: \_\_\_\_\_ Enrolled From: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_

5) Within the last calendar year, what sports did the student play (during the official high school season) at your former school(s)? List sports played at \_\_\_\_\_ level (include, football, soccer, 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 schools 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 persons connected with the athletic department of the new school (School "B") or in part of the transfer date of School "B", including anyone acting on their behalf, has had communication, directly or indirectly, through intermediaries or otherwise with the 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 12 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 210 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 AND SIGN THERE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ OR STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised 7/10/16

### 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. These documents and/or additional documentation may be requested 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 208B) 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. A. Proof of at least 2 utility services/monthly bills in the family's name at the new residence address and B. Documentation of termination of the **same** 2 utility services/monthly bills 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 (copy of license)

**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 all documentation in a **single** upload into transfer case in CIFSS Home under the "Valid Change of Residence Documentation Checklist" button.
2. Keep all copies of documentation on file at your school site and remember to upload the "Parent/Student Information & Signature Form" into transfer case in CIFSS Home under the appropriate button.

REVISED 8/26/2021




# TRANSFERS

## ► Completing a Transfer Application


- Transfer tab, click 


### Transfer Forms



**I Know My Transfer Type**

Choose this if you are confident in the transfer type that you would like to use.





**Help Choose My Transfer Type**

Through a series of simple questions it will help you determine which is the correct transfer type for the student.

#### Worksheets and Downloads

Helpful worksheets you can use to gather information about the student Transferring

- [Athletic Director Worksheet](#)
- [Parent Student Certification Form](#)
- [Foreign Exchange Certification Form](#)
- [Athletic Director Worksheet-Foreign Exchange](#)
- [Valid Change of Residence Documentation Checklist](#)
- [Transfer Flow Chart](#)
- [Valid Change of Residence Checklist \(Spanish\)](#)

### Transfer Forms



Choose this if you are confident in the transfer type that you would like to use.

OR



Through a series of simple questions it will help you determine which is the correct transfer type for the student.

### Transfer Types

#### Domestic Students

[Bylaw 206.C - Valid Change of Residence](#)

[Bylaw 207.B\(5\)c - Non-Participation](#)

[Bylaw 207.B\(5\)a - Limited Eligibility](#)

[Bylaw 207.B\(5\)c\(vii\) - Hardship Varsity Eligibility](#)

[Bylaw 207.B\(5\) - Sit Out Period](#)

#### Foreign Students

[Bylaw 208.A - Foreign Exchange Students \(approved program\)](#)

[Bylaw 207.B\(4\): International Student \(not in an approved foreign exchange program\)](#)

Did the student participate in ANY sports, at any levels, at a different school in the 12 months prior to this transfer?

Is this a foreign student?

Has the student's entire family unit moved from one attendance boundary to an entirely different attendance boundary?

Has the student transferred before (not including THIS transfer) since enrolling in HS?

Was the previous transfer application(s), approved by CIF or equivalent state association, as a hardship or valid change?

Did one the following initiate this transfer?

#### Hardship Types

- Court Ordered Transfer
- Children of Divorced Parents
- Individual Safety Incident
- Discontinued Program
- Foster Child/Homeless
- Military Service
- Married Status
- Board of Education Ruling
- Open Enrollment Act Schools/Low Achieving Schools
- 203
- 204
- 205

# TRANSFER APPLICATION

## Transfer Form



Student Info



Former Schools



Bylaw 206.C - Valid Change of  
Residence Q's



Choose Sports



Files



Agreements

|  |                              |  |                   |
|--|------------------------------|--|-------------------|
| <b>Choose Student</b>  |                              | <b>Parent/Guardian/Host First Name</b> |                   |
| <div>Select</div>  |                              | <div></div>                            |                   |
| <b>Student First Name</b>  |                              | <b>Parent/Guardian/Host Last Name</b>  |                   |
| <div></div>  |                              | <div></div>                            |                   |
| <b>Student Last Name</b>   |                              | <b>Grade</b>                           | <b>Home Phone</b> |
| <div></div>  |                              | <div>Select</div>                      | <div></div>       |
| <b>Gender</b>  | <b>Birthdate</b>             |  |                   |
| <div><input type="radio"/> Male <input type="radio"/> Female</div>   | <div></div>                  |  |                   |
| <b>Current Address</b>   |                              |  |                   |
| <b>Home Number &amp; Street Name</b>   |                              |  |                   |
| <div></div>  |                              |  |                   |
| <b>City</b>  | <b>Zip/Country</b>           |  |                   |
| <div></div>  | <div></div>                  |  |                   |
| <b>What Public High school district is this address in?</b>  |                              |  |                   |
| <div>Select</div>  |                              |  |                   |
| <b>What Public High school does this address belong?</b>   |                              |  |                   |
| <div></div>  |                              |  |                   |
| <b>Enrollment Date</b>   | <b>First day of Practice</b> |  |                   |
| <div></div>  | <div></div>                  |  |                   |
| <b>Has there been an official grading period (as determined by school district/board policy) of current school while student has been in attendance?</b> |                              |  |                   |
| <div><input type="radio"/> Yes <input type="radio"/> No</div>  |                              |  |                   |
|  |                              |  |                   |
| <div>Back</div>  |                              | <div>Save &amp; Next</div>             |                   |



Add Former High School

|  |  |
|--|--|
| <b>Former High Schools:</b>  |  |
| Please account for all schools of attendance throughout highschool.                              |  |
| Has the student attended your school prior to this transfer (ex. School A > School B > School A) |  |
| <div><input type="radio"/> Yes <input type="radio"/> No</div>                                    |  |
| <div><input type="checkbox"/> Non-CIF School</div>   |  |
| <b>Former High School *</b>  | <b>School In Other CIF Section?</b>                                      |
| <div>Select</div>  | <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div> |
| <b>Former Address *</b>  |  |
| <div>5907 Briercrest Ave, lakewood, 90713</div>  |  |
| <b>What public high school district does the former address belong? *</b>                        |  |
| <div></div>  |  |
| <b>Attended Former School From *</b>   | <b>Attended Former School To *</b>                                       |
| <div>mm/dd/yyyy</div>  | <div>mm/dd/yyyy</div>  |
| <div><div> Add Former High School</div></div>  |  |
| <div><div>Back</div><div>Save &amp; Next</div></div>   |  |

## Sports Participated

Did the student participate in ANY LEVEL during the 12 calendar months prior to the transfer. Only during the official high school season.

☐ Yes

☐ No



Add Sport

## Files

Please Upload "Parent/Student Information & Signature Form" here



Valid Change of Residence Documentation Checklist including REQUIRED documentation here



Add File

## Agreements

### Certification of Application

I authorize former schools and the current school to release all records/request by the CIF and to discuss enrollment and/or extra curricular participation with 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 this approval was granted on false, erroneous, inaccurate or incomplete information, severe penalties affecting the further eligibility of the student.

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" directly or indirectly, through intermediaries or otherwise with this process at School "B". I also certify that the student has not participated during the previous 12 months in any "club team", etc.) that is associated with or coached by anyone associated with the new school (School "B"). (\*See Bylaw 510 for definition of non-school athlete.)

Agree:

☐ Yes ☐ No

Does the student agree with the information and "Certification of Application" (see above)?

☐ Yes ☐ No

Does the parent or legal guardian agree with the information and "Certification of Application" (see above)?

☐ Yes ☐ No

Has there been pre-enrollment contact between the student and anyone associated at the new school?

☐ Yes ☐ No

Notes

Online Signature

I understand that I am digitally signing this document with my FULL NAME stating that all answers provided are true and correct to the best of my knowledge

Back

Submit

When you click 

Submit

 the application will go to former school to be completed via CIFSSHome or a specific link will be generated and sent via the email address you provided for a Non CIF School.

# MISCONDUCTS

Ejections

Misconducts

Plays

Violations

Filter Search

Year

2023-24

Date From

Date To

Sport

Select

Level

Select

Status

Select

Offending Person Name

Liaison

Select

Search

| Entry Date | Offender | School | Sport | Level | Incident Date | File | Suspension Date(s) | Liaison | Status |
|------------|----------|--------|-------|-------|---------------|------|--------------------|---------|--------|
|------------|----------|--------|-------|-------|---------------|------|--------------------|---------|--------|

| Entry Date | Offender         | School | Sport     | Level          | Incident Date | File | Suspension Date(s) | Liaison  | Status                                      |
|------------|------------------|--------|-----------|----------------|---------------|------|--------------------|----------|---|
| 11/17/2022 | Luke Skywalker   | BYE    | Badminton | Varsity        | 11/11/2022    |      | 01/20/2023         | AI Gem   | Pending Date                                |
| 09/29/2022 | NATALIE TIGERS   | BYE    | Badminton | Varsity        | 09/23/2023    |      |                    | zTest HC | Pending Letter from Principal               |
| 09/29/2022 | Tiger LEsley     | BYE    | Badminton | Varsity        | 09/23/2023    |      |                    | zTest HC | Pending Post Ejection / Return To Play Form |
| 09/23/2022 | home team player | BYE    | Badminton | Junior Varsity | 09/16/2022    |      |                    | AI Gem   | Completed                                   |

## Ejection/Misconduct Report

STATUS: PENDING DATE

### Offending Person

School: BYE  
Name: Luke Skywalker  
Offender is a?: Player  
Jersey #: 10

### Event Information

Sport: Badminton  
Level: Varsity  
Date of Incident: 11/11/2022  
Time of Game: half  
Home Team: BYE  
Visiting team: BYE  
Site of Incident: court  
Home Team Score at Time of Ejection: 5  
Visiting Team Score at Time of Ejection: 5  
Home Team Final Score: 20  
Visiting Team Final Score: 9  
How Long was Game Delayed: none

### Referee Information

Name: Nadia Musleh  
Email: muslehn+official@gmail.com  
Phone: (333) 333 3333  
Assistant Ref #1: Lindsay Warkentin  
Assistant Ref #2: assistant rf 1  
Assistant Ref #3: assistant ref 2  
Liaison sent to: AI Gem

### Reason for Ejection

C) Personal

### Action was Against:

Opponent

### Had the ejected person been warned before?

Yes

### Explanation for Disqualification

personal foul - testing testing testing

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.

Please click on the edit icon on the right of the page below this text to complete this.

### School Action

Upload Letter or Ejection Report (if Necessary) [Post Ejection](#)

Dates of Subsequent Game Suspensions:

01/20/2023

Is this the first Ejection/Misconduct?

Yes

Back

PDF Export

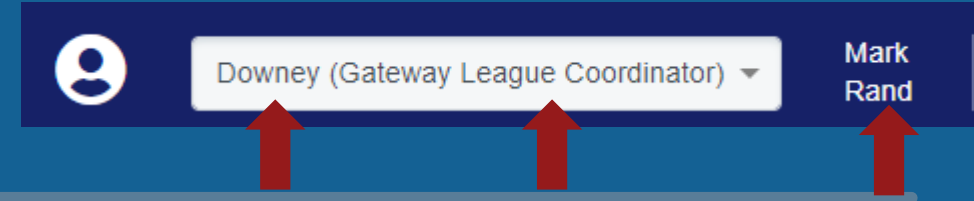
## BLUE BOOK BYLAWS REFERENCES:

125.1 Coach Ejection

503.M Statewide Sportsmanship and Ejection Policy

# ARE YOU A LEAGUE COORDINATOR?

Do you have League Coordinator permissions?




League Officers





# Update League Officers

League Officer Manager


League Coordinator

| Name      | Email          | School Phone   | Mobile Number  |   |   |
|-----------|----------------|----------------|----------------|---|---|
| Mark Rand | mrand@dusd.net | (562) 869 7301 | (562) 260 8099 |  |  |


League Secretary

| Name              | Email              | School Phone   | Mobile Number  |   |   |
|-------------------|--------------------|----------------|----------------|---|---|
| Samantha Miyahara | smiyahara@dusd.net | (562) 869 7306 | (949) 278 9196 |  |  |


Council Representative

| Name      | Email          | School Phone   | Mobile Number  |   |   |
|-----------|----------------|----------------|----------------|---|---|
| Mark Rand | mrand@dusd.net | (562) 869 7301 | (562) 260 8099 |  |  |

League Compliance Officer

| Name       | Email           | School Phone   | Mobile Number  |   |   |
|------------|-----------------|----------------|----------------|---|---|
| Cari White | cwhite@dusd.net | (562) 869 7306 | (714) 612 0234 |  |  |

League President

| Name      | Email           | School Phone   | Mobile Number  |   |   |
|-----------|-----------------|----------------|----------------|---|---|
| Tom Houts | thouts@dusd.net | (562) 869 7301 | (562) 743 4625 |  |  |



# LEAGUE COORDINATOR?



League Participation



Update  
League  
Participation

| School     | Sports   |                   |                   |
|------------|--|-------------------|-------------------|
| Bellflower | Flag Football, Girls; Golf, Boys; Golf, Girls; Volleyball, Boys  | <a href="#">✎</a> | <a href="#">🗑</a> |
| Cerritos   | Water Polo, Girls  | <a href="#">✎</a> | <a href="#">🗑</a> |
| Dominguez  | Basketball, Boys; Cross Country, Boys; Cross Country, Girls; Football (11 person); Track & Field, Boys; Track & Field, Girls; Wrestling, Girls   | <a href="#">✎</a> | <a href="#">🗑</a> |
| Downey     | Baseball; Basketball, Boys; Basketball, Girls; Beach Volleyball, Girls; Cross Country, Boys; Cross Country, Girls; Football (11 person); Golf, Boys; Golf, Girls; Soccer, Boys; Soccer, Girls; Softball; Swimming & Diving, Boys; Swimming & Diving, Girls; Tennis, Boys; Tennis, Girls; Track & Field, Boys; Track & Field, Girls; Traditional Competitive Cheer; Volleyball, Boys; Volleyball, Girls; Water Polo, Boys; Water Polo, Girls; Wrestling, Boys; Wrestling, Girls | <a href="#">✎</a> | <a href="#">🗑</a> |
| Firebaugh  | Golf, Boys; Volleyball, Boys   | <a href="#">✎</a> | <a href="#">🗑</a> |
| Gahr       | Baseball; Basketball, Girls; Beach Volleyball, Girls; Cross Country, Boys; Cross Country, Girls; Flag Football, Girls; Golf, Boys; Golf, Girls; Soccer, Girls; Softball; Swimming & Diving, Boys; Swimming & Diving, Girls; Tennis, Boys; Tennis, Girls; Track & Field, Boys; Track & Field, Girls; Volleyball, Girls; Water Polo, Boys; Water Polo, Girls   | <a href="#">✎</a> | <a href="#">🗑</a> |
| La Mirada  | Baseball; Basketball, Boys; Flag Football, Girls; Football (11 person); Golf, Girls; Soccer, Boys; Soccer, Girls; Softball; Volleyball, Girls; Water Polo, Boys; Water Polo, Girls; Wrestling, Boys  | <a href="#">✎</a> | <a href="#">🗑</a> |
| Lynwood    | Basketball, Boys; Basketball, Girls; Cross Country, Boys; Cross Country, Girls; Flag Football, Girls; Soccer, Boys; Track & Field, Boys; Track & Field, Girls  | <a href="#">✎</a> | <a href="#">🗑</a> |
| Mayfair    | Basketball, Boys; Beach Volleyball, Girls; Flag Football, Girls; Football (11 person); Golf, Boys; Golf, Girls; Soccer, Girls; Softball; Swimming & Diving, Boys; Swimming & Diving, Girls; Tennis, Boys; Tennis, Girls; Wrestling, Boys; Wrestling, Girls   | <a href="#">✎</a> | <a href="#">🗑</a> |
| Norwalk    | Baseball; Flag Football, Girls; Football (11 person); Tennis, Boys; Tennis, Girls; Wrestling, Girls  | <a href="#">✎</a> | <a href="#">🗑</a> |
| Paramount  | Basketball, Girls; Cross Country, Boys; Cross Country, Girls; Soccer, Boys; Swimming & Diving, Boys; Swimming & Diving, Girls; Track & Field, Boys; Track & Field, Girls; Volleyball, Boys; Volleyball, Girls; Water Polo, Boys; Water Polo, Girls; Wrestling, Boys  | <a href="#">✎</a> | <a href="#">🗑</a> |
| Schurr     | Beach Volleyball, Girls  | <a href="#">✎</a> | <a href="#">🗑</a> |

# 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 “CBEDS”, “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

**Add/Edit CBEDS Form**

|                            |                                |   |                             |
|----------------------------|--------------------------------|---|-----------------------------|
| Total Students in Grade 9* | Total Students in Grade 10*    | Total Students in Grade 11*   | Total Students in Grade 12* |
| <input type="text"/>       | <input type="text"/>           | <input type="text"/>  | <input type="text"/>        |
| Total Ungraded Students* ? | Total Students                 | School Type*  |                             |
| <input type="text"/>       | <input type="text" value="0"/> | <input type="radio"/> Co-Ed School <input type="radio"/> All Boys School <input type="radio"/> All Girls School |                             |

Does your school multi-school with another school? If so, please provide the number of students requested below as of October 1st for that school as well. If you multi-school with more than one school, please provide a form for every school you multi-school with: \*

☐ Yes ☒ No

[Save Form](#)

- Your school will be instructed to enter CBEDS once the CBED que has been turned on for the current school year. CBEDS will be collected the first few weeks of October. ALL schools are Required to report CBED/enrollment numbers.



# RULE CHANGES AND STATEWIDE SPORTSMANSHIP

# CIF STATE ARTICLE/BYLAW CHANGES FOR 2023-2024



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

## **Constitution**

210

## **Article Name**

Flag Football – Added

## **Bylaw**

22.(13)

## **Bylaw Name**

Conditions of Membership – Added language requiring completion of participation census

207.B.(3) & NOTE #2

Transfer Eligibility – Updated language to include academy programs

210.C. & NOTE #2

Physical Assault of a Game or Event Official - Added Spectator rules

212. & D.

Amateur Status – Added language regarding individual endorsements and penalties (D.)

510. B. & D.(2)

Undue Influence - Added language regarding individual endorsements

3001.

State Tennis Team Championships – Added new State Championship



# CIF STATE ARTICLE/BYLAWE REVIEW



- **Player Misconduct 503.M. Statewide Sportsmanship and Ejection Policy**
  - 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 decide 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 the following year, up to 6 games.

# CIF STATE ARTICLE/BYLAWE REVIEW



- **Coach Ejection and Coach Ejection for Fighting:**
  - First ejection, one game suspension, coach must immediately vacate, and MAY NOT be in attendance while serving.
  - Second ejection, 3-6 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 the following year, as determined by the Section, coach MAY NOT be in attendance.

**A COACH EJECTED FOR FIGHTING MUST LEAVE THE PREMISES AND IS DISQUALIFIED TO COACH THE REMAINDER OF THE YEAR. THE SECTION OFFICE WILL MAKE A DETERMINATION ON THE NUMBER OF SUBSEQUENT GAMES SUSPENSIONS THE FOLLOWING YEAR UP TO 6 GAMES.**

# CIF STATE ARTICLE/BYLAWE REVIEW



- 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
  - 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.
  - Players may be in attendance during their suspensions, Coaches MAY NOT.
  - 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.
  - 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).

# CIF STATE ARTICLE/BYLAW REVIEW



- **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.**



# SOUTHERN SECTION BYLAW REMINDERS

- **Bylaw 1223.3:** A summer dead period must be declared by the school district and/or principal for all sports. The dates of the dead period must be forwarded to the Southern Section Commissioner. The dead period **MUST** be the same for **ALL Sports and ALL Levels** and must be two consecutive weeks, fourteen (14) days between the end of school in the spring and the first day of school in the Fall.
- No class could be offered which could circumvent the rule.
- There are no exceptions to the summer dead period.
- During the dead period, **NO** weightlifting could be permitted. No running or other type of conditioning would be allowed. No coordinated workouts by **ANY** staff or volunteer member associated with the school are allowed.
- The dead period is a **NO CONTACT** rule. During the dead period there should be no contact/association of any kind between school personnel and student-athletes.
- If the club/travel team coach is also the high school coach they may not use that program to circumvent the dead period rule.

**QUESTIONS ABOUT  
ANYTHING  
DISCUSSED THUS  
FAR?**

**Next up...Key  
Reminder for the  
2023-2024 Sports  
Seasons**

Three white diagonal lines are positioned in the bottom right corner of the slide, extending from the right edge towards the center.



# **KEY REMINDERS FOR YOUR 2023-2024 SPORT SEASONS!**





# TRANSFER FORMS



**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 Principa 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)  
\_\_\_\_\_  
\_\_\_\_\_

**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 N.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 N.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 \_\_\_\_\_ Date MM/DD/YY \_\_\_\_\_  
Transfer From: \_\_\_\_\_ Enrolled from: \_\_\_\_\_ to \_\_\_\_\_ Date MM/DD/YY \_\_\_\_\_  
Transfer From: \_\_\_\_\_ Enrolled from: \_\_\_\_\_ to \_\_\_\_\_ 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

**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. These documents and/or additional documentation may be requested 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. A. Proof of at least 2 utility services/monthly bills in the family's name at the new residence address and  
B. Documentation of termination of the same 2 utility services/monthly bills 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 (copy of license)

**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 all documentation in a single upload into transfer case in CIFSSHome under the "Valid Change of Residence Documentation Checklist" button.  
2. Keep all copies of documentation on file at your school site and remember to upload the "Parent/Student Information & Signature Form" into transfer case in CIFSSHome under the appropriate button.

REVISED 8/25/2021

**HAVE YOU COMPLETED A CIF TRANSFER APPLICATION FOR EVERY STUDENT ATHLETE THAT WAS NOT AT YOUR SCHOOL SINCE STARTING THE 9<sup>TH</sup> GRADE?**

# SCHEDULE AND SCORE COMMON ERRORS WHEN SCORE REPORTING

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

- Duplication of information or incomplete information: games listed twice in game/result log or not listed at all!
- 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))
- "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))
- "Wild Card" should be selected from drop down for "Game Type" if playing a Wild Card game
- "Bye" win in playoffs should be listed as your first game/win in game log/results (Select "Bye" from drop down menu)
- "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)
- State Regional playoff games listed (these are not counted and must be deleted from the system)
- Final playoff game not listed (usually after losing that game)

# SPORTS CULMINATING IN STATEWIDE CHAMPIONSHIPS HAVE A STATEWIDE CONTEST ALLOTMENT



## 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:

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.

|                 |                     |
|-----------------|---------------------|
| Baseball        | 28                  |
| Basketball      | 28                  |
| Badminton       | 24                  |
| Cross Country   | 14                  |
| Football        | 10                  |
| Golf            | 24                  |
| Soccer          | 28                  |
| Softball        | 28                  |
| Swimming        | 14                  |
| Tennis          | 24                  |
| Track and Field | 14                  |
| Volleyball      | 28                  |
| Water Polo      | 28                  |
| Wrestling       | 40 (see Bylaw 3301) |



| 2023 - 2024 FALL SPORTS CALENDAR                    |                |                |            |                     |                        |                 |               | Updated June 15, 2022                              |               |
|---|----------------|----------------|------------|---------------------|------------------------|-----------------|---------------|--|---------------|
| SPORT   | FIRST PRACTICE | FIRST CONTEST  | SOP DATE   | LAST LEAGUE CONTEST | LAST ALLOWABLE CONTEST | # OF SCRIMMAGES | # OF CONTESTS | CIF-SS PRELIMINARIES                               | CIF-SS FINALS |
| <b>Cross Country</b>                                | N/A            | Aug. 31        | Oct. 2     | Nov. 3              | Nov. 4                 | 2               | 14            | Nov. 10 - 11                                       | Nov. 18       |
| State Meet  |                |                |            |                     |                        |                 |               |  | Nov. 25       |
| <b>Golf / Girls</b>                                 | N/A            | Aug. 21        | Sept. 21   | Oct. 20             | Oct. 21                | 2               | 24            | Individual Regionals                               | Oct. 23       |
| Team Divisional Championships                       |                |                |            |                     |                        |                 |               |  | Oct. 30       |
| Individual/CIF SCGA Team Qualifier                  |                |                |            |                     |                        |                 |               |  | Nov. 2        |
| CIF-SCGA  |                |                |            |                     |                        |                 |               |  | Nov. 9        |
| State Championships                                 |                |                |            |                     |                        |                 |               |  | Nov. 15       |
| <b>Field Hockey / Fall Volleyball / Fall Soccer</b> | N/A            | Aug. 14        | Sept. 20   | Oct. 28             | Oct. 28                | 1               | 20            | N/A  | N/A           |
| <b>Flag Football / Girls</b>                        |                | <b>Aug. 18</b> | <b>N/A</b> | <b>Oct. 28</b>      | <b>Oct. 28</b>         | <b>2</b>        | <b>28</b>     | <b>N/A</b>   | <b>N/A</b>    |
| <b>Football / 8 Man</b> Week "0"                    | Aug. 7         | Aug. 25        | Sept. 29   | Oct. 28             | Oct. 28                | 1               | 9             | Nov. 3, 10, 17                                     | Nov. 24 - 25  |
| Week 1  | Aug. 14        | Sept. 1        | Sept. 29   | Oct. 28             | Oct. 28                | 1               | 9             | Nov. 3, 10, 17                                     | Nov. 24 - 25  |
| <b>Football / 11 Man</b> Week "0"                   | July 31        | Aug. 18        | Sept. 25   | Oct. 27             | Oct. 27                | 1               | 10            | Nov. 3, 10, 17                                     | Nov. 24 - 25  |
| Week 1  | Aug. 7         | Aug. 25        | Sept. 25   | Oct. 27             | Oct. 27                | 1               | 10            | Nov. 3, 10, 17                                     | Nov. 24 - 25  |
| Southern Regionals                                  |                |                |            |                     |                        |                 |               |  | Dec. 1 - 2    |
| State Championships                                 |                |                |            |                     |                        |                 |               |  | Dec. 8 - 9    |
| <b>Tennis / Girls</b>                               | N/A            | Aug. 21        | Sept. 24   | Oct. 27             | Oct. 28                | 2               | 24            | Oct. 31(W/C), Nov. 1, 3, 6,                        | Nov. 10       |
| Southern California Team Regional                   |                |                |            |                     |                        |                 |               |  | Nov. 17 - 18  |
| Individual Sectionals                               |                |                |            |                     |                        |                 |               |  | Nov. 20       |
| Individual Championships                            |                |                |            |                     |                        |                 |               |  | Nov. 29 - 30  |
| <b>Volleyball / Girls</b>                           | N/A            | Aug. 12        | Sept. 12   | Oct. 12             | Oct. 14                | 2               | 28            | Oct 17(W/C), 19, 21, 25, 28 Div.1: Oct. 18, 24, 28 | Nov. 3 - 4    |
| Southern California Regionals                       |                |                |            |                     |                        |                 |               |  | Nov. 7 - 14   |
| State Championships                                 |                |                |            |                     |                        |                 |               |  | Nov. 17 - 18  |
| <b>Water Polo / Boys</b>                            | N/A            | Aug. 21        | Sept. 24   | Oct. 26             | Oct. 28                | 2               | 28            | Oct. 31 - Nov. 4, 8                                | Nov. 11       |
| State Regionals                                     |                |                |            |                     |                        |                 |               | Nov. 14, 16  | Nov. 18       |

Review the individual sport playoff bulletin for any calendar updates or changes.



Review the individual sport playoff bulletin for any calendar updates or changes.





| 2023 - 2024 SPRING SPORTS CALENDAR              |               |                 |                     |                        |                 |               | Updated June 15, 2023               |                  |
|---|---------------|-----------------|---------------------|------------------------|-----------------|---------------|-------------------------------------|------------------|
| 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. 24       | March 31        | May 3               | May 4                  | 2               | 24            | N/A                                 | N/A              |
| Individual State Qualifying Tournament          |               |                 |                     |                        |                 |               |                                     | May 10 - 11      |
| Individual State Regional                       |               |                 |                     |                        |                 |               |                                     | May 18           |
| <b>Baseball</b>                                 | Feb. 10       | March 20        | April 26            | April 27               | 2               | 28            | April 30-May 1(W/C), 2/3, 7, 10, 14 | May 17 - 18      |
| State Regional Tournament                       |               |                 |                     |                        |                 |               | May 28, 30                          | June 1           |
| <b>STUNT</b>                                    | <b>Feb. 1</b> | <b>March 16</b> | <b>April 30</b>     | <b>April 30</b>        | 1               | 20            | N/A                                 | <b>May 2-4</b>   |
| <b>Golf/Boys</b>                                | Feb. 24       | March 31        | May 3               | May 4                  | 2               | 24            | Individual Regionals                | May 6            |
| Team Divisional Championships                   |               |                 |                     |                        |                 |               |                                     | May 13           |
| Individual/CIF-SCGA Team Qualifier              |               |                 |                     |                        |                 |               |                                     | May 16           |
| CIF-SCGA  |               |                 |                     |                        |                 |               |                                     | May 23           |
| CIF State Championship                          |               |                 |                     |                        |                 |               |                                     | May 29           |
| <b>Gymnastics</b>                               | Feb. 24       | March 31        | May 3               | May 4                  | 1               | 20            | N/A                                 | N/A              |
| <b>Lacrosse (B/G)</b>                           | Feb. 10       | March 20        | April 25            | April 27               | 1               | 20            | May 1/2(W/C), 3/4, 6/7, 8/9         | May 10 - 11      |
| <b>Softball</b>                                 | Feb. 10       | March 20        | April 25            | April 27               | 2               | 28            | April 30(W/C), May 2, 7, 9, 11      | May 17 - 18      |
| State Regional Tournament                       |               |                 |                     |                        |                 |               | May 28, 30                          | June 1           |
| <b>Swimming &amp; Diving</b>                    | Feb. 17       | March 24        | April 26            | April 27               | 2               | 14            | April 30 - May 4                    | April 30 - May 4 |
| <b>Diving</b> Southern Section Prelims & Finals |               |                 | April 22            |                        |                 |               | April 24 - <b>26</b>                | TBA              |
| State Diving Qualifying                         |               |                 |                     |                        |                 |               |                                     | TBA              |
| State Championships                             |               |                 |                     |                        |                 |               |                                     | May 9 - 11       |
| <b>Tennis/Boys</b>                              | Feb. 12       | March 21        | April 26            | April 27               | 2               | 24            | April 30(W/C), May 1, 3, 6, 8       | May 10           |
| State Regional/Team                             |               |                 |                     |                        |                 |               |                                     | May 17 - 18      |
| Ojai Tournament                                 |               |                 |                     |                        |                 |               |                                     | April 25 - 27    |
| Individual Championships                        |               |                 |                     |                        |                 |               | May 16                              | May 22 - 23      |
| <b>Track &amp; Field</b>                        | Feb. 17       | March 24        | April 26            | April 27               | 2               | 14            | May 4                               | May 11           |
| Masters Meet                                    |               |                 |                     |                        |                 |               |                                     | May 18           |
| State Championship Meet                         |               |                 |                     |                        |                 |               |                                     | May 24 - 25      |
| <b>Volleyball/Boys</b>                          | Feb. 17       | March 20        | April 18            | April 20               | 2               | 28            | April 23(W/C), 25, 27, 1, 4         | May 11           |
| Southern California Regionals                   |               |                 |                     |                        |                 |               | May 14, 16                          | May 18           |
| <b>Volleyball/Beach/Girls</b>                   | Feb. 10       | March 13        | April 12            | April 13               | 1               | 20            | April 16(W/C), 18, 20, 24, 27       | April 27         |
| Individual (pairs) Championship                 |               |                 |                     |                        |                 |               | TBA                                 | TBA              |

Review the individual sport playoff bulletin for any calendar updates or changes.



# QUESTIONS ABOUT ANYTHING DISCUSSED THUS FAR?

Next up...Layers of Eligibility

# LAYERS OF ELIGIBILITY

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

### General 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 15<sup>th</sup> leading into their senior year? If so, the student does not meet the age requirement.
- Eight Semesters – Bylaw 204
- Scholastic 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.

### Transfer 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
- 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 301 (**Not eligible**)
  - Parents oversee dissemination of curriculum and assessment
  - students ARE NOT currently eligible for CIF Competition)
- Independent Study Program- Bylaw 302
  - Your school (teachers/admin) oversees dissemination of curriculum and assessment
  - Students ARE eligible for CIF Competition

| Characteristics of Each:  |  |
|---|--|
| Meets Bylaw 302 for Eligibility<br>Independent Study Program  | Does Not Meet Eligibility Requirements for Bylaw 302<br>Home-Schooled Program                  |
| Teacher(s) are under the local administrative control of the school principal/district administration | Teachers are parents or other non-school staff   |
| Curriculum is adopted by the school's local governing board   | Curriculum is chosen by the parents and is not specifically adopted by a local governing board |
| Grading and recording is performed by members of the school staff                                     | Grading is done by a parent or other non-certified staff member                                |
| Student meets regularly with a staff member for assignment of work and grading                        | There is no regular meeting schedule with school staff members                                 |
| Student is enrolled in a minimum of 20 semester credits of work                                       | Student is not required to be enrolled in a specified number of credits                        |
| Student's enrollment is recorded as part of that school's ADA and is counted in CBEDs reporting       | Student's attendance is not reported   |
| Curriculum meets minimum CDE requirements for graduation  | Curriculum may not meet CDE minimum standards for graduation                                   |

- Undue Influence – Bylaw 510 (See the Chart in 510 section of the Blue Book)
  - Transferring to a school where you've had prior association with a coach or club associated with that school
    - You must disclose any type of prior contact/association with school staff regardless of how long and regardless of the context
    - You will be asked for a timeline and details of that association
  - Recruiting
- Outside Competition – Bylaw 600
  - Students may not participate on an outside team in the same sports once they've started playing for their high school.
  - Report immediately as there is a protocol to follow after the violation. Not handling in a timely manner will impact the program, not just that specific student athlete.
- NIL – Amateur Status – Bylaw 212.C

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



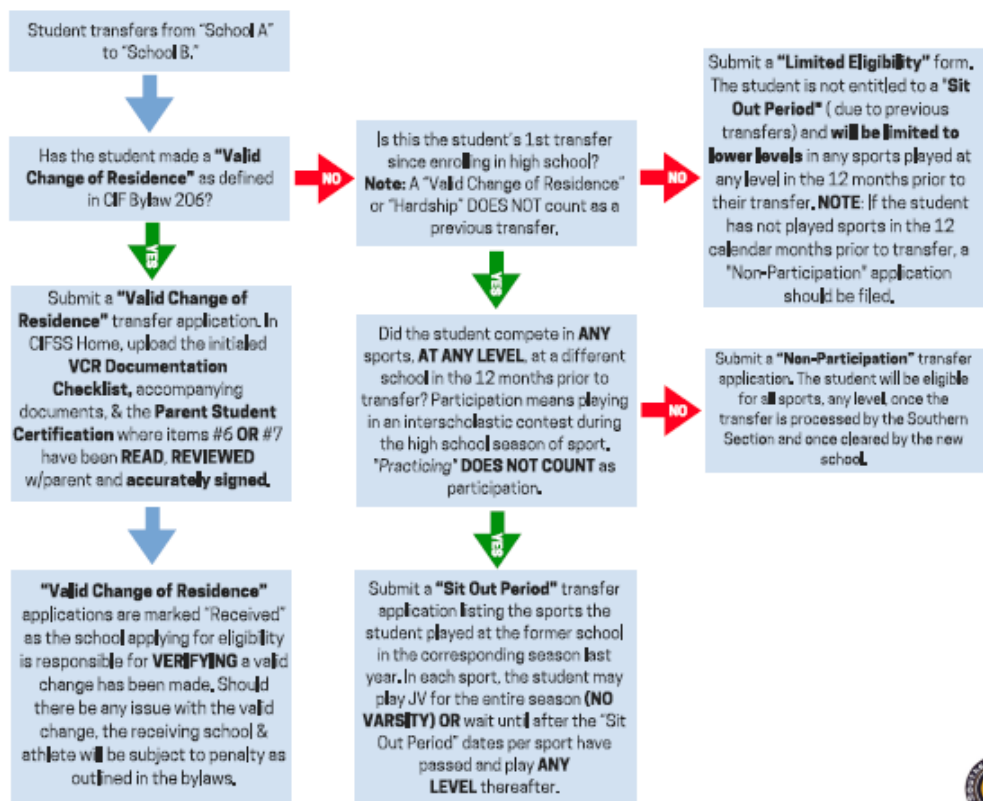
# TRANSFER FLOW CHART

**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** involved in the transfer process. This includes but is not limited to the current and former school(s), parents, students, staff 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, etc.).
2. Did the student compete in **ANY** sports **AT ANY LEVEL** in the 12 months prior to the date of transfer? If not, complete a "Non-Participation" application.
3. Has there been pre-enrollment contact with faculty/staff/coaches/students or parents associated with the new school?



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.

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



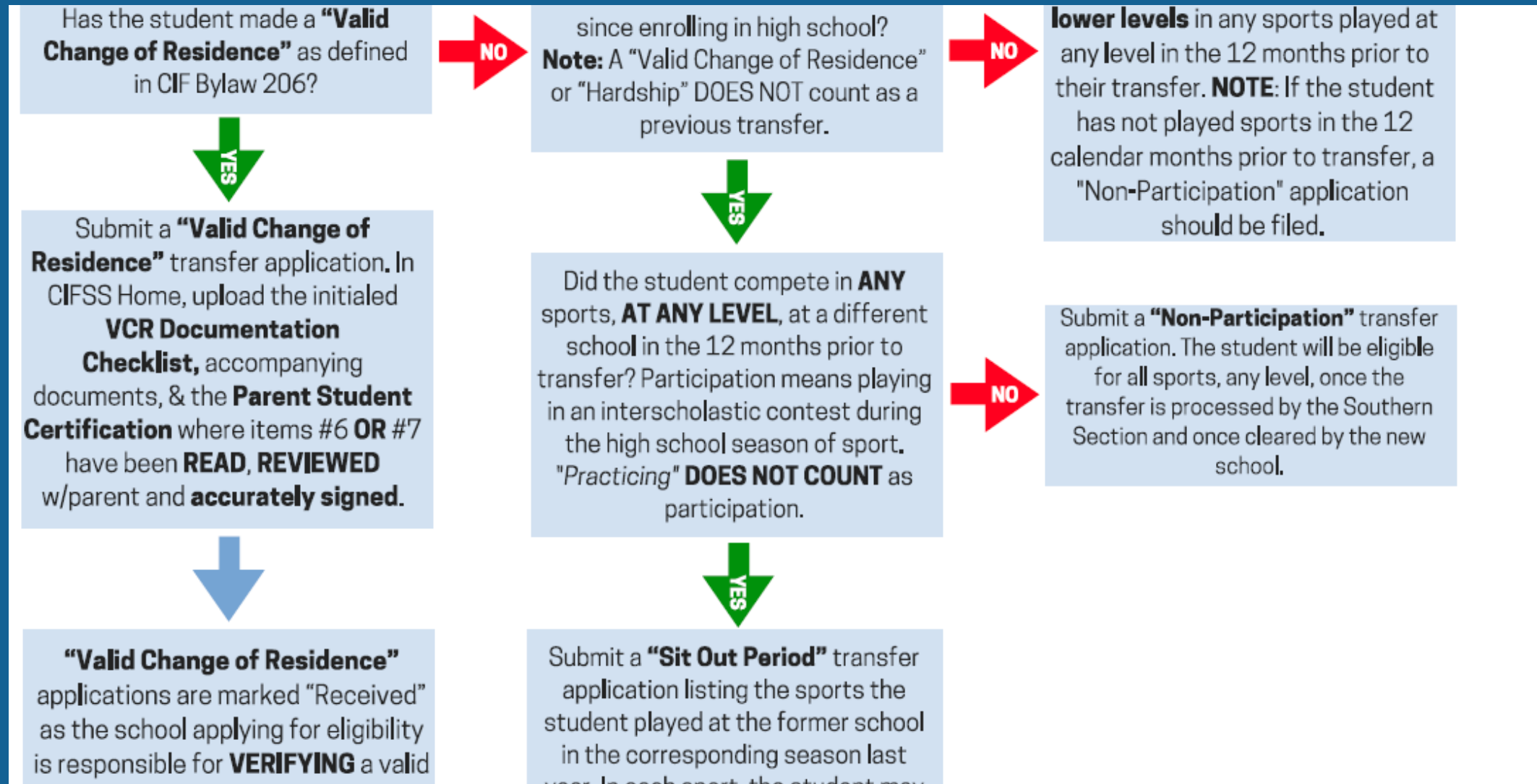
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## **ADDITIONAL QUESTIONS:**

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3. Has there been pre-enrollment contact with faculty/staff/coaches/students or parents associated with the new school?



# VALID CHANGE OF RESIDENCE DOCUMENTATION CHECKLIST- UPLOAD OF DOCUMENTS REQUIRED!

- ▶ For families making a **CIF defined “Valid Change of Residence”** (where the entire family unit is intact), 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.



## 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. These documents and/or additional documentation may be requested 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. A. Proof of at least 2 utility services/monthly bills in the family’s name at the new residence address **and**  
B. Documentation of termination of the **same** 2 utility services/monthly bills 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 (copy of license)

### 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 all documentation in a **single** upload into transfer case in CIFSSHome under the “Valid Change of Residence Documentation Checklist” button.
2. Keep all copies of documentation on file at your school site and remember to upload the “Parent/Student Information & Signature Form” into transfer case in CIFSSHome under the appropriate button.

REVISED 8/25/2021





# THERE ARE TWO DIFFERENT 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.

**“Sit Out  
Period”  
Review  
(SOP)**

Thank you for  
all you do!  
We're just a  
phone call  
away!

