

2018-2019

CALIFORNIA INTERSCHOLASTIC FEDERATION

SAN DIEGO SECTION

POLICIES and PROCEDURES

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AUTHORIZED AWARDS FOR CIFSDS COMPETITION

It is the policy of the CIFSDS that any and all awards for athletic competition shall be in compliance with the following procedures:

Regulation 804.1: **The San Diego Hall of Champions has been authorized to serve as the organization responsible for selection of “All CIF-San Diego Section” teams and for presentation of Breitbard Athletic Award Certificates to All-League and All CIF- San Diego Section selections in the various sports. Selections are made in the following manner:**

1. All-League - Determined by each league.
2. All CIF-San Diego Section:
Team Sports - Selected by committee authorized by San Diego Hall of Champions.
Individual Sports - Determined by finish in Section Championship meets.

Regulation 804.2 **Coaches or administrators responsible for submitting team selection lists will:**

1. Ensure that the list is typed or printed legibly, names correctly spelled, and sport and school properly identified. “Player-of-the-Year,” team champion, and name of submitting coach or administrator should appear on every list.
2. Submit All-League selections in both individual and team sports directly to Steve Brand, Hall of Champions at steveb@sdhoc.com
3. Submit All-League selections to the Hall of Champions no later than the date noted in the bulletin from the Breitbard Foundation and distributed to all principals and athletic directors so that the coaches’ All-League selections are incorporated into the All CIF-San Diego Section selection process. Failure to adhere to the deadline may jeopardize athletes’ selection to All-CIFSDS teams.
4. Indicate only those athletes who are to appear on the Breitbard Certificate in accordance with the number of athletes authorized for certificates in each sport as indicated on the following matrix.
5. Include the “Player-of-the-Year” in any team sport as a member of the First Team selections. Team sports are identified below by an asterisk:

<u>SPORT</u>	<u>LEVEL</u>	<u>AWARD</u>	<u>AUTHORIZED QUANTITY</u>
Badminton	Section	All-CIFSDS	Singles Champ (B&G) Doubles Champs (B&G) Mixed Double Champs
	League	All-League	Two finalists in Boys’ and Girls’ Singles, four finalists in Boys', Girls', and Mixed Doubles in League Championship Tournament.
*Baseball	Section	All-CIFSDS	First and Second teams of 15 players each. One “Player-of-the-Year” and one “Pitcher-of-the-Year”.
	League	All-League	First and second teams of 10 players each. One “Field-Player-of-the-Year” and one “Pitcher-of-the-Year” who are on the first team.
*Basketball	Section	All-CIFSDS	First and Second teams of 10 players each. One “Player-of-the-Year”.
	League	All-League	First and Second teams of 5 players each. One “Player-of-the-Year”.
Cross Country	Section	All-CIFSDS	Top 20 finishers (1-10 and 11-20) in each division in CIFSDS championship meet. One “Runner-of-the-Year” One “Coach of the Year”
	League	All-League	Top ten finishers in League championship meet. “Runner-of-the-Year”.
*Field Hockey	Section	All-CIFSDS	First and Second teams of 11 players each. One “Player-of-the-Year”.
	League	All-League	First and Second teams of 11 players each for each. One “Player-of-the-Year”.
*Football	Section	All-CIFSDS	Two offensive and two defensive teams of 15 players each. One “Offensive and Defensive Player-of-the-Year” and one “Kicker-of-the-Year”.
	League	All-League	Two offensive and two defensive teams of 11 players each. One “Offensive and Defensive Player-of-the-Year” and one “Kicker-of-the-Year”.
Golf	Section	All-CIFSDS	Top 20 golfers (1-10 First team and 11-20 second team) as selected by coaches advisory One “Player-of-the-Year”.
	League	All-League	Top 12 golfers (1-6 and 7-12) in League Championship Match. One “Golfer-of-the-Year”.

Gymnastics	Section	All-CIFSDS	Top three Compulsory All-Around event winners, top three Optional All-Around event winners plus any individual event winner not included in the above six from CIFSDS Individual Championship Meet. One "Gymnast-of-the-Year".
	League	All-League	Top three Compulsory All-Around event winners, top three Optional All-Around event winners plus any individual event winner not included in the above six from League Championship Meet (as selected by league coaches). One "Gymnast-of-the-Year".
*Lacrosse (Boys)	Section	All-CIFSDS	First and Second teams of 12 players each. One "Player-of-the-Year".
	League	All-League	First and Second teams of 12 players each. One "Player-of-the-Year".
*Lacrosse (Girls)	Section	All-CIFSDS	First and Second teams of 12 players each. One "Player-of-the-Year".
	League	All-League	First and Second teams of 12 players each. One "Player-of-the-Year".
*Roller Hockey	Section	All-CIFSDS	First and Second teams of 8 players each. One "Player-of-the-Year".
*Soccer	Section	All-CIFSDS	First and Second teams of 12 players each. One "Player-of-the-Year".
	League	All-League	First and Second teams of 12 players each. One "Player-of-the-Year".
Softball	Section	ALL-CIFSDS	First and Second teams of 15 players each. One "Player-of-the-Year" and one "Pitcher-of-the-Year".
	League	All-League	First and second teams of 10 players each. One "Player-of-the-Year" and one "Pitcher-of-the-Year" who are on the first team.
Swim & Dive	Section	ALL-CIFSDS	Fastest event winners from the CIFSDS championship meets. One "Athlete-of-the-Year".
	League	All-League	Event winners from the League championship meets. One "Athlete-of-the-Year".
*Team Tennis	Section	All-CIFSDS	Eight quarterfinalists and doubles finalists from CIFSDS Individual singles and doubles tournament. One "Player-of-the-Year".
	League	All-League	Eight quarterfinalists and doubles finalists from League championship meet. One "Player-of-the-Year."
Track and Field	Section	ALL-CIFSDS	Fastest event Winners from the section championship. One "Player-of-the-Year, Track". One "Player-of-the-Year, Field".
		All-League	Event Winner from the league championship meet. One "Player-of-the-Year, Track". One "Player-of-the-Year, Field".
Volleyball	Section	All-CIFSDS	First and second teams of 10 players each. One "Player-of-the-Year." One "Libero of the year".
	League	All-League	First and second teams of 7 players each. One "Player-of-the-Year".
*Water Polo	Section	All-CIFSDS	First and Second teams of 10 players each. One "Player-of-the-Year".
	League	All-League	First and Second teams of 7 players each. One "Player-of-the-Year".
Wrestling	Section	All-CIFSDS	First and Second teams of 14 each. One "Wrestler-of-the-Year".
	League	All-League	One team of 14 wrestlers. One "Wrestler-of-the-Year".

PROTESTS AND APPEALS

Other than appeals of student transfer eligibility, it is the policy of the CIFSDS that member schools may appeal the decisions of the Section commissioner in accordance with the following procedures.

Regulation 1100.1 CIFSDS PROTESTS AND APPEALS REGARDING ATHLETIC CONTESTS:

Protests of athletic contests must be in writing and signed by a participating school principal. Such protests must be based upon an alleged violation of a CIFSDS, State CIF, or official sport rule, or an alleged error in rule application. Protests of athletic contests may not be made if based upon judgment decisions.

- A. **League/Conference Contests - Except for playoffs, protests of contests within the same conference shall be processed by the league/conference in accordance with its constitution and bylaws. An appeal from a decision by a league/conference is to be in writing and signed by the principal concerned and forwarded to the Commissioner within two school days following receipt of the league/conference written decision. Such an appeal of a league/conference decision must include additional information not considered previously by the league/conference.**
- B. **Non-Conference Contests - Except for playoffs, protests of contests between two teams from different conferences are to be in writing, signed by the principal, and forwarded to the Commissioner within two school days following the contest.**
- C. **Appeals from Commissioner's Decisions - Appeals from Commissioner's decisions on non-playoff contests are to be forwarded to the Chair (or Vice-Chair in case of the former's unavailability) of the Coordinating Council within two days following the rendering of a decision by the Commissioner. He/She shall cause a three-member hearing committee to be convened. The decision of that hearing committee shall be final.**
- D. **Playoff Contests - Except for sports in which an on-site adjudication of protests is provided or as otherwise provided in the specific rule book, protests regarding playoff contests must be submitted telephonically to the Commissioner by 9:00 a.m. the next day (except Sunday) following a protested contest. Additionally, a protest in writing signed by the principal or designee must be presented to the Commissioner not later than 12:00 noon that next day (except Sunday) following a protested contest. A committee consisting of three members of the Coordinating Council will hear protests of playoff contests. Coordinating Council members will be appointed by the Chair (or Vice-Chair in case of the former's unavailability). Only those parties deemed appropriate by the committee shall be invited to the hearing. The decision of the Protest Committee is final and is not subject to appeal through any other body or official.**
- E. **Invitational or Non-Playoff Tournament Contests - Due to the time factor, protests of invitational results or non-playoff tournament contests are to be processed immediately through the invitational/tournament management whose decisions are final and are not subject to appeal through any other body or official.**

Regulation 1100.2 CIFSDS PROTESTS AND APPEALS REGARDING OTHER THAN ATHLETIC CONTEST

- A. **Protests regarding other than athletic contests are to be processed according to the rules of the league/conference concerned.**
- B. **Appeals from decisions or interpretations of the league/conference are to be submitted in writing to the Commissioner.**
- C. **A final appeal from decisions or interpretations of the Commissioner are to be submitted in writing and mailed to the Commissioner of the CIFSDS within thirty (30) calendar days after the written decision of the Commissioner was mailed, faxed, or emailed to the school's administration.**

Incomplete applications or applications without administrative expense fee are not considered filed until such time as the application is complete and the fee paid.

Appeals sent by facsimile are not accepted by the CIFSDS.

1. **The written appeal must set forth a basis for appeal, which must include a statement of how the Commissioner either misapplied the facts or misinterpreted the Bylaw.**
2. **The written appeal must be signed by the receiving school site principal and the league/conference president. If the receiving school or conference does not initiate or support the appeal, the appellant must include either a statement from the receiving school principal acknowledging that the school is aware of the appeal and will accept the decision of the panel or a statement, under penalty of perjury, that a statement from the school was requested, and the school failed or refused to provide.**
3. **The written appeal must include a \$150.00 processing fee for administrative costs (form available in Forms Section – Miscellaneous; School checks only).**

The Commissioner shall notify the CIFSDS Appeal Panel Chair and the appellant, within ten (10) business days of receipt of the request for appeal. The CIFSDS Appeal Panel Chair shall set the matter for hearing at either the next regularly scheduled hearing date, or not later than 30 business days following the notification by the Commissioner. The CIFSDS Appeal Panel Chair shall have sole discretion in setting the matter for hearing in order to provide adequate notice and opportunity to be heard to the parties. State CIF Bylaw 1100(C)(6) is not modified by this paragraph.

- E. **The appeal panel shall have three members in addition to the Appeal Panel Chair who are current or retired district administrators or athletic directors. No panel member may be employed by, or retired from, the schools, school districts, leagues, or conferences involved in the appeal. The Appeal Panel Chair shall be a non-voting member of the**

panel and shall preside at the hearing and have all power and authority to conduct and to coordinate the hearing. The appeal panel shall deliberate the appeal at the time and place designated by the Panel Chair.

- F. Notice of the hearing shall also be made to the Presidents of league(s) involved (if any) and to all parties deemed by the Appeal Panel Chair to be directly involved. The Appeal Panel Chair will invite only those deemed appropriate to the hearing. These parties may submit evidence or other material that will be of assistance in rendering a decision. All documents to be considered by the Appeal Panel must be submitted to the Appeal Panel Chair, at the address provided in the notice of Hearing, for distribution to all other parties, no later than 9:00 a.m. five (5) business days before the date of the hearing. Documents submitted late may be considered. Any party requesting to submit documents late may request a continuance of the hearing for review of the documents by the appeal panel and for review and response by the other party(ies).

G. Conduct of Hearing

1. The Appeal Panel Chair shall preside throughout the hearing and exercise all powers relating to the conduct of the hearing. The hearing need not be conducted in accordance with technical rules of evidence and those related to witnesses.
2. The proceedings of the hearing may be audio recorded by CIFSDS and only that recording shall be the official record of the hearing. There shall be no video taping permitted.
3. Each party to the appeal shall have the right to call and examine witnesses, to introduce exhibits, and to rebut evidence against him or her. Any relevant evidence shall be admitted if it is the sort of evidence which responsible persons are accustomed to rely on in the conduct of serious affairs.

H. Decision

1. The appellants shall be notified of the Appeal Panel's decision by telephone call to the school site administration within two (2) business days of the conclusion of the hearing.
2. A written decision of the appeal panel, signed by an Appeals Panel member or chair, shall be sent to the Commissioner and appellant within ten (10) business days after the hearing. A copy of the decision shall also be forwarded to the principal of the school(s) and the League or conference presidents(s). The decision should include findings of fact, determination of issues, the numerical vote, and the sanction, if any, and its effective date to be imposed and lifted.

(Approved April 29, 2003 Board of Managers)

Regulation 1100.3 All such decisions shall be final with respect to the CIFSDS unless the Board of Mangers, on the basis of new evidence or procedural error, votes to reopen the case. The final decision may be appealed to the State CIF in accordance with its written procedures as outlined in Section 1102 of the State CIF Bylaws. Appeals of an eligibility decision of the Commissioner must be in accordance with State CIF Bylaw 1100.

ALLOCATION OF VOTES; DETERMINING MAJORITY

It is the policy of the CIFSDS that each member of the Board of Managers will have a number of votes based upon the enrollment and the number of schools represented for substantive voting purposes (note: consent items as determined by the CIFSDS Executive Committee are exempt from substantive classification). In accordance with that policy, the allocation of the votes will be adjusted annually. At-Large representatives, selected by the Board of Managers Executive Committee, will be allocated two (2) votes each.

Regulation Article IV.2

a. Annual Voting Adjustment

Votes for substantive matters shall be adjusted annually based upon the enrollment and number of member schools from the previous school year. Board of Manager Representatives will receive one vote for every 2000 students represented and one vote for every two schools represented.

b. Determination

The issue of procedural versus substantive may be determined by a two-thirds vote (one person/one vote) of the representatives present.

DUTIES AND RESPONSIBILITIES OF EMPLOYEES OF THE CIFSDS

It is the policy of the CIFSDS that the Commissioner shall be directly responsible to and report to the CIFSDS Board of Managers. The Commissioner' duties shall be as set forth in the CIFSDS Employee Handbook and as determined in the Commissioner's written employment agreement. It is the policy of the CIFSDS that the Commissioner shall be responsible for and manage the employment activities of the assistant commissioner, the executive secretary, the financial secretary, and any other employee in accordance with the responsibilities as set forth in the CIFSDS Employee Handbook.

It is the policy of the CIFSDS that all employees are "at will" employees unless there is an agreement in writing and signed by the employee and the chair of the CIFSDS Board of Managers that otherwise modifies that policy.

It is the policy of the CIFSDS that the duties and responsibilities of its employees may be changed or modified at any time and without notice by either the CIFSDS Board of Managers or the commissioner.

Regulation Article IV.3

- A. The employees of the CIFSDS shall perform the duties identified in any written employment agreement; any requirements of a written performance evaluation; or any direction, verbal or written, given to the employees by the Board of Managers, or the Chair acting on behalf of the Board of Managers, or the Commissioner.**
- B. All employees of the CIFSDS shall receive a written annual performance evaluation.**

LEAGUES; PLACEMENT OF SCHOOLS INTO LEAGUES

It is the policy of the CIFSDS that member schools compete in leagues whenever possible. Schools within the section may request placement in a league and following review and recommendation by the Coordinating Council, a school may be placed in a league upon recommendation to and approval by the CIFSDS Board of Managers. Placement procedure shall be as set forth in Regulation Article VI.1.

Regulation Article VI.1

Placement Procedure

- 1. Leagues/conferences may establish leaguings committee to:**
 - a. Review requests by schools.**
 - b. Recommend league/conference membership.**
 - c. Review present leaguings.**
 - d. Recommend criteria for league placement of schools.**
 - e. Recommend re-leaguings of schools.**
- 2. Leagues/conferences shall determine the criterion or criteria for the placement of schools into league(s). It is recommended that the following criteria be considered:**
 - a. Enrollment.**
 - b. Geography.**
 - c. Competitive Equity.**
 - d. Sports offered.**

Conferences should consider and balance these elements according to their own needs and goals.
- 3. Leagues/conferences shall recommend placement of schools into leagues, based upon their criterion or criteria, to the Coordinating Council's Leaguings Committee.**
- 4. The Coordinating Council's Leaguings Committee shall evaluate the leaguings requests and present its recommendations, based upon the requesting league/conference's criterion or criteria, to the Council.**
- 5. The Coordinating Council will review the recommendations to determine whether they have been adopted in compliance with the conference and section rules and criteria. Coordinating Council recommendations will be forwarded to the Board of Managers for approval. See CIF Bylaw 1101 regarding appeals process.**

PLAYOFFS: FORMAT, PAIRINGS, EXPENSES, ADMISSION PRICES, FEES

It is the policy of the CIFSDS to conduct playoffs at the end of the regular season of play in those sports that have met the criteria; however, member schools understand that participation in those playoffs is a privilege and not a right and that teams may be excluded in accordance with the CIFSDS Constitution and Bylaws and these Policies and Regulations.

Regulation CIFSDS Bylaws Article VII.1

A. Entry Format

1. League champions (not co-champions or tri-champions) are automatic qualifiers and will be guaranteed placement in the playoffs if requested and all appropriate entry information is submitted timely to the pairings committee for consideration. In case of a tie for first place, the league is to designate its automatic qualifier. League champions will have a first-round home game unless playing another league champion with a higher seed. This accommodation does not apply to playoffs that begin with the quarterfinal round.
2. Independent schools are not eligible for CIFSDS playoff participation. *(Revised June 3, 2008, Board of Managers)*
3. In the sports listed below, each year, at the end of each season, teams will be ranked based on a history of data that is weighted, and will be placed in divisions based on that weighted ranking. Years will be weighted as follows and will be adjusted annually:

Most recently completed season	50%
Season prior to last	30%
Two seasons prior to last	20%

4. In the following sports, schools will be placed in competitive divisions utilizing rankings:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Boy's Basketball	Baseball
Girl's Volleyball	Girl's Basketball	Softball
Boy's Water Polo	Girl's Soccer	Boy's Lacrosse
Girl's Tennis	Boy's Soccer	Girl's Lacrosse
Field Hockey	Girl's Water Polo	Boy's Volleyball
		Boy's Tennis

5. In the sports listed below, schools will be placed into playoff divisions according to enrollment. The October CBED enrollment, grades 9- 12, of the previous school year will be used. If a school incurs a gain/loss on enrollment of a minimum of fifteen (15) percent in the current year, the current year CBEDS enrollment figures shall be used instead of the prior year's.

Cross-Country	Boys Wrestling	Girls Swim and Dive
Girls Golf	Girls Wrestling	Boys Swim and Dive
Boys Cross-Country		Gymnastics
		Girls Track and Field
		Boys Track and Field
		Boys Golf

These sports will continue to have divisions set by enrollment.

**Alternative rankings, based on historical data may be developed and must be approved by the CIFSDS office. If no acceptable alternative ranking is developed in a particular sport, divisions will be set by enrollment until an approved ranking is developed for that sport.

6. Teams will be placed in divisions based on ranking with the following exceptions:
 - Teams can only move up a maximum of one division each year.
 - Teams can only move down a maximum of one division each year.
 - The Commissioner will place teams that do not have a ranking, in a sport where a ranking is utilized, in a division.
 - The Commissioner, after consultation with staff and CIF leadership, may change a team's division if, based on transfer(s) in or out of the school, those transfers have a significant impact on the team's ability to compete. The Commissioner's placement may be appealed per CIFSIDS Bylaw 1103.
 - An enrollment factor will be added to the ranking of each school, in football only, as follows:

Enrollment factor adjustment to ranking for football		
School size = n		
<u>Enrollment</u>		
50-299	$32 - (n/25)$	+20-30 points
300-799	$24.8 - (n/62.5)$	+12-20 points
800-1599	$18 - (n/133.3)$	+6-12 points
1600-2499	$13.11 - (n/225)$	+2-6 points
2500-3500	$7 - (n/500)$	+0-2 points

7. The top or open division in each sport will be determined at the end of the regular season and the 8 Open Division teams will be selected from Division I teams.
8. In the sports of volleyball, basketball and soccer, state playoff representatives will be determined by the CIFSDS at the conclusion of the CIFSDS playoffs. All teams, including those in the Open Division, will be considered for state playoffs, as permitted by CIF guidelines, in their respective enrollment divisions.
9. The number of teams in each division below the open division will be equal to or greater than the number of teams in the division above, i.e. DI 16 teams, DII 18 teams, etc. and will be set by the CIFSDS office.
10. The number of teams qualifying for the playoffs in division I-V will be either 12 or 16 depending on the sport. The Open Division and Division V will have 8 qualifying teams except in football which will have 4 teams. Playoff dates and times will be adjusted by sport.
11. Initial postings for each season will be by the following dates:
 Fall Sports: January 15
 Winter Sports: April 15
 Spring Sports: July 15
12. Each school will have 15 days, from the initial posting date, to petition for a change in divisional placement. Petitions may only be made for the following:
 - a. Statistical error in the information used for ranking
 - b. ***Request to move to a higher division
 - c. Dispute of Commissioner's placement (for teams with no ranking)
13. Final divisions will be posted by the following dates:
 - Fall Sports: February 5
 - Winter Sports: May 5
 - Spring Sports: August 5

***Requests will be accommodated only if a team(s) in the higher division(s) requested is willing to move to lower division(s). The CIFSDS office will make all contact with schools regarding such a request.

The sports of baseball, boys' lacrosse and girls' lacrosse will pilot the competitive divisions in the spring of 2013.

All other sports will move to competitive divisions in the 2013-2014 school year, if approved rankings are in place for that sport by the posting date for that season.

(Revised, Board of Managers, January 21, 2013)

B. Playoff Seeding Guidelines and Procedures

1. Team

A. Rankings

The CIFSDS Approved Rankings will be used to seed teams in the CIFSDS playoffs in each division in the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Girl's Volleyball	Girl's Soccer	Softball
Boy's Water Polo	Boy's Soccer	Boy's Tennis
Girl's Tennis	Girl's Water Polo	Boy's Volleyball
Field Hockey	Boy's Basketball	Boy's Lacrosse
Football	Girl's Basketball	Girl's Lacrosse
	Baseball	

B. Ties in the Power Rankings

When teams are tied in the power rankings, the advisory committee will use the following tiebreakers, in the following order to break the tie:

Note: For sports using max prep rankings the CIFSDS will use the decimal points beyond the public view.

1. Head to Head Competition
2. Common Opponents and W/L records against those opponents
3. Vote of Advisory Committee
4. Seeding Committee Facilitator

Note: Ties will be broken at the beginning of each divisional seeding, prior to reviewing minimum number of contests.

C. Minimum number of Contests

Teams that have not played the number of contests designated by the advisory committee are considered to have an *invalid* power ranking. These teams *may* be moved in the power rankings at the will of the advisory committee to the position that the committee believes is an appropriate placement in the rankings. This may include a team being moved outside of the playoff bracket; if the team is a designated league champion and is moved outside of the bracket, the team will play a play-in game.

Note: Invalid power rankings will be identified immediately after breaking ties, prior to reviewing head to head competition.

D. Head to Head Competition

Advisories (Seeding Committees) will start at the *top* of each division's power rankings and work down through the rankings to ensure accuracy of records and review head to head competition. When there is head to head competition between two consecutively ranked teams, and the team that is ranked lower has beaten the team immediately preceding them, or has beaten that team in the majority of head to head contests played, the lower ranked team will move up one spot in the rankings and the higher ranked team will move down one spot. The seeding committee will review head to head competition only through one position outside of the bracket, i.e., #13 in a 12-team bracket, #17 in a 16-team bracket, etc.

E. League Champions

When a league champion is ranked outside of the bracket, the league champion will host the lowest ranked team in the bracket in a "play-in" game. If there are multiple league champions ranked outside the bracket, multiple play-in games will be held with the highest ranked league champion playing the lowest ranked team in the bracket.

Example in a 12-team bracket:

14, #17 and #20 are league champions

Play-In Games

#14 v. #12

#17 v. #11

#20 v. #10

If a team ranked within the bracket, scheduled to play a play-in game, is also a league champion, the higher ranked team will host the play-in game.

The winner of the play-in game will travel to the higher seeded team in the next round of the playoffs.

F. 1st Round Matchups

Every effort will be made to avoid teams from the same league playing each other in 1st round games (this does not apply to the Open Division or DV which start in the quarterfinal round). If it is determined by the Commissioner or designee that a 1st round league matchup cannot be avoided because it would significantly impact the integrity of the bracket, the two teams from the same league would play in the 1st round or in a play-in game.

G. Sport Specific Deviations

a. Boy's and Girl's Tennis

In the sports of boy's and girl's tennis, the power rankings will be used as a *guide* for the Advisory Committee. The tennis advisory committees have the ability to move teams no more than 4 spots up or down in the rankings.

b. Boy's and Girl's Water Polo

In the boy's and girl's water polo rankings, an additional division has been added (Division 0) that consists of teams from outside of the San Diego Section that are given a higher point value as opponents of San Diego Section teams.

c. Football

In the sport of football, there are no play-in games; league champions ranked outside of the bracket will displace the lowest ranked team within the bracket that is not a league champion and will host the 1st round game unless playing a higher seeded league champion.

Example in a 12-team football bracket:

#14 is a league champion and #12 is not; #14 moves to #12 and #12 is not a participant in the CIFSDS playoffs.

2. Individual

- a. Individuals from schools without teams are also eligible for playoff consideration if they have administrative approval and supervision from their respective schools.
- b. Individuals may be advanced to section playoffs from league final competition.
- c. Criteria for selection of at-large individuals and selection process are the same as for teams.
- d. An athlete must have participated for his/her school of enrollment in more than one-half (1/2) of the CIFSDS permissible maximum individual points of the sport in order to participate in the CIFSDS championship tournament.

C. Team Seeding

1. The Commissioner or designee shall seed teams in CIFSDS playoffs with input from the coach's advisory committee in that sport. Seeding will be conducted in all divisions of all team sport playoffs. There shall be no appeal of the decisions of the Commissioner and/or committee.
2. A playoff bulletin will provide details regarding seeding for each team sport.
3. Teams must submit on time all information on the forms provided and request participation in the playoffs.
4. Participation in the playoffs is a privilege and not a right. Teams can be removed from playoff participation for violations of the State or Section Bylaws no matter when discovered.

D. Pass List For Team Sports

The visiting school will fax a pass list for all rounds to the home school. Pass list limits: football = 25; basketball = 20; and all other identified sports (see playoff bulletins) = 10. (*Approved June 17, 2003, Board of Managers*)

E. Tickets

When the home site school hosts a playoff event, the host school's tickets will be used. Accountability for ticket use will be reported to the CIFSDS office on the CIFSDS issued recap sheet. CIFSDS tickets will be used when CIFSDS hosts the playoff events. (Approved June 17, 2003, Board of Managers) Proceeds from ticket sales forwarded to the CIFSDS must be by school- or district-issued check. No personal checks or checks from club organizations will be accepted. Member schools participating in the CIFSDS playoffs must sell admission tickets to all rounds in which they compete and host. If a member school fails to sell admission tickets for the games they host, the school may not declare any expense reimbursement from the CIFSDS and must pay to the CIFSDS the average gross revenue for admission tickets sold the preceding school year for that round in the sport in which they participate in the playoffs. Failure to pay that amount to the CIFSDS will result in the exclusion from playoff participation until such amount with interest at the legal rate is paid to the CIFSDS.

F. Ticket Prices

There are two playoff ticket price ranges: Adult and Student/Senior: Adult is defined as anyone over age 18; Student is defined as anyone age 5 through age 18; Senior is defined as anyone over age 60. Children under age 5 are admitted free of charge. (Approved June 17, 2003, Board of Managers). See Appendix III for Playoff Ticket prices. An additional \$1.00 facility fee may be charged at certain venues.

G. Rebates

Permission must be obtained from the CIFSDS office for pre-game ticket sales. There shall be a rebate of \$1 for each adult ticket sold and \$0.50 for each student/child ticket sold. (Approved June 17, 2003, Board of Managers)

H. Awards

Appropriate trophies shall be awarded by the San Diego Section to team champions and runners-up in all designated team sports. In case of a tie, duplicate awards will be presented. Championship patches and runner-up patches will be awarded to members of CIFSDS championship teams and runner-up teams, respectively, in dual team playoff sports.

I. CIFSDS Playoff Media Fees: submitted to the CIFSDS Commissioner prior to the playoff contest concerned.

NOTE: The fees below are subject to change and the subsequent execution of a statewide television rights contract which may preclude the Section, schools, conferences, or leagues from entering into any agreement to broadcast games at any level.

RADIO/WEBCASTS

<p>Football</p> <p>LARGE MARKET</p> <p>Prior to Championship \$300</p> <p>Championship \$450</p> <p>OTHER MARKET SIZE</p> <p>Prior to Championship \$250</p> <p>Championship \$400</p>	<p>Basketball</p> <p>LARGE MARKET</p> <p>Prior to Championship \$300</p> <p>Championship \$450</p> <p>OTHER MARKET SIZE</p> <p>Prior to Championship \$250</p> <p>Championship \$400</p>
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(Fees for all other sport to be negotiated.)

The home school principal may negotiate Radio/Web cast fees for non-CIFSDS Office conducted playoffs in all sports with Green Book fee as the maximum.

TELEVISION/WEBCASTS

<p>Football</p> <p>LARGE MARKET</p> <p>Prior to Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$350</p> <p>Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$450</p> <p>OTHER MARKET SIZE</p> <p>Prior to Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$225</p> <p>Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$325</p>	<p>Basketball</p> <p>LARGE MARKET</p> <p>Prior to Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$350</p> <p>Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$450</p> <p>OTHER MARKET SIZE</p> <p>Prior to Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$225</p> <p>Championship</p> <p>Live TBN</p> <p>Delayed (24 hr. min.) \$325</p>
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(Fees for all other sports to be negotiated.)

Fees or waiver of fees for non-commercial stations are at the discretion of the Commissioner.

R. The following are guidelines for playoff expenses:

1. DEADLINE FOR EXPENSE REQUESTS OR REIMBURSEMENTS

No expenses or reimbursements will be paid by the CIFSDS Office if not received within one month after date of event or by June 25 for spring sports contests.

2. PLAYOFF EXPENSE/REIMBURSEMENT PROCEDURES

Proposed caps for playoff expense/reimbursements are as follows (special request will be considered where needed):

<u>Boy's/Girl's Basketball</u>	<u>1st Round and Quarterfinals</u>	<u>Semifinals</u>
Open/Division I & II	\$350	\$550
Division III & IV	\$275	\$400
Division V	\$225	\$325

<u>Football</u>	<u>1st Round</u>	<u>Quarterfinals</u>	<u>Semifinals</u>
Open/Division I	\$1600	\$1900	\$2200
Division II	\$1500	\$1800	\$2100
Division III	\$1400	\$1700	\$2000
Division IV	\$900	\$1100	\$1400
Division V	\$600	\$900	\$1100

<u>Other Sports</u>	<u>1st Round and Quarterfinals</u>	<u>Semifinals</u>
Open/Division I & II	\$200	\$350
Division III & IV	\$150	\$300
Division V	\$150	\$250

These limits are the sum totals of all competing schools that may be deducted as game expenses without prior approval from the Commissioner--not the maximum for one school. The CIFSDS office, if contacted prior to the contest concerned, will make the final determination of allowable expenses. Otherwise, the home school's financial report (within these guidelines) stands.

- b. Rental of non-high school facility.
- c. Official's fees.
- d. Reasonable site preparation/clean-up.
- e. Normal staffing; e.g., ticket-sellers/takers, announcers, timers, custodians, etc.
- f. Ambulance, physician, EMT's, etc.
- g. Other appropriate expenses as approved by the Commissioner's Office.

3. NOT PERMITTED AS GAME EXPENSE

- a. Transportation for team and individual sports.
- b. Security or supervision expense for school administration.
- c. Buses for other than team transportation.
- d. Other transportation such as ticket pick-up and/or delivery.
- e. Rental or other charge for high school facility.
- f. Supervision and security costs in excess of flat amounts if not approved in advance by the Commissioner.
- g. Cleaning of uniforms.
- h. Game ball.
- i. Other expenses not approved by Commissioner's Office.

4. PLAYOFF PROFIT

- a. Individual Sports - 100% to CIFSDS budget.
- b. Team Sports – In all rounds where schools host, profit/loss split will be 20% to host school; 10% to visiting school; and 70% to CIFSDS budget. In all rounds where CIFSDS hosts, profits are 100% to CIFSDS budget. In the open division only, the gate split for the first round game (only) will be 15% to the home site and 15% to the visiting school and 70% to the CIFSDS budget (*Approved May 24, 2017, Board of Managers*).

SAN DIEGO SECTION COACHES' CODE OF ETHICS

It is the policy of the CIFSDS that high school athletics is an educational experience that allows students the opportunity to learn those lessons of good citizenship that develop character, teamwork, selfless participation and servant leadership in a controlled environment.

It is the policy of the CIFSDS that coaches will teach those values and lead by example.

While a violation of a Code of Ethics by a coach may be construed as a personnel matter for the school and district involved, the CIFSDS is not precluded from an investigation into the program and whether the sport program and/or athletic program should be disciplined. Discipline may include, but is not limited to, warning, probation, exclusion from the playoffs in that sport for a period of time, suspension for the sport program from participation to loss of membership in the CIFSDS.

The conduct of athletic programs, the eligibility of students to participate, and compliance with all the bylaws of the State CIF and the CIFSDS is the responsibility of the school site principal. The CIF and the CIFSDS require the principals to investigate violations, certify eligibility in accordance with the State CIF Bylaws, and report any violations immediately and directly to the CIFSDS. The responsibility of the principal for the athletic programs is a non-delegable responsibility under the State CIF Bylaws.

Regulation CIFSDS Bylaws Article X.1

San Diego Section Coaches' Code of Ethics

- A. I shall follow the rules of the game and never allow the value of winning to be placed above the character building ideals of respecting others; and accept the fortunes of both winning and losing in a gracious manner.**
- B. I shall demonstrate a high standard of personal conduct and self-restraint, being above reproach in such areas as the use of profanity or vulgar mannerisms and the consumption and/or possession of unacceptable substances while in public service or performance or at the site of an interscholastic activity.**
- C. I shall make strong efforts to develop professional and friendly relations with my peers, demonstrating respect for my team members as well as for opponents, coaches, and officials.**
- D. I shall abide by all rules of the State CIF and that of the CIF-San Diego Section and shall utilize only official CIF channels for seeking change or redress.**
- E. I shall use proper channels provided within the CIF-San Diego Section for expressing criticism and placing protests of athletic performances and events. I shall not utilize the media to criticize the operation or decisions of contest officials of the CIF-San Diego Section or to influence others in my favor.**
- F. As a coach, I shall never withdraw my team from the field of play before the official end of the contest nor contribute to an unnecessary delay during the course of the contest regardless of the quality of the contest site, the quality of the officiating or any other condition(s) that might dissatisfy me. (Note: Should a coach withdraw his/her team or contribute to a purposeful delay of a contest, the following procedure shall be followed, regardless of whether or not the coach was aware of the rule):**
 - 1. Determination by school, district, league, or Commissioner of coach's withdrawal of team or purposeful delay.**
 - 2. School informs league in writing.**
 - 3. School and/or district investigates and takes action it deems appropriate against coach.**
 - 4. School files complete written report (including action taken) with league.**
 - 5. League reviews report and either:**
 - a. Indicates further action to be taken, OR**
 - b. Accepts report and forwards to Board of Managers with recommendation for acceptance.**
 - 6. Board of Managers reviews report of school and recommendation of league and either:**
 - a. Accepts report, OR**
 - b. Takes action against school deemed appropriate.**
- G. I shall refrain from actions that might incite displeasure in players and/or spectators.**
- H. I shall accept responsibility for the conduct of those under my charge and shall require high standards of behavior from them.**
- I. I shall conscientiously seek programs designed to improve physical and mental health and not permit the pressures of winning, or other outside pressures, to influence me in preparing young boys and girls for their future as individuals rather than as athletes.**

NO CONTACT PERIOD

It is the policy of the CIFSDS that participation in high school sports is an educational experience and that participation should not interfere with either the orderly operation of the school or become more important than academic achievement, or interfere with a student-athlete's ability to enjoy time away from school or the sport. The CIFSDS no contact policy is not designed to prevent student-athletes from participating voluntarily in events, but is designed to ensure that CIFSDS coaches do not intrude on or consume all of a student-athletes free time.

Intrusion on the student-athlete's free time during the no contact period includes, but is not limited to, developing work-out routines for students during the no contact period, scheduling time trials, fitness tests, etc. on the first day of permissible practice; or suggesting, insinuating or implying that a student must do anything during the period to prepare for the start of permissible practice. Coaches, school personnel or individuals associated with the school's team must have no contact in any way, manner or devise with the school's students.

Regulation CIFSDS Bylaw Article XX.1

A. NO-CONTACT PERIOD

There shall be fourteen (14) consecutive days of a no-contact period declared by each member school for each of its athletic programs prohibiting contact of any kind with all athletes of every sport each calendar year during the summer preceding the next school year (Approved June 3, 2015 Board of Managers).

- 1. Weight training classes, which are part of a regular summer session school day, are an only exception. Athletes shall not be required to attend.**
- 2. There shall be no "student" organized or led team practices.**
- 3. Penalty to school for failure to comply: For each day of contact during the no-contact period, the official start of practice for that team will be postponed one day. The head coach of the offending team will be prohibited from participating in the first official contest for that team. This prohibition shall include sight and sound. A second school violation by any team in the same program within two (2) years of the first violation will include the same penalty for the first violation and the head varsity coach of that school in that sport will be suspended from participation in the playoffs for that season and, the varsity team will not be permitted to host a home game in the playoffs that season.**
- 4. There shall be no permissible contact during the school-wide declared no-contact period. Issuing equipment, scheduling physicals, and organizational meetings are not permitted.**
(Approved April 23, 2002 Board of Managers)

B. PROHIBITION ON CAMP/CLINIC/TOURNAMENT/INVITATIONAL PARTICIPATION

- 1. A CIFSDS team may not attend a clinic, athletic camp, tournament, invitational, or the like under the supervision of the school coach or the school coaching staff or volunteers within two weeks of the CIFSDS fall practice starting date. Schools may not require individuals to attend or to plan, organize, or facilitate attendance.**
- 2. An individual athlete may attend a camp, clinic, tournament, or invitational.**
(Approve April 23, 2002, Board of Managers)

- C. Each year the Commissioner shall declare a section-wide, no-contact period.**
(Approved June 10, 2002, Board of Managers)

GENERAL POLICIES AND PROCEDURES

It is the policy of the CIFSDS that participation in high school sports is an educational experience and that participation should not interfere with either the orderly operation of the school or become more important than academic achievement, or interfere with a student-athlete's ability to enjoy time away from school or the sport.

CIFSDS Regulation XXX:

A. INCLEMENT WEATHER

1. The decision on whether to COMMENCE a contest will be that of the home school coach.
2. The decision on whether to TERMINATE a contest in progress will be that of the head official. (NOTE: It would be assumed that, in most cases, the official would agree with any unanimous recommendation of the competing coaches.)
3. Procedures following termination of contest in progress are:
 - a. **BASEBALL/SOFTBALL**
 - (1) If conditions of the National Federation Rule Book have been met, the contest is considered to be a regulation game and may not be resumed or replayed.
 - (2) If the above conditions have not been met, a baseball contest is to be declared "no game" by the official and may not be resumed. It may or may not be replayed depending upon the schools and the league. If the above conditions have not been met, a softball contest is declared a suspended game and shall be continued from point of suspension.
 - b. **GOLF, TENNIS, AND TRACK AND FIELD:** The decision on whether to continue the contest at a later date or to declare a winner will be that of the competing coaches. If they cannot agree, the league will make a decision. If it is a non-league contest, and the coaches cannot agree on a resolution, it shall be ruled "no contest" if one team has not earned enough points to guarantee victory. A decision by a league may be appealed to the Commissioner.

B. CONTACT OF PRE-HIGH SCHOOL STUDENTS

1. Principals are responsible for actions by coaches and other school employees that are designed to influence students to enroll or remain enrolled for athletic purposes.
2. Individual coaches or other school employees are not to initiate contact with potential students by phone, letter, or individual visitation. Form letters from the school administration of an informational nature are permitted.
3. Inquiries regarding enrollment made to coaches or their school employees by potential high school students or their parents are to be referred to the Principal or Assistant Principal. (NOTE: Questions asked at authorized school visitations discussed in #4 may be answered by other than the administration.)
4. Visitations to private or public elementary and junior high schools by high school administration, which includes vice principal in charge of athletics, high school counselors, or the athletic director, shall be permitted provided:
 - a. Principals of BOTH visiting and visited schools grant permission.
 - b. Presentation is made to a group rather than to particular individuals.
 - c. Presentation is informational rather than recruiting. Information from potential enrollees may be obtained; e.g., name, address, size, sport, position interest, etc. However, no follow-up other than a one-time mail out of a group information nature is permitted.

C. AGENDA ITEMS

1. **COORDINATING COUNCIL**
 - a. **AGENDA ITEMS** - Shall be submitted to Chair or Commissioner and posted at least 72 hours prior to regular meeting via:
 - (1) Request from council member.
 - (2) Request from league, athletic directors, or activity directors/ASB representative.
 - (3) Recommendation by advisory committee.
 - (4) Commissioner or Assistant Commissioner.
 - (5) Referral from Board of Managers.
 - b. **REPEAT OF AGENDA ITEM DURING SCHOOL YEAR** - Only if requested by:
 - (1) Member of Council.
 - (2) Board of Managers.
 - (3) Commissioner.
 - c. **PRESENTATION** - By outside personnel only via invitation from:
 - (1) Member of Council.
 - (2) Commissioner.
2. **BOARD OF MANAGERS**
 - a. **AGENDA ITEMS** - Shall be submitted to the Chair or Commissioner and posted at least 72 hours prior to regular meetings via:
 - (1) **Automatic Placement on Agenda:**
 - (a) Submitted by Executive Committee.
 - (b) Submitted by member of the Board of Managers.
 - (c) Submitted by Commissioner.
 - (d) Referred by State Federated Council.
 - (e) Recommended by Coordinating Council.
 - (2) **Consideration for Placement on Agenda:**
 - (a) Submitted by president of conference or league.
 - (b) Submitted by sport advisory committee.

(c) Submitted by president of officials' association.

(d) Other sources.

(3) Emergency Items - can be placed on the agenda provided the Chair or Commissioner has authorized the item(s) to be posted 72 hours prior to a regular or special meeting.

b. BEGINNING OF MEETING

(1) Chair asks for addition of non-action agenda items from members.

(2) Majority vote (one person - one vote) by Board members places item on agenda.

c. REPEAT OF AGENDA ITEM DURING SCHOOL YEAR - Only if:

(1) Directed by Executive Committee.

(2) Requested by Board Member.

(3) Submitted by Commissioner.

(4) Referred by State Federated Council.

d. PRESENTATION - By outside personnel only via invitation from:

(1) Executive Committee.

(2) Member of Board.

(3) Commissioner.

e. CATEGORY OF AGENDA ITEM

(1) Procedural - One person, one vote.

(2) Substantive - Weighted voting.

(3) Determination - Commissioner and/or Chair unless two-thirds majority of one person, one vote determines otherwise.

D. LIFE PASSES

1. Establish standing Life Pass Committee of:

a. Chair of Board of Managers.

b. Chair of Coordinating Council.

c. Commissioner.

d. Optional one to two additional members may be appointed by Board Chair.

2. Committee to meet whenever called by Chair.

3. Committee to decide if it wishes to make recommendation(s) for Life Pass recipients.

4. Nominations for Life Pass recipients may come to Committee from:

a. Board or board member.

b. Council or council member.

c. League, district, or school.

d. Commissioner.

5. Recommendations by Committee to be based upon significant contributions to the San Diego Section of the CIF over a significant period of time by CIF-San Diego Section personnel or others.

6. Board of Managers to make final decision.

7. Individuals inducted into the CIFSDS Hall of Fame will be awarded a life pass.

E. SPRING PRACTICE

Spring Practice is permitted for all fall sports for a maximum of 15 school days (Monday-Friday only) commencing no earlier than May

1. There is to be no interschool interaction. In football, no protective equipment other than football shoes and soft, protective headgear may be worn. (See State Bylaws 200, 305, 510, 600, and 1904 restricting participation by eighth grade students in any sport).

MEMBERSHIP AND APPLICATIONS FOR MEMBERSHIP

It is the policy of the CIFSDS that requests for membership shall be approved by the Board of Managers at a regularly scheduled meeting only after the application has been reviewed by all conferences, the Coordinating Council, and the Board of Managers as a first reading and then as an action item. Athletic participation and programs are an extracurricular activity of a school that must benefit not only the participants but all members of the school's student body and focused to improve academic achievement and to teach the values of citizenship as a contributing member in society.

Regulation XVI.1 Procedure for Membership Application in the CIFSDS

XVI.1(A) Application Process. Schools seeking membership in the CIFSDS must first meet with the CIFSDS to discuss membership requirements and expectations; the school's program philosophy; CIF and CIFSDS expectations; and to request a membership application. Application fee must be included with the application in order to be reviewed by the section.

Schools requesting membership in the CIFSDS must then complete a membership application; host a site visit from a designated CIFSDS representative to review facilities; offer one sport for each gender in each season plus one additional sport for each gender; develop and present their plan for expanding the athletic program offerings; participate as a member in the Frontier Conference (unless school is a new school within a school district that competes in conference).

Membership applications must be submitted no later than January 1 for membership during the next school year. School's approved membership will begin July 1. There are no provisions to allow for immediate membership, or for membership that begins during a school year. Applications received after January 1 will be held for consideration beginning at the fall meeting in September with membership to begin the following July 1. There are no exceptions to this process. (*Approved Board of Managers, June 9, 2009*)

XVI.1(B) Probationary Membership Status. Approved membership will be for three (3) years and only on a probationary status. At the conclusion of one year, probationary schools should submit documentation that they are meeting established rules and regulations, requirements, policies and procedures and bylaws of the conferences. They should be able to document their sport offerings as well as their attendance at conference meetings in year one. This may be done via e-mail or the section office may require a meeting to discuss all items mentioned above. During that probationary period, School is required to comply with all rules, regulations, requirements, policies, procedures, and bylaws of the State CIF, CIFSDS, conference, district, and any other governing agency or Education Code provisions.

A failure to comply during the first year of membership will result in a termination of school's membership; a failure to comply during the second or third year of probationary membership may result in the termination of school's membership.

Probationary status may be extended for a period of time determined by the commissioner as a condition to continued membership for those schools who failed to comply with any and all rules, regulations, requirements, policies, procedures, and bylaws of the State CIF, CIFSDS, conference, district, and any other governing agency or Education Code provisions during the probationary period.

Following satisfaction of probationary membership, School will become a member in good standing in the CIFSDS year to year subject to conditions for continuing membership.

XVI.1(C) Conditional Membership Status. After completing probationary status and becoming a member in good standing of the CIFSDS, a school's continuing membership status may become Conditional. Conditional Membership may be imposed by the commissioner for a school's failure to comply with any rules, regulations, requirements, policies, procedures, and bylaws of the State CIF, CIFSDS, conference, district, and any other governing agency or Education Code provisions.

Conditions to membership include, but are not limited to, disqualification from participation in CIFSDS championships for teams or athletic program; reduction of permissible contests for teams or athletic programs; loss of ability to host or participate in tournaments; loss of ability to host CIFSDS events as a home school; or monetary sanctions.

Conditional membership may be for a period of time as determined by the commissioner and may be for the school, the entire athletic program, or a specific program in the athletic program.

22.1(D) Continuing Membership. Membership in the CIFSDS is year to year. Before August 1 each year each public school district or governing board of each private school member must complete and file the "California Interscholastic Federation – San Diego Section Request for Continuing Membership and Agreement to Conditions for Membership" with the CIFSDS Board of Managers. (*Approved Board of Managers, April 2007*)

Failure to request continuing membership will immediately terminate membership in the CIFSDS and the school's ability to compete in interscholastic competition. Filing a request for continuing membership is not a guarantee that membership will be granted.

Membership is subject to review, change, or termination at all times.

XVI.1(E) Appeal of Extended Probation or Conditional Membership. Appeal of a commissioner's decision will be in accordance with CIFSDS Policy 1101.

**California Interscholastic Federation
San Diego Section**



Financial Policies Manual

Developed December 2013

Approved June 4, 2014, Board of Managers

Foreword

This financial policies and procedures manual is meant to provide direction and guidance to all personnel involved with the California Interscholastic Federation, San Diego Section. Many of the policies in this manual have been adopted by the CIFSDS Board of Managers and can be changed only by that body according to the procedure delineated in the Constitution and Bylaws for the CIFSDS.

In addition, there are procedures recommended by our auditors, State Office staff, the CIFSDS Audit Committee and the Executive Committee and are meant to carry out the intent and direction of those policies adopted by the Board of Managers.

Interpretations of policies or procedures may be requested from the Commissioner. Proposals to change or add to the current policies or procedures should be directed to the Executive Committee or Commissioner for action.

This manual will support the internal operations of the CIFSDS.

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FINANCIAL PRINCIPLES AND AUDIT POLICY

1. GUIDING PRINCIPLE FOR FINANCIAL OPERATIONS

It is recognized that all funds handled by the CIFSDS, or any of the CIF entities, are monies designed for the enhancement and administration of athletics for the students of the high schools in the San Diego Section.

2. PRINCIPLES GUIDING POLICY DEVELOPMENT AND APPLICATION

The following principles should guide the formulation and administration of financial policies within the CIFSDS. All financial policies and regulations adopted apply to all CIFSDS personnel (staff and elected representatives) unless a specific distinction has been recognized and authorized in writing. An adequately financed program of competitive athletics is essential for California's youth to receive a well-rounded education.

- A. It is the intent of these policies to develop a bright line definition of what is and is not appropriate. Therefore, these policies are written as unambiguously and published as widely as possible. These principles and policies apply to all CIFSDS entities.
- B. Financial information at all levels should be kept on a computer database for easy access, appropriate administration, and accountability to local constituencies as well as the State CIF and auditors.
- C. Staff at all levels should not be in the position of supervising and approving the expenses of elected representatives, and therefore will administratively review and approve for payment these expenses which fall within the framework of pre-approved written guidelines. A detailed report of all expenses approved in this manner shall be prepared quarterly and be available for review by any CIF elected official. The Executive Committee will review and authorize, where appropriate, all actual and necessary expenses of elected or appointed representatives that do not fall within the framework or written guidelines.
- D. All entities collecting and disbursing funds, whether it be school, league, conference, or the Section, are required to have two signatures for all expenditures. Staff/elected officials shall not approve or sign their own pay or reimbursement forms.
- E. A CIFSDS audit committee shall be formed by the CIFSDS Board of Managers. The committee shall consist of three members and include at least one member of the executive committee and two members of the CIFSDS Board of Managers. The Board of Managers shall approve the audit committee on an annual basis.
- F. Yearly audits for the CIFSDS shall be conducted by reputable auditing firms with established expertise in dealing with school district and/or other non-profit organization finances. The audits shall be based upon the principles contained in this document and conclude with a presentation by the auditor to the CIFSDS Audit Committee who will present the audit to the CIFSDS Board of Managers. All relevant documentation shall be distributed to the Audit Committee in sufficient time prior to the meeting to allow familiarization of the data in order to have a meaningful discussion with the auditor during the presentation. The audit shall not be edited or have items altered or deleted by any person and must be presented and retained in its original form from the auditor.
- G. All fiscal accounting at all levels shall use generally accepted accounting principles when handling and disbursing funds.
- H. All funds expended by any CIFSDS entity must be budgeted and authorized. The Commissioner must have prior limited authorization for all expenditures. An example would be some limited authorization for general expenses including lunches, recognitions, travel, etc. These expenses would then be reported to the executive committee at the next meeting.
- I. No alcohol or tobacco shall be purchased or paid for out of any CIFSDS funds. CIFSDS funds may not be used for gifts or personal loans.
- J. All financial practices and information shall be open to review by CIFSDS members or other interested parties. CIFSDS financial records are public information.
- K. The allocation of CIFSDS funds should be as simple and equitable as possible. An annual budget for each fiscal entity should be prepared with the affected parties sufficiently involved so that they are a part of the process. The process should have as its goal maximizing the benefits to our school children.
- L. The CIFSDS should improve the degree to which participation in high school athletics are available to students of all economic and social stations.

3. POLICIES RELATED TO AUDITS

The following are policies related to audits:

- A. A thorough yearly audit shall be required. The audit shall consist of a complete examination and reassessment of present methodologies, procedures, and policies for the administration and control of CIFSDS funds and all financial flows associated with or relevant to the CIFSDS. It shall be the responsibility of the CIFSDS to ensure compliance of leagues within the Section to all State and Section financial policies. The CIFSDS will assume responsibility for the creation and implementation of financial policies, practices, and procedures for each league within that Section. As long as the Section has financial policies in place, which provide for league financial policies, practices, and procedures, and as long as the Section is satisfied that the league financial policies, practices and procedures are consistent with State and Section policy, the Section may waive the requirement for a complete, thorough league audit. However, a Section may require an audit of league financial records at any time.
- B. The CIFSDS shall seek proposals from auditing firms on a cycle of three to five years. Procedure for auditing and the name of the auditing firm used by the CIFSDS shall be forwarded to the State CIF on a yearly basis. Yearly audits shall be forwarded to the State Executive Director upon completion. An audit requiring corrective action shall include an addendum of the proposed corrective actions in the yearly audit report to the State office.

NOTE: The Financial Policies Handbook will be distributed, annually, to the CIFSDS Board of Managers.

4. **LEGAL EXPENSES, LIABILITY INSURANCE COSTS AND SCHOOL ASSESSMENT**

Each year the State CIF office will assess schools, based upon enrollment, an amount equal to the legal expenses and insurance costs for the fiscal year immediately preceding the year of assessment. Legal expenses and insurance costs shall be for all direct and indirect costs of same including, but not limited to, attorney and clerical salaries and fees, office expenses, travel, court fees, insurance policy premiums, training expenses for State and Section staff and officers related to legal or insurance matters.

CONFLICT OF INTEREST POLICY

This Conflict of Interest Policy of the California Interscholastic Federation: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. **Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. **Individuals covered.** Persons covered by this policy are the Organization's officers, directors, chief employed executive and chief employed finance executive.

3. **Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the Chairperson of the Board of Managers on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. **Procedures to manage conflicts.** For each interest disclosed to the Chairperson of the Board of Managers on, the Chairperson will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Managers and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's chief employed executive and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chairperson of the Board of Managers on in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

ADDITIONAL RECOMMENDED GUIDELINES
CIF Credit Cards, Conference Expenses, Championship Events

A. If CIF credit cards are used for the purpose of travel, food expense or telephone use, the receipts shall:

1. Include specific notes on the receipt that list those included and the purpose.
2. Record keeping procedures that provide easy access and auditor approval of the procedure.
3. Use other than travel or meal expenses must have prior Commissioner approval.
4. Personal expenses shall never be charged to a CIF credit card.

Under no circumstances will any personal expenses be paid for by the CIFSDS and reimbursed at a later date.

B. Allowances for lodging, travel and meals at California and national meetings and conferences.

1. Receipts – All expenses must include receipts when submitted for reimbursement.
2. Lodging Expense – Lodging expenses shall include lodging and taxes only. Movies, room service (except for reimbursable meals) and in-room bar charges are not reimbursable. Tips representing no more than 18% of a reimbursable meal (no alcohol) shall be approved.
3. Travel Expense – Actual and necessary travel expenses shall be limited to one coach-class airline ticket to and from the meeting/conference location. Use of personal automobile shall be reimbursed at the Standard IRS mileage rate. Parking expenses incurred at the airport or otherwise on CIFSDS business shall also be permitted. Travel shall not be reimbursed for family members or other guests at CIFSDS expense.
4. Meal Expense – Meal expense guidelines at CIFSDS meetings and conferences shall be made applicable to all staff and elected representatives and shall be limited to \$60 per day. Amounts submitted for reimbursement shall be reviewed and approved by the CIFSDS Executive committee.
5. No In-room Movie, Entertainment or Personal Expense Allowance - CIFSDS personnel should feel welcome to take advantage of such services, which may be offered gratis by the facility. Entertainment expenses shall not be charged to the CIFSDS. Entertainment and personal expenses include but are not limited to: games such as golf, tennis, etc.; services such as massages, physical training, or workout, etc.; haircuts or other grooming services; snacks, in-room bar, meal expenses in excess of those listed above, etc.; and charges for in-room movies.

C. Expense Review - All expenses generated by CIF staff and elected representatives shall be subject to review by impartial and objective persons as well as any elected representative.

1. Superior's Review and Approval of Expenses of Subordinates – The CIFSDS Commissioner should review and approve expenses of all subordinate employees, consultants, and advisors. In addition, the Commissioner may approve, within the framework of approved written guidelines, the expenses of elected representatives.
 - a) The Executive Committee of the CIFSDS shall review expenses of staff and elected representatives on a regular basis.
 - b) Any expense incurred by an elected or appointed representative, which is not within the framework of a written guideline, may only be approved by the Executive Committee.

D. Fiscal Year

The fiscal year of the organization is July 1 through June 30

E. Financial Reports

Financial reports of the CIFSDS will be prepared and delivered to the CIFSDS Executive Committee and to the Board of Managers quarterly.

F. Management of Playoff and Championship Events

Following are practices mandated for directors of playoff and championship events:

1. All funds received must be deposited in CIF bank accounts.

2. All checks require two signatures approved on the account. Both signees must be CIF representatives.
3. No "cash" payments may be made out of gate receipts.
4. All bank statements, cancelled checks, receipts, and invoices must be sent to the CIFSDS office on a monthly basis for office reconciliation.

G. Inventory/Fixed Assets

The Financial Secretary shall be responsible for development and maintenance of a complete inventory of all property of the CIFSDS including, but not limited to, equipment and furniture. Such an inventory will be delivered to the Commissioner and reviewed at least annually by the Commissioner and the Financial Secretary. Such a review will result in recommendations for disposal of those items listed as obsolete, recommendations for equipment or furniture replacement or augmentation. All obsolete items with a value greater than \$2000 will be brought to Executive Committee for approval prior to disposal. In addition, the purpose of the review will be to verify the accuracy of the inventory.

H. Purchases

A petty cash account of \$300.00 is provided for the CIFSDS office for purchase of minor office supplies or purchase of meeting supplies needed. Such purchases are subject to the approval of the Commissioner.