

**CIF/CENTRAL COAST SECTION**[www.cifccs.org](http://www.cifccs.org)**CCS MEMBERSHIP APPLICATION POLICY**

(1/13/82; 4/92; 10/94; 1/03; 1/05, 1/09, 1/12)

In order for CCS to consider the membership of any school, the following policy shall be followed: and all required documentation submitted in a timely fashion to the CCS Office.

**CCS MEMBERSHIP PHILOSOPHY:**

The CCS is comprised of comprehensive high schools that provide a wide-scope of interscholastic athletic opportunities as an adjunct to their regular curricular schedule for students enrolled in their own school. These are educational institutions first and foremost and athletics is a secondary vehicle for teaching character, life skills and to enhance their student's experience while enrolled in their school. The CCS expects that member schools offer balanced sport offerings for boys and girls and that such member schools offer more than one sport per school year if a CCS Associate Member Institution or at least one sport per gender per season if a CCS Full Member Institution.

These reflect the minimum sports offerings we require for membership. A school with only one team, or which offers only one sport, is not considered to meet the philosophical basis on which membership in the CCS rests. Because CCS and CIF exist to encourage comprehensive participation at a variety of levels (freshman, frosh-soph, JV and Varsity) in a wide-variety of sports by students enrolled in our member schools, sports academies or schools that "specialize" in one sport offering in order to focus their resources on success in that one sport or attracting students do not match our philosophy or purpose and hence will not qualify for membership in our organization.

Such schools enjoy a significant advantage by focusing all their resources on a single sport over schools that offer a wide variety of sports and distribute resources more widely. As we do not wish to encourage specialization by schools due to the diminishing opportunities for students that such a model encourages, we do not admit schools that do not match our philosophical tenets.

CCS offers two levels of membership:

- **Full Membership:** Full membership consists of schools that have a comprehensive, stable and well-established program of sports and who are able and wish to compete in a league structure. These members pay dues to CIF, CCS and the league into which they are placed by the CCS Board of Managers. They have representation to the CIF and CCS governance structure through their league representatives and direct representation from each school on their league Board of Managers. They also have access to participation in CIF/CCS playoffs through their league competition and CIF/CCS qualification process.
- **Associate Membership:** Associate membership is generally for new schools just getting started with an athletic program. This level of membership works well for schools that have a program of sport(s) that is not well-established or varies greatly from year to year due to enrollment or other issues and are therefore, unable to meet the full obligations of league membership. These Associate members pay dues to the CIF and CCS but are not members of any league. As such they may attend any governance meetings of the CIF and CCS, and would be recognized from the floor, not CIF/CCS playoffs because qualification for CCS playoffs is conducted through league play and participation in CCS playoffs is a culmination of season-long league play.
- Both types of membership applications are addressed herein.
- The dues structure for both types of membership is included below.

**1. A CCS Membership Application must be completed and submitted that provides:**

- a) School name, address, etc.
- b) Current and 3-year projection of enrollment.
- c) Verification of registration with the California State Department of Education.
- d) Current Sport offerings
- e) Projected Sport offerings (if different)
- f) Record of past sports competitions with other schools (if any)
- g) Explanation of any discrepancy between male and female sport offerings
- h) Statement of Intent to abide by all rules and regulations, mission statements and sportsmanship policies of the CIF, CCS, and league (Associate members would not include league statements)
- i) If seeking league membership; in which league you wish to become a member and whether or not contact has been made with that league. (N/A for associate members)

**[USE CCS MEMBERSHIP APPLICATION FORM –click here](#)**

**2. Letter of Application must be submitted as follows:**

The principal, headmaster, or chief administrative officer of the applicant school shall submit a letter of application stating:

- (a) A statement of intent to join CCS, CIF, and, if applicable, an existing league within the CCS.
- (b) Statement of intent to abide by all CIF, CCS, and, if applicable, league rules and regulations; and to operate their athletic program within the bounds of the CIF and CCS and league (if applicable) mission statements and Sportsmanship policies. (Associate Members would not include the league statement) (See particularly CIF Constitution Article 22)

**CCS MEMBERSHIP LETTER OF APPLICATION-SAMPLE FORMAT  
included with membership application form.**

**3. Resolution of Governing Authority**

The governing authority of the applicant school shall submit an approved resolution stating:

- (a) Intent to join CCS, CIF, and, if applicable, an existing league within the CCS.
- (b) Intent to: abide by all CIF, CCS, and, if applicable, league rules and regulations; and operate their athletic program within the bounds of the CIF and CCS and league mission statements and sportsmanship policies. (Associate Members would not include the league statement)

**MEMBERSHIP BOARD RESOLUTION-- SAMPLE FORMAT  
-included with membership application form**

- (c) Include a copy of the Board Resolution adopting the Pursuing Victory with Honor Sportsmanship Program as required by CIF Constitution Article 22.(3)

**How to adopt Pursuing Victory with Honor  
included with membership packet**

**4. A copy of School's Mission Statement and Code of Conduct** must be submitted with application packet

**5. Letter of endorsement and acceptance by existing league.** (Not applicable for Associate members) If applicant school desires membership in an existing league, the applicant shall submit a letter from the league commissioner or league president, stating the position of the league regarding this school's membership in that league.

**6. Payment of Fees** The applicant school shall pay the following fees at the time of application to the Board of Managers.

- (a) Application Fee (non-refundable) \$100 **AND**
  - (b) Administrative Service Fee (refundable):  
Associate Member: \$800 **OR** Regular Member: \$600
- Administrative Service Fees shall be refunded to applicant school should the Board of Managers decline to accept the application for membership

**7. Acceptance/Declination of Application** The Board of Managers shall accept or decline the application for membership at a regular meeting of the Board. The Board may require additional information from the applicant school at its discretion prior to acceptance or declination, and/or may give conditional acceptance for a given period of time.

The Requirements considered by the Board of Managers for membership in the CCS include, but are not limited to:

- A.** At any meeting that the CCS Board of Managers is taking action on a membership application, the principal or chief administrative officer and the athletic director for that member school are required to be present to respond to questions or concerns the Board may have. If these representatives are not present at that meeting, the membership application will be denied.
- B.** A school must be registered by the California State Department of Education
- C.** Applicants for membership shall meet the basic tenets of the CCS Membership Philosophy.
- D.** Applicants for Associate membership must plan to field at least one sport for each gender and have plans to expand their sport offerings in the future.
- E.**
  - 1. Applicants for Full membership must plan to field one or more athletic teams for each gender in each of the three seasons of sport.
  - 2. Schools who were CCS members prior to January 2009 shall be grandfathered under this clause for a period of 3 years.
  - 3. No later than Fall 2012, these "grandfathered" schools must submit a written report to the Fall meeting of the CCS Board of Managers, outlining their efforts to expand their sport offerings to meet this requirement or rationale for the restrictions that do not allow for expansion (e.g. facilities, enrollment, financial resources, % of enrolled student participation, etc.).
  - 4. Continued membership in the CCS for these schools will be at the discretion of the Board of Managers whose review of membership shall be based on the a review of whether or not:
    - a. The member schools is currently and previously was, a member in good standing with their league and the CCS AND
    - b. The member school has a solid rationale for not offering the minimum number of sports per gender (e.g. facilities, enrollment, financial resources, % of enrolled students participating in current sport offerings); AND
    - c. Any member school that does not offer a balance of sports for both genders can show a constitutionally protected (e.g. religious , etc.) right upon which the school is founded and which directly and solely causes the lack of gender equity in sport offerings; AND
    - d. The member school's main purpose is not to focus on the development of sports excellence in only one sport; AND
    - e. The member school is an academic institution first and has built athletic programs to support the academic experience of its students and not solely for the purpose of attracting students to its school through the winning of championships in one or a limited number of sports. AND
    - f. The school is in compliance with all CCS conditions of membership contained in this policy and any CIF or CCS governance documents.
- F.** Coed schools must not discriminate in terms of equitable athletic programs for males & females and their sport offerings should reflect that equity.
- G.** The school must appear to be able to meet all obligations to the league (if a full member) and to the CCS and CIF and to provide services and resources to support the athletic teams they are sponsoring.
- H.** Schools shall have an administrator or teacher that will serve as the athletic contact for the school and CCS and any league to which such a school shall belong and who is designated as the individual having administrative, institutional control and oversight for the athletic program.

- I. Comply with all CIF membership requirements outlined in the CIF Constitution, Article 2.22.
- J. The CCS Board of Managers, may for cause, change a member school's status from Regular Member to Associate Member if they believe that best serves the school's needs and/or the comprehensive needs, philosophy and purpose of the CCS and its other member schools. This requires only a majority vote of the CCS Board of Managers, present and voting.
- K. If a special hearing panel is deemed necessary to review any rule violations by a CCS member school, and if such hearing panel determines that the violations are such that membership in the CCS should be suspended, they may temporarily suspend the full or associate membership status of any member school. When this occurs the CCS Board of Managers will review such action at their next regularly-scheduled meeting. If the effected school wishes, it may proceed with an appeal of its membership suspension to the Board of Managers at that same Board of Managers meeting.
- L. Any school not in good standing with its league or the CCS may, at any time, be requested by the CCS President to report to the CCS Board of Managers at one of their regularly-scheduled meetings for a review of its membership status.
- M. In all cases of membership outlined above, the CCS Board of Managers must have a 2/3 vote to revoke a member school's membership in CCS and must only do so for cause.

**8. Release From Membership in Another CIF Section** Schools who are members of another CIF Section, should obtain a "release" from that Section before applying for membership in the Central Coast Section.

**9. Removal From Membership in CCS** Schools who are not in compliance with all CIF, CCS league or school/district regulations; or whose programs do not reflect the mission of CIF, CCS or league in a specific, tangible manner; or who are uncooperative in providing, or unable to provide, a program(s) that fits the parameters of the CIF, CCS or league sportsmanship policies, may, by action of the CCS Board of Managers, be removed from CCS and thereby, CIF and league membership by a 2/3 vote of the CCS Board of Managers.