

# 2024-2025 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 24-25  
year both State and CIFSS**

# 2024-2025 ATHLETIC DIRECTOR WORKSHOP



**CIFSS  
Public Website**

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

**Key sports  
reminders  
2024-2025**

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


**Layers of  
Eligibility**

**See Worksheet Handout**

# MESSAGE FROM THE COMMISSIONER



- ▶ Heat Guidelines – WBGT
- ▶ Air Quality Management – AQI 151
- ▶ Emergency Action Plan & AED
- ▶ Same Season Data Playoff System
- ▶ Area Placement & Releaging
- ▶ Officials Fees Agreement Cycle
- ▶ Refine and Expand Unified Sports
- ▶ Establish Opportunities for Student Voice
- ▶ Crowd Behavior Resources to Schools
- ▶ Increase Production and Distribution of Digital Content



CALIFORNIA INTERSCHOLASTIC FEDERATION SOUTHERN SECTION

July 26, 2024

## MESSAGE FROM THE COMMISSIONER

**24-25 – New Rules, New Procedures**


Here we are at the end of July and preparations for the fall season are already underway at most of our member schools. As is the case most every year, school administration and athletic faculty should be aware and ready to immediately implement the rule changes enacted the previous year.

**Heat Guidelines**

The Extreme Heat and Air Quality Policy should have most everyone's attention. Assembly Bill 1653, which passed the legislature and was signed by the governor in October of 2023, mandates that by no later than July 1, 2024, the California Interscholastic Federation must develop guidelines, procedures and safety standards for the prevention and management of exertional heat illness. The guidelines adopted by the CIF have been the accepted guidelines adopted by many state associations across the country in recent years. In 2021, the NFHS placed an emphasis on WBGT measurements for all state associations and funded a grant opportunity to provide Kestrel 5400 Heat Stress Trackers with tripods. The CIF State office provided grant funds to schools to assist in the purchase of these devices. If you have purchased a device but are not exactly sure how to use it, here is a link to a short instructional video on how to effectively use the Kestrel 5400: <https://nfhslearn.com/library/videos/wet-bulb-globe-thermometer-educational-video>.

California is a state with various climates and heat ranges. To understand what category your school district is in, follow this link to the State CIF website and the Extreme Heat and Air Quality Policy. Under Step 1, there is a link to the category designation by county and school district. Private schools have been designated based upon the public school district in which they reside. These classifications have been made based upon recent data collection. However, it is understandable that this data collection may not take into consideration all the microclimates that exist in the Southern California area. If you believe that your school has been mis-classified, you cannot just call the office and ask for a change. Please, collect some longitudinal WBGT data (over the entirety of your pre and early season practice) from your school that can assist the state in making informed decisions related to category adjustments if warranted.

-MORE-

 @CIFSS

# GUIDELINES FOR COMMUNICATION



10932 Pine Street  
Los Alamitos, California 90720



562-493-9500  
www.cifss.org

## Guidelines for Communication with Office Personnel – 2024-2025

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)  
Hall of Fame/Distinguished Service Awards  
Hardships/Hardship Appeal Hearings  
Historical Archives  
League Minutes and Sports Survey  
Life Passes  
Membership  
Multi-School  
Public/Private Committee  
Radio/TV Rights  
Relegating  
Sanctioned Event Oversight  
STUNT  
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 DeFabiis**  
**Assistant Commissioner** ([jerryd@cifss.org](mailto:jerryd@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))  
Taylor Martinez  
Communications Coordinator ([taylorm@cifss.org](mailto:taylorm@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  
Historical Archives  
LA 84 Foundation (Amateur)  
Lacrosse (Boys and Girls)  
League Standings  
Media Credentials Approval  
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  
Social Media  
Softball  
Student Broadcast Program Committee  
Website Management

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

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

Revised July 9, 2024

**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  
CIFSSHome.org  
Eligibility  
Fall Soccer  
Fall Volleyball  
Field Hockey  
Foreign Exchange/International Students  
Historical Archives  
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  
Credentials  
Digital Content Video  
Event Vendors  
Graphic Design  
Historical Archives  
Licensed Vendors  
Programs  
Social Media  
Website Management

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

Blue Book  
CIFSSHome.org  
Communication  
Courtesy Cards  
Directory  
Minutes of the Executive Committee  
Multi-School Applications  
New Membership Applications  
Playoff Work Schedule  
Program Coordinator Supervisor  
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

**Make sure you have signed in to receive credit for attending this workshop**



## SOUTHERN SECTION – MVP AD

The CIF Southern Section is proud to announce Year 9 of the Southern Section MVP AD Program. During the 2024-25 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, 2024** – Attend a Southern Section Fall Eligibility Workshop. (Dates, times and locations are now posted on our website – Cost = Free)
- 2) Monday, October 7, 2024** – Attend the CIF-SS Athletic Administrator Summit – Riverside Convention Center, Riverside, CA (Cost = \$100, 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 10-13, 2025** – Attend the CSADA Conference in Reno, Nevada. (Conference information is available on the CSADA website, [www.mycsada.org](http://www.mycsada.org))
  - B) Monday, July 2, 2025** – 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 2024-25 can become MVP AD's by completing all of the tasks above, as well as the following...

- **Thursday, August 29, 2024 or Thursday, September 5, 2024** – 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 2024-25 school year will become Southern Section MVP AD's and will receive a certificate, along with a Southern Section Courtesy Card for the 2025-26 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.



CIF-SS Fan Zone

Schedules & Scores

CIF-SS Home



PROUDLY SUPPORTING HIGH SCHOOL ATHLETES  
SoCalFordDealers.com



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Officials

Resources

Summit

Media

Awards

Store

History

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# HEAT ILLNESS PREVENTION AND HEAT ACCLIMATIZATION POLICIES



CIF-SS July 10, 2024

## Featured News

CIF-SS

### Heat Illness Prevention and Heat Acclimatization Policies

SSTV

### Video: 2023-2024 Year in Review

COMMISSIONER'S MESSAGES

### Year in Review

CIF-SS

### 2024 ELIGIBILITY WORKSHOPS ANNOUNCED

SSTV

### Video: "POP" Hyde - Long Beach Poly's Greatest Fan

# COMPLETE SPLASH PAGE



Intro



Verify School Info



Edit School Info



Team Selection



Athletic Faculty



Coaches



Section Dues



State Dues

## Intro

Please take a few minutes to confirm/complete the following information. Accuracy is very important. Actual email addresses and cell phone numbers are crucial and mandatory. Information is for office use only. Cell phone numbers are only visible to the office and are not displayed on public directories. Once you have completed all steps, you will have full access to your account. Courtesy cards will be mailed out to your principal once all information is updated and SECTION DUES HAVE BEEN PAID.

Next

Due Date: 06/01/2024





# IS YOUR "ATHLETIC FACULTY" INFORMATION UP TO DATE?

## Athletic Faculty Tab

**Principal**  
Name: Kenny Torres  
Email: [kennytorres@cnsud.k12.ca.us](mailto:kennytorres@cnsud.k12.ca.us)  
Work Phone: (951) 739-5600  
Cell Phone:

**Vice Principal**  
Name: JT Cameron  
Email: [jtcameron@cnsud.k12.ca.us](mailto:jtcameron@cnsud.k12.ca.us)  
Work Phone: (951) 736-5600  
Cell Phone:

**Athletic Director**  
Name: Steve Mitchell  
Email: [smitchell@cnsud.k12.ca.us](mailto:smitchell@cnsud.k12.ca.us)  
Work Phone: (951) 739-5600  
Cell Phone:

**Athletic Trainer**  
Name: Chasity Ducre  
Email: [chasity.ducre@cnsud.k12.ca.us](mailto:chasity.ducre@cnsud.k12.ca.us)  
Work Phone: (951) 739-5600  
Cell Phone:

**Financial Contact**  
Name: Jennifer Hodgson  
Email: [jennifer.hodgson@cnsud.k12.ca.us](mailto:jennifer.hodgson@cnsud.k12.ca.us)  
Work Phone: (951) 739-5600  
Cell Phone:

### ▶ 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: Big VIII

#### Head Coach

Name: Ty De Trinidad

Email: [tdetrinidad@cnsd.k12.ca.us](mailto:tdetrinidad@cnsd.k12.ca.us)

Work Phone: (951) 739-5600

Cell Phone:

### Basketball, Boys

League: Big VIII

Position not filled

### Basketball, Girls

League: Big VIII

#### Head Coach

Name: Mike Mitchell

Email: [michael.mitchell@cnsd.k12.ca.us](mailto:michael.mitchell@cnsd.k12.ca.us)

Work Phone: (951) 739-5600

Cell Phone:

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




## ► Coach Information

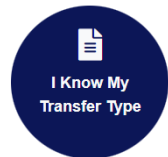
- Do you have a Head Coach listed for all sports that you field with their email addresses, office phone and cell phone number?
- This is how they will receive communication from our office, accurate information is of upmost importance and key to communication!!!
- Is there **ONE** Head Coach listed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

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

# TRANSFERS

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

## Transfer Forms



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)

## 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): \_\_\_\_\_  
 (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: \_\_\_\_\_

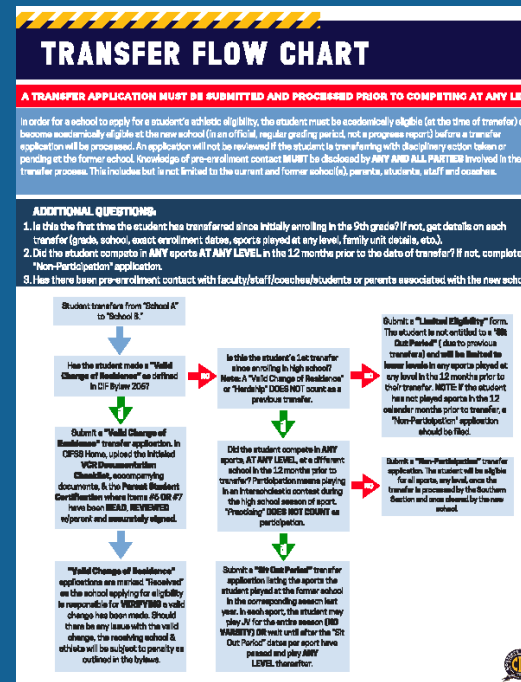
What is/was the first day of school in the current school year? \_\_\_\_\_  
 What specific date did the student first attend school and/or practice? \_\_\_\_\_

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: \_\_\_\_\_  
 Counselor 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: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Area Code/Zone: \_\_\_\_\_  
 Name of Parent(s)/Guardian(s)/Caregiver(s): \_\_\_\_\_

2) Current Address: \_\_\_\_\_  
 PUBLIC SCHOOL DISTRICT YOUR CURRENT ADDRESS IS IN \_\_\_\_\_ SPECIFIC PUBLIC H.S. YOUR CURRENT ADDRESS BELONGS TO  
 Date either family unit occupied current address: \_\_\_\_\_

NOTE: ONLY FILL OUT ITEM 8 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: \_\_\_\_\_  
 PUBLIC SCHOOL DISTRICT YOUR FORMER ADDRESS WAS IN \_\_\_\_\_ SPECIFIC PUBLIC H.S. YOUR FORMER ADDRESS BELONGS TO  
 Date either family unit vacated previous address: \_\_\_\_\_

NOTE: INCLUDE ALL HIGH SCHOOL 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 GRADE.

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

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 (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 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 a determination. I am authorized to release this required. I affirm that all of the above statements are true to the best of my knowledge. I further affirm that I understand that if falsification to the approval of this athletic eligibility application, it is understood that this approval was granted in haste, 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") is a part of the booster club of school "B", including anyone acting on their behalf, has had communication, direct or indirect, through intermediaries or otherwise with the transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of the 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 210 for definition of a non-school athletic team).

6) IF THE ABOVE STATEMENTS UNDER CERTIFICATION OR 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 LATTACH A WRITTEN EXPLANATION TO THIS FORM.

Parent 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 documents 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 207B) 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 8/28/2021

# TRANSFERS

▶ Completing a Transfer Application

▶ Transfer tab, click 

## Transfer Forms



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



## 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

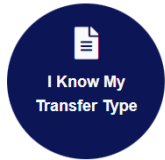
Bylaw 207.B(5) - Sit Out Period

### Foreign Students

Bylaw 208.A - Foreign Exchange Students (approved program)

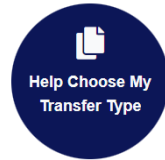
Bylaw 207.B(4): International Student (not in an approved foreign exchange program)

## Transfer Forms



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

OR



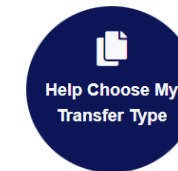
Through a series of simple questions it will help you determine which is the correct transfer type for the student.

### 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)

OR



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



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 of 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 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 Noted: (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 BELONGS 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:**

- Real estate documents indicating & verifying the Valid Change of Residence OR proof of entering a long-term lease (minimum of 12 months)
- Proof of former residence address being terminated (lease termination letter, escrow closing papers)
- Bank account statement/credit card statement with new residence address indicated
- 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.)
- 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**

- Proof of the submission of an official Change of Address notification to the US Postal Service to receive mail at the new residence address
- Proof of voter registration listing the new residence address
- 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)

- Upload this checklist with all documentation in a single upload into transfer case in CIFSSHome under the "Valid Change of Residence Documentation Checklist" button.
- 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?**

# TRANSFER APPLICATION

+ Add Former High School

**Former High Schools:**  
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)  
 Yes  No  
 Non-CIF School

Former High School \*  
Select

Former Address \*  
5907 Briercrest Ave, lakewood, 90713

What public high school district does the former address belong? \*

Attended Former School From \*  
mm/dd/yyyy

+ Add Former High School

School In Other CIF Section?  
 Yes  No

What public high school does the former address belong? \*

Attended Former School To \*  
mm/dd/yyyy

Back Save & Next

## Transfer Form



Choose Student  
Select

Student First Name

Student Last Name

Gender  Male  Female Birthdate

Current Address  
Home Number & Street Name

City Zip/Country

What Public High school district is this address in?  
Select

What Public High school does this address belong?

Enrollment Date First day of Practice

Has there been an official grading period (as determined by school district/board policy) of current school while student has been in attendance?  
 Yes  No

Parent/Guardian/Host First Name

Parent/Guardian/Host Last Name

Grade Select Home Phone

Former Address  
Home Number & Street Name

City Zip/Country

Back Save & Next

## 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 application, it is discovered that this approval was granted on false, erroneous, inaccurate or incomplete information, severe penalties affecting the further eligibility of the student may be assessed.

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 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 "club team", etc.) that is associated with or coached by anyone associated with the new school (School "B"). (\*See Bylaw 310 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

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	Event Information	Referee Information
School: BYE Name: Luke Skywalker Offender is a?: Player Jersey #: 10	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	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 fowl - 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?

Downey (Gateway League Coordinator) Mark Rand




League Officers



# Update League Officers

League Officer Manager

League Coordinator			
Name	Email	School Phone	Mobile Number
Mark Rand	mrاند@dusd.net	(562) 869 7301	<input type="text"/>
League Secretary			
Name	Email	School Phone	Mobile Number
Samantha Miyahara	smiyahara@dusd.net	(562) 869 7306	<input type="text"/>
Council Representative			
Name	Email	School Phone	Mobile Number
Mark Rand	mrاند@dusd.net	(562) 869 7301	<input type="text"/>
League Compliance Officer			
Name	Email	School Phone	Mobile Number
Cari White	cwhite@dusd.net	(562) 869 7306	<input type="text"/>
League President			
Name	Email	School Phone	Mobile Number
Tom Houts	thouts@dusd.net	(562) 869 7301	<input type="text"/>





# LEAGUE COORDINATOR?



League Participation



# Update League Participation

School	Sports		
Bellflower	Flag Football, Girls; Golf, Boys; Golf, Girls; Volleyball, Boys		
Cerritos	Water Polo, Girls		
Dominguez	Basketball, Boys; Cross Country, Boys; Cross Country, Girls; Football (11 person); Track & Field, Boys; Track & Field, Girls; Wrestling, Girls		
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		
Firebaugh	Golf, Boys; Volleyball, Boys		
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		
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		
Lynwood	Basketball, Boys; Basketball, Girls; Cross Country, Boys; Cross Country, Girls; Flag Football, Girls; Soccer, Boys; Track & Field, Boys; Track & Field, Girls		
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		
Norwalk	Baseball; Flag Football, Girls; Football (11 person); Tennis, Boys; Tennis, Girls; Wrestling, Girls		
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		
Schurr	Beach Volleyball, Girls		



# 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

▶ Schools will be instructed to enter CBEDS starting Sept. 30. Data must be submitted by Oct. 18<sup>th</sup> deadline. ALL schools are required to report CBED/enrollment numbers.



# RULE CHANGES AND STATEWIDE SPORTSMANSHIP

# CIF STATE/SS ARTICLE/BYLAW CHANGES FOR 2024-2025



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

## Bylaw

## Bylaw Name

303

Multi-School Agreement due dates.

503 .K

Extreme Heat & AQMD Guidelines – Acclimatization days for Fall

503. L

Emergency Action Plans/AED

1803

TCC State Championship

3204

Boys Volleyball State Championship

SS656

Cross Country Season Start Date adjustments

SS 657

Competitive Equity Playoffs

SS 3520.5/6

Wrestling Playoff Divisions

# CIF STATE ARTICLE/BYLAW REMINDERS



- **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/assaultive behavior: 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/ assaultive behavior: 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/BYLAW 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.**



- 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/BYLAWE REVIEW



- **All Multi-game Ejections:**

- Reasons for a review 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.**

- **Schools are not to contact officials directly. Officials Liaisons should be point of contact to have reports corrected.**





# SOUTHERN SECTION BYLAW REMINDERS

- **Bylaw 1223.3:** A summer dead period must be declared by the school district and/or principal for all sports.
- Dead Period dates **MUST** be entered into CIFSSHome. 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 (last day of exams / instruction) and the first day of school in the Fall.
- No class could be offered which could circumvent the rule.
- 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.



# KEY REMINDERS FOR YOUR 2024-2025 SPORT SEASONS!





# SCHEDULE AND SCORE ENTRY IS IMPERATIVE

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

- All games **MUST** be entered into CIFSSHome by the end of the regular season.
- Schools that do not enter a full complete schedule / have missing information are not eligible for the playoffs.
- 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))
- Junior Varsity teams should not participate in Varsity events/tournaments

# 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.

For sports that do not culminate in a state or regional championship, please see sports sections for maximum team contests (Beach Volleyball, Flag Football & Lacrosse).

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)



2024 - 2025 FALL SPORTS CALENDAR								Revised March 23, 2024	
SPORT	Acclimatization Period Begins	FIRST CONTEST	SOP DATE	LAST LEAGUE CONTEST	LAST ALLOWABLE CONTEST	# OF SCRIMMAGES	# OF CONTESTS	CIF-SS PRELIMINARIES	CIF-SS FINALS
<b>Cross Country</b>	Aug. 13	Aug. 19	Sept. 28	Nov. 8	Nov. 8	2	14	Nov. 15 - 16	Nov. 23
State Meet									Nov. 30
<b>Golf / Girls</b>	Aug. 20	Aug. 26	Sept. 25	Oct. 25	Oct. 25	2	24	Individual Regionals	Oct. 28
Team Divisional Championships									Nov. 4
Individual/CIF SCGA Team Qualifier									Nov. 7
CIF-SCGA									Nov. 14
State Championships									Nov. 20
<b>Field Hockey / Fall Volleyball / Fall Soccer</b>	Aug. 13	Aug. 19	Sept. 25	Nov. 1	Nov. 2	1	20	N/A	N/A
<b>Flag Football / Girls</b>	July 29	Aug. 10	Sept. 12	Oct. 16	Oct. 16	2	28	Oct. 22, 26, 29, Nov. 2	Nov. 9
<b>Football / 8 Man</b> Week "0"	Aug. 5	Aug. 30	Oct. 4	Nov. 2	Nov. 2	1	9	Nov. 8, 15, 22	Nov. 29 - 30
Week 1	Aug. 12	Sept. 6	Oct. 4	Nov. 2	Nov. 2	1	9	Nov. 8, 15, 22	Nov. 29 - 30
<b>Football / 11 Man</b> Week "0"	July 29	Aug. 23	Sept. 30	Nov. 1	Nov. 1	1	10	Nov. 8, 15, 22	Nov. 29 - 30
Week 1	Aug. 5	Aug. 30	Sept. 30	Nov. 1	Nov. 1	1	10	Nov. 8, 15, 22	Nov. 29 - 30
Southern Regionals									Dec. 6 - 7
State Championships									Dec. 13 - 14
<b>Tennis / Girls</b>	Aug. 13	Aug. 19	Sept. 24	Oct. 30	Oct. 30	2	24	Nov. 6, 8, 11, 13	Nov. 15
Southern California Team Regional									Nov. 22-23
Individual Sectionals									Nov. 25
State Team Championship									Nov. 30
Individual Championships									Dec. 4 - 5
<b>Volleyball / Girls</b>	N/A	Aug. 10	Sept. 14	Oct. 16	Oct. 16	2	28	Oct. 23/24,26,30, Nov.2	Nov. 8-9
Southern California Regionals									Nov. 12-19
State Championships									Nov. 22-23
<b>Water Polo / Boys</b>	July 29	Aug. 12	Sept. 17	Oct. 23	Oct. 23	2	28	Oct. 29, Nov. 1, 6, 9	Nov. 16
Southern California Regionals									Nov. 20, 22, 23

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" and "Non-Participation"
  - SOP is only available on your first transfer (Remember, a "Valid change of Residence" or Hardship granted DOESN'T count as a previous transfer.
  - Non-Participation indicates a student HAS NOT COMPETED within the last 12 calendar months FROM THE DATE OF TRANSFER. The 12 months is not measured from the date of last contest in which the student played. One-year is calculated from the transfer date to the new school.
- 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	Does Not Meet Eligibility Requirements for Bylaw 302
Independent Study Program	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 the new 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 the 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 subsequent to the violation. Not handling in a timely manner will impact the program, not just that specific student athlete.
- NIL – Amateur Status – Bylaw 212

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





# 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”  
(SOP)

1<sup>st</sup> Transfer  
which is  
not a VCR

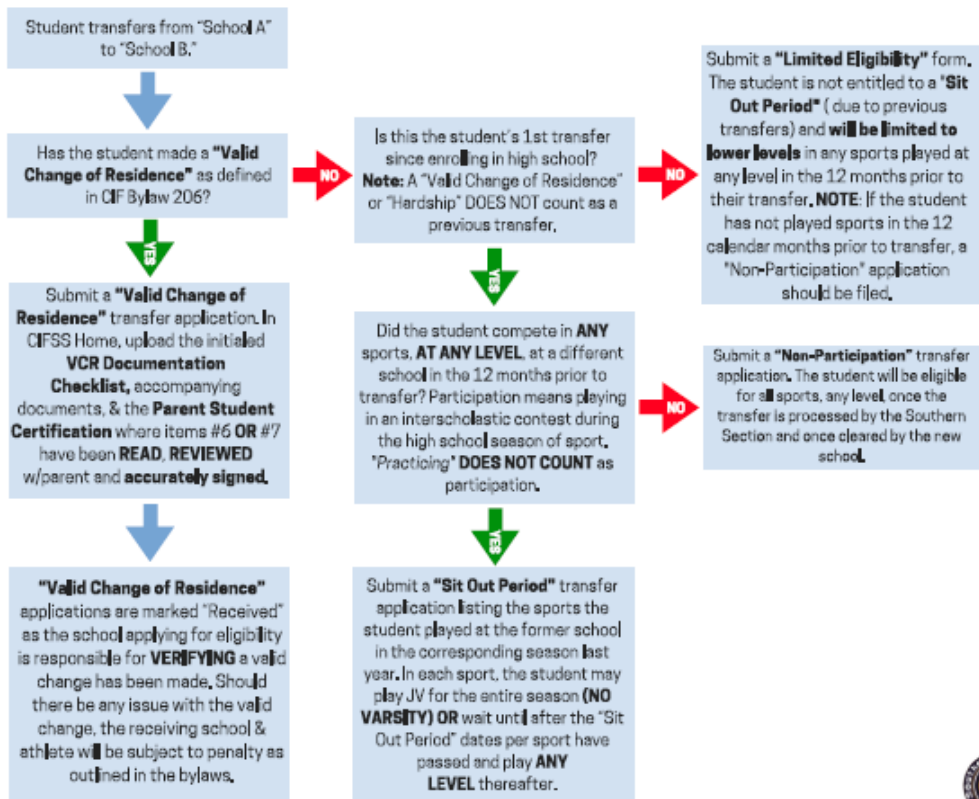
# TRANSFER FLOW CHART

**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.**

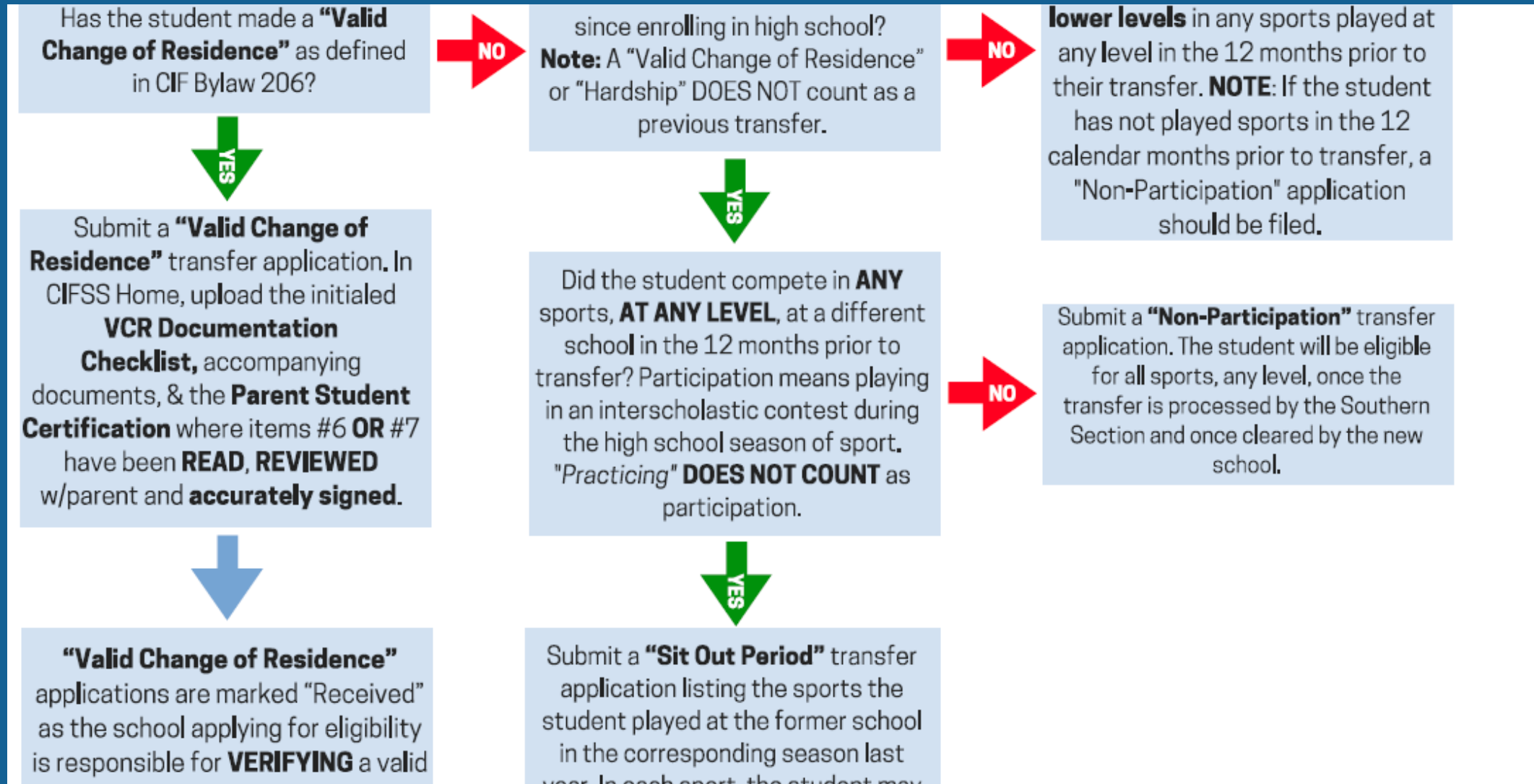
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3. Has there been pre-enrollment contact with faculty/staff/coaches/students or parents associated with the new school?



# 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

# ACCURATE INFORMATION – BYLAW 202



### Summary of your billing detail

Service account	Service address	Billing period	Your rate	New charges
8015820972	1874 PACIFIC AVE NORCO, CA	06/12/23 to 07/12/23	DOMESTIC (SCE)	\$219.73
8015820972	1874 PACIFIC AVE NORCO, CA	06/12/23 to 07/12/23	DOMESTIC	\$170.27
				<b>\$390.00</b>

Please return the payment stub below with your payment and make your check payable to Southern California Edison  
 If you want to pay in person, call 1-800-747-8998 for locations, or you can pay online at [www.sce.com](http://www.sce.com)

(14-574) Tear here

Customer account 700810394527	Past due charges - pay by 08/07/23	\$72.39
Please write this number on the memo line of your check. Make your check payable to Southern California Edison	New charges - pay by 08/07/23	\$390.23
	<b>Total amount you owe</b>	<b>\$462.62</b>
Amount enclosed	\$	

STMT 07172023 P1  
 1874 PACIFIC AVE  
 NORCO, CA  
 92860-9998

*Different font*

P.O. BOX 600  
 ROSEMEAD, CA 91771-0002

700810394527 0000141 000007239000039023000046262



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

