

# TOURNAMENT SANCTIONS

## CIF &/OR Border State Schools Only

The enclosed information and forms should be read and completed by the CCS host school for tournaments in which all the schools involved are members of CIF &/or Border States Associations.  
(Alaska, Arizona, Hawaii, Nevada, Oregon)

### **IMPORTANT!**

#### **Read before proceeding with your application**

- **DEADLINES!**

Tournament Sanctioning Application packets **MUST** be submitted by the specified deadline date, *or earlier*. You must obtain approval prior to mailing out any tournament invitations. Check the deadlines listed on the top of the application. If you miss a deadline date, your Tournament Sanctioning Application will either be returned, or not reviewed, until after the **next** deadline!

- **OUT-DATED AND/OR INCOMPLETE APPLICATIONS**

Only **CURRENT** application forms may be submitted. Do **NOT** leave any **BLANK SPACES** on the form. All information requested is necessary. **All required documentation MUST BE ATTACHED (see below)**. Sanctioning applications containing **OUT-DATED FORMS, BLANKS, and/or INCOMPLETE SUPPORTING DOCUMENTATION WILL BE DENIED AND RETURNED!**

- **DOCUMENTS THAT SHOULD BE ATTACHED: (including, but not limited to...)**

1. **Copy of Tournament Flyer or Letter of Invitation**

Please include description of awards given, referees used, gifts and/or food for participants, special skill contests involved, etc.

- Included, as well, must be specifically to whom entry fee checks are to be made payable (this **MUST** be a school account!).

2. **Complete Budget on attached form (must be completed only on form provided!)**

Critical areas for which we are checking are:

- Cost per award to any team, student, and/or coach;
- Amount paid to each official for each contest.
- Assurance that all funds are controlled and funneled through school accounts.

3. **Complete list of all invited teams**

4. **Complete tournament description, and/or brackets, and/or format**

We must have this in order to ascertain how many contests your tournament counts, in regards to the CCS Maximum # of Contests rule. Send blank brackets (best) or a description (e.g., "pools of 4 teams play 1 game each against all opponents, then top 2 teams out of each pool enter single elimination brackets of 8 teams each," etc.).

5. **Description of any "partnership" agreement** with any outside entity in the hosting and/or management of this tournament.

6. **Copy of the complete time schedule**, if not included on the application form itself.

• **COMMON QUESTIONS:**

- How do I know what the format will be until I know how many teams will be coming?  
Submit format for the # of teams you hope to get, and, if questionable that you will be successful, alternative plans for lower or higher numbers.
- What if a team not initially entered ends up wishing to enter the tournament -- do I have to submit a whole new application?  
If the additional team(s) are all CIF member-schools, send an addendum to update your application. A completely new one is not needed. If entering the additional team(s) change the tournament format, that information must be submitted far enough in advance to meet the appropriate deadline, and will require Committee review. You should NOT expect to hear back if there is no change in format and there is no problem with the CIF team(s) added that were not initially entered. You SHOULD make sure you hear back if the format is changed!
- Do I have to submit an application every year if I have basically the same tournament format and invite the same teams?  
Unfortunately, for both you and the Committee, YES, you do. Under the present system, tournament sanctioning applications must be re-checked and re-verified every year.
- What happens if I participate in or host a non-sanctioned tournament?  
The CCS Executive Committee will take action against any school violating this By-Law. Minimum sanctions are forfeiture of all tournament contests and any "power or seeding points" earned from participating in the tournament. Schools violating this By-Law could also be put on probation in all sports, prohibited from hosting future tournaments, and be exposed to other penalties, as deemed appropriate.

**TOURNAMENT DIRECTOR'S CHECK-LIST**

Attach to your email:

- 1. Application Form included
- 2. List of Teams Invited included
- 3. Sample Bracket/Format included
- 4. Copy of Invitation Letter included
- 5. Time Schedule included
- 6. Submitted by appropriate deadline:  
**Fall – Apr. 10<sup>th</sup>** (or earlier)    **Winter – Sep. 10<sup>th</sup>** (or earlier)    **Spring – Dec. 01<sup>st</sup>** (or earlier)

PLEASE SUBMIT APPLICATION AS EARLY AS POSSIBLE, AND PRIOR TO THE APPROPRIATE DEADLINE, SO THAT SANCTIONING MAY BE OBTAINED BEFORE SENDING OUT INVITATIONS!

I have read and agree to all the instructions above for completing and submitting this application:

Check this box to proceed; you will be prompted to save your application.

**CIF/CENTRAL COAST SECTION**  
**TOURNAMENT SANCTION APPLICATION**

**Deadlines:** Fall – April 10<sup>th</sup> (or earlier) Winter - September 10<sup>th</sup> (or earlier) Spring - December 01<sup>st</sup> (or earlier)

**APPLICATION FOR SANCTIONING OF TOURNAMENT INVOLVING 4 OR MORE TEAMS, ALL OF WHICH ARE FROM MEMBER-SCHOOLS OF THE CIF, &/OR THE BORDER STATES OF ALASKA, ARIZONA, HAWAII, NEVADA, OREGON**

**PARTICIPATION IN, OR HOSTING OF, A NON-SANCTIONED TOURNAMENT BY A CCS SCHOOL MAY RESULT IN SERIOUS PENALTIES ASSESSED AGAINST YOUR SCHOOL!**

**A. REQUEST FOR SANCTION**

1. The host school, \_\_\_\_\_ (CCS member-school), located in \_\_\_\_\_ (city), hereby requests sanction for the \_\_\_\_\_ (tournament name) to be held at \_\_\_\_\_ (location[s]), \_\_\_\_\_ (mo./day/yr)

2. If sanction is granted, this event will be managed by:

\_\_\_\_\_  
(name & title of host school personnel) (e-mail) (phone)

3.  We are hosting this event in a partnership agreement with: \_\_\_\_\_  
A copy of the details and agreements for this partnership is attached.  
(if complete details not attached, the application will be denied)

**B. NUMBER OF YEARS THIS EVENT HAS BEEN HELD: \_\_\_\_\_**

**C. TYPE OF COMPETITION: Check any and all types of competition included in the format.**

1. SPORT: \_\_\_\_\_ COMPETITION: TEAM INDIVIDUAL

2. LEVEL(s): Varsity JV Sophomore Frosh/Soph Freshman

3. GENDER: Student Teams Boys: Girls:  
(teams consisting of boys and girls, e.g. track, wrestling)

**D. DESCRIPTION OF PARTICIPANTS AND MIN./MAX. # OF CONTESTS INVOLVED**

1. This tournament will include \_\_\_\_\_ # of teams/individuals from \_\_\_\_\_ # of schools.

2. The tournament format guarantees that the minimum # of contests \_\_\_\_\_ or matches \_\_\_\_\_ will be \_\_\_\_\_  
(check one)

3. The tournament format guarantees that the maximum # of contests \_\_\_\_\_ or matches \_\_\_\_\_ will be \_\_\_\_\_  
(check one)

**E. FINANCIAL INFORMATION: (Entry Fee: \$ \_\_\_\_\_ @ team / individual / event)**

The completed budget form (attached), and a copy of the flyer and/or invitation to be sent to potential participating-schools, which clearly states to whom the entry fee is to be made payable (must be a school account), MUST be included.

**F: OFFICIALS INFORMATION**

1. We are using officials from \_\_\_\_\_ Association. (name of officials association)

2. This is the association from which our high school regularly contracts for officials: Yes No  
(check one)

3. All officials used are certified in High School Rules for this sport: Yes No  
(check one)

4. If #1 above is not the association from which your school normally contracts for officials, or if your answer to #2 above is NO, or if your answer to #3 above is NO, you must attach a detailed description of how and why you are not complying with your school's usual contracting association, and/or how and why you are using officials who are not certified in High School Rules.

**(If this is not attached, the application will be automatically denied.)**

**G. HOST SCHOOL'S STATEMENT OF INTENT**

We have read the CIF Section and CIF State rules regarding sanctioned events and agree to conduct this event in accordance with those rules. We understand that although assistance may be secured from an outside organization, the management of a sanctioned event, including the collection and distribution of all funds must remain with the hosting CIF member-school. We further certify that all participants represent teams from member-schools of the CIF and/or California border state associations, and, to the best of our knowledge, are in good standing with the CIF, their respective CIF Section, and/or their respective border state association.

**TOURN. DIRECTOR**

**ATHLETIC DIRECTOR**

**PRINCIPAL**

\_\_\_\_\_  
(Signature) (Signature

\_\_\_\_\_  
) (Signature

\_\_\_\_\_  
)

**LIST BELOW THE SCHOOLS BEING INVITED FROM THE CIF/CENTRAL COAST SECTION**

School	Location	School	Location
1. _____	_____	16. _____	_____
2. _____	_____	17. _____	_____
3. _____	_____	18. _____	_____
4. _____	_____	19. _____	_____
5. _____	_____	20. _____	_____
6. _____	_____	21. _____	_____
7. _____	_____	22. _____	_____
8. _____	_____	23. _____	_____
9. _____	_____	24. _____	_____
10. _____	_____	25. _____	_____
11. _____	_____	26. _____	_____
12. _____	_____	27. _____	_____
13. _____	_____	28. _____	_____
14. _____	_____	29. _____	_____
15. _____	_____	30. _____	_____

You may attach a list of CCS member-schools you plan to invite if there is insufficient room here.

**LIST BELOW THE SCHOOLS BEING INVITED FROM OUTSIDE THE CCS**

(If you are planning to invite Non-CIF, Non-Border State schools, you are using the wrong form.)

If sanction is granted, we wish to invite member school(s) of the CIF or Border States from the following: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Border State (AK, AZ, HI, NV, OR) | <input type="checkbox"/> CIF/Oakland Section       |
| <input type="checkbox"/> CIF/Central Section               | <input type="checkbox"/> CIF/Sac-Joaquin Section   |
| <input type="checkbox"/> CIF/Los Angeles Section           | <input type="checkbox"/> CIF/San Diego Section     |
| <input type="checkbox"/> CIF/North Coast Section           | <input type="checkbox"/> CIF/San Francisco Section |
| <input type="checkbox"/> CIF/Northern Section              | <input type="checkbox"/> CIF/Southern Section      |

School	Section/Border State	School	Section/Border State
1. _____	_____	16. _____	_____
2. _____	_____	17. _____	_____
3. _____	_____	18. _____	_____
4. _____	_____	19. _____	_____
5. _____	_____	20. _____	_____
6. _____	_____	21. _____	_____
7. _____	_____	22. _____	_____
8. _____	_____	23. _____	_____
9. _____	_____	24. _____	_____
10. _____	_____	25. _____	_____
11. _____	_____	26. _____	_____
12. _____	_____	27. _____	_____
13. _____	_____	28. _____	_____
14. _____	_____	29. _____	_____
15. _____	_____	30. _____	_____

You may attach a list of member-schools you plan to invite if there is insufficient room here.

## TOURNAMENT BUDGET (REQUIRED FORM)

NAME OF TOURNAMENT:

DATES:

HOST SCHOOL NAME:

BUDGET SUBMITTED BY:

### INCOME

ENTRY FEES:

(TEAMS / INDIVIDUALS / EVENTS: #                      X ENTRY FEE: \$                      = ) \$

CONCESSIONS \$

GATE RECEIPTS \$

SPONSORSHIPS, if any \$  
(DESCRIPTION OF AGREEMENT MUST BE ATTACHED)

OTHER INCOME

\_\_\_\_\_ \$

\_\_\_\_\_ \$

**TOTAL INCOME \$**

### EXPENSES

OFFICIALS:    (#                      X FEE PER OFFICIAL \$                      )                      \$

AWARDS: \$

TEAM AWARDS:                      #                      x COST PER AWARD \$:  
total \$:

INDIVIDUAL TROPHIES:                      #                      x COST PER AWARD \$:  
total \$:

INDIVIDUAL MEDALS:                      #                      x COST PER AWARD \$:  
total \$:

\_\_\_\_\_ : #                      x COST PER AWARD \$:  
(other) total \$:

HOSPITALITY \$

TICKET-TAKERS, ANNOUNCER, TOURNAMENT DIRECTOR, ETC. \$

FIELD / GYM PREP \$

OTHER EXPENSES:

\_\_\_\_\_ \$

\_\_\_\_\_ \$

\_\_\_\_\_ \$

**TOTAL EXPENSES \$**

**NET PROFIT (LOSS) \$**