



**Sacramento City Unified School District
Athletic Procedures and Policies**

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Mission Statement:

Provide written documentation with a purpose to create a better understanding of Sacramento City Unified School District policies and procedures in order to operate a more proficient athletic program.

This shall include, but not limited to:

1. District Athletic Director
2. Principals
3. Athletic Directors
4. Head Coaches
5. Assistant Coaches and Trainers

The Sacramento City Unified School District is very cognizant of the obligation to serve the student athletes within our district and provide the opportunity to participate in Interscholastic Athletics at a very high level. It is our desire to provide an opportunity for our students to achieve their maximum potential, both athletically and academically. It is the District's belief that many of the most important learning experiences take place outside of the classroom. There are many valuable lessons in life to be learned through Interscholastic Athletics. Through participation in athletic related activities, the District hopes to teach these valuable lessons and create values that enable our students to become productive citizens in the broader community, History has clearly demonstrated through athletic participation, one will learn the importance of commitment, hard work, and the value of team unity. Students will learn the importance of loyalty, personal integrity, good sportsmanship, fair play, and hopefully every student athlete will develop a high level of self-esteem. Success is measured in terms of student learning, let us all exercise our opportunity to be successful.

The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Stephan Brown – 5735 47th Avenue, Sacramento CA, 95824; 916.643.9425; stephan-brown@scusd.edu

Working together as one, the challenges we face and goals we aspire to achieve can easily be obtained with a great deal of satisfaction. As your District Athletic Director, I am truly impressed with the commitment and loyalty I have witnessed with the Sacramento City Unified School District Athletic Team: a team of Principals, Athletic Directors, Head Coaches, Assistant Coaches, Faculty, and Staff. Your Superintendent and Management Staff truly appreciate your efforts as do I. We share your vision and the desire you have to create a healthy and productive environment for all the students in the Sacramento City Unified School District Athletic Department.

Best wishes for the start of another school year.

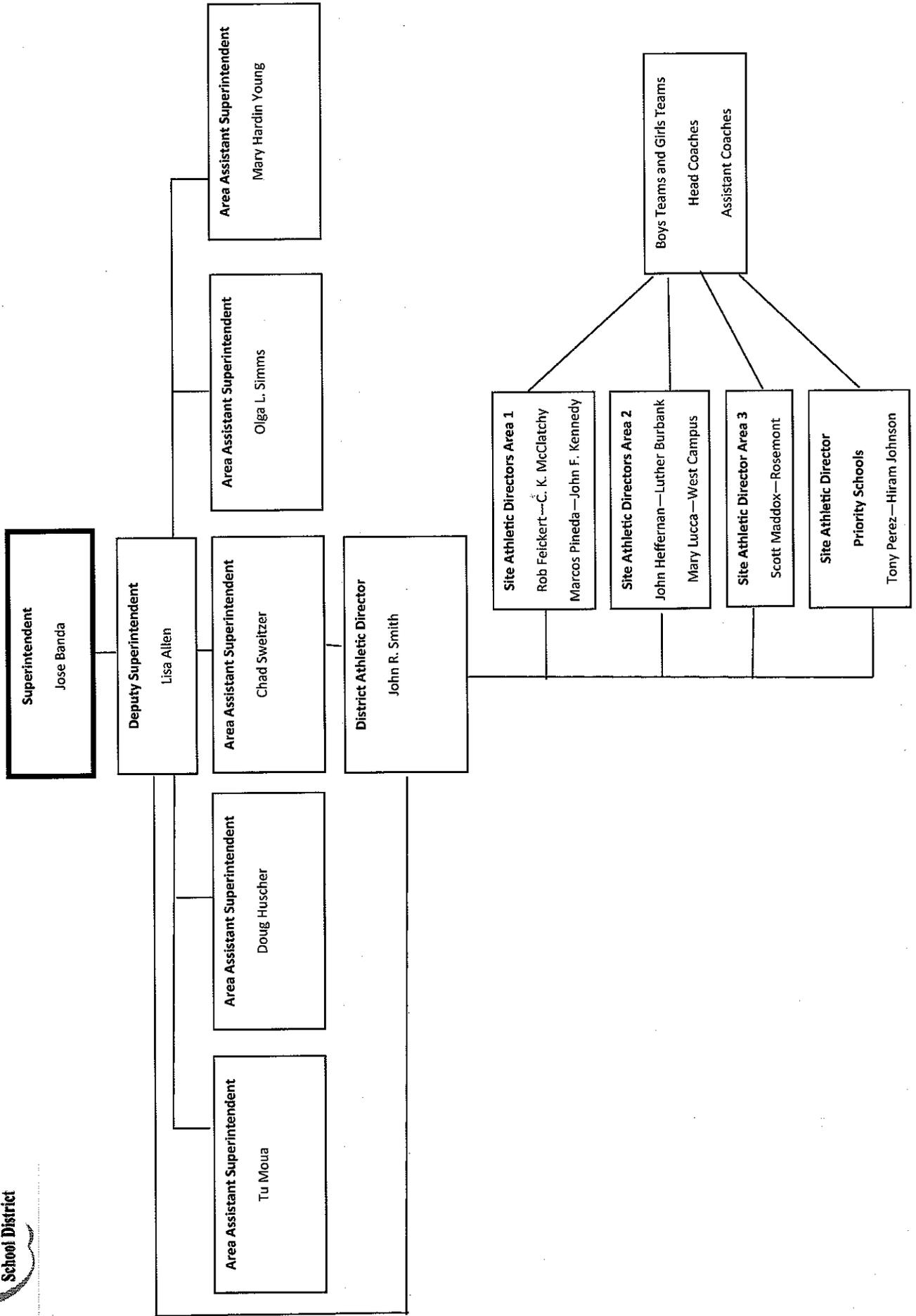
Greg Purcell
District Athletic Director
Sacramento City Unified School District



- II. **Organizational Chart and job descriptions of any position relating to all athletic activities in the Sacramento City Unified School District.**

Sacramento City Unified School District Athletic Directors Organization Chart

2015—2016





Position Classification

- Position Title:** District Athletic Director
- Required Qualification:** Valid State of California Teachers or Administrative Credential, with a minimum of five years of experience in athletic administration
Master's Degree
Ability to develop and maintain a positive image for all the interscholastic athletic programs within Sacramento City Unified School District
- Reports to:** Chief Accountability Officer
- Long Range Goals:** To plan, supervise and coordinate interscholastic athletic activities throughout the Sacramento City Unified School District. This position will be responsible for interpreting District athletic policies, budget matters, student eligibility procedures, and serve as a liaison between high school and middle school administrators, faculty members, and staff.
- Performance Responsibilities:**
- Act as the liaison representing SCUSD with high school and middle school principals, athletic directors, coaches, and game officials
 - Interpret and develop understanding of all CIF, Metro League, Golden Empire League, and SCUSD regulations pertaining to athletics and eligibility concerns
 - Develop a SCUSD Athletic Procedures and Policies Manual and evaluate and update annually
 - Assist the school sites with scheduling of all interscholastic athletic events and competition
 - Assist with all athletic budget expenditures
 - Assist campus sites with hiring procedures for all new athletic coaching staff members
 - Observe and evaluate athletic programs with a minimum of three campus visits per month
 - Assist in planning and/or conducting in-service programs for all high school and middle school coaches and athletic directors
 - Conduct monthly athletic directors meetings to update, inform, and assist athletic directors with a better understanding of District policies
 - Assist with developing and planning of athletic facilities improvements
 - Assist with a greater awareness of athletic fund raising procedures
 - Perform other related duties as assigned



Position Classification

- Position Title:** High School / Middle School Athletic Director
- Required Qualification:** Valid State of California Teaching or Administration Credential
Minimum of three years of experience teaching/coaching and a working knowledge and background in athletics administration
- Reports to:** Campus Site Principal and District Athletic Director
- Long Range Goals:** Serve in a leadership role and assist coaches when interpreting and administering all rules and policies pertaining to CIF, SCUSD, and Conference procedures
- Performance Responsibilities:**
- Work directly with the District Athletic Director with policies and procedures
 - Directly responsible to interpret and develop a complete understanding for all head coaches with the CIF, Metro League, Golden Empire League and SCUSD regulations pertaining to Interscholastic athletics and eligibility concerns
 - Supervise the documentation of SCUSD required physical examination forms, parental consent forms and verification of insurance coverage
 - Directly responsible for scheduling of ambulance service, medical personnel in attendance and all game officials for campus site activities
 - Direct responsibility for administrating the SCUSD policies and procedures for the school site to include all CIF and Conference regulation pertaining to interscholastic athletics
 - Conduct regular meetings with entire coaching staff and provide information that is consistent with the promotion of a quality athletic program that enhances the student athletic experience
 - Recruit and recommend selection and assignments for coaching staff members
 - Direct responsibility for following and overseeing the District hiring procedures
 - Serve as consultant to the campus site principals on athletic staff members and all matters related to interscholastic athletics
 - Assist student athletes in their pursuit to attend and participate in intercollegiate athletics
 - Provide all student athletes with a working understanding of the NCAA requirements to participate at the collegiate level
 - Assist in assignment, administering, and supervising athletic events
 - Work with athletic boosters and advise athletic fund raising procedures
 - Maintain athletic inventories of athletic equipment
 - Responsible for the purchase of athletic equipment and supplies
 - Assist in the planning and development of facilities enhancement
 - Coordinate the scheduling of all athletic events and activities
 - Develop all athletic budgets for school site
 - Conduct in-service program for athletic coaching staff members
 - Provide all student athletes with an athletic training service that allows all student athletes an opportunity to reach their optimum performance level
 - Perform other related duties as assigned



Position Classification

- Position Title:** Head Athletic Coach
- Required Qualification:** State of California Teachers Credential preferred
Knowledge and background experience in the assigned sport
- Reports to:** School Site Principal and Athletic Director
- Long Range Goals:** To provide each student athlete the opportunity to compete at a level of excellence with an appreciation for the values of discipline and sportsmanship along with an increased level of self-esteem
- Performance Responsibilities:**
- Instruct fundamental skills, strategy, and physical training required to achieve individual and team success; promote self-esteem, acceptable social behavior, self-discipline, and self-confidence
 - Adhere to all CIF and Conference Regulations and SCUSD athletic policies and procedures
 - Follow the proper administrative chain of command and refer all request or grievances through proper channels
 - Establish a fundamental philosophy that pertains to the teaching and instruction of technique and skill
 - Responsible for all assistant coaches and coaching duties and evaluations of all staff members
 - Assist the athletic director with scheduling of athletic events and competition
 - Provide documentation of SCUSD required physical examination forms, parental consent forms, and verification of insurance coverage
 - Provide assistance and guidance to assure safety for each student athlete
 - Initiate program and policies regarding injuries, medical attention and emergencies
 - Create an open line of communication between the coach and athletic trainer concerning any athletic injuries and all subsequent issues that may follow
 - Provide encouragement to perform at a high level within the classroom
 - Assist student athletes in their pursuit to attend and participate in intercollegiate athletics
 - Provide all student athletes with a working understanding of the NCAA requirements to participate at the collegiate level
 - Participate with the school site principals and athletic director with all related budgetary requests for equipment and supplies pertaining to their individual sports
 - Maintain inventory for all athletic equipment and supplies
 - Responsible for maintaining good public relations with news media, booster clubs, parents, and officials
 - Encourage assistant coaches to attend coaching clinics
 - Attend all required meetings set forth by campus athletic director
 - Perform other related duties as assigned



- III. Code of Conduct: The prescribed Code of Conduct set forth by the California Interscholastic Federation (CIF) shall serve as the primary guidelines for all Sacramento City Unified School District athletic programs. In order to be a good teacher, it is important to be a good leader, one that has honor and integrity. Expect your coaches to be good leaders and they will be great teachers.

**CIF SAC-JOQUIN SECTION
CODE OF CONDUCT**

1. The Code of Conduct in the Sac-Joaquin Section Bylaws shall be the Code of Conduct for each league in the Section, unless the respective leagues adopt another, which is approved by the Board of Managers.
2. Each school should teach interpretations of the Code of Conduct to students.
3. The host school principal or his designee, other than the coach, shall be in attendance at all spectator sports. The visiting school principal or designees, other than the coach, should attend contests as discretion determines. (Discretion shall be influenced by rivalries, size of anticipated crowds and previous problems.)
4. Each coach, principal and other school employee shall abide by the following regulations:
 - a. To make no demonstrations himself, which will encourage unfavorable reactions on the part of his/her players or spectators or permit any such demonstration on the part of his/her players;
 - b. To require his players to accept all decisions by the officials without question; with the exception that the captain may make reasonable protest after he has requested a time-out for that purpose;
 - c. To limit protests of captains and coaches to decisions involving interpretations of rules;
 - d. To encourage the coaches and the players to make a positive effort to assist in controlling the conduct of the school's spectators;
 - e. To voice no public criticism of the officials;
 - f. To make no unfavorable comments regarding officials or officiating to the media;
 - g. To do everything possible to prevent the press and radio from commenting unfavorably of the officials or the officiating.
5. The home school shall provide adequate security to ensure safety at all contests.
6. Schools shall deny entrance to school athletic events to all spectators who persist in baiting the officials.
7. Each school shall make a determined effort to build a better pattern of sportsmanship through advertising, news stories, on the loud speaker and in the printed game programs.
8. Each school shall endeavor to train yell and song leaders in attitudes and methods of good sportsmanship and crowd control.

VIOLATION OF CODE OF CONDUCT

1. When the Commissioner receives notification of a violation, he will use his discretion as to whether he will take one of the following actions:
 - a. Direct the school's principal, in writing, to reprimand the violating coach. The principal is to verify in writing to the commissioner that the coach has been reprimanded;
 - b. Request the Board of Managers to invoke Article III, Section 2.2.
2. School may appeal under Bylaw 1101.1.

PROTEST PROCEDURES

1. Protests shall be referred to the league for resolution. Decisions will be binding unless appealed to the Board of Managers.
2. Protests involving non-league games will be handled under Bylaw 1104 of the Sac-Joaquin Section Bylaws.

CIF SAC-JOQUIN SECTION SPORTSMANSHIP RESOLUTION

That the Sac-Joaquin Section will distribute a contract to each of its member schools requesting that the appropriate administrator(s) distribute, review and discuss the enclosed recommendations of the CIF State Federated Council with all members of each school's administrative staff, coaching staffs, athletic squads, spirit squads, booster clubs, drill team, marching band, faculty and any other school entity concerned or involved with interscholastic athletics.

CODE OF ETHICS

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play;
2. To eliminate all possibilities which tend to destroy the best values of the game;
3. To stress the values derived from playing the game fairly;
4. To show cordial courtesy to visiting teams and officials;
5. To establish a happy relationship between visitors and hosts;
6. To respect the integrity and judgment of sports officials;
7. To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility;
8. To encourage leadership, use of initiative and good judgment by the players on a team;
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players;
10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state or nation.

SPORTSMANSHIP PREAMBLE

The member schools of the CIF are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF Federated Council has adopted the following sportsmanship and crowd control recommendations. Each member school is requested to commit itself to implementing these recommendations and completing the enclosed sportsmanship contract.

DEFINITION

A person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents with fairness, courtesy and respect.

1. The following are expected to be role models demonstrating sportsmanship at all times:
 - a. principal / administrative staff;
 - b. athletic directors;
 - c. coaches, players and cheerleaders;
 - d. faculty members;
 - e. booster club members;
 - f. band director.
2. Coaches, players, cheerleaders and spectators will respect the integrity and judgment of sports officials.
3. The conduct of coaches, players and cheerleaders generally sets the tone for CIF contests. They will be expected to maintain the highest level of decorum at all CIF contests.
4. The following behavior is unacceptable at all CIF high school contests:
 - a. berating your opponent's school or mascot;
 - b. berating opposing players;
 - c. obscene cheers or gestures;
 - d. negative signs;
 - e. complaining about officials' calls (verbal or gestures).
5. The following rules regarding noisemakers and bands are to be followed by all CIF Sac-Joaquin Section schools.
 - a. Noisemakers at ALL indoor events are prohibited. Non-mechanical handheld devices (i.e., small cow bells and thunder sticks) are allowed at outdoor events, excluding baseball and softball. One authorized, school-sponsored air-powered/mechanical noisemaker (i.e., cannon) is allowed to be used by the home team at football games only, and only after a scoring play or the end of the game; this device may not be used if the point differential is 35 points or more or a running clock is in effect. This noisemaker must be approved at a league meeting. All other whistles, air horns and other air-powered/mechanically powered noisemaking devices are prohibited.
 - b. Bands and sound systems are the sole responsibility of home schools at non-playoff contests. Visiting teams may bring school bands and sound equipment to non-playoff contests provided they receive prior administrative approval from the home school principal or designee.

5.
 - c. Bands are encouraged to attend and participate in playoff contests. The visiting school must make prior contact with the home team if they plan on bringing a band to a playoff game to ensure appropriate seating. The Section office, prior to the event, must approve bands participating at neutral site Section finals.
 - d. Bands are not allowed to play during the course of the actual contest.
 - (i) In the sport of football, bands may play during timeouts, halftime or in between plays. Bands must stop playing when a team breaks the huddle or in the case of a no huddle offense, when the quarterback lines up in position to take a snap.
 - (ii) In the sport of basketball, the band may play during timeouts, at the end of each quarter or during halftime.
 - e. It is the responsibility of the site administrators to make sure the above stated regulations are enforced.
 - f. The game officials may stop a game and seek help from the site administrators if they believe the regulations are not being enforced.
6. The following action plans are recommended.
 - a. A script should be provided to the announcer including:
 - (i) welcome;
 - (ii) sportsmanlike expectations;
 - (iii) acknowledgement and introduction of the game officials;
NOTE: There should be a short statement endorsing the officials as neutral persons who have been certified as official by the NCOA.
 - (iv) introduction of players;
 - (v) sponsorship recognition.
 - b. Include the CIF Code of Ethics in the game programs.
 - c. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF contests.
 - (i) This shall be directed to coaches, players, cheerleaders and spectators in the day(s) prior to the contest.
 - (ii) Rallies, team meetings, faculty meetings and spirit club meetings, school bulletins and P.A. announcements are all appropriate venues.
 - (iii) Contact the principal or administrator-in-charge of the opponent's school at least one day prior to basketball and football games and other contests as appropriate to promote practical applications of the sportsmanship and to ensure the proper environment for the contest.
 - d. It is the responsibility of the administration of each participating school to designate an administrative representative:
 - (i) Who will check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest;
 - (ii) Enforce the highest standards of sportsmanship within his/her own student body;
 - (iii) Contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.

SECTION PENALTY POLICY

The penalties and proceedings as set forth in this section are to be applied by the league committees of the CIF SJS when applicable, but do not apply as any limitation to the powers of the Commissioner or Section Board of Managers to suspend, to fine or otherwise penalize any member school for the violations of any CIF or Section rule or regulation.

Section 1. Penalties

The hearing phase of the league committee shall determine guilt or acquittal. If the committee determines that the party in question is guilty, they shall determine the level of misconduct and the appropriate penalties.

- a. **Level One Misconduct** – suggested penalty
 1. In-house action reported back to the league;
 2. A written league reprimand to the school involved;
 3. One sport - one year probation;
 4. CIF in-service on rules and regulations.
- b. **Level Two Misconduct** – suggested penalty
 1. One sport - one year probation;
 2. Loss of one playoff share as determined by the league.
- c. **Level Three Misconduct** – suggested penalty
 1. Team - not eligible for playoff participation; not eligible for championship;
 2. Individual - not eligible for playoff participation;
 3. Loss of additional playoff shares.
- d. **Level Four Misconduct** – suggested penalty
 1. Sport - reduce future schedule by 10 percent;
 2. Games(s) forfeiture;
 3. Player ineligibility for the season;
 4. Request coach to be suspended by his/her principal.

Section 2. Penalty Phase

Penalty phase shall focus on the level of misconduct and be appropriate for the guilty party (athlete, team, coach and/or school). Penalty prescribed may include one or more items from any penalties that are listed for the level of misconduct and may include penalties that are less severe than the identified level of misconduct.

Section 3. Self-presentment

Self discovery/self-presentment offenses for the first time shall be considered level one and/or level two misconduct.

Section 4. Charges Brought By Another School

A school found guilty of a CIF and/or league rule that was brought to their attention by another school may be found guilty of any level of misconduct as determined by the hearing panel.

Section 5. Second and Third Offenses

Second and third offenses shall be considered level three and/or level four misconduct.

Section 6. Burden of Proof

The burden of proof rests with the accuser.

Section 7. Section Commissioner and Appeals Panel

The Section Commissioner or a Section appeals panel can utilize the above suggested penalties when determining appropriate penalties for an infraction of CIF rules.

Section 8. Appeal Procedure

Decisions of this committee may be appealed to the CIF Sac-Joaquin Section Commissioner for review by a neutral appeal's panel.



IV Policies and procedures for the hiring of any new coaching position within the Sacramento City Unified School District (SCUSD)

1. The principal and campus site athletic director must coordinate the hiring for all coaching staff positions. No position may be filled until the position has been properly posted, permission to fill the position has been given, and the salary stipend and other terms of employment have been established. The Office of Human Resource, not the campus principal must make the official offer of a position to a potential employee
2. All coaching applicants are required to complete fingerprinting and background check prior to engaging in any coaching duties or athletic activities
3. Each coaching position candidate must comply with all pertinent criteria described in three separate categories pertaining to each individual situation below:
 - **Category (1):** Any SCUSD or State of California certificated employee, currently teaching and has completed the SCUSD and CTC fingerprint and background check and has been approved for service. This employee will be required to complete the CIF coaching permit/credential. (Fee is required)
 - **Category (2):** Any non-certificated candidate will be required to complete the SCUSD fingerprint and background check. These candidates are also required to complete the CTC requirements that include a separate fingerprint and background check to receive the Activity Supervisor Clearance Certificate. (Fee required)
In addition these candidates are required to take the CIF coaches test in order to receive the coaching certificate mandated. (Fee required)
 - **Category (3):** Volunteer coaching positions will also require completion of all the requirements mandated for non-certificated personnel. (Fee required)

Once again, it is imperative that all procedures be completed prior to engaging in any athletic activities and coaching duties. It is important that all Athletic Directors have copies of these documents on file at their individual campus sites.

Non-Discrimination Statement: The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, genetics, gender, or sexual orientation. If you have questions or need assistance with the application process, please refer to the Areas of Responsibility link: **School/Department Assignments by Team.**

Mission: The Sacramento City Unified School District provides all students the knowledge, skills, and educational opportunities to achieve high academic standards and be successful in a changing global society.

Vision: Create a world-class educational system, pre-kindergarten through adult, that enables all students to excel in the new millennium.

Our Guiding Principles are to improve student achievement; maintain fiscal solvency; and establish systems that support high performance.



V Athletic Budget and Fundraising Accounts

1. Athletic Budgets

Athletic Budgets should be proposed and submitted at least six months prior to the starting date for each individual sport. It is the responsibility of every Head Coach to prepare this proposed budget for his/her sport and receive approval from the campus Athletic Director and Principal. All Athletic Budgets should include the following:

- Replacement and safety equipment
- Travel expense for athletic competition
- Officials for all home contest
- Field maintenance and game day preparation
- Coaches stipends

Upon approval, it becomes the Head Coaches responsibility to maintain proper protocol pertaining to all expenditures as follows:

- Submit vendor requisitions with estimate and itemized sales order
- Receive approval for purchase order
- Provide vendor with said purchase order number prior to taking delivery of any merchandise
- Submit all invoices in a timely manner following delivery of your order
- Sign off for payment and follow up to ensure payment has been received

2. Fundraising Accounts

Fundraising is an integral part of our existence. We rely heavily on these accounts to help supplement funding for our Athletic Programs. However, it is imperative that all procedures be followed as set forth by the Sacramento City Unified School District. There are two separate categories pertaining to fundraising activities in our district.

On Campus Fundraising:

Any on campus fundraising activity shall have prior approval from the ASB at your campus site. Any money raised from these activities must be deposited directly in to the campus financial office within 48 hours. These funds will be used to support the individual sport that has sponsored the fundraising activity. All expenditures from these accounts will follow the identical procedure as set forth in the protocol for Athletic Budgets, mandating a purchase order number to pay vendors.

Off Campus Fundraising:

Off campus boosters clubs may operate to supplement the athletic programs at their respective campus sites and contribute to the individual sports. This organization must be run solely by parents, with elected booster club officers to oversee the transparency and accountability to protect the integrity of the organization. At no time shall any head coach or assistant coach serve in any capacity as an elected officer. It will be the discretion of this elected body of officers and the parents to assist in the financial funding for the athletic programs on each campus. All campus booster clubs must have specific by-laws and procedures for a non-profit organization, with a separate off campus account, and a tax identification number registered with the State of California.



VI Transportation Policies

The safety of all student athletes is the number one priority when transporting our students to any and all athletic events. Whenever possible, the first choice of transportation should be by bus; either a district school bus or an outside charter service. Each comprehensive high school will be allocated a travel allotment to accommodate this policy. Each campus site principal and athletic director shall be responsible for the equitable distribution of funding and allocations to each individual sport. The district form to requisition SCUSD school busses is Transportation Bus Request (form F006). This request form will be submitted to the Transportation Department.

When bus transportation is not available the following methods of transporting students is acceptable:

1. Rental vans (8 passenger maximum)
2. Car pool with parents that have been cleared by district policies
 - a. Finger printed
 - b. Proof of valid California driver's license
 - c. Proof of valid insurance policy (liability coverage)
 - d. Registered vehicle with the State of California
 - e. Completion of district form (RSK-F106E – Volunteer Personal Automobile Use Form)
3. Student Driver Transportation Agreement (RSK – F100E)
4. Student Alternate Transportation Form (RSK-F100B)



VOLUNTEER PERSONAL AUTOMOBILE USE FORM

[One Form Required for Each Driver to be Approved]

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	(Minimum Required: \$50,000/100,000 liability and \$25,000 property damage)

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, **please also be advised**, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage.** The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the Vehicle to a specific activity, event, or competition if the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission, I can purchase admittance for such other child.

Printed Name

Signature

Date

Date Received by District:

Received by:



STUDENT ALTERNATE TRANSPORTATION FORM

Students participating in District-sponsored activities, including, but not limited to, practices, games, meetings, competitions, and conferences ("Events"), are required to travel on school buses or by other District-designated methods of transportation. Under special circumstances, with the District's prior written approval, Students may be transported to and from Events (a) by a parent/guardian or other designated adult, or (2) by himself/herself. Under no circumstances may Students be transported in a vehicle driven by another student or anyone under 21 years of age.

Before the District grants a request for alternate transportation, this Student Alternate Transportation Form must be submitted to the School Office after it has been signed by the Student, the Student's parent/ legal guardian, and the District employee supervising the Event. Before the Student Alternate Transportation Form will accepted and approved by the School Office, the individual who will transport the Student must also complete and file with the School Office an acceptable (a) Personal Automobile Use Form (for parents/ guardians/designated adults) or (b) Student Personal Automobile Use Form (if the Student intends to drive himself/herself to Events).

If the required Forms are not submitted to and accepted by the School Office 48-hours before an Event, the Student must be transported to and from the Event through normal District-sponsored methods. A Student not complying with these provisions will not be allowed to attend or participate in the Event.

Name of Student:	
Event(s): Each approved Event or series of Events must be listed:	
Date(s):	
Reason for Request:	
Name of Designated Driver(s): Student and/or Designated Adult(s)	

I/we agree that the designated drivers and vehicles to be used are not covered under the District's automobile liability coverage. The Student, his/her parent(s)/guardian(s), and/or the driver of the vehicle are solely responsible for damage or injury to others. I/we also agree that the Student and anyone else in the vehicle assume their own risk of harm, injury or death arising from this choice for alternate transportation. The Student, his/her parent(s)/legal guardian(s), and/or the vehicle driver further agree to hold the District and its officers, employees and volunteers free from any liability arising from this alternate transportation, agreeing also to defend and indemnify them against any resulting claim.

Printed Name of Student	Signature	Date
Printed Name of Parent/Guardian	Signature	Date
Printed Name of Supervising Employee	Signature	Date

Date Received by District:	Received/Approved by:
----------------------------	-----------------------

THIS FORM TO BE HELD ON FILE IN THE MAIN OFFICE FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF THE CURRENT SCHOOL YEAR



OFFICE OF RISK & DISABILITY MANAGEMENT
5735 47th Avenue - Sacramento, CA 95824
Phone: (916) 643-9421
Fax: (916) 399-2056
Keyshun Marshall, Coordinator II

This form is required and must be completed and returned to Risk Management. The information below will be submitted to the Department of Motor Vehicle (DMV) in accordance with Title 8, California Code of Regulations.

RELEASE OF DRIVER RECORD INFORMATION

I _____ authorize Sacramento City Unified School District to review driving, motor vehicle related information periodically for the duration of my employment.

I understand that my driving privileges are contingent upon the Sacramento City Unified School District's review of such information.

I understand my signature is confirmation that I have read and understand the above information.

Organization: Sacramento City Unified School District

Signature _____ Date: _____

Printed Name (as it appears on driver license): _____

Driver License Number: _____ State _____ Circle Gender: M or F

Birth Date (Month/Day/Year): _____ Contact Phone Number: _____

Department/Site: _____ Title: _____

Volunteer: Substitute/PerDeim:

Please be aware of timelines and plan for the necessary preparation time prior to submitting this form. This form must be submitted two (2) weeks in advance when approval is required. This form is confidential and may be privileged. The information is intended solely for Sacramento City Unified School District Risk & Disability Management use or entity outlined for audit purposes and review or disclosure by anyone else is unauthorized. If you have received this form in error please forward immediately to the Office of Risk & Disability Management and destroy all copies without reading or disclosing the contents.

Sacramento City Unified School District
**STUDENT VOLUNTARY TRANSPORTATION
AGREEMENT (RSK-F100B)**

NOTE: Although the District is providing transportation for a specific activity, there may be instances where a student wishes to provide for his/her transportation. It is important that parents/guardians agree in writing.

STUDENT NAME _____

Activity (ies) _____

Date of Activity: _____

I understand the District is providing transportation to and from the above activity. However, I do not wish to avail myself of the transportation provided by the District.

The above student hereby requests permission to provide for his/her own transportation at his/her own expense.

IT IS FULLY UNDERSTOOD THAT THE DISTRICT IS IN NO WAY RESPONSIBLE, NOR DOES THE DISTRICT ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM THIS NON-DISTRICT SPONSORED TRANSPORTATION.

I ALSO UNDERSTAND THAT THE DRIVER IS NOT DRIVING AS AN AGENT OF OR ON BEHALF OF THE DISTRICT.

Student Signature

Date

Parent/Legal Guardian
(If Student under 18 years of age)

Date

District Approval Signature

Date



STUDENT DRIVER TRANSPORTATION AGREEMENT

(A SEPARATE TRANSPORTATION AGREEMENT IS REQUIRED FOR EACH STUDENT DRIVER)

The District coordinates and/or provides transportation to all District-sponsored curricular and extracurricular activities, including District-sponsored athletic, team, and curricular and extra-curricular activities. The District is not responsible for coordinating or providing transportation for students to or from Regional Occupational Programs (including apprenticeships and similar occupational classes or programs) or off-campus internships or volunteer activities even though sponsored or supported by the District, although the District has an interest in ensuring that its students participating in all such activities travel to and from such activities in a safe manner. All such activities are referred to herein as "Events."

To accommodate a student's or parent's needs, a student may travel to an Event in his/her own vehicle (if they have completed the **Student Personal Automobile Use and Student Alternate Transportation Forms**) or in a vehicle driven by a parent or guardian (if the parent/guardian has completed a **Volunteer Personal Automobile Use Form**). For safety reasons, however, no student may transport another student to an Event unless no other reasonable transportation alternative exists and (i) the Driving Student has submitted acceptable Student Personal Automobile Use and Student Alternate Transportation Forms and (ii) this Transportation Agreement is properly completed and turned into the Event's supervising District employee/principal, who must then sign the Agreement. The Event supervisor/principal will retain a copy of this Agreement, with the original keep at the school's main office.

Student Driver:	
Student Passenger(s) - No more than 3 Passengers in a car:	
Explanation for need to have Student Driver transport Student Passengers to an Event:	
Event and date(s) (if a repeated Event, describe the activity and the agreed dates, i.e., "all football team away games; Fall Semester tutoring at Johnson Elementary; all ROP Engineering classes at _____, etc.):	

WAIVERS AND RELEASES

By signing this Transportation Agreement, you agree that the Student Driver and his/her vehicle are not covered by the District's automobile liability coverage and that any act, error, or omission related in any manner to the ownership, maintenance, use, loading, unloading, or operation of a vehicle by the Student Driver or any Student Passenger is not the liability, fault or obligation of the District or its officers, employees or volunteers. The Student Driver and/or the Student Driver's parent/guardian may have liability insurance available to cover any resulting loss or claim, but the District makes no representation regarding the existence or extent of such coverage. If a Student Passenger engages in acts or omissions causing harm or injury to the person or property of another person, the Student Passenger and/or the Student Passenger's parent/guardian may also be held legally liable for such loss, costs, damages or expenses. All students and their parents/guardians agree to hold the District and its officers, employees and volunteers free from any liability arising from this choice of transportation and further agree to defend and indemnify the District and its officers, employees and volunteers from and against any resulting

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
 TRANSPORTATION BUS REQUEST (Form 203)
 FOR CLASSROOM FIELD TRIP (TRA-F006)**

All Field Trips are booked at least fifteen (15) days prior to the Field Trip requested and on a first come first serve basis upon receipt by date in the Field Trip Office.

Please send completed form to: Lucy Becker, Field Trip Office, Box 844B (916) 277-6703

ALL FORMS MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE RETURNED.

School Code #: _____ **School Name:** _____

Teacher(s) Name(s): _____

Grade Level: _____ **# Of Students:** _____ **# Of Adults:** _____ **# Of Classes:** _____

Of Special Ed. Students: _____ **HH** **HH** **HH**

(If you need a Wheelchair Bus, please contact the Special Education Department @ 643-9188 to set up a bus for your Field Trip.)

Budget Code: _____
 (Mandatory)

Approved By: _____
 Principal Signature

1st Choice **Pick-Up Time:** _____ **Tour Time:** _____ **Leave Time:** _____

Destination Code #: _____ **Destination:** _____

Month(s) Desired: _____

(Please make sure you have me schedule around your sites testing dates.)

2nd Choice **Pick-Up Time:** _____ **Tour Time:** _____ **Leave Time:** _____

Destination Code #: _____ **Destination:** _____

Month(s) Desired: _____

(Please make sure you have me schedule around your sites testing dates.)

FOR FIELD TRIP OFFICE USE ONLY

Field Trip Sequence #: _____ Scheduled Date: _____

Date Entered: _____ Pick-Up Time: _____ Tour Time: _____ Leave Time: _____

NOTE: MANDATORY THAT ALL SHADED AREAS MUST BE FILLED OUT

Sacramento City Unified School District
FIELD TRIP INFORMATION

This information is provided in the form of a checklist to assist you in completing the necessary paperwork for field trips. For trips other than local, please submit this form with the necessary information to the segment administrator for approval. All forms are available on the intranet under Risk Management Field Trips. On the day of the trip updated rosters and transportation lists should be submitted to the school office and provided to the driver(s). Parent Permission Forms are carried by the teacher on the trip. Important: Keep all field trip documents on file at the site for at least two years.

School _____

Date of Field Trip _____

Number of Students _____

Number of Chaperones _____

Local Trip (50 mile radius)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Itinerary
- Field Trip Roster (RSK-F106I) or Zangle printout okay
- Student Field Trip Authorization (RSK-F106C)
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle (RSK-F106G)
- Volunteer drivers must be fingerprinted (Form BC -1) Contact Volunteer office
- Bus Request Form (TRA-F006) - if applicable
- Student Voluntary Transportation Agreement (RSK-F100B) - if applicable
- Scheduling and Notification of Field Trips (Food Request) NSD-F028

Out-of-Town (beyond 50 mile radius)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator Approval (10 days prior to trip)
- Itinerary
- Field Trip Roster (RSK -F106I) or Zangle printout okay
- Student Field Trip Authorization (RSK-F106C)
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle list (RSK - F106G)
- Volunteer drivers must be fingerprinted (Form BC-1) Contact Volunteer office or web site
- Bus Request Form (TRA-F006) - if applicable
- Student Voluntary Transportation Agreement (RSK-F100B) - if applicable
- Scheduling and Notification of Field Trips (Food Request) NSD-F028

Overnight Trip

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator Approval (10 days prior to trip)
- Itinerary
- Field Trip Roster (RSK-F106I) or Zangle printout okay.
- Student Field Trip Authorization (RSK-F106C)
- Overnight Trips Hotel Accommodations Form (RSK-F106H)
- Overnight Sleeping Arrangements (RSK-F106D)
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle list (RSK-F106G)

Volunteer drivers must be fingerprinted (Form BC-) Contact Volunteer office or web site

- Bus Request Form (TRA-F006) - if applicable
- Student Voluntary Transportation Agreement (RSK-F100B) - if applicable
- Scheduling and Notification of Field Trips (Food Request) NSD-F028

- Field Trip Involving Swimming or Wading - please add additional forms to appropriate trip:**
 - Segment Administrator Approval (10 days prior to trip)
 - Lifeguard Certificate and specific Chaperones ratios are required per Board Policy AR 6153
 - Certificate of Insurance from private pool owner required per Board Policy AR 6153

- Field Trip Involving Unusual Activities - please add additional forms to appropriate trip:**
(High risk activities such as rafting, snorkeling, rock climbing, skiing, etc.)
 - Segment Administrator Approval (6 weeks prior to trip)
 - Risk Management Approval (Must be submitted 6 weeks prior to trip)
 - Itinerary
 - Special Parent Waiver may be required
 - Special Event Liability Insurance Application may be required (RSK-F105B)

- Out of State/Country – BOARD APPROVAL REQUIRED**
 - Field Trip Request Form (RSK-F106A) (Must be typed in order to present to the Board)
 - Principal Approval
 - Segment Administrator Approval (Must be submitted 6 weeks prior to trip) The Segment Administrator's Office requires this extra time to prepare the Board Agenda item.
 - Risk Management Approval (Must be submitted 6 weeks prior to trip)
 - Board Approval (Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board)
 - Out-of-State/Country Request Form (RSK-F106B)
 - Itinerary
 - Field Trip Roster (RSK-F106I) or Zangle printout okay.
 - Student Field Trip (Outside California) Authorization (RSK-F106J)
 - Special Parent Waiver may be required per Risk Management
 - Overnight Trips Hotel Accommodations Form (RSK-F106H)
 - Overnight Sleeping Arrangements (RSK-F106D)
 - Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
Volunteer drivers must be fingerprinted (Form BC -1) Contact Volunteer office or web site
 - Field Trip Passenger Vehicle list (RSK-F106G)
 - Scheduling and Notification of Field Trips (Food Request) NSD-F028
 - Travel Request Form (ACC-F014)
 - Bus Request Form (TRA-F006) - if applicable
 - Student Voluntary Transportation Agreement (RSK-F100B) - if applicable

Other Information

Transportation:

Bus Transportation: Only buses licensed to carry school children can be used. Check with Transportation Services for availability or a list of approved bus companies for rental information.

Van Transportation: Vehicles designed to hold more than ten people, including the driver, are not allowed regardless of the number of people riding. There will be no

secondary liability coverage by the district or their insurers for any such vehicles. The district will not pay for nor be responsible for any collision or comprehensive damage to the vehicle. (A 10-14 passenger van with seats removed does not qualify to carry students – See annual bulletin on vehicle restrictions)

Limousines are discouraged; if used, they must comply with van transportation requirements and have seatbelts.

Private Vehicle Transportation: Secure the "Volunteer Personal Automobile Use Form" for each vehicle.

Trips involving water or water activities including swimming or wading All certificated employees and adults associated with the trip are to be familiar with District policies/regulations including Board Policy AR 6153:

Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.

Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.

The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.

Emergency procedures shall be included with written instructions to adult chaperones and staff.

Staff and chaperones assigned to supervise students must wear swim suits and know how to swim. The principal may require students to wear flotation devices, depending upon their age and swimming ability. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Unusual Activities, certain water or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) may not be approved or a special parent waiver may be required. Prior to signing a contract or waiver with a vendor, and also submitting a "Special Event Liability Insurance Application" copy to Risk Management for review and approval.

Out-of-State or Out-of-Country Trips: To be forwarded to Segment Administrator (Six Weeks prior to trip) along with the Field Trip Request form: (1) Completed Out-of-State/Out-of-Country Form (2) Pertinent information required for completion of the agenda item: reason for trip, itinerary, accommodation information including facility name, address, phone number, etc. and funding source for cost of trip and transportation.



VII Physical Examination and Medical Clearance Requirements

The head coach and athletic director at each campus site is responsible for the distribution and collection of all athletic participation forms necessary to compete athletically in the Sacramento City Unified School District. Prior to the first competitive practice, all student athletes must submit to their respective head coach the following signed and dated documents that include parental approval for athletic participation.

1. Signed and dated Participation Agreement form RSK-F100A
2. Signed and dated SCUSD Physical Examination form RSK-F100C
3. Concussion Alert and Head Injury Information form RSK-100F
4. Student athletic emergency card
5. Current insurance carriers and identification numbers
6. Accurate health history information

All physical examinations must be performed and signed by a registered MD or Nurse Practitioner. Any physical examination administered on or after July 1st will be valid for one calendar year.

Student athletics participating in a school sponsored sport will be pre-concussion baseline tested prior to practice and competition. Students will be post-tested with any reported head injury.



AGREEMENT FOR TEAM PARTICIPATION 2015 / 2016

[Including Waivers and Releases of Potential Claims]

This Agreement must be signed and returned to the School Office before a Student can participate in Team Activities
Each Team must be listed below. If not listed, a separate Participation Agreement will be required.

Additional Required Forms – RSK-F100F Concussion Injury Information Sheet & RSK-F100C Sports Physical Form

Student:	Address:
Grade:	DOB:
School:	Telephone:
Team(s):	

In consideration of the Student's ability to participate on a Team [including any Sport, Cheerleading, Dance, or Marching Band], including try-outs, practices, pre-season or seasonal strength or training sessions or training camps, or actual participation in Team events, shows, performances, or competitions, or the traveling to or from any of these activities ("Team Activities"), the Student and Parent/Legal Guardian ("Adult") signing this Agreement agree as follows:

1. It is a privilege, not a right, to participate in extra-curricular activities, including Team Activities. The privilege may be revoked at any time, for any reason that does not violate Federal or State law or District policies or procedures. There is no guarantee that the Student will make a Team, remain on a Team, or actively participate in Team events, shows, performances, or competitions. Such matters shall remain exclusively within the judgment and discretion of the supervising District employee or volunteer coach.

2. The Student and the Adult understand the nature of the Team, including the inherent or potential risks of Team Activities. The Student is in sufficiently good health and physical condition to participate in Team Activities, and voluntarily wishes to participate in Team Activities. Before participating in any Team Activity, a properly executed Sports Physical Examination Form and Concussion Head Injury Sheet shall be submitted to the school office (valid for one academic year, Fall/Winter/Spring Activities).

3. The Student shall comply with the instruction and directions of Team Activity teachers, coaches, supervisors, chaperones, and instructors. During the Student's participation in Team Activities, as well as academic and/or other school activities, the Student shall comply with all applicable Codes of Conduct. The Student shall also generally conduct himself/herself at all times in keeping with the highest moral and ethical standards so as to reflect positively on himself/herself, the Team and the District. Failure to meet these obligations may, in the discretion of the District, result in removal from the Team and/or Team Activities. Should the Student's violation of these obligations result in bodily injury or property damage, the Adult agrees to (a) pay to restore or replace the damaged property, (b) pay for bodily injury damages to an individual, and (c) defend, protect and hold the District harmless from such claims.

4. Team Activities contain potential risks of harm or injury, including harm or injury that may lead to permanent or serious physical injury to the Student, including paralysis, brain injury, or death ("Injuries"). Injuries might arise from the Student's actions or inactions, the actions or inactions of another Student or participant in a Team Activity, or the actual or alleged failure by District employees, agents or volunteers to adequately coach, train, instruct, or supervise Team Activities. Injuries might also arise from an actual or alleged failure to properly maintain, use, repair, or replace physical facilities or equipment available for Team Activities. Injuries might also arise from undiagnosed, improperly diagnosed, untreated, improperly treated, or untimely treated actual or potential physical conditions or Injuries, whether or not caused by or related to the Student's participation in Team Activities. All such risks are deemed to be inherent to the Student's participation in Team Activities. To the fullest extent allowed by law, the Student and Adult therefore also fully assume all such risks and waive and release any potential future claim they might otherwise have been able to assert against the District and any Board Member, employee, agent, or volunteer of the District ("Released Parties"), including any claim that could otherwise have been made on behalf of the Student or any parent, administrator, executor, trustee, guardian, assignee or family member. The Student and Adult further understand that Team Activities and transportation to and/or from Team Activities are "field trips" for which there is immunity from liability pursuant to Education Code Section 35330.

5. If the Student believes that an unsafe condition or circumstance exists, or otherwise feels or believes that continued participation in a Team Activity might present a risk of Injury, the Student will immediately discontinue further participation in the Team Activity, notify School personnel of the Student's belief, and notify a parent or guardian of the Student's belief. The parent or guardian shall thereafter prevent the Student from participating in the Team Activity until the unsafe condition or circumstance is addressed or remedied to their satisfaction.

6. Emergency medical information regarding the Student is on file with the District and is current. The Adult agrees to provide updated medical information during the course of the Student's participation in Team Activities. If an injury or medical emergency occurs during Team Activities, District employees, agents or volunteers have my express permission to administer or to authorize the administration of urgent or emergency care, including the transportation of the Student to an urgent care or emergency care provider.

RSK-F100A

School Site: _____

School Year: 2015/2016

Sacramento City Unified School District

PART 1 (TO BE COMPLETED BY A PARENT OR LEGAL GUARDIAN)				
LAST NAME	FIRST NAME		GRADE	
BIRTHDATE	FALL SPORT	WINTER SPORT	SPRING SPORT	STUDENT ID NUMBER

PART 1 -- HEALTH HISTORY (Must be Completed by Parent/Guardian Prior to the Examination)

	Yes	No	Has this student had:		Yes	No	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Chronic or recurrent illness?	16.	<input type="checkbox"/>	<input type="checkbox"/>	Injuries requiring medical care or treatment?
2.	<input type="checkbox"/>	<input type="checkbox"/>	Illness lasting over 1 week?	17.	<input type="checkbox"/>	<input type="checkbox"/>	Neck or back pain or injury?
3.	<input type="checkbox"/>	<input type="checkbox"/>	Hospitalizations or Surgeries?	18.	<input type="checkbox"/>	<input type="checkbox"/>	Knee pain or injury?
4.	<input type="checkbox"/>	<input type="checkbox"/>	Nervous, psychiatric, or neurologic condition?	19.	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder or elbow pain or injury?
5.	<input type="checkbox"/>	<input type="checkbox"/>	Loss or nonfunctioning of organs (eye, kidney, liver, testicle) or glands?	20.	<input type="checkbox"/>	<input type="checkbox"/>	Ankle pain or injury?
6.	<input type="checkbox"/>	<input type="checkbox"/>	Allergies (medicines, insect bites, food)?	21.	<input type="checkbox"/>	<input type="checkbox"/>	Other joint pain or injury?
7.	<input type="checkbox"/>	<input type="checkbox"/>	Problems with heart or blood pressure?	22.	<input type="checkbox"/>	<input type="checkbox"/>	Broken bones (fractures)?
8.	<input type="checkbox"/>	<input type="checkbox"/>	Chest pain or significant or severe shortness of breath during or after exercise?	23.	<input type="checkbox"/>	<input type="checkbox"/>	Does this student presently:
9.	<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or fainting with exercise?	24.	<input type="checkbox"/>	<input type="checkbox"/>	Wear eyeglasses or contact lenses?
10.	<input type="checkbox"/>	<input type="checkbox"/>	Fainting, bad headaches or convulsions?	25.	<input type="checkbox"/>	<input type="checkbox"/>	Wear dental bridges, braces or plates?
11.	<input type="checkbox"/>	<input type="checkbox"/>	Potential concussion or loss of consciousness?	26.	<input type="checkbox"/>	<input type="checkbox"/>	Take any medications? (List below):
12.	<input type="checkbox"/>	<input type="checkbox"/>	Heat exhaustion, heatstroke, or other problems managing or responding to heat?	27.	<input type="checkbox"/>	<input type="checkbox"/>	Further history:
13.	<input type="checkbox"/>	<input type="checkbox"/>	Racing heartbeat, skipped or irregular heartbeats, or heart murmur?	28.	<input type="checkbox"/>	<input type="checkbox"/>	Birth defects (corrected or not)?
14.	<input type="checkbox"/>	<input type="checkbox"/>	Seizures or seizure disorders?	29.	<input type="checkbox"/>	<input type="checkbox"/>	Death of a parent or grandparent less than 40 years of age due to medical cause or condition?
15.	<input type="checkbox"/>	<input type="checkbox"/>	Severe or repeated instances of muscle cramps?				Parent or grandparent requiring treatment for heart condition less than 50 years of age?
							Been seen by a physician on an emergency or urgent basis in the last 12-months?

Date of last known tetanus (lockjaw) shot: _____ Date of last complete physical examination: _____

Explain all "YES" answers. Describe any other fact that should be disclosed prior to the examination (use reverse of form if needed):

PARENT/GUARDIAN'S AUTHORIZATION: I authorize the health care provider to perform a Sports Physical Evaluation on the student. The information set forth above is complete and accurate. I presently know of no reason why the student cannot fully and safely participate in the listed sports. For Sports Physical Evaluations that may be performed by District volunteers, I understand the evaluation is a screening evaluation only, and that I must address all health care concerns with the Student's personal physician or health care provider.

PRINT NAME OF PARENT OR GUARDIAN		SIGNATURE OF PARENT OR GUARDIAN	
ADDRESS	WORK PHONE	HOME PHONE	DATE
REGULAR PHYSICIAN'S NAME	OFFICE PHONE		

PART 2 - MEDICAL EVALUATION (TO BE COMPLETED BY THE EXAMINING HEALTH CARE PROVIDER)
This Evaluation Can Only be Performed by Medical Doctors (MDs), Doctors of Osteopathy (DOs), Physician's Assistants (P.A.s), and Nurse Practitioners (N.P.s)

	NORMAL	ABNORMAL (Describe)	(May be contained on Provider's Form)
Eyes/Ears/Nose/Throat			Height: _____ Weight: _____
Heart, lungs, pulmonary function			Pulse: _____ After Ex: _____
Abdomen, genital/hernia (males)			BP: _____
Skin and Musculoskeletal:			Recommendation: <input type="checkbox"/> Unlimited participation <input type="checkbox"/> Limited participation/specific sports, events or activities <input type="checkbox"/> Clearance withheld pending further testing/evaluation <input type="checkbox"/> No athletic participation One of the above MUST be checked.
a. Neck/Spine/Shoulders/Back			
b. Arms/Hands/Fingers			
c. Hips/Thighs/Knees/Legs			
d. Feet/Ankles			
Neurologic Screening Exam (NSE)/			
Concussion Screening Evaluation (only if needed based on above info.)			
Comments:			
PRINT NAME OF PHYSICIAN		PHYSICIAN'S SIGNATURE	DATE



SIA MEMBER ALERT

NEW CONCUSSION LAW AND UPDATED SPORTS FORMS

New Education Code Section 49475

Effective January 1, 2012, pursuant to new Education Code Section 49475:

- Before a student may try-out, practice, or compete in any Member-sponsored extracurricular athletic program, the student and parent/legal guardian must review and execute a concussion head injury information sheet. This obligation applies to any interscholastic, intramural, or other sport or physical recreation program (including cheer/dance teams and band) sponsored or approved by the district, including middle school and elementary school programs.
- If a student is suspected of sustaining a concussion or head injury in a covered athletic activity, the student must immediately be removed from the activity and cannot resume practice, training, or participation until he/she has been cleared by a medical doctor (MD or DO, not physician's assistant (PA), nurse practitioner (NP), chiropractor, athletic trainer, or other type of health care provider) who: (1) personally has evaluated the student and clears them for play, and (2) affirmatively states on the release form that he/she has been specially trained in the management of concussions and that the medical evaluation and provided clearance is within the regular scope of his or her medical practice.
- The new law does not apply to physical education courses for credit. That does not mean, however, that Members cannot voluntarily apply some or all of these same rules regarding "withdrawal from play" and "return to play" standards, whether the original concussion or potential head injury occurred in organized sports or as part of a physical education class.

Updated District Forms to Assist in Meeting this Obligation

1. RSK-F100F Concussion Head Injury Information Sheet. Section 49475, requiring that students and parents be provided with a "concussion and head injury information sheet" that must be signed by all students/parents involved in covered activities occurring on and after January 1, 2012, does not state what information must be legally provided. To ensure member compliance, at least until new regulations, rules, or forms are adopted by the CDE and/or CIF, the provided form contains information regarding the law, how the district will implement the law during athletic events, and steps that should/must be taken by parents in cases of potential concussions and/or head injuries.
2. RSK-F100C Updated Sports Physical Examination. Unrelated to Section 49475, this updated form contains suggested modifications requested by athletic directors and physicians.
3. RSK-F100G Concussion and Head Injury Report Form/Concussion and Head Injury Release form. Parents may not be present at the time of a potential head injury, so there needs to be a method to provide them with notice. Members also need to keep track of when an athlete has been removed from participation and ensure that the corresponding medical release (reverse side of this all-inclusive form) before they return to training or participation. As an option, this form can be used when a coach believes a medical clearance should be obtained before an athlete is allowed to turn to practice or game play.
4. RSK-F100A Updated Athletic Participation Form. This updated form now includes a reference to the Concussion and Head Injury Information Sheet. The form has also been updated to address "religious" exemptions to the medical authorization clause, clarification/simplification of insurance requirements, and the ability to list/include all sports activities in a single form. Other general clarification changes were also made.



CONCUSSION AND HEAD INJURY INFORMATION SHEET

Student:		Address:	
Grade:		Telephone:	
School:	School Year:	DOB:	

Pursuant to Education Code Section 49475, before a Student may try-out, practice, or compete in any District-sponsored extracurricular athletic program, including interscholastic, intramural, or other sport or recreation programs (including cheer/dance teams and marching band), but excluding physical education courses for credit, the student and parent/legal guardian must review and execute this Concussion and Head Injury Information Sheet. Once signed, the Sheet is good for one academic year (Fall through Spring) and is applicable to all athletic programs in which the Student may participate.

IMPORTANT INFORMATION REGARDING CONCUSSIONS

If a Student is suspected of sustaining a concussion or head injury during an athletic activity, the Student shall be immediately removed from the activity. The Student will not be allowed to resume any participation in the activity until he/she has been evaluated by a licensed health care provider (MD or DO for CIF-governed interscholastic sports; MD, DO, nurse practitioner, or physician's assistant for all other sports/athletic activities), who must affirmatively state (1) that he/she has been trained in concussion management and is acting within the scope of his/her licensed medical practice, and (2) the student has been personally evaluated by the health care provider and has received a full medical clearance to resume participation in the activity. By law, there can be no exceptions to this medical clearance requirement.

Depending on the circumstances of a particular practice or game, a supervising referee/umpire, coach/assistant coach, athletic trainer, or attending health care provider may determine that a student should be removed from an activity based on a suspected or potential concussion or head injury. The following guidelines will be used: (1) in the case of an actual or perceived loss of consciousness, the student must be immediately removed from the activity; (2) in all other cases, standardized concussion assessment tools (e.g., Sideline Concussion Assessment Tool (SCAT-II), Standardized Assessment of Concussion (SAC), or Balance Error Scoring System (BESS) protocol) will be used as the basis to determine whether the student should be removed from the activity. For the safety and protection of the student, once a supervising individual makes a determination that a student must be withdrawn from activity due to the potential existence of a concussion or head injury, no other coach, player, parent or other involved individual may overrule this determination.

Once a student is removed from an activity, the parent/guardian should promptly seek a medical evaluation by a licensed health care provider, even if the student does not immediately describe or show physical symptoms of a concussion (headache, pressure in the head, neck pain, nausea or vomiting, dizziness, blurred vision, balance problems, sensitivity to light or sound, feeling "slow," "foggy," or "not right," difficulty with concentration or memory, confusion, drowsiness, irritability or emotionality, anxiety or nervousness, or difficulty falling asleep). If the student reports or shows any of these symptoms, immediate medical health care should be obtained. If a parent or legal guardian is not immediately available to make health care decisions, the District reserves the right to have the student taken for emergency or urgent evaluation or medical care in keeping with the authorization contained in the Agreement for Team Participation.

Dated: _____ Dated: _____

Student _____ Adult _____

Signature _____ Signature _____

STUDENT ATHLETE EMERGENCY INFORMATION

NAME: _____ Class of 20__ SPORT: _____

ADDRESS: _____
(CITY) (ZIP CODE)

DATE OF BIRTH: _____ SEX: M F

Please complete the following with the **MOST** reliable contact number

PARENT/GUARDIAN NAME: _____ PHONE () _____ (H W C)

PARENT/GUARDIAN NAME: _____ PHONE () _____ (H W C)

If parents/guardian CANNOT be reached in an emergency please contact:

1. _____ Relationship To Student: _____

PHONE: () _____ (H W C) – circle one

2. _____ Relationship To Student: _____

PHONE: () _____ (H W C) – circle one

Does the athlete have medical insurance? Yes No

Medical Insurance Company: _____ Policy # _____

My son/daughter currently has or had had any of the following health conditions: (Yes or No)

Diabetes _____ Epilepsy _____ Heart Condition _____ Asthma _____

Drug Allergy (state drug) _____ Other (state condition) _____

I, hereby:

- attest that all the above information given is true
- give my consent, in case this student is injured or becomes ill, for the school and/or its representative to secure medical aid, ambulance transportation, and for the medical agency to render treatment.
- give my consent to the team physician, athletic trainer and/or coach to apply first aid treatment until the emergency personnel can be contacted.

Parent Signature:

Date:



VIII Eligibility

All student athletes must be academically eligible to participate in any athletically related activities, as set forth by the California Interscholastic Federation (CIF) and the Sacramento City Unified School District. It will be the responsibility of the campus site principal, athletic director and head coaches to assure this academic standard is met. All student athletes shall be certified to participate prior to any athletic engagement and must maintain academic eligibility throughout the course of the playing season of competition.

All SCUSD students athletes must adhere to CIF policies relating to Academic Eligibility and Transfer Regulations.

A. Sacramento City Unified School District Requirements

1. Initial scholastic eligibility:

In order to be eligible, any student entering from the eighth grade to a four-year high school, must achieve a 2.0 grade point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period

2. Continuing scholastic eligibility – minimum requirements:

- a. A student is scholastically eligible if he or she is currently enrolled in at least 20 semester credits of work
- b. The student is maintaining minimum programs toward meeting high school graduation requirements as prescribed by the governing board
- c. The student has maintained, during the previous grading period, a minimum of 2.0 grade point average, on a 4.0 scale in all enrolled courses

3. Grading period:

The grading period is that time when all students in a school are graded. If two grades are given at the end of a grading period, scholastic eligibility shall be established according to the grade issued for credit.

4. Summer School Credits:

Summer school credits shall be counted toward making up scholastic deficiencies incurred in the grading period (semester) immediately preceding

B. Student Eligibility Report Date Mandated for Submission of Material to CIF

1. The second Monday following the completion of the grading period will mark the official date when a student is deemed eligible or ineligible for athletic competition

C. See Insert – CIF Requirements for Academic Eligibility

D. See Insert – Transfer Policies for SCUSD and CIF

E. Suspension and discipline policies

As set forth by the Sacramento City Unified School District, it will be the responsibility of each campus site principal and athletic director to establish policies relating to discipline and suspensions at their individual campus. It will be the responsibility of each athletic director to distribute written expectations to all student athletes and head coaches pertaining to discipline and suspension policies on their individual campus. The chain of command for handling any situation concerning these policies should start with the coach. Should

further attention be required it will be the responsibility of the athletic director and finally the principal to resolve any issue. It is district policy that discipline and suspension be resolved on campus and only brought to the district athletic director as a last resort.

F. Recruitment and Selection Criteria for On Campus Student Athletes

1. All students must be academically eligible as set forth by the California Interscholastic Federation (CIF). These guidelines can be found in Article 2 – Eligibility Requirement (enclosed).
2. The recruitment of student athletes are conducted through the services provided on each campus site
 - a. Flyers (sample enclosed)
 - b. Daily announcement through campus intercom system
 - c. Campus website
 - d. Daily announcements in physical education classes
3. The selection of team members is based on the skill level of each individual athlete and the ability to represent the Sacramento City Unified School District in the highest regard – both on and off the playing field.
4. The process of recruitment for any student athlete is limited to only the students that reside within the attendance area of each individual high school campus. The overt attempt to recruit a student athlete not in attendance at their respective campus is prohibited. However, it is permissible for the recruitment of student athletes from the middle schools within the attendance boundaries of the prospective high school campus upon completion of the 8th grade.

G. Sacramento City Unified School District Small High School Athletic Agreement & Policy

The existing Small High School Athletic Agreement with the California Interscholastic Federation (CIF) Sac-Joaquin Section was revised and agreed upon in the spring semester of the 2012-13 school year. Implementation of the agreement was delayed until the start of the 2014-2015 school year. The agreement, as stated in conjunction with the CIF Section office, clearly defines that any and all enrolled student at a SCUSD Small High School will be eligible to participate in Interscholastic Athletics at West Campus High School. The six participating Small High Schools are as follow: Arthur Benjamin Health Profession, The Met Charter, New Tech High, School of Engineering and Sciences, Kit Carson, and George W. Carver.

The current agreement supersedes the previous agreement involving the five comprehensive high schools: Kennedy HS, Burbank HS, Johnson HS, McClatchy HS and Rosemont HS. The Small High School Athletic Agreement with the Sac-Joaquin office will no longer allow students from the small high schools to participate athletically at the comprehensive high school located within their area of attendance.

The new agreement with the CIF was established in the best interest of all of our student-athletes in the Sacramento City Unified School District. The revised agreement ensures the five comprehensive high schools have the opportunity to compete athletically at a commensurate level associated with their enrollment size. In addition, this agreement provides an opportunity for our students at a small high school to experience Interscholastic Athletics in a competitive atmosphere.

This is a net positive for all 2,800-plus student-athletes competing athletically for one of the six high schools in the Sacramento City Unified School District.

205. SCHOLASTIC ELIGIBILITY

A. Initial Scholastic Eligibility

In order to be eligible, any student entering from the eighth grade into a CIF four-year high school, a junior high or a junior high under the provisions of Bylaw 303, must have achieved an unweighted 2.0 grade-point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period.

(1) Probationary Period

The governing board of each school district, private school or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve the above requirement in the previous grading period to remain eligible to participate in interscholastic athletics during a probationary period. The probationary period shall not exceed one semester in length, but may be for a shorter period of time, as determined by the governing board of the school district, private school, or parochial school. A student who does not meet the above requirements during the probationary period shall not be allowed to participate in interscholastic athletics in the subsequent grading period. For the purpose of determining the maximum length of a semester, the measure shall be the maximum number of days comprising a semester as used in that school during the year in question.

B. Continuing Scholastic Eligibility

(1) Minimum Requirements

A student is scholastically eligible if:

- a. The student is currently enrolled in at least 20 semester credits of work;

- (i) **Non-Traditional Programs**

In schools where other than traditional semester programs are offered, the principal of each individual school shall be responsible for determining the equivalent of 20 semester credits of work.

- (ii) **Accelerated Programs**

Students studying on an accelerated program that includes one or more advanced (either high school or college) courses while enrolled in high school may substitute enrollment and passing grades in these courses for one or more required 20 semester credits of work; evaluation of these courses is to be done by the high school principal.

- b. The student was passing in the equivalent of at least 20 semester credits of work at the completion of the most recent grading period;
- c. The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board;
- d. The student has maintained during the previous grading period a minimum unweighted 2.0 grade-point average, on a 4.0 scale, in all enrolled courses.

(2) Probationary Period

The governing board of each school district, private school or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve educational progress in items "c." or "d." above in the previous grading period to remain eligible to participate in interscholastic athletics during a probationary period. The probationary period shall not exceed one semester in length, but may be for a shorter period of time as determined by the governing board of the school district, private school or parochial school. A student who does not achieve educational progress as defined in items "c." or "d." during the probationary period shall not be allowed to participate in interscholastic athletics in the subsequent grading period. For the purpose of determining the maximum length of a semester, the measure should be the maximum as used in that school.

(3) Grading Period

The grading period is that time when all students in a school are graded. If two grades are given at the end of a grading period, scholastic eligibility shall be established according to the grade issued for credit.

- a. Schools or districts or leagues or Sections must establish an eligibility date following the immediately previous grading period in compliance with their respective Section Policy. This is the date on which all students become eligible and ineligible based on their officially posted grades in the immediately previous grading period.
- b. Grades cannot be changed following the grading period for purposes of addressing any deficiency in an individual student's scholastic eligibility.
- c. Only grades changed prior to the established eligibility date and changed in accordance with all California State Education Code requirements and approved by the principal may be used for purposes of determining scholastic eligibility.
- d. **Incomplete Grades**

A grade(s) of "Incomplete" shall not be considered a passing grade under this bylaw unless, by operation of a school grading policy, "Incomplete" grade shall become a passing letter or (numeric) grade without further achievement or accomplishment by a student, at a certain time. When an

205. B. (3) d. "Incomplete" grade is issued which does not automatically become a passing grade, as indicated immediately above, such "Incomplete" grade shall not satisfy the requirement of this bylaw until academic deficiency which gave rise to such "Incomplete" grade shall have been satisfied and a passing grade has been substituted for the "Incomplete" grade. Upon such substitution, the substituted grade shall be considered in determining scholastic eligibility as established by evaluation of previous grading period grades and the substituted grade. A scholastically ineligible student may become immediately scholastically eligible upon such evaluation.
- e. **Physical Education Credits**
Credits earned in physical education may count toward the 20 semester credits of work requirement.
- f. **Summer School Credits**
Summer school credits shall be counted toward making up scholastic deficiencies incurred in the grading period (semester) immediately preceding. Summer school courses failed shall not impair an athlete's scholastic eligibility achieved in the semester immediately preceding. A course taken by contract or independent study during the summer must meet the following four criteria:
- (i) The course(s) must be approved by the local board of trustees as a valid part of the district's school program;
 - (ii) The student receives a passing grade in the courses taken;
 - (iii) The personnel providing the instruction and course supervision are approved by the board of trustees;
 - (iv) The school credit is recorded on the student's transcript.
- g. **Scholastic Eligibility for Students in Non-Traditional Programs**
In schools operating on other than the traditional program (i.e., for schools such as those with a modular or flexible scheduling, special programs for the physically-disabled, or continuous progress programs) the principal shall certify on the established eligibility date to the scholastic eligibility of each student based upon satisfactory progress in accordance with the standards defined above. Students may apply college course units to satisfy the 20 semester credits of work requirement and the grade point average requirement. Students who are eligible for differential standards of proficiency pursuant to Section 51412 of the Education Code are covered by that Section.

NOTE: For crediting purposes the grading period closes with the last day of school in the given grading period. In determining eligibility, one grading period does not end until the next one begins.

- 205.1 A student is eligible in his current regular school grading period until the start of the new regular school grading period.
- 205.2 A student ineligible one regular grading period cannot play until the start of the next regular school grading period.
- 205.3 Any athletic contests in which an ineligible student has participated intentionally or unintentionally, involving both team and individual sports, must be forfeited. A statute of limitation of one calendar year from the last league contest will apply. This would apply to any non-league, league, playoff game, match, meet or sanctioned event. Report of such forfeiture must be filed with the Sac-Joaquin Section office.

C. Waiver of the Requirement of Passing 20 Semester Credits of Work

Each Section may waive the requirement of passing in 20 semester credits of work during the regular school grading period immediately preceding that of competition, PROVIDED:

- (1) Serious illness, injury or attendance in special schools (as referenced in Education Code Sections 59000 et seq. and 59100 et seq.) prevents the student from meeting one or more of these requirements; OR
- (2) The student has been traveling abroad with the consent of the student's parent(s)/ guardian(s)/ caregiver and circumstances prevented further school attendance; OR
- (3) The student is returning from an American abroad school attendance program; OR
- (4) The student is returning from school attendance abroad because of a valid change of residency by the student's parent(s)/ guardian(s)/ caregiver; OR
- (5) The student is required to remain out of a U.S. school because of exceptional-hardship, (See Bylaw 213 for definition of hardship); AND
- (6) That the student was eligible under all rules in the semester immediately prior to his/her absence; AND
- (7) All other rules such as age and number of seasons of sport shall apply.

A decision to deny such a waiver by the Section Commissioner may be appealed only to the Section and in accordance with the provisions set forth in Bylaw 1101.

- 205.4 The Sac-Joaquin Section has authorized the Commissioner to make the interpretations implementing Bylaw 205.C.

206. RESIDENTIAL ELIGIBILITY

A. **Initial Residential Eligibility**

A student has residential eligibility upon initial enrollment in: (See also Bylaw 201.A. for definition of enrollment)

- (1) The ninth grade of any CIF high school, a CIF junior high school, or a junior high school under provisions of Bylaw 303; OR
- (2) The 10th grade of any CIF high school from ninth grade of a junior high school in the United States.

B. **Continuing Residential Eligibility** (See also Bylaw 201.A.)

A student retains residential eligibility as long as he/she is continuously enrolled in the CIF member high school in which the student initially enrolled;

C. **Valid Change of Residence**

A student may be determined to be residentially eligible when a student, whose parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility at the prior school (School A), completes a valid change of residence as described herein when the following conditions are met.

- (1) A valid change of residence must be made FROM a residence located in the public high school attendance area, (School A's attendance area) even if the student is not currently attending nor ever has attended the school in which attendance area they reside, TO another public high school's attendance area. (School B's attendance area).
- (2) School A may be a CIF member school or a non-CIF member school or may be a school located outside of the United States.

(3) **Definition of a Valid Change of Residence**

A valid residence is defined as the location where the student's parent(s)/guardian(s)/caregiver (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location as a residence. A valid change of residence for eligibility purposes requires the former residence to have been vacated by the entire family for use as its residence. For athletic eligibility purposes, a student (with the student's parent(s)/guardian(s)/caregiver with whom residential eligibility has been established) may only have one primary valid residence at one time.

(4) **Determination of What Constitutes a Valid Change of Residence**

Determination of what constitutes a valid change of residence depends upon the facts in each case. In determining that a valid change of residence occurred, the following facts must exist:

- a. The original residence must be abandoned as a residence by the immediate family. The new school is responsible for validating this fact; AND
- b. The student's entire immediate family must make the change of primary residence and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain more than one primary residence; AND
- c. The change of primary residence must be genuine, without fraud or deceit and with permanent intent; AND

NOTE: A student whose family makes a valid change of residence into a new school's attendance area (See d. below) may be residentially eligible for varsity competition upon receipt and recording of a CIF Form 206 by the Section of the student's new school. A subsequent move into a different school boundary by the family (or other family members) during the next 12 calendar months will result in the student being declared ineligible until cleared for competition by the Section Commissioner.

- d. A request for transfer eligibility based on a valid change of residence by the student's entire immediate family must be supported by documentation. Documentation may be cumulative and no single document or any combination of documents listed below will be considered as definitive that a valid change of residence occurred. The documents must support a finding by the Section that a valid change of residence by the student's entire immediate family occurred prior to participation at the new school; that the previous residence was vacated as required above in paragraphs a., b. and c. and that the family no longer has the use and enjoyment of that former residence. The Section Commissioner and school may request additional documents they deem necessary to establish that a valid change of residence occurred as defined above. Evidence may include:
 - Property tax receipts;
 - Bank account statements;
 - Credit card statements.

The Section Commissioner and/or school have the discretion to request additional documents that he/she deems necessary to confirm change in residency. Examples may include:

- Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);
- Court documents indicating a change of residence;
- Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver;
- Operative telephone and utility service at the student's new residence and terminated at the former residence;

206. C. (4) d.
- Utility service receipts;
 - Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television and garbage collection;
 - Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;
 - Proof of transfer of the parent(s)/guardian(s)/caregiver and age-appropriate student's motor vehicle registration;
 - Proof of changed address on the parent(s)/guardian(s)/caregiver and age-appropriate student driver's license;
 - Voter registration listing the new address;
 - Proof of entering a long-term lease (minimum of 12 calendar months);
 - Rent payment receipts.

The Section Commissioner and/or school have the discretion to request additional documents that he/she deems necessary to confirm residency.

(5) **Change in School Enrollment Made in Anticipation of a Valid Change of Residence**

If a student transfers to a high school in advance of the anticipated change of residence by the student's parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility, the student shall become eligible when the parent(s)/guardian(s)/caregiver actually complete a valid change of residence to that school's attendance area.

(6) **Choice of Schools After a Valid Change of Residence**

A student choosing a school after making a valid change of residence in accordance with CIF's definition of valid change of residence has a choice for residential eligibility as follows:

- a. **Remaining at the Same School:** Continued attendance at the previous school (School A) maintains residential eligibility at School A as long as the student has remained enrolled in the same school under a district/school approved enrollment process (i.e., inter or intra or senior privilege etc. district/school program); OR
- b. **Changing Schools:** A student must make a valid change of residence out of the public school (School A) attendance area in which their former family residence was located and into another public school's attendance area (School B) (this is true even if the student was not attending public school A but was enrolled in a private school or a charter school). Changing schools following such a valid change of residence will result in full residential eligibility if the following conditions are met:
 - (i) Student enrolls, attends and/or is carried on the attendance roll at the new public school (School B) into whose attendance area the family moved, or another public school in accordance with the district(s) policies or a private school or a charter school; AND
 - (ii) The student changes schools immediately following the family valid change of residence or no later than the beginning of the next school year following that family move; AND
 - (iii) The new school verifies the family valid change of residence of the family; AND
 - (iv) A CIF Form 206 documenting the new school's verification of the family's valid change of residence is completed by the new school and family and received by the Section within 30 days of the valid change of residence and recorded by the respective Section.

206.1 School B could be the private school located in the student's residential area or if no private school is located in that attendance area, it could be the private school of the student's choice, even though he/she does not reside within the attendance area for the private school.

(7) **Valid Change of Residence After a Discipline Situation**

Such a student will not be granted residential eligibility except as outlined in Bylaw 209 if the student is changing residence and schools, voluntarily or if compelled by the former school or district, as a result of a disciplinary situation at the previous school.

(8) **Pre-Enrollment Contact**

Such a student will not be granted residential eligibility until the Pre-Enrollment Contact Affidavit with the CIF Form 206 is completed by the family and school, received and recorded by the Section, verifying there is no evidence of the use of undue influence (recruiting) by anyone associated with either school in order to procure the student's enrollment in the new school. [See also (10) below and Bylaw 510]

(9) **Same Sport at Two Different Schools**

No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence. In the event of a change of schools due to a valid change of residence, a student will be allowed to participate in the same sport at two different schools not to exceed, in total, the maximum number of contests in that sport as established by the CIF and/or the CIF Section.

(10) **Athletically-Motivated Valid Change of Residence**

If a student completes a valid change of residence as provided in Bylaw 206.C.(1-5), a student may not be eligible to participate at the varsity level if there is evidence the move was athletically motivated or the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 200; 510.B.-E.)

206. C. Q: What is meant by an athletically motivated move or transfer?

A: Based on the CIF philosophy that the "student attend school to receive an education first; athletic participation is secondary" [Bylaw 200.A.(2)], individual Section offices may limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at School B. Such evidence of an athletically motivated move may be, but is not limited to:

- Evidence of parental or student dissatisfaction with a coach or a coaching decision at the former school.
- Evidence the student's move would result in the assurance the student would gain varsity participation at the new school or result in more playing time.
- A move to a school by the student that is believed (objectively or subjectively) to be more competitive or athletically visible.
- A demonstrated move or transfer that is prompted by association with club programs or outside agencies that use the facilities of the new school.
- A demonstrated move or transfer to a school with which the student has had an athletic association.
- A move or transfer to a school by a student who is associated with outside agencies that use the facilities or personnel at the new school of attendance.
- The preponderance of credible evidence the move was not made in good faith to secure greater educational advantage for the student.

The standard applied to the evidence of "athletic motivation" is that which is associated with a student move or transfer proffered to a hearing officer or Section Commissioner is that which a responsible person acting in a thoughtful manner would judge be with "athletic motivation."

206.2 A student must fill out a CIF Form 206 when his/her family makes a valid change of address.

PENALTY: If the CIF Form 206 has not been submitted and approved prior to a student competing in a CIF approved sport for their new school, a school will be fined as follows:

- a. A \$100 fine will be assessed to the school for each Form 206 that has not been submitted prior to the student competing in an interscholastic contest for the new school.
- b. The school will forfeit all games in which the student competed if the school chooses not to pay the fine as stated above.

NOTES:

1. The above situation will be implemented whether the student competed intentionally or unintentionally. The student will be deemed eligible once the 206 Form has been submitted to the Section office and approved by the Section Commissioner.
2. The Section Commissioner will send a letter to the principal notifying him/her of the fine and the timeline to submit the money to the Section office.
3. The \$100 fine is due in the Section office one week after the school has received the letter from the Section Commissioner notifying the principal that a student competed in an interscholastic contest without completing a CIF 206 Form. The Section Commissioner will disregard the forfeits when the member school pays the \$100 fine in a timely manner.
4. All monies collected from fines will go directly into the Sac-Joaquin Section A. Dale Lacky Scholarship program.

207. TRANSFER ELIGIBILITY

A. **Determination of Transfer Student Status-Standards of Enrollment** [See Bylaw 201.A.(3)]

- (1) A student shall be considered to be a transfer student when:
 - a. The student has been on the attendance roll of their former school (School A) for 15 days or more for classes occurring at School A, whether or not they have been in attendance during those 15 days; AND/OR
 - b. The student has played in an athletic contest for their former school; AND/OR
 - c. The student has tried out for or practiced with a team prior to the beginning of the school year for five days or more; AND
 - d. That student withdraws from School A or has completed the courses in which they were enrolled in at School A, so that student is no longer enrolled in any way at School A; AND
 - e. That student enrolls as a full-time student in a new school (School B).

THEN
That student shall be determined to be enrolled in and having transferred to School B if all conditions of Bylaw 201.A.(1) are met.
- (2) Students may not practice with or participate in an interscholastic athletic contest for the new school prior to establishing enrollment in the new school meeting these enrollment standards except if they are transferring at the beginning of the school year and practice for that season of sport begins prior to the first day that school and classes begin. These conditions must be met even if prior to this such a student has registered for classes and/or paid a non-refundable registration fee to the new school.

207. A. (2) a. For eligibility purposes, students cannot have dual enrollment in two different schools at the same time. During the time a student is intending to transfer schools, has registered for classes at the new school and/or paid a non-refundable registration fee at the new school, but still remains enrolled in the former school, the student will be considered to be enrolled in the former school. Only at such time as the student has withdrawn from or has completed the courses in which they were enrolled at the former school, and is no longer enrolled in any way at the former school, shall that student be considered as having transferred to the new school. This applies to eighth graders matriculating the following school year to ninth grade in a CIF member school.

- (3) No one associated with the athletic program at the new school may perpetrate any violation of Bylaw 510 or have inappropriate pre-enrollment contact as outlined in Bylaw 207.B or 510 prior to their enrollment in the new school as defined above. [See also Bylaw 201.A(4)]

Q: What is meant by an athletically motivated move or transfer?

A: Based on the CIF philosophy that the "student attend school to receive an education first; athletic participation is secondary" [Bylaw 200 A.(2)], individual Section Offices may limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at School B. Such evidence of an athletically motivated move may be, but is not limited to:

- *Evidence of parental or student dissatisfaction with a coach or a coaching decision at the former school.*
- *Evidence the student's move would result in the assurance the student would gain varsity participation at the new school or result in more playing time.*
- *A move to a school by the student that is believed (objectively or subjectively) to be more competitive or athletically "visible".*
- *A demonstrated move or transfer that is prompted by association with club programs or outside agencies that use the facilities of the new school.*
- *A demonstrated move or transfer to a school with which the student has had an athletic association.*
- *A move or transfer to a school by a student who is associated with outside agencies that use the facilities or personnel at the new school of attendance.*
- *The preponderance of credible evidence the move was not made in good faith to secure greater educational advantage for the student.*

The standard applied to the evidence of "athletic motivation" for a student move or transfer proffered to a hearing officer or Section Commissioner is that which a responsible person acting in a thoughtful manner would judge to be with "athletic motivation."

B. CIF Transfer Rule

All students transferring at any time during their enrollment in high school, to a CIF member school after their initial enrollment in the ninth grade in any school (referred to as Former School or School A) shall have their eligibility determination made in compliance with the following 207.B. bylaws except:

- Those making a valid change of residence (Bylaw 206); OR
- Those transferring to or from a CIF member school under the auspices of a CIF-approved foreign exchange program (Bylaw 208); OR
- Those transferring as a result of discipline (Bylaw 209).

NOTES:

Emancipated Minors: This bylaw also applies to students 18 years of age or older and emancipated minors.

No Child Left Behind Act: Students transferring to another school under any provision of the federal legislation "No Child Left Behind Act" are not residentially eligible at their new school. However, a student may become eligible under the provisions of the appropriate Section and State CIF Constitution and Bylaws.

Boarding School: A high school student who transfers to or from the status of a full time resident at a 24-hour boarding school shall be subject to all provisions of Bylaw 207.

(1) Mandatory Applications for Eligibility Determination

All such transfer students addressed in Bylaw 207 must complete the respective Section-required 207/510 application form. This form must be submitted to the Section for an eligibility determination. No transfer student is eligible to compete for their new school of enrollment until a determination has been made by their respective Section. (See also bylaws 501, 510 and 700.)

(2) Pre-Enrollment Disclosure Requirements [Please see also bylaws 201.A.(1) and (4) and 510]

Any and all pre-enrollment contact of any kind whatsoever with a student must be disclosed by the student, parent(s)/guardian(s)/caregiver, and the schools involved to their respective Section office on a completed CIF Pre-Enrollment Contact Affidavit (CIF Form 510). Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives or friends of the student about the athletic programs at a school; orientation/ information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school per bylaws 201.A.(1) and (4).

207. B. (3) **Transfers to a CIF member school (described as New School or School B) From Schools (described as Former School or School A) Located in the United States, a U.S. Territory, Canada or a U.S. Military Base (referred herein as Domestic Transfers)**

Such transfer students who meet all other requirements for eligibility outlined in bylaws, will be granted unlimited residential eligibility in all sports at all levels at the new school except:

- a. In any sport(s) in which the transfer student has competed at any level at the former school(s) in the 12 calendar months immediately preceding their transfer to the new school, the student will be limited to sub-varsity (limited) eligibility in those sports;
- b. No student shall be eligible to participate in the same sport at two different schools in the same school year;
- c. If the transfer is determined to be athletically motivated. Athletically motivated transfers may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons and cause the student to be ineligible for participation in those sports in which the student participated at the former school as outlined in bylaws 510 and 207.C. (3) and (4). (See also Bylaw 510);
- d. The transfer is not determined to be based upon a disciplinary situation (See CIF Bylaw 209);
- e. The student meets all other provisions of all CIF bylaws.

The student shall have unlimited residential eligibility for all sports at all levels under Bylaw 207 after having been enrolled for 12 calendar months from the date of transfer to the new school.

NOTE: Refer to (5) below for applications for transfer eligibility limitations determinations and exceptions.

(4) **Foreign Transfers Not in a CIF-Approved Foreign Exchange Program (referred herein as Foreign Transfers)**

Students who transfer to a CIF member school (described as New School or School B) from:

- a. Any school (described as Former School or School A) which is located outside of the United States, a U.S. Territory, U. S. Military Base or Canada; AND
- b. Who are not enrolled in the CIF member school under the auspices of a CIF-approved foreign exchange program; AND
- c. Who meet all other requirements for eligibility in bylaws.

THEN they may be granted unlimited residential eligibility in all sports at all levels at the new school except:

- (i) In any sport(s) in which the transfer student has competed at any level for a club or school team, in the 12 calendar months immediately preceding their transfer to the new school. The student will be limited to sub-varsity (limited) eligibility in those sports. For the purpose of this bylaw, any and all organized sports programs (e.g. youth teams, community teams, club teams, national teams at any level or individualized instruction for competition in development schools or programs) in which the international student competed on, or participated within the last 12 months, will be considered by the CIF in determining whether the student participated in the equivalent of interscholastic competition; AND
- (ii) No student who has participated with a club or school team as described in a., shall be eligible to participate in the same sport at the CIF member school within the same 12 month period (See also Bylaw 504.L.); AND
- (iii) If the transfer is determined to be athletically motivated. Athletically motivated transfers may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons and cause the student to be ineligible for participation in those sports in which the student participated at the former school. (See also Bylaw 510)

The student may be granted unlimited residential eligibility for all sports at all levels under Bylaw 207 after having been enrolled for 12 calendar months from the date of transfer to the new school. In addition, such foreign transfers must:

- d. Possess a valid visa, allowing them to attend school, issued by the U.S. Immigration and Naturalization Service or be a U.S. citizen who has been attending the equivalent of a United States high school secondary educational program outside of the United States; AND
- e. Provide to the principal of the school he/she attends an official un-translated transcript and a transcript that is translated into English, by an agency acceptable to the Section from the National Association of Credential Evaluation Service (NACES) membership, which indicates work taken in all grades in which the student was enrolled; the grade level equivalent in the United States as if the international student had completed all courses attempted satisfactorily; and the California grade-point average equivalent; AND
- f. If required, the foreign transfer student must pay tuition to the school/school district he/she attends as prescribed in Education Code Section 48052 et seq.; AND
- g. Be subject to the maximum of eight consecutive semesters bylaw (Bylaw 204); AND
- h. Be subject to the age requirement bylaw (Bylaw 203); AND
- i. Not have graduated from high school. If they should have graduated, or have completed the equivalent coursework for graduation from high school/secondary school, the student is ineligible to participate in CIF competition; AND

207. B. (4) j. Not have the school's coaching staff, paid or voluntary, serve as the resident family for the foreign transfer student.

NOTE: Sections may require individual students to have their school records/transcripts from the school from which they are transferring evaluated by an outside agency at the student's or school expense.

(5) **Applications for Transfer Eligibility Limitations, Determinations and Exceptions**

The CIF recognizes that, in certain circumstances, students may transfer from one school to another due to a compelling hardship need or situation that is beyond a student's or their family's control. In response to such cases, the CIF allows for the Section to make an exception to the limited eligibility status whenever they transfer and the case meets one of the hardship circumstances outlined in Bylaw 207.B.(5) c.(viii). The first time a student transfers in high school, they may utilize the Sit Out Period exception covered in Bylaw 207.B.(5)b. below if they meet all of the conditions required. Any student whose transfer circumstances do not meet the conditions required by these two options, will have their residential eligibility determined in compliance with Bylaw 207.B.(5)a. as long as they meet the conditions required in that bylaw.

NOTE: Foreign transfers as described in Bylaw 207.B.(4) above are subject to all provisions of Bylaw 207.B.(5) that follows except that whenever there is a reference to "sports in which the student has participated at their previous school" foreign students shall read "sports in which the student has participated at their previous school OR ON ANY CLUB TEAM."

a. **Limited Eligibility Applications**

Any student who submits a limited eligibility application to their respective Section may be made eligible to play at the sub-varsity level in any sports in which they have participated at any previous school in the twelve months prior to this transfer under the following conditions:

- (i) The student was academically eligible at the time of transfer from the former school. Students who are academically ineligible at their previous school will not be eligible to compete at their new school until the requirements in Bylaw 205 are met and the new school has completed a grading period to verify that the student has met the CIF and school district academic eligibility requirements. A student cannot be placed on probation at the new school to fulfill this requirement; AND
- (ii) The principal of the former school attests in writing that the move was not made in violation of Bylaw 510; AND
- (iii) The student is not transferring either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C. (1); AND
- (iv) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach, with whom they have been associated, is coaching per Bylaw 207.C.(3) or (4); AND
- (v) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
- (vi) Completed 207/510 Forms are received by the respective Section office and has been processed and approved; AND
- (vii) The student who is approved by their respective Section office and competes in a contest at the sub-varsity level following such approval and before the Sit Out Period (SOP) dates described in B.(5)b.(ix) below, is ineligible for and may not compete at the varsity level in that sport for the remainder of that school year. This applies through the end of any Section, Regional or State championship finals in that sport; AND
- (viii) The student has not been determined by their respective Section office or the CIF to have made a transfer or change in schools in violation of Bylaw 510.

b. **Varsity Eligibility Applications (Non-Hardship Sit Out Period)**

Any student who transfers for the first time since their initial enrollment in the ninth grade in any school, or if the first transfer of schools for this student was granted due to an approved CIF hardship [see 207.B.(5).c], or a valid change of residence and whose circumstances causing the transfer do not meet any of the hardship exceptions outlined in c.(viii) below, may become eligible for varsity competition for the sport(s) in which they competed in the last 12 months at the former school or any other school, upon submission, review and approval by their respective Section office under the following provisions:

- (i) This is the student's first transfer since they first enrolled anywhere in the ninth grade or had their first transfer determined to be a CIF hardship circumstance [207.B.(5).c.]; or a valid change of residence; AND
- (ii) The student was academically eligible at the time of transfer from the former school; AND
- (iii) The principal of the former school attests in writing that the move was not made in violation of Bylaw 510; AND
- (iv) The student is not transferring either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C. (1); AND

207. B. (5) b. (v) The student is not found by the Section to have transferred to a school where their former high school coach has relocated or where a club coach with whom they have been associated is coaching, per Bylaw 207.C.(3) or (4); AND
- (vi) The student has not been determined by their respective Section office or the CIF to have made a transfer or change in schools in violation of Bylaw 510; AND
- (vii) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
- (viii) The student has not competed at the new school at the sub-varsity level in that sport following the transfer during the current school year; AND
- (ix) The student shall remain out of any competition at any level in each sport in which they competed in the last 12 months at the former school or any other school in accordance with the following Sit Out Periods (SOP):
- Fall Sports: The Monday of NFHS week 14
2015: October 5
2016: October 3
NOTE: In order to promote gender equity and ensure participatory comparability for female athletes with respect to the SOP in the sports of golf and tennis, the Sections shall adjust their SOP eligibility dates in the sports of girls' golf and girls' tennis, if needed.
 - Winter Sports: The Monday of NFHS week 27
2016: January 4
2017: January 2
 - Spring Sports: The Monday of NFHS week 40
2016: April 4
2017: April 3
 - The student who transfers to a school after School B's first game will have an SOP equivalent in calendar days to the SOP of all other students who transferred before the season started. The respective Section office will provide the actual date once the proper forms are received, reviewed and approved.

Q: My son was denied the Sit Out Period. May we appeal this ruling?

A: No.

c. **Unlimited Eligibility Applications**

Exceptions to the determination of limited eligibility under Bylaw 207.B. (application for unlimited residential eligibility in all sports) may be applied for by the new school (CIF Form 207/510) on behalf of the student. Consideration for unlimited residential eligibility will be given by the respective Section upon review of the application only under the following provisions.

- (i) The student was scholastically eligible at the time of transfer from the former school. Students who are scholastically ineligible at their previous school will not be eligible to compete at their new school until the requirements in Bylaw 205 are met and the new school has completed a grading period to verify that the student has met the CIF and school district scholastic eligibility requirements. A student cannot be placed on probation at the new school to fulfill this requirement; AND
- (ii) The student is NOT transferring, either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C.(1); AND
- (iii) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach, with whom they have been associated, is coaching per Bylaw 207.C.(3) or (4) and Bylaw 510.E; AND
- (iv) The student has not been determined by their respective Section office or the CIF to have made a transfer or change in schools in violation of Bylaw 510; AND
- (v) The student has not competed at the new school at the sub-varsity level in that sport at any time following the transfer to the new school; students who chose to play at the sub-varsity level under the provisions outlined in (5)a. (Limited Eligibility Applications) above may not subsequently be granted unlimited eligibility for that same sport during the same season at the new school; AND
- (vi) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective Section office; AND
- (vii) A completed 207 Unlimited Transfer Application and documentation required by the Section office is received by the respective Section office and has been processed, reviewed and approved; AND

207. B. (5) c. (viii) One of the following hardship circumstances is documented to the satisfaction of the respective Section office:

(a) **Court Ordered Transfers**

Unlimited eligibility may be granted by the Section in which the student's new school is located in cases where a student is residentially placed from one school attendance area to the attendance area of the new school by a court order or a child protection order and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the 207/510 application and sufficient documentation (including but not limited to a copy of the court order) to satisfy the Section Commissioner that the circumstances meet this criteria. The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the Section.

(b) **Children of Divorced Parents**

Unlimited eligibility may be granted by the Section in which the student's new school is located when a student changes residence from one parent's domicile to the other parent's domicile as a result of a court-ordered custody change, or court ordered or approved joint custody agreements and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the 207/510 application and sufficient documentation (including but not limited to a copy of the divorce papers and custody agreements) to satisfy the Section Commissioner that the circumstances meet this criteria. The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the Section.

(c) **Individual Student Safety Incidents**

Unlimited eligibility may be granted by the Section in which the student's new school is located when a student is transferring as a result of a specific, documented safety incident in which the student was involved and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the 207/510 application and sufficient documentation is submitted to satisfy the Section Commissioner that the circumstances meet this criteria. Required documentation may include, but is not limited to, administrative records and documentation from the former school about the specific safety incident that occurred at the former school and/or police records (if any). The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the Section.

(d) **Discontinued Program**

When the former school, in which a student has been enrolled, discontinues a particular program in which the student had previously been enrolled or participated, and that student transfers to another school because of these circumstances, the student shall be determined to be residentially eligible for unlimited participation in the new school provided that new school offers a continuation of that same program and the student can show documentation that they were enrolled in or participated in that program at the former school and are currently enrolled or participating in that same program at the new school.

(e) **Return to Previous School**

When a student eligible in School A transfers to School B and is residentially not eligible, the student may return to School A and shall be determined to be residentially eligible for unlimited participation in interscholastic sports provided the student did not participate in an interscholastic athletic contest while at School B and provided the student's parent(s)/guardian(s)/caregiver still reside in School A's attendance area.

(f) **Foster Children**

A student under the court-ordered supervision of the California Foster Care System who has changed residences pursuant to a court order and as a result, has transferred schools, shall be determined to be residentially eligible for unlimited participation in interscholastic athletics provided all other CIF rules and regulations are met. A change of residence ordered by a social worker of the California Foster Care System shall be acceptable, provided all other CIF rules and regulations are met.

(g) **Military Service**

A student shall be determined to be residentially eligible for unlimited participation in interscholastic athletics when returning from military service provided:

- o The student was eligible when the student entered into the Armed Forces; AND
- o The student enrolls in the same school which the student attended before leaving for the service, or enrolls in the school in the district in which the student's parent(s)/guardian(s)/caregiver reside; AND
- o The student enrolls in the school no later than the succeeding semester after being discharged; AND

207. B. (5) c. (viii)

- o Provided student did not receive a dishonorable discharge; AND
- o The student is fully eligible under all other rules of the CIF.
- (h) **Married Status**
A student who marries and lives with the student's spouse shall be determined to be residentially eligible for unlimited participation in interscholastic athletics in the school in the attendance area in which the student and their spouse reside.
- (i) **Board of Education Ruling**
A student, or group of students, who transfer as a direct result of a ruling by the Board of Education of a school district that has two or more high schools and which mandates a change of school attendance boundaries shall be determined to be residentially eligible for unlimited participation in interscholastic athletics in the school in the attendance area in which the student(s) are required to attend, provided the Board of Education Ruling is not a result of a disciplinary situation.
- (j) **Open Enrollment Act Schools / Low Achieving Schools**
A student at any grade level may transfer from a low achieving school, as defined by the State Department of Education and on the annual published list, without limitation upon receipt of a valid 207 Form. Any student transferring under the provisions of this bylaw must meet all other applicable eligibility guidelines [see bylaws 203, 204, 205, 207.B (1) and 210]. Students may not receive unlimited eligibility if there is evidence that the transfer is athletically motivated, or there is undue influence or pre-enrollment contact (see Bylaw 207.C). All requests for athletic transfer eligibility (Bylaw 207) must be accompanied by a copy of their district-approved transfer documentation/form under the applicable district guidelines. Students transferring under the provisions of this bylaw may transfer to a public school, including a charter school (that is or is not on the list of low achieving schools) as long as the school to which a student transfers has a higher API than the student's current school. The school to which the student transfers must be to either the geographically closest public school or the geographically closest charter school to the residence of the student and to the parent(s)/ guardians(s)/ caregiver with whom the student was living when the student established residential eligibility at the low achieving school. To obtain athletic eligibility at a school other than the closest public or charter school, a student must apply for, and be granted, a hardship waiver pursuant to other CIF eligibility rules.

Q: Why are charter schools included?

A: Charter schools are considered public schools and are included on the list of Low Performing Schools and are subject to this bylaw.

Q: Does this bylaw apply to private schools?

A: No. Private schools do not have an API score and therefore there is no score to measure where they stand.

Q: My school is on the low achieving school list. I want to go to a school that is not the geographically closest higher performing school. Am I eligible?

A: No. This bylaw indicates you are eligible at the next geographically closest higher performing school.

Q: What if the next geographically closest school is impacted and closed to new students?

A: You would be eligible at the next geographically closest school as long as that school is a higher performing school.

- 207.1 The correct paperwork (CIF forms 207 and 510) must be submitted to the Section office for all students. If a student participates without the correct paperwork being submitted to the Section office, the student in question will be treated as an ineligible student.
- 207.2 The student may practice with the team during this period of ineligibility, but may not suit up or participate in an athletic contest for the sport in question. The student becomes eligible on the date approved by the Commissioner.
- 207.3 Any athletic contests in which an ineligible student has participated either intentionally or unintentionally, involving both team and individual sports, must be forfeited. A statute of limitation of one calendar year from the last league contest will apply. This would apply to any practice, league, playoff game, match, meet or sanctioned event. Report of such forfeiture must be filed with the Sac-Joaquin Section.
- 207.4 a. The school may submit the correct paperwork (CIF forms 207 and 510) and the Section Commissioner will rule on the student's eligibility as outlined above. If the Section Commissioner is asked to rule on the hardship eligibility of the student in question as outlined above, the

- forfeitures assessed to the school will not be changed regardless of the ruling of the Section Commissioner.
- 207.4 b. The school may request the Sac-Joaquin Section Executive Committee to review the Section Commissioner's decision in regard to the forfeitures that were assessed according to Bylaw 207.3, due to the failure of the school to submit paperwork (CIF forms 207 and 510) in a timely manner. The Executive Committee may review the Section Commissioner's decision in regard to the forfeitures and has the authority to disregard the forfeits imposed by the Section Commissioner. The Executive Committee will have full discretion in such matters and has the authority to enforce penalties against the school, that may include, but not limited to: a monetary fine, enforcement of administrative regulations, probation, reduction of contacts, etc. The SJS Executive Committee also has the authority to decline review. This discretionary review will be determined by the upcoming playoff timelines and the factors that led to the disclosure of the school to not file the paperwork in a timely manner.
- 207.5 The President of the Sac-Joaquin Section may ask other board members to serve on the panel if there is a conflict of interest for members of the Executive Committee.
- 207.6 The process outlined in Bylaw 207.4(b) may only be utilized when the correct paperwork (CIF forms 207 and 510) was submitted after the student participated in a CIF athletic game or contest and the Section Commissioner was required to make a ruling on a hardship waiver. This review will not be utilized in regard to a violation of Bylaw 203 or 204.
NOTE: All monies collected will be applied directly to the Sac-Joaquin Section A. Dale Lacky Scholarship Fund.

d. **Appeals**

All eligibility determinations made by the respective Section office under the provisions of Bylaw 207.B.(5)c. are final as all of these hardship circumstances are factual in nature and can be documented. Students whose eligibility determinations are made because they do not meet one of the criteria outlined below in 207.C. or in Bylaw 510 may appeal that portion of their eligibility determination in accordance with Bylaw 1100. Students may appeal a determination by their respective Section if they have been found to not meet the following criteria:

- (i) 207.B.(5)a.(ii) or b.(iii)-Conflict with Coach at former school
- (ii) 207.B.(5)a.(iv) or b.(v) or c.(iii)-Following Coach

C. **Pre-Enrollment Communication or Contact (Domestic and Foreign Transfers)**

A student who transfers from School A to School B, as described in Bylaws 207.A. and 207.B. above, shall not be eligible for interscholastic athletics at School B until application under the appropriate CIF Section procedures is completed, including the following:

(1) **Mandatory Parent/Student Certification**

[Please see also bylaws 201.A.(1) and (4), 207.B.(2) and 510]

Any and all pre-enrollment contact of any kind whatsoever with a student must be disclosed by the student, parent(s)/ guardian(s)/ caregiver, and the schools involved to their respective CIF Section office on a completed CIF Pre-Enrollment Contact Affidavit (CIF Form 510). Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/ guardian(s)/ caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school per bylaws 201.A.(1) and (4).

(2) **Mandatory Former School Certification**

The principal and athletic director of School A shall attest that to the best of their knowledge they have no credible evidence* of any person: who is connected with the athletic department of School B; who is part of the booster club of School B; or who is acting on their behalf, having communication, directly or indirectly, through intermediaries or otherwise, with the transfer student, student's parent(s)/ guardian(s)/ caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process.

Definition of Credible Evidence

*Credible evidence is considered as evidence which proceeds from a trustworthy source; evidence which is so natural, reasonable and probable as to make it easy to believe; information which is obtained from authentic sources or from

the statements of persons who are not only trustworthy, but also informed as to the particular matter; that which is not mere speculation, or rumor.

207. C. (3)

Mandatory New School Certification

The principal, athletic director and head coach of School B shall certify that to the best of their knowledge, no person: who is connected with the athletic department of School B; who is part of the booster club of School B; or who is acting on their behalf, has had communication, directly or indirectly, through intermediaries or otherwise, with the transfer student, student's parent(s)/guardian(s)/caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process.

(4) **Club Coach Association with new School (student transfers to a new school which a coach from the student's non-CIF sports participation experience is associated)**

The transfer of a student from his or her current school of attendance with or without a valid change of residence (Bylaw 206) to any CIF member high school where the student participated or participated, during the previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.) that is associated with the new school in the sports previously participated in shall be considered prima facie evidence (sufficient evidence) of undue influence/recruiting by the school to which the student transfers. Such transfer may be considered prima facie evidence (sufficient evidence) that the student enrolled in that school in whole or part for athletic reasons. A team associated with the school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated** with, that school and/or on which the majority of the members of the team (Participants in practice and/or competition) are students who attend that school. When a prima facie case (sufficient evidence) of undue influencing/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coach referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

Definition of Persons Associated With School

***Defined as: Persons associated with a school include, but are not limited to; current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.*

(5) **Relocation of Former High School Coach (Domestic and Foreign Transfers)**

A student at any grade level who transfers to a new school within one calendar year of the relocation of his/her former high school coach to that school with or without a corresponding valid change in residence shall be considered prima facie evidence (sufficient evidence) of undue influence/recruiting by the school to which the student transfers or may be considered prima facie evidence (sufficient evidence) that the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 510). When a prima facie case (sufficient evidence) of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coach referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

(6) **Athletically Motivated Transfers (Copied from Bylaw 510.E.)**

The CIF, as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the CIF Federated Council. As stated in Bylaw 200.A.(6), the CIF bylaws shall serve as a deterrent to students who transfer or change schools for athletic reasons and to individuals who attempt to recruit (unduly influence) student-athletes or their parents to enroll in a school because of athletics. As stated in CIF Bylaw 200.A.(2) the CIF Bylaws reinforce the principle that students attend school to receive an education first; athletic participation is secondary. CIF bylaws provide for individual Section offices to limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at their new school (School B). Students may be determined by their respective Section office or the CIF to have made an athletically motivated transfer or change in schools under any of the basis listed in Bylaw 510.E.(1)-(4).

(7) **Disclosure**

Any pre-enrollment communication as described above must be disclosed in full, and in writing, to the appropriate Section. The Section Commissioner shall determine if the pre-enrollment communication is a violation of Bylaw 510.

(8) **Clearance of Pre-Enrollment Contact**

A student with whom contact or communication has occurred, as described in C.(1) above, and who meets all other CIF Section transfer waiver requirements, may become eligible upon determination that:

- The communication was completely unrelated to any aspect of School B; AND

207. C. (8) • Was of a type that, from the objective point of view of a reasonable person disinterested in the win/loss record of School B, does not have an effect upon the integrity of interscholastic athletics at School A or School B.

(9) **Penalties**

Failure to disclose pre-enrollment communication with School B persons, identified in C.(2) above, to disclose any pre-enrollment contact, or communicate in writing to the appropriate Section as described in C.(3) above may result in:

- a. A forfeiture of all games in which the student participated; AND/OR
- b. Disqualification from playoff and championship competition for all seasons in which the student is a member of the school's team. (A student shall be considered a member of the school's team if he or she participated in any aspect of an interscholastic contest, no matter how brief such participation may have been; AND/OR
- c. Divestment from the school of all trophies, banners and other indicia of athletic success obtained while the student was a member of the school's team.

(10) **Appeals**

Students whose eligibility determination is made by the Section Commissioner that the prima facie evidence has not been successfully rebutted by sufficient proof to satisfy said Commissioner under the provisions of 207.C.(4), (5) or (6) and/or 510 may appeal that portion of their eligibility determination in accordance with Bylaw 1100.

DEFINITION OF TERMS

Immediate Family — Includes parent(s)/guardian(s)/caregiver, stepparents and minor siblings with whom the student resided when "Initial Residential Eligibility" was established.

Initial Residential Eligibility — Under CIF rules and regulations, students establish their Initial Residential Eligibility at their school of choice entering the ninth grade or the 10th grade of a three-year high school.

Limited Eligibility — Students granted limited eligibility are limited for one year (from the date of transfer) to non-varsity competition in the CIF sports they participated in during the previous 12 calendar months but may participate in varsity competition in all other CIF sports.

Prima Facie — A legal term that means at first sight; on the first appearance; on the face of it; a fact presumed to be true unless disproved by some evidence to the contrary. A prima facie case is one in which the evidence presented is sufficient proof for the plaintiff (Section) to win its case of undue influence. In such a case, the defendant (school) must successfully refute the evidence for the student to gain eligibility.

- 207.7 Approved attendance area for CIF competition is defined as a boundary area. A student has residential eligibility upon initial enrollment in:
- a. The ninth grade of any CIF high school, a CIF junior high school or a junior high school under the provisions of Bylaw 303, OR
 - b. The 10th grade of any CIF high school from the ninth grade of a junior high school.
- 207.8 Any athletic contests in which an ineligible student has participated either intentionally or unintentionally, involving both team and individual sports, must be forfeited. A statute of limitation of one calendar year from the last league contest will apply. This would apply to any practice, league, playoff game, match, meet or sanctioned event. Report of such forfeiture must be filed with the Sac-Joaquin Section.
- 207.9 If the residence of any person is protested, the burden of proof shall rest upon the person protested and he/she must submit to the Commissioner convincing proof of his/her correct residence.



IX Facilities and Supervision

Athletic facilities at each campus will be the responsibility of the campus site principal and athletic director. Internal use and scheduling of all athletic events must be approved in advance by the athletic director and principal. The athletic director is responsible for creating the master calendar of all athletic events. Any request, by an outside organization for external use of district facilities must receive the principal's approval prior to any district permit being issued. This procedure should prevent any scheduling conflicts.

- 1. Practice including out of season conditioning/weight training/study hall and games**
 - a. District coaches must supervise their athletes, minimum 15 minutes before their athletes are expected for practice/games and until their student athletes have vacated the facility or facilities in use
 - b. District coaches are responsible to keep all facilities secure during and after practices/games, only allow student-athletes who have turned in district required paperwork to participate, and never allow student-athletes access to their keys or unsupervised areas.
 - c. After away games district coaches are responsible for all of their student-athletes until they are picked up by a parent/guardian or leave campus under their normal mode of transportation.

- 2. Permits for Internal Use**
 - a. Facilities are to be requested using the internal permit paperwork, by the head coach and approved by the site athletic director before given to the site administrator in charge of the master calendar for final approval
 - b. Internal permits will be taken out under the sports ASB account # in case custodial charges incur and will be held responsible for those charges. (Permits will be denied if the account does not have enough money to cover permit costs.)

- 3. Permits for External Use**
 - a. External use permits are to be approved by the district. Please refer to the district website: <http://www.scusd.edu/Permits/Pages/default.aspx> or by calling (916) 264-4075 ext 1000 (office hours are 8:30 a.m. – 4:00 p.m. M-F)

- 4. Administrative Supervision at All Athletic Activities**
 - a. All athletic activities are required to have administrative supervision and will be assigned by site principal once schedules and permits have been approved
 - b. Athletic directors are responsible to attend and assist with supervision of all athletic events



X Coaching Philosophy

The Sacramento City Unified School District has the position that each comprehensive high school should develop an athletic philosophy that meets the needs of each individual campus. Because of a wide range of diversity within our district, it is imperative that the needs of all of our student athletes are met. The mission should remain the same, "Putting Children First". The basic core of this philosophy will most likely provide the educational experience necessary to achieve the desired success both academically and athletically. Our goals should be to develop a program that provides the opportunity to participate in athletics within the limitations of each sport. Such participation should encourage scholastic achievement and social growth. In order to accomplish these goals, the district embraces the ideals that to effectively succeed there should be a philosophy in place that has a combined effort from the student athlete, their parents, the coaching staff, and the administration.

This philosophy can be established through a combination of ingredients that describe the recommended components our district feels vital in the development of our students and future leaders of our community.

- **Positive Learning:** Create a positive learning atmosphere that inspires the students to excel. A student who takes responsibility for learning is organized; makes effective plans, is sensitive to feedback, and evaluates his/her own actions. The best students learn by doing, not watching someone else do it.
- **Communication:** Any student athlete who communicates effectively and demonstrates skills to write and speak in an organized manner will be better prepared to perform in a variety of roles in athletic settings. To be a proficient communicator one first must be a good listener. It is vital that coaches communicate with their student athletes with positive feedback.
- **Role Model:** As coaches you are always the center of constant scrutiny. You need to exercise good judgment at all times, in both public and private settings. The young athletes we work with on a daily basis are very impressionable. Many times they imitate the action of their coaches. It is critical as educators to model exemplary behavior on and off the playing field and in the classroom. Coaches should convey to their athletes the visual representation they have on their respective campuses and the influence they have with their classmates. This provides them with awareness that they should represent their school, family, and community in the highest regards at all times. The individual that always demonstrates a good work ethic and consistently does the right thing, even when no one is watching portrays the definition of a good leader.
- **Professionalism:** The coaches' behavior should exemplify leadership, composure, discipline, and integrity. Coaches will not engage in taunting, excessive boasting, or other unsportsmanlike behavior. The use of profanity will also be prohibited. Every student should be given a fair and equal opportunity to try out for the team of their choice without pre-judgment based on prior experience.
- **Honesty:** A coaches' integrity is one of the most important attributes he or she can possess. A good leader of young student athletes is an individual that has integrity and practices honesty with consistency. Be a leader that understands the importance to provide a fair but honest assessment of one's performance. Practice consistency with your approach and give the positive feedback necessary to experience continued improvement.