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**ELIGIBILITY**  
**Session 4**  
**2011 Administrators' Workshop**



# RESIDENTIAL ELIGIBILITY.....

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ANY STUDENT  
WHO WAS NOT ENROLLED IN YOUR SCHOOL  
**FOR THE ENTIRE**  
**PREVIOUS SCHOOL YEAR**

MUST COMPLETE AN RESIDENTIAL ELIGIBILITY  
APPLICATION FORM,

SUBMIT IT TO THE CCS & BE CLEARED IN SOME WAY

BEFORE THEY CAN PLAY ANY SPORTS AT ANY LEVELS  
AT YOUR SCHOOL!!!!!!!!!!!!

# VOLUME!!!!

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- 1500+ TRANSFER APPLICATIONS ARE PROCESSED THROUGH THE CCS EVERY YEAR....
- 90% of them go back because they were not filled out completely or correctly. 5' of you checking them over, saves hours of time at the CCS Office and moves all applications along more quickly!



# THE BASICS

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- ❑ Find the right form
- ❑ Parents should fill out their section first
- ❑ Then former school should sign off in appropriate places
- ❑ The new school should review the form for completeness and correctness and then the new school should sign off in appropriate places



# BASICS CONTINUED...

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- ❑ NEW SCHOOL, after checking the form over, attach any required documentation and mail or scan and e-mail to Michael at CCS.
- ❑ FORMER & NEW SCHOOLS will receive an e-mail notifying you of an update on every students' file who transferred to or from your school.



# BASICS....

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- Michael receives application and supporting documentation.
- He looks at them in the order they are received.
- Posts that he receives it and if additional information is needed or if it needs correction etc.
- Both schools receive e-mail of the update Michael made.



# NEW SCHOOL....

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- ❑ If correction, clarification or additional information is requested from Michael—it is your responsibility to assist the family with that information.
- ❑ Once you have it, the NEW SCHOOL should again, scan it in and e-mail it or mail it to the CCS office.
- ❑ YOUR 20 DAYS HAS NOT YET STARTED!!!

# Basics..continued

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- Once a completed, correct application is submitted, It will be posted as pending review....NOW your 20 days has started.
- Completed applications are reviewed in the order they are completed!!!!
- Limited's and 1<sup>st</sup> time transfers—Steve Filios reviews.....move along pretty quickly.
- HARDSHIPS, Foreign Transfers & Boarding Students—Nancy review—moves along more slowly.

# No Transfer Eligibility will be approved if student....

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- ❑ Transfers to the school where their high school coach has relocated
- ❑ Transfers to a school where their club coach coaches high school
- ❑ Transfers to a school for athletic reasons
- ❑ Transfers to a school found guilty of using undue influence.....



# Pre-enrollment Contact

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- What is it?
- Must be disclosed
- Who has to disclose it..
- What happens if we don't disclose it?



# PRE-ENROLLMENT CONTACT..

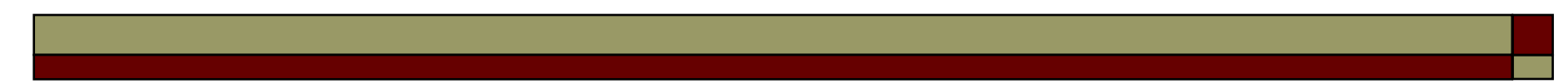
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- ❑ COACHES/AD'S DISCLOSE ALL CONTACT
- ❑ INCIDENTAL CONTACT WITH OTHER SCHOOL PERSONNEL
- ❑ SUMMER PARTICIPATION
- ❑ PRIMA FACIE
- ❑ COMMISSIONER'S SATISFACTION

# DISCIPLINARY TRANSFERS- CIF Bylaw 210

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- ❑ What is a disciplinary transfer?
- ❑ Why are they ineligible for all sports at all levels?
- ❑ What if the former school doesn't care or doesn't believe in the disciplinary part of the eligibility rules?
- ❑ What should the new school's role be?
- ❑ Should the new school allow such students to apply for eligibility?



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**NON-DISCIPLINARY**

**TRANSFERS AND**

**FAMILY MOVES...**

**RESIDENTIAL ELIGIBILITY**

# VALID CHANGE OF RESIDENCE..

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- Students who move with their **entire** family from one school's attendance area to another may enroll at the new school or a private school no later than the beginning of the school year following that move
  - **CAN'T LEAVE ANYONE BEHIND....**







# Valid Change of Residence

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- ❑ BE A LITTLE SKEPTICAL PLEASE.....
- ❑ Ask questions
- ❑ Get dates of move
- ❑ Ask for Names, relationships of EVERYONE who lived in the other home and EVERYONE who lives in the new home...
- ❑ When in doubt ask for documentation as listed in CIF Bylaw 206...
- ❑ Don't rely on the District to do this vetting.
- ❑ Don't rely on the parents to tell you the whole truth...

# VERIFICATION OF A VALID CHANGE OF RESIDENCE.....

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## CIF/CCS FORM 206

- HOWEVER-make sure they have ALL moved!  
CCS will stamp this “***RECEIVED AND COMPLETED***” (*not approved*)
- **IF THEY LIE TO YOU.....**You MAY forfeit unless you can prove you have done due diligence. The student will have been ineligible when playing.
- **REMEMBER:** The principal has the right to keep anyone from playing until they are satisfied that the student is eligible and that the other students in the program won't suffer loss or be negatively impacted by this student's participation.
- “*Please be aware that the final determination of who does or does not play for any school, after minimum eligibility standards have been met, rests with the Principal of the school in which the student is enrolled. Schools may be more restrictive in their eligibility standards.*”



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ENTIRE FAMILY  
DOES NOT MOVE,  
STUDENT  
CHANGES SCHOOLS....

# CIF BYLAW 207...TRANSFERS

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- **Except for disciplinary transfers 207:**
- **All** students, are limited at the new school to sub-varsity participation for 12 months ***in any sport in which they participated*** in the 12 months before this transfer at any level at any school .....

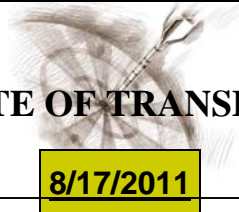
**12 MONTHS BACK, 12 MONTHS FORWARD**

DATE OF TRANSFER

8/17/2010

8/17/2011

8/17/2012



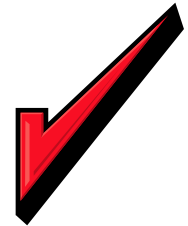


**1ST transfer prior to beginning of**  
**sophomore year:**

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1. EASY TRANSFER—NOT FREE!
2. Non-disciplinary
3. Scholastically eligible when the student left the former school  
MAY NOT PUT THIS STUDENT ON PROBATION AT NEW SCHOOL!
4. First change of Schools for this student since entering 9<sup>th</sup> grade
5. Not athletically motivated
6. NOT AVAILABLE TO STUDENTS TRANSFERRING FROM A FOREIGN COUNTRY! (CIF Bylaw 209)

# 1<sup>ST</sup> transfer prior to beginning of sophomore year:



DO NOT STAPLE FIRST TRANSFER FROM U.S. PRIOR TO BEGINNING OF SOPHOMORE YEAR... 1



## APPLICATION FOR RESIDENTIAL ELIGIBILITY

For more information see [www.cisstate.org](http://www.cisstate.org)



Students who are transferring for the first time in high school and are coming from a school located in the U.S. and are transferring no later than the beginning of 3<sup>rd</sup> semester

FORM 207.A.3/510

**Please complete all fields-Incomplete applications will be denied**

1. STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ **Circle Grade:** 2 10 11 12  
(Grade Level @ time of enrollment in new school)

2. CURRENT ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
(city) (zip) (area code)

3. FORMER ADDRESS \_\_\_\_\_  
(city) (zip)

4. TRANSFER FROM \_\_\_\_\_ HIGH SCHOOL TO \_\_\_\_\_ HIGH SCHOOL  
(previous school name) (new school name)

5. ENROLLED IN PREVIOUS SCHOOL FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ Began attending NEW school on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(high school enrollment only) (month/day/year) (month/day/year) (month/day/year)

6. LIST IN ORDER ANY OTHER HIGH SCHOOLS ATTENDED: and list IN ORDER dates of attendance under high school name

Previous School(s)	Enrollment Dates (month/day/year)
1. _____	Attended From: _____ To: _____
2. _____	Attended From: _____ To: _____
3. _____	Attended From: _____ To: _____

7. APPLICATION MADE UNDER THE FOLLOWING:

<input checked="" type="checkbox"/>	APPLICATION FOR 1 <sup>ST</sup> TRANSFER PRIOR TO THE BEGINNING OF THE 3 <sup>RD</sup> CONSECUTIVE SEMESTER SINCE ENROLLING IN THE 9 <sup>TH</sup> GRADE: BY-LAW 207 A.3
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# 510 STATEMENTS

## PARENTS & STUDENTS

DO NOT STAPLE    HARSHIP APPLICATION FOR TRANSFERS FROM WITHIN THE U.S.

2

### 510 PRE-ENROLLMENT CONTACT AFFIDAVIT (By-law 510)

**PARENT AND STUDENT STATEMENTS    Read #1, #2 and #3 carefully before signing.**

**1 SIGN IF TRUE:** By signing this affidavit below, I certify that no person who is associated\* with the athletic department of the enrolling (new) school (School "B"), or is part of the booster club of School "B" or who was acting on their behalf has had ANY communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of this student, prior to the completion of the enrollment process at School "B". (\*Associated is defined in CIF Bylaw 510)

Parent's Signature

Date

Student's Signature

Date

**2 SIGN IF TRUE:** By signing this affidavit below, I certify that the student has not participated during the previous 24 months on any non-school athletic team\* (i.e., AAU, American Legion, club team, etc.) that is associated\* with or coached by anyone associated\* with the enrolling (new) school (School "B"). (\*See Bylaw 510 for definition of a non-school athletic team.) (\*Associated is defined in CIF Bylaw 510)

Parent's Signature

Date

Student's Signature

Date

**Sign #3 below if you could not sign that BOTH #1 and #2 above were true.**

**3 SIGN IF EITHER #1 OR #2 ABOVE ARE NOT TRUE:** I am unable to certify that one or both of the above statements are true. Therefore, as required, I am submitting a complete written disclosure of the specifics. (Attach the explanation to this form.)

Parent's Signature

Date

Student's Signature

Date

# 510 STATEMENTS FORMER & NEW SCHOOL

## FORMER AND CURRENT(NEW) SCHOOL STATEMENTS

1. My signature below attests that to the best of my knowledge I have no credible\*\* evidence of any person who is associated\* with the athletic department of the new school (School "B") or who is part of the booster club of the new school (School "B") or who is acting on their behalf, having communication, directly or indirectly, through intermediaries or otherwise with the transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process.
2. **AND** Furthermore, I am not aware of this student participating during the previous 24 months on any non-school athletic team\* that is associated\* with the enrolling (new) school (School "B"). (\*See Bylaw 510 for definition of a non-school athletic team and the term "associated")

**IF THESE STATEMENTS ARE BOTH TRUE, AD, Principals and Coach(es), SIGN IN BOX 1;  
IF NOT, then Principal only should sign Box 2 & attach statement(s) describing what makes 1 or 2 untrue.**

FORMER School Signatures	BOX 1	CURRENT/NEW School Signatures	
AD, Principal & any coach for which this student played should sign		AD, Principal & any coach for which this student wishes to play should sign	
Signature of Athletic Director of former school	Date	Signature of Athletic Director of new school	Date
<u>Sport</u> Signature of Head Coach	Date	<u>sport</u> Signature of Head Coach (fall)	Date
<u>Sport</u> Signature of Head Coach	Date	<u>Sport</u> Signature of Head Coach (winter)	Date
<u>Sport</u> Signature of Head Coach	Date	<u>Sport</u> Signature of Head Coach (spring)	Date
Signature of Principal of former school	Date	Signature of Principal of new school	Date
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>BOX 2</b> I am unable to certify that one or both of the above statements are true. Therefore, as required, I am submitting a complete written disclosure of the specifics. (Attach the explanation to this form-CHECK BELOW AND SIGN.)</p> </div> <div style="width: 45%;"></div> </div>			
Signature of <b>FORMER</b> Principal unable to certify statements above are both true.	Date	Signature of <b>CURRENT</b> Principal unable to certify statements above are both true.	Date

**NEW SCHOOL ONLY should mail completed, original to CCS, 6830 Via Del Oro, Suite 103, San Jose CA 95119  
OR scan and e-mail application and all documents to Michael Marcuso**

**NOTE: SUBMIT THE ORIGINAL DOCUMENT. ALLOW 20 BUSINESS DAYS FOR INVESTIGATION AND REVIEW. AT THE TIME OF FILING THIS DOCUMENT, SUBMIT ALL KNOWN FACTS AND/OR DOCUMENTS. ADDITIONAL FACTS SUBMITTED LATE MAY NOT BE CONSIDERED BY THE COMMISSIONER.**



# LIMITED ELIGIBILITY!

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•LIMITED ELIGIBILITY APPLICATIONS SHOULD BE USED FOR THE FOLLOWING SITUATIONS.....

•STUDENT ONLY WANTS TO PLAY JV @ YOUR SCHOOL OR ONLY WANTS TO PLAY A DIFFERENT SPORT THAN THEY DID THE YEAR BEFORE.

•STUDENT HAS NOT PLAYED ANY SPORTS AT ANY LEVEL IN THE LAST TWELVE MONTHS

Played in a game for a school Team

•STUDENT WANTS TO PLAY VARSITY FOR NEW SCHOOL BUT DOES NOT HAVE ANY HARDSHIP REASONS FOR TRANSFERRING...

# 207 ONLY going to play JV at new school OR different sport



DO NOT STAPLE Transfer from US applying for sub-varsity (limited) eligibility only

1



**DO NOT FAX**

## APPLICATION FOR RESIDENTIAL ELIGIBILITY

For more information see "Understanding Transfer Eligibility for Parents' Handbook at [www.cifstate.org](http://www.cifstate.org)

Use for transfer from schools within the U.S. applying for LIMITED eligibility only



FORM 207.B.1/510

**Please complete all fields-incomplete applications will be denied**

**Circle Grade**  
**9 10 11 12**

1. STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Grade Level @ time of enrollment in new school)

2. CURRENT ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
(city) (zip) (area code)

3. FORMER ADDRESS \_\_\_\_\_  
(city) (zip)

4. TRANSFER FROM \_\_\_\_\_ HIGH SCHOOL TO \_\_\_\_\_ HIGH SCHOOL  
(previous school name) (new school name)

5. ENROLLED IN PREVIOUS SCHOOL FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ Began attending NEW school on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(high school enrollment only) (month/day/year) (month/day/year) (month/day/year)

6. LIST IN ORDER ANY **OTHER** HIGH SCHOOLS ATTENDED: and list IN ORDER dates of attendance under high school name

Previous School(s)	Enrollment Dates
1. _____	Attended From: _____ To: _____
2. _____	Attended From: _____ To: _____
3. _____	Attended From: _____ To: _____

7. APPLICATION MADE UNDER THE FOLLOWING:

APPLICATION FOR TRANSFER LIMITED ELIGIBILITY ONLY---BY-LAW 207.B



# APPLICATION WILL BE APPROVED IF...

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- **LIMITED:**
- Scholastically eligible when the student left the previous school..
- Non disciplinary transfer
- No pre-enrollment contact..OR pre-enrollment contacts are submitted and cleared to the satisfaction of the CCS Commissioner

# 207 no sports last twelve months.!

DO NOT STAPLE Non-disciplinary transfers from school w/in USA, no sports last twelve months 1



## APPLICATION FOR RESIDENTIAL ELIGIBILITY

For more information see "Understanding Transfer Eligibility for Parents' Handbook at [www.cifstate.org](http://www.cifstate.org)



Use for non-disciplinary transfers from a school located within the U.S. who have not played sports for 12 months before the transfer

FORM  
207.B.1/510

**Please complete all fields-incomplete applications will be denied**

1. STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ 9 10 11 12  
(Grade Level @time of enrollment in new school)

2. CURRENT ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
(city) (zip) (area code)

3. FORMER ADDRESS \_\_\_\_\_  
(city) (zip)

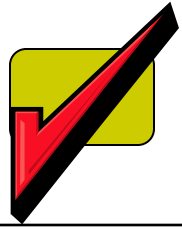
4. TRANSFER FROM \_\_\_\_\_ HIGH SCHOOL TO \_\_\_\_\_ HIGH SCHOOL  
(previous school name) (new school name)

5. ENROLLED IN PREVIOUS SCHOOL FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ Began attending NEW school on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(high school enrollment only) (month/day/year) (month/day/year) (month/day/year)

6. LIST IN ORDER ANY <b>OTHER</b> HIGH SCHOOLS ATTENDED:	Previous School(s)	Enrollment Dates
1. _____	_____	Attended From: _____ To: _____
and list IN ORDER dates of attendance under high school name 2. _____	_____	Attended From: _____ To: _____
3. _____	_____	Attended From: _____ To: _____ (month/day/year)

7. APPLICATION MADE UNDER THE FOLLOWING:

- APPLICATION FOR NON DISCIPLINARY TRANSFER WITH NO PARTICIPATION IN ANY SPORTS AT ANY LEVEL IN THE PREVIOUS 12 MONTHS—BY-LAW 207B.1



# LIMITED APPLICATION WILL BE APPROVED IF...

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- ❑ Scholastically eligible when the student left the previous school..
- ❑ Non disciplinary transfer
- ❑ No pre-enrollment contact..OR pre-enrollment contacts are submitted and cleared to the satisfaction of the CCS Commissioner
- ❑ LIMITED RESULTS IN ALL SPORTS ELIGIBILITY...SINCE STUDENT HAS NOT PLAYED ANYTHING IN THE LAST 12 MONTHS
- ❑ ALL COACHES AT NEW SCHOOL FOR WHOM THE STUDENT MIGHT WANT TO PLAY—SIGN OFF ON PRE-ENROLLMENT CONTACT
- ❑ FASTER PROCESSING THEN A HARDSHIP!

# UNLIMITED-HARDSHIP



- 
- HARDSHIPS SHOULD BE FILED FOR
  - Students who want to play on the Varsity team at the new school and who played in that same sport at some level (ANY LEVEL) at the previous school in the 12 months before they transferred to the NEW school.



# Hardships-continued

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□ Non-disciplinary transfers who are transferring solely and directly as a result of a non-athletic hardship circumstance that meets the CIF definition....

# MOST COMMON MYTH....

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- ❑ ~~ONLY PLAYED JV AT THE FORMER SCHOOL SO I DON'T NEED A HEADSHIP WAIVER AS ELIGIBLE TO PLAY VARSITY AT THE NEW SCHOOL~~

# UNLIMITED-HARDSHIP

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## **208. HARDSHIP WAIVERS**

**The CIF recognizes that, in certain circumstances, students may transfer from one school to another due to a compelling need or situation beyond a student's control. In such cases the Section may waive the transfer limitation imposed on a student when the case meets the definition of a hardship. (See "A." below.) Consideration of any hardship request under this bylaw requires documented proof of the hardship circumstance, and all facts to be considered must be submitted at the time of application. Consideration will be given to those situations in which there is no evidence of athletic motivation, undue influence, pending disciplinary action or falsification of information (See also Bylaw 202).**

- A. A hardship is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event that causes the imposition of a severe and non-athletic burden upon the student or his/her family. Sections may only waive the transfer limitation if the conditions of hardship are met, and there is sufficient documentation to support the hardship claim. Sections may not waive the applicable rule if the conditions of hardship are not met.**
- B. Consideration of any hardship request to a Section requires documentation. Such documents may include, but not be limited to copies of current transcripts, financial documents, medical statements and/or supportive statements from the previous school attended.**

# 207 HARDSHIP...

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- ATTACHED PLENTY OF DOCUMENTATION OF HARDSHIP!
- KEPT CONFIDENTIAL IN CCS OFFICE
- MAY TAKE 20 DAYS TO BE APPROVED
  - **COMMON HARDSHIP CLAIMS:**
  - SCHOOL A-B-A NO SPORTS AT B
  - FINANCIAL
  - DIVORCE/SEPARATION
  - FAMILY—MOM-DAD-AUNTIE-GRANDMA, ETC.
  - NEW—Bullying, Harassment!!

# HARDSHIP APPLICATION

DO NOT STAPLE HARDSHIP APPLICATION FOR TRANSFERS FROM WITHIN THE U.S.

1



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

**DO NOT FAX**

## APPLICATION FOR RESIDENTIAL ELIGIBILITY

For more information got to [www.cif.state.org](http://www.cif.state.org)

Students transferring from a school within the U.S. who are applying for an exception to the transfer rule for unlimited eligibility due to a transfer for **HARDSHIP** reasons



FORM 207/208/510

**Please complete all fields-incomplete applications will be denied**

1. STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ **Circle Grade:** 9 10 11 12  
(Grade Level @time of enrollment in new school)

2. CURRENT ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
(city) (zip) (area code)

3. FORMER ADDRESS \_\_\_\_\_  
(city) (zip)

4. TRANSFER FROM \_\_\_\_\_ HIGH SCHOOL TO \_\_\_\_\_ HIGH SCHOOL  
(previous school name) (new school name)

5. ENROLLED IN PREVIOUS SCHOOL FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ Began attending NEW school on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(high school enrollment only) (month/day/year) (month/day/year) (month/day/year)

6. LIST IN ORDER ANY **OTHER** HIGH SCHOOLS ATTENDED: 1. \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_  
 and list IN ORDER dates of attendance under high school name 2. \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_  
 3. \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_

**Previous School(s) Enrollment Dates**

**7. APPLICATION MADE UNDER THE FOLLOWING:**

APPLICATION FOR TRANSFER HARDSHIP VARSITY ELIGIBILITY EXCEPTION BYLAW 208:

APPLICANT must attach detailed, specific description and documentation of the hardship circumstances that solely and directly caused the need for this transfer with this application.



# HARDSHIP DETERMINATIONS...

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- ❑ Signed statements
- ❑ DOCUMENTATION, DOCUMENTATION, DOCUMENTATION!!!!
- ❑ MORE IS BETTER
- ❑ CIRCUMSTANCES SOLELY AND DIRECTLY
- ❑ FINANCIAL AID?
- ❑ AD'S/PRINCIPALS SHOULD HELP PARENTS WHENEVER POSSIBLE.



# HARDSHIP WILL BE APPROVED IF...

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- ❑ Scholastically eligible when the student left the previous school..
- ❑ Non disciplinary transfer
- ❑ No pre-enrollment contact..OR pre-enrollment contacts are submitted and cleared to the satisfaction of the CCS Commissioner
- ❑ **HARDSHIP DOCUMENTATION IS ATTACHED AND DEEMED HARDSHIP BY CCS**



# FOREIGN TRANSFERS...

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- ❑ Moved from a foreign country with the entire family—CIF FORM 206
- ❑ Not in a CIF approved foreign exchange program CIF BYLAW 209.B.
- ❑ Enrolled under the auspices of a CIF foreign exchange program. CIF BYLAW 209.A.

# PROCESSING APPLICATIONS!

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- ❑ These are not CCS' personal rules. These are rules that all the schools in the CIF have had input on and agreed to abide by.
- ❑ School principals (or designee) are responsible for their student's eligibility.
- ❑ School principals (or designee) are responsible to submit a **COMPLETE, ACCURATE** application form(s)
- ❑ If you want a student to be eligible to play for you, providing complete, accurate information, so we can make such a determination is the school's responsibility; not CCS'!
- ❑ It is not our responsibility to track down information, contact someone else to get the whole story, search out more information, etc. It is the school's and the applicant's responsibility.
- ❑ Schools are the contact for the CCS, NOT THE PARENTS!

# CCS PROCESSING.....

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- ❑ They are processed in the order they are **completed**.  
An application is not considered completed until it has been received, is correct and complete and is ready for review.
- ❑ If they are incomplete, inaccurate or just plain wrong, they go back to the new school for completion.
- ❑ Taking 5' to review an application prior to submitting it for completion and accuracy will save you approximately 2 weeks in the processing of that application.
- ❑ At the point they are ready for review they are THEN placed in the stack to be reviewed in the order they were completed.
- ❑ When we say allow for a month, we mean approximately 20 working days from when the application is COMPLETED, not submitted.
- ❑ **CHECK THE SECURE WEB SITE FOR PROGRESS!!!**  
**Do not call the office! ☺**

# PARENTS:

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- Sorry, but they are your parents, not ours.  
SO PLEASE.....
- 
- DO NOT tell parents to call us,
- DO NOT tell parents that this is a CCS rule and you don't know....ask the CCS.
- DO NOT tell parents that you think it is a hardship and it will likely get approved
- DO NOT tell parents that you have no idea why it is taking so long and who knows what those people in the CCS office are doing...
- DO NOT tell parents that their son/daughter will be eligible for the game today because you are walking the application into the office this afternoon.
- DO NOT tell parents that anything left blank on the application is ok, not important.
- DO NOT tell parents that you are happy to let the student play at the other school and you don't know why the CCS cares since you don't! (former school folks!)

# OTHER RULES....

<u>RULE</u>	<u>Whose Rule?</u>	<u>Waiver?</u>	<u>Tougher?</u>
<u>2.0 GPA</u>	<u>State Law, CIF 202 A &amp; B</u>	<u>Probation-district policy</u> ✓ <u>CIF/CCS cannot waive</u>	<u>Schools, Districts</u>
<u>20 Units of credit</u>			
<u>Currently enrolled in....</u> <u>@ the School for which they</u> <u>wish to compete!</u>	<u>CIF 205</u>	✓ <u>No waiver</u>	<u>Schools, Districts</u>
<u>Last grading period...</u>	<u>CIF 205</u>	<u>CCS</u>	<u>Schools, Districts</u>
<u>On Track for Graduation</u>			
	<u>CIF 205</u>	✓ <u>No waiver</u>	<u>Schools, Districts</u>
<u>SUMMER SCHOOL CREDITS</u>			
May be used to assist with spring GPA & Units			



# Other Rules:

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- ❑ Age Rules: 19 year olds/14 year olds—  
football
- ❑ 8 Semesters
- ❑ 4 season of any one sport/1 season per year
- ❑ Physical Exams
- ❑ Sundays
- ❑ Non-CIF Teams 502



# Continued...

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- ❑ Fraudulent Information
- ❑ Outside Competition-Rule 600
- ❑ Tournament Sanctioning
- ❑ Ineligible Athletes--forfeiture



# Questions not to ask....

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- ❑ Where in the stack is my student's application?
- ❑ Why haven't you reviewed my student's eligibility case yet?
- ❑ Has this student been approved yet?
- ❑ She is ineligible? What if we play her anyway?



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QUESTIONS, you now  
would like to ask 😊