

NCS EXECUTIVE COMMITTEE MINUTES

DATE: MONDAY, DECEMBER 14, 2009
LOCATION: NORTH COAST SECTION OFFICE

TIME: 12:00 NOON

Facilitator: Richard Graey
Recorder: Bri Niemi

AGENDA TOPIC	Committee Recommendations				DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM		
Call to Order, Roll Call, Review Meeting Protocol and Rules					Richard Graey	Meeting called to order at 12:10 p.m.
I. CONSENT AGENDA					Richard Graey	The Consent Agenda was approved with no items removed.
II. MINUTES OF THE SEPTEMBER 21, 2009 MEETING Attachment A					Richard Graey	Approved by Consent
III. PUBLIC COMMENTS Pursuant to Education Code 33353.2 (C), any person wishing to speak on any item on the agenda, or comment on the policies and practices of the CIF – North Coast Section, will be heard at this time.					Richard Graey	There were no members of the public present to speak on any items on the agenda, or comment on the policies and practices of the CIF – North Coast Section, CIF.
IV. EXECUTIVE COMMITTEE						
A. CIF Distinguished Service Award Selection Nominees for 2009 – A list will of nominees will be provided at the meeting.					Richard Graey	Jerome Wiggins and Sam Moriana were selected to receive the CIF Distinguished Service Award.
B. Round Table Discussion Topic for January Board of Managers					Richard Graey	Commissioner Lemmon was instructed to invite Marie Ishida and Diane Marshall-Freeman to the January Board of Managers meeting to present information on the current finances connected to the CIF eligibility policies.
C. Executive Committee Workshop date					Richard Graey	The Executive Committee Workshop date will be selected at the March meeting where the 2010-2011 Governance Calendar will be reviewed.
D. Schools that have not paid their 2009-10 school dues.					Richard Graey	Information
E. Position Paper of the CIF Concerning the H1N1 Virus and NCS Winter and Spring Championships ATTACHMENT B				Recommendation to BOM to support	Richard Graey	The committee adopted the State CIF Position Paper concerning H1N1 Virus as policy for NCS Championships
F. Term of Office for Board of Managers Members – Revision of NCS Constitution and General Bylaw 30.B				Recommendation to BOM for First Reading	Richard Graey	This item was moved forward to the Board of Managers as a first reading.
G. Deletion of NCS Constitution and General Bylaw 31.A.2				Recommendation to BOM for First Reading	Richard Graey	This item was moved forward to the Board of Managers as a first reading.

AGENDA TOPIC	Committee Recommendations				DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM		
H. Pacific Union Preparatory School's failure to submit gate receipts for 2009 basketball – Request from Commissioner to remove from membership ATTACHMENT C					Richard Graey	Motion approved to give Pacific Union Preparatory School until Tuesday, December 22, 2009 at 4:00 p.m. to submit all gate receipts, tickets and game management paperwork for NCS Championship basketball games hosted in February of 2009, otherwise membership will be suspended.
I. Update on progress of the 2009-2010 Targets					Richard Graey	Section staff reported on the progress of the 2009-2010 Targets.
V. FINANCE						
A. November 30, 2009 Balance Sheet ATTACHMENT D					Willie Wong	Information
B. 2009-2010 Budget 1. Formula Error in Expense Page 2. Possible requirement of full audit ATTACHMENT E					Willie Wong	Commissioner Lemmon reviewed with the committee an error in the budget and the possible requirement for a full audit of the financials for 2009-2010, instead of a review, based on Federal accounting standards.
C. Financial Procedures Manual ATTACHMENT F					Willie Wong	A first draft of a proposed NCS Financial Procedures Manual was reviewed.
VI. SPORTS ADVISORY COMMITTEE						
A. Golf Divisional format proposal-Golf Management Committee	Passed 29-0-0			Recommendation to BOM to support	Karen Smith	Passed by Consent.
B. Change in the 2009-2010 Spring Soccer Dates	Passed 24-0-5			Recommendation to BOM to support	Karen Smith	Passed by Consent.
C. Revision of NCS Sports & General Rulings Handbook Bylaw 101H	Passed 29-0-0			Recommendation to BOM to support	Karen Smith	Passed by Consent.
D. Revision of NCS Sports & General Rulings Handbook Bylaw 104H	Passed 29-0-0			Recommendation to BOM to support	Karen Smith	Passed by Consent.
E. Proposal to require movement to a higher classification or division	Passed 18-10-1			Recommendation to BOM to support	Karen Smith	The committee approved the SAC recommendation of approval of this item.
F. Tennis Hosting	Passed 29-0-0			Recommendation to BOM to support	Karen Smith	Passed by Consent.
G. Two Divisions for Boys' and Girls' Lacrosse	Passed 14-2-10			Recommendation to BOM to support	Karen Smith	Passed by Consent.
H. Revision of Sports Divisions	Passed 27-2-0			Recommendation to BOM to support	Karen Smith	Passed by Consent.
I. Tennis Uniforms	Passed 27-2-0			Recommendation to BOM to support	Karen Smith	Passed by Consent.

AGENDA TOPIC	Committee Recommendations				DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM		
J. Avoid first round league match-ups in NCS Championships	Failed 6-21-1			Recommendation to BOM to not support	Karen Smith	The committee did not support granting authority to any At-large & Seeding Committee to alter the seeded teams to avoid league match-ups in the first round.
VII. ALIGNMENT AND CLASSIFICATION COMMITTEE						
A. Report by Alignment & Classification Chair					Richard Graey	Information
B. Further adjustments to the structure of the Alignment and Classification Committee		Passed 7-0-0		Recommendation to BOM for First Reading	Richard Graey	Approved for a first reading at the Board of Managers with adjustment to the language of the proposal.
VIII. ELIGIBILITY COMMITTEE						
A. Review of NCS Report of Waivers for the 2009-10 school year Attachment G					Gil Lemmon	Information
B. Request change in Eligibility Notification Procedures – Elimination of the Notice of Receipt			Approved 12-0-0	Recommendation to BOM to support	Gil Lemmon	The committee supported the NCS staff recommendation to streamline the process of notification of eligibility to schools.
C. Report by Eligibility Chair					Gil Lemmon	Information
IX. VALUES AND ETHICS COMMITTEE						
A. No Items					Amy McNamara	Recommendation that the Sportsmanship Committee be assigned the additional responsibility of sportsmanship violations and other non-eligibility issues in the NCS Championships.
X. CIF ITEMS						
A. CIF Governance Task Force Report					Richard Graey	Information
XI. OTHER BUSINESS						
A. Spring Board of Managers Meeting – Change in Date				Recommendation to BOM to support	Richard Graey	The committee took action to move the spring 2010 Board of Managers meeting from Friday, April 30 th to Monday, April 26 th .
XII. STAFF REPORTS						
A. Commissioner					Gil Lemmon	Oral Report
B. Associate Commissioner					Karen Smith	Written Report
C. Assistant Commissioner					Bri Neimi	Oral Report

AGENDA TOPIC	Committee Recommendations				DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM		
XIII. ADJOURNMENT						
A. Next Meeting – March 22, 2010 at the Marin County Office of Education					Richard Graey	Meeting adjourned at approximately 2:45 p.m.

D = Discussion, P = Participation, A = Action, I = Information only, R = Review/prior topic, C = Consent
 Emergency items may be added to the agenda by a 2/3 vote of the members present.

NCS EXECUTIVE COMMITTEE MINUTES
December 14, 2009

Call to order at 12:15 p.m.

IN ATTENDANCE

Richard Graey, Rebecca Smith, Jan Smith-Billing, William Wong, Geri Giovannetti, Chris Heller, Kristie Christiansen and Dennis Regalado

ABSENT

Percy McGee, Sue Kahn and Amy McNamara

I. CONSENT AGENDA

PASSED 8-0-0

Motion to approve the consent agenda with no items removed.

Motion: Jan Smith-Billing Second: Chris Heller

II. MINUTES

PASSED BY CONSENT

Motion to approve the minutes of the September 21, 2009 meeting as printed.

III. PUBLIC COMMENTS

INFORMATION

There were no members of the public present to speak on any items on the agenda, or comment on the policies and practices of the CIF – North Coast Section.

IV. EXECUTIVE COMMITTEE

A. CIF Distinguished Service Award Selection Nominees for 2009

PASSED 8-0-0

Motion to nominate Jerome Wiggins and Sam Moriana as this year's CIF Distinguished Service Award recipients.

Motion: Jan Smith-Billing Second: Geri Giovannetti

B. Round Table Discussion Topic for January Board of Managers

DIRECTION TO NCS STAFF

Commissioner Lemmon was instructed to invite Marie Ishida and Diane Marshall-Freeman to the January Board of Managers meeting to present information on the current finances connected to the CIF eligibility policies, information presented at the October 16, 2009 CIF Governance meeting.

C. Executive Committee Workshop Date

NO ACTION

The Executive Committee Workshop date will be selected at the March meeting where the 2010-2011 Governance Calendar will be reviewed.

D. Schools that have not paid their 2009-10 school dues.

INFORMATION

Letters have been sent by certified mail to the following school notifying them that their 2009-2010 school dues must be paid by January 31, 2010, otherwise their membership will be suspended.

American
Berkeley
Calistoga

Ferndale
International
Orinda Academy

Ursuline

The list of schools has been updated as of Friday, December 18, 2009.

E. CIF Position regarding H1N1 Virus and Section Championships

PASSED 8-0-0

Motion to adopt the recommended the adjusted CIF language below concerning the H1N1 Virus and the conduct of NCS Championships.

NCS Policy Concerning the H1N1 Virus (Swine Flu)

TEAM SPORTS

Teams from schools that are closed due to the H1N1 Virus (Swine Flu) will not be allowed to participate in North Coast Section Championships until the school has been re-opened and classes resume (i.e. a school closed on Friday would not be considered re-opened until classes resume on Monday). In an effort to provide a participation opportunity for schools in this situation, NCS staff is authorized to alter the Championship schedule to allow a playoff game in a team sport to be conducted later than its originally scheduled date on the bracket, provided that the contest is played prior to the next round of play. If a contest is not able to be completed within these parameters, the contest will be considered a forfeit by the school closed due to the H1N1 Virus (Swine Flu) and the other school's team will advance in the bracket.

INDIVIDUAL SPORTS

Students of schools that are closed due to the H1N1 Virus (Swine Flu) will not be allowed to participate in high school athletics until the school has been re-opened and classes resume (i.e. a school closed on Friday would not be considered re-opened until classes resume on Monday). Due to the high number of individuals involved in these events, it is simply not possible to move and/or reschedule individual sport section championships on such short notice.

Motion: Jan Smith-Billing

Second: Dennis Regalado

F. **Term of Office for Board of Managers Members**

FIRST READING

Motion to revise NCS Constitution and General Bylaw 30.B.

30.

B. These representatives *above* shall be elected for terms *as follows*: ~~of not more than three years.~~

1. *The Section President, Section President-elect and Section past-president shall be appointed for consecutive two-year terms.*
2. *The female CIF delegate, representative of under-represented populations, school boards' representative and superintendents' representative shall be appointed for three-year terms.*
3. *The term of league representatives is determined by each individual league.*
4. *Private school, Public School Boards' representatives and district superintendents' representatives shall be elected to three-year terms.*

G. **Deletion of NCS Constitution and General Bylaw 31.A.2.**

FIRST READING

Motion to delete NCS Constitution and General Bylaw 31.A.2

31. CIF REPRESENTATIVES

A. President, President-elect, Representatives of Leagues

1. The President, President-elect, Female representative and representative of under represented populations shall serve as the delegates to the CIF Federated Council.
 - a. The Board of Managers may authorize a CIF Federated Council delegate other than the President and/or President-elect by majority vote.
2. ~~The delegates from the North Coast Section to the CIF Federated Council must be duly elected representatives of their leagues serving concurrently in both capacities.~~

H. **Request by NCS Commissioner to remove Pacific Union Preparatory School from membership in NCS/CIF.**

PASSED 8-0-0

Motion to require Pacific Union Preparatory School to submit the 2009 NCS Basketball Championship gate receipts, tickets and game management paperwork prior to Tuesday, December 22 by 4:00 p.m. Failure to submit by the stated deadline will result in a suspension of membership.

Motion: William Wong

Second: Geri Giovannetti

I. **Update on the progress of the 2009-2010 Targets INFORMATION**

The progress of the 2009-2010 targets was reviewed.

1. Use the NCS website to highlight accomplishments of schools or individuals in promoting good sportsmanship and the principles of Pursuing Victory with Honor and service to the community. (Assigned to Bri Neimi)
Bri Neimi reported that the NCS Office has received many more stories of good sportsmanship and community service of member schools. The month of October included several "Think Pink" stories. Stories can be submitted to the NCS Office and are placed on the front page of the NCS website as well as in the new NCS electronic newsletter.
2. Complete the development of a technology plan. Assess and address current and future needs for computers, servers, software, printers, copiers, and other related technology. Determine the resources necessary and an appropriate timeline for the implementation of the plan. (Assigned to Gil Lemmon)
No plan has been generated to date but the NCS Office has taken several steps to advance the use of technology in the office. The office phone system, cell phone, and internet are being bundled with AT&T and a T-1 line is being installed to better allow staff to maintain the website and utilize video conferencing. The NCS website is utilizing online features for submission of required paperwork and allows schools to logon for submission of scholastic awards and viewing of eligibility decisions.
3. Review and update goals and objectives in the NCS Constitution and how they relate to the CIF Constitution. (Assigned to Gil Lemmon)
NCS staff continue to recommend adjustments to the NCS Constitution and General Bylaws, some included on the current agenda today.
4. Develop ways to streamline the submission of NCS forms and other required documents, saving our schools and NCS staff valuable time. (Assigned to NCS Staff)
Every sport where an at-large & seeding meeting is held requires the submission of information via the online interactive application and submission process.
5. Work with NCS member school athletic directors to develop a NCS-CSADA Chapter where athletic directors can collaborate on common issues and concerns and develop more communication between schools. (Assigned to Gil Lemmon)
Commissioner Lemmon is putting together a list of athletic directors to meet and discuss the development of a NCS-CSADA Chapter.
6. Develop as part of the NCS Foundation Game Scholarship Program a section sponsored golf tournament, using the proceeds to offer additional scholarships to deserving NCS student-athletes. *Karen Smith reported that NCS will conduct a golf tournament to raise funds for the scholarship program August 27, 2010 at Roddy Ranch, Antioch. The tournament will include a box lunch and room for 144 golfers. Entry fee will be approximately \$100 to \$110. More information will be provided as the year progresses. All profits will go to the NCS Foundation Scholarship Fund.*
7. Review the efforts of the section to promote equal opportunity for people of all race, gender, ethnicity, sexual orientation, class and geography within all aspects of governance. *The section needs to continue to review the make-up of committees, to make sure that committees mirror the populations of our schools and assure the inclusion of all genders, race, etc.*

V. FINANCE

A. November 30, 2009 Balance Sheet INFORMATION

The November 30, 2009 Balance Sheet for the 2009-2010 school year was reviewed.
[Attachment D](#)

B. 2009-2010 Budget INFORMATION

Review of 2009-2010 Budget

Commissioner Lemmon reviewed the 2009-2010 budget, pointing out an error on line 56 of the budget. The total expenses for the Expense page was not correct due to a formula error and the omission of line 22, Retiree Medical Expenses. To balance the budget line 52, Contingency Miscellaneous was reduced \$24,096. Commissioner Lemmon also informed the committee that based on Government Code section 12586(e)(1) NCS may be required to

conduct a full audit, instead of a review, for the 2009-2010 school year, since NCS income may be greater than \$2 million. The budget already includes the expense funds necessary to conduct a full audit.

Attachment E

C. **Financial Procedures Manual
INFORMATION**

The Committee reviewed the first draft of the NCS Financial Procedures Manual. Commissioner Lemmon explained that this is the first attempt in the development of a written policy for NCS finances. NCS staff copied the State CIF manual and corrected where necessary. One recommendation in the Manual is the development of an Audit/Finance/Investment/Employee Handbook Committee to oversee the audit, section investments and salaries of the NCS staff. The addition of a committee produces some checks and balances to current oversight of section funds.

Attachment F

VI. **SPORTS ADVISORY COMMITTEE**

A. **Golf Divisional Format Proposal
PASSED BY CONSENT**

Motion to adopt the following Golf format for both the girls' and boys' tournament beginning in the 2010-11 school year.

Division Golf Proposal

Two Divisions: Division I =1000 and above, Division II=1-999

Nor Cal qualifiers will come from the Division I Tournament of Champions

Division I Tournament of Champions

Tournament Field: up to 144 total golfers

Scoring: Play 6 golfers top 5 will score.

Date: To be played the same Monday the NCS currently holds the Tournament of Champions for both Boys and Girls.

League Champions automatically qualify plus 3 individuals not on qualifying teams.

The remainder of the field will be come from the Division I qualifier played the same day NCS currently holds the North/South Qualifiers for both Boys and Girls.

Division I Qualifying Tournament

The number of qualifiers will be determined depending on the number of league champions placed in the Division I – TOC

Tournament Field: up to 144 total golfers

Scoring: Play 6 golfers top 5 will score.

Date: To be played the same Monday the NCS currently holds the Qualifiers for both Boys and Girls

League Champions automatically qualify plus 3 individuals not on qualifying teams.

The remainder of the field will be selected from the At-large selection committee. The number of at-large teams selected will be determined by the number of second place teams automatically advancing to the Division I Qualifier.

Division II Tournament of Champions

Tournament Field=up to 72 total golfers

Scoring: Play 6 golfers top 4 will score.

Date: To be played the same Monday the NCS currently holds the Qualifiers for both Boys and Girls

League Champions automatically qualify plus 3 individuals not on qualifying teams.

The remainder of the field will be selected from the At-large selection committee.

The top four scoring individuals will qualify to play in the Division I Tournament of Champions.

Division II schools may petition up to Division I prior to the Fall petitioning deadline.

B. **Proposed Change in 2009-2010 Girls Spring Soccer Championship Dates
PASSED BY CONSENT**

Motion to adopt the following change in the 2009-2010 Girls Spring Soccer Championship dates.

2009-2010 Girls Spring Soccer Championship Dates

First Round **Tuesday, May 18**

First Round **Wednesday, May 19**

Semifinals **Thursday, May 20**

Quarterfinals Championships **Friday, May 21 and Saturday, May 22**

Semifinals **Wednesday, May 26**

Championships **Friday, May 28 or Saturday, May 29**

IMMEDIATE IMPLEMENTATION

**B. Revision of NCS Sports & General Rulings Handbook Bylaw 101H
PASSED BY CONSENT**

Motion to approve the proposed new language for NCS Sports & General Rulings Handbook Bylaw 101H.

101H Penalty for Violation of Sports and General Rulings Bylaw 100H

Any team that has exceeded the maximum number of contests allowed under NCS Bylaw 100H shall be prohibited from *further competition from the point of the violation, including the league championship tournament as well as* participation in the NCS/Les Schwab Tires Championship Series of the respective sport.
(Board of Managers 10/30/98)

IMMEDIATE IMPLEMENTATION

**C. Revision of NCS Sports & General Rulings Handbook Bylaw 104H
PASSED CONSENT**

Motion to approve the proposed new language for NCS Sports & General Rulings Handbook Bylaw 104H.

104H Maximum Number of Contests for an Individual

The maximum number of contests for each individual student during each NCS sport season shall be limited to participation in not more than the maximum number of contests allowed for a team in that sport. When an athlete becomes a team member after one or more interscholastic contests have been played, the student may participate in not more than the maximum number of regular season contests remaining on the sport's schedule at any level for which the athlete would be eligible.

PENALTY FOR VIOLATION: See Sports & General Rulings Handbook bylaw 101H.

Any individual who exceeds the maximum number of contests allowed under NCS Bylaw 100H shall be prohibited from further competition from the point of the violation, including the league championship tournament as well as participation in the NCS/Les Schwab Tires Championship Series of the respective sport.

IMMEDIATE IMPLEMENTATION

**D. Proposal to require movement to a higher classification or division
PASSED 7-1-0**

Motion to require any team who participates in the NCS Championship and is declared the NCS champion for three consecutive years will automatically be required to move the next higher classification or division in the following school year of competition.

507H Classifications/Divisions

- a) NCS/Les Schwab Tires Championship Series Events shall be divided into classifications or divisions as determined by the NCS Board of Managers and/or the State CIF Federated Council.
- b) Schools will be allowed to change classification/division only, in the sports of basketball, baseball, football, soccer, softball, team tennis, volleyball and water polo for the purpose of post-season competition consistent with the applicable criteria.

Schools may petition in accordance with the time schedule set by the NCS Board of Managers, to a baseball, football, soccer, softball and/or water polo (if classification competition is conducted) classification of greater enrollment. The deadline for petitions would be consistent with other sports of the same season. Schools who petition up in classification/division will remain at that classification/division during the current year and future years. Schools who petition up in classification/division may move back to their actual classification/division in accordance with the time schedule set by the NCS Board of Managers.

Note: Some additional criteria for changing classification/division may be included under the specific sports in this handbook.

- c) In the sports of football, soccer, team tennis, wrestling, baseball and softball, where classifications/divisions are determined by enrollment in the previous year's grades 9-12 TOTAL data, and any other "classification/division" sports that are subsequently added, NCS staff shall automatically adjust to TOTAL enrollment break points to ensure that schools from different classifications/divisions have approximately the same chance of participating in the NCS playoffs based on established bracket sizes. NCS staff shall take historical "petitioning up" in classification/division into consideration when determining break points. Any enrollment breaks listed under specific sports are subject to change based on the above potential adjustments. Each sport championship bulletin will list the current year's enrollment breaks.

(Board of Managers 1/21/05)

- d) If a school of larger classification/division participates in a league with schools of a smaller classification/division that school must compete in its actual classification/division during post-season competition in team sports.

- e) *Any school who participates in the NCS Championship contest, finishing first in the respective classification or division, for three years in succession will automatically be moved to the next higher classification or division the following school year of competition. The school may return to the actual classification or division of enrollment after at least one year of competition at the higher classification or division once the school does not participate in the NCS Championship contest, finishing first.*

Motion: Jan Smith-Billing Second: William Wong

**E. Tennis Hosting Rotation
PASSED BY CONSENT**

509H Chart of Rotation

Motion to adopt the following chart of rotation for hosting the NCS singles and doubles championships. This update is recommended by the NCS tennis management committee following the Board of Managers' approval of changing the individual tournament to a two-division format.

Also, in a review of the team tennis (Division I) rotation, the BAC was removed from hosting duties as it does not have any schools in Division I.

PROPOSED CHART OF ROTATION BEGINNING WITH 2010-11

<u>SINGLES/DOUBLES - DIVISION I (Boys and Girls)</u>	<u>SINGLES/DOUBLES - DIVISION II (Boys and Girls)</u>	<u>TEAM - DIVISION I (Boys and Girls)</u>
2010-11 BVAL	2010-11 HAAL	2010-11 DVAL
2011-12 MVAL	2011-12 HDNL	2011-12 SCL
2012-13 DVAL	2012-13 BAC	2012-13 EBAL
2013-14 NBL	2013-14 SCL	2013-14 BSAL
2014-15 HAAL	2014-15 ACCAL	2014-15 BVAL
2015-16 EBAL	2015-16 NBL	2015-16 MCAL
2016-17 DFAL	2016-17 BSAL	2016-17 HAAL
2017-18 SCL	2017-18 MCAL	2017-18 HDNL
2018-19 BSAL	2018-19 HAAL	2018-19 ACCAL
2019-20 MCAL	2019-20 HDNL	2019-20 NBL
2020-21 ACCAL	2020-21 BAC	2020-21 DFAL
2021-22 HDNL	2021-22 SCL	2021-22 MVAL

EXISTING CHART OF ROTATION

<u>SINGLES/DOUBLES (Boys and Girls)</u>	<u>TEAM (Boys and Girls)</u>
2009-10 NBL	2009-10 BAC
2010-11 MVAL	2010-11 DVAL
2011-12 BAC	2011-12 SCL
2012-13 DVAL	2012-13 EBAL
2013-14 SCL	2013-14 BSAL
2014-15 EBAL	2014-15 BVAL
2015-16 BSAL	2015-16 MCAL
2016-17 BVAL	2016-17 HAAL
2017-18 MCAL	2017-18 HDNL
2018-19 HAAL	2018-19 ACCAL
2019-20 HDNL	2019-20 NBL
2020-21 ACCAL	2020-21 DFAL
2021-22 DFAL	2021-22 MVAL

**F. Lacrosse: Two Divisions for Boys' and Girls' Lacrosse
PASSED BY CONSENT**

Motion to establish two divisions for Boys' and Girls' Lacrosse

Background: The NCS championships have not changed since they began in 2004. Over that time, the number of schools participating in boys' lacrosse has increased significantly from 32 to 42 schools (it was 10 schools in 1999). This growth is expected to continue. Today, these 42 schools all participate in a one classification tournament although the schools break by basketball division size roughly as follows:

D1-9 (largest exceed 2500 students)
D2-7
D3-10
D4-8
D5-8 (smallest around 300 students)

Similarly, there are 27 NCS girls' schools playing lacrosse in 2009—up from 21 in 2004.

Proposal: To establish a Division I and II for boys' and girls' lacrosse in either 2010 or 2011.

Boys: Two 8-team brackets each selected from about 20-22 schools

Girls: Two 8-team brackets each selected from about 13-14 schools

G. Revision of Sports' Divisions

PASSED 8-0-0

Motion to adopt criteria for establishment of divisions each year.

1. Criteria for divisional alignment:
 - Balance all divisions by the number of schools participating
 - A minimum of 25 boys and girls teams in each division
2. Sports with six (6) divisions (currently girls' volleyball, boys'/girls' basketball, baseball, softball) all schools will be placed in the same division for the identified sports.
3. If a school's enrollment *increases or decreases by* 15% *or more* of the division break, that school will be moved *up or down a* division the following school year. (*Note: If a school is moved to a different division, causing a division to drop below the minimum of 25 schools, then the divisions will need to be adjusted to balance each division.*)
4. If a school's enrollment *increases or decreases by less than* 15% of the division break, that school may remain in the current division until the next realignment cycle (every 4 years).

The Ad-Hoc Committee is asking that this proposal be put in effect beginning the 2010-2011 school year for two years until the 2012 realignment cycle is initiated and that the divisions be reevaluated every 4 years thereafter.

Motion: Jan Smith-Billing Second: Kristie Christiansen

H. Tennis Uniforms

PASSED BY CONSENT

Motion to adopt the professional tennis rule that uniforms may not be the same color as the official ball used for NCS tournament.

I. Avoidance of First Round League Match-ups in NCS Championships

FAILED 0-8-0

Motion to grant authority to the at-large & seeding committee to adjust seeding by one position to prevent league schools from playing each other in the first round of play of any NCS Championship.

Motion: William Wong Second: Jan Smith-Billing

VII. ALIGNMENT AND CLASSIFICATION

A. Report by Alignment & Classification Chair INFORMATION

Richard Graey, Chair of the Alignment & Classification Committee reported on the events at the recent NCS Alignment & Classification meeting. The committee has decided to continue with the previous model of conferences and continues to review the Alignment & Classification bylaws and handbook for corrections and adjustments in the language. Mr. Graey also mentioned that the State CIF Governance Task Force is reviewing the bylaws of each section and may move in the direction of rules and regulations that would be more consistent statewide.

B. Further Adjustment of the Composition of the Alignment & Classification Committee

PASSED 8-0-0

Motion to adopt further adjustments to the composition of the Alignment & Classification Committee.

C. Alignment & Classification Committee

The Alignment and Classification Committee shall consist of the following: *Not to exceed two Executive Committee members*, one Executive Committee member *would be the Chair*, two member school principals *administrative staff* from the north (MCAL, SCL, NBL, CMC and HDNL), two member school principals *administrative staff* from the south (BAC, ACCAL, BSAL, HAAL, MVAL, EBAL, DFAL and DVAL), two at-large positions and the Section Commissioner. The two at-large positions can be any individual currently involved with school related matters, such as school board members, district office personnel, member school principals, athletic directors, etc. Member leagues may nominate one representative to be considered to serve on the committee. A league cannot be represented by more than one person on the committee. The Executive Committee will select the two at-large positions. All individuals on the Alignment and Classification Committee will be voting members with the exception of the Section Commissioner.

Motion: Dennis Regalado Second: William Wong

VIII. ELIGIBILITY COMMITTEE

**A. Review of NCS Report of Waivers for 2009-2010 school year
INFORMATION**

Commissioner Lemmon reviewed the number of waivers submitted to the NCS Office through the month of November. Attachment G

**B. Request change in Eligibility Notification Procedures – Elimination of the Notice of Receipt
PASSED 8-0-0**

Motion to eliminate the procedure of sending a Notice of Receipt to schools regarding the eligibility status of students.

NCS staff will email the principal and athletic director the decision but will only include a notice in the case of limited eligibility and hardship cases. No notice would be attached in waivers where the student receives unlimited eligibility. In the cases of limited and hardship eligibility a Notice would also be mailed to the student residence. All eligibility decision will continue to be posted on the NCS website where schools can logon to view decisions. A tool for schools to retrieve a lost password will be built into the system.

Motion: Dennis Regalado Second: Kristie Christiansen

**C. Report from the Eligibility Chair
INFORMATION**

Commissioner Lemmon reported that the Eligibility Committee is reviewing language for revision of CIF Bylaws 206, 207 and 209, removing the Board School clause in 206 and adding the language to 207 and 209. The committee did not vote since the State CIF Eligibility Committee will review the language in January. Commissioner Lemmon will report back to the Eligibility Committee in February. The committee will also be reviewing NCS Bylaw 219.

IX. VALUES AND EHTICS COMMITTEE

No items.

X. CIF ITEMS

**A. CIF Governance Task Force
INFORMATION**

The State CIF is reviewing the pros and cons of an Association versus a Federation, the current CIF model. The task force has been reviewing the bylaws of each section as well as the Alignment & Classification Bylaws of each section. Dennis pointed out that having an association would possibly bring greater consistency to the CIF, having similar policies throughout the State of California with one constitution, one set of bylaws, one set of rules, instead of ten. Currently only two states have a Federation, California and New York. Although a conversion from an association from a federation could be as early as two years no timeline has been discussed at the state level concerning re-structuring and much more information must be collected and discussed prior to any proposals coming forward.

XI. OTHER BUSINESS

**A. Spring Board of Managers Meeting – Personal Conflict of Commissioner Lemmon
PASSED 8-0-0**

Motion to move the April 30, 2009 NCS Board of Managers meeting to Monday, April 26, 2009.

Motion: Becky Smith

Second: William Wong

XII. STAFF REPORTS

- A. Commissioner
- B. Associate Commissioner
- C. Assistant Commissioner

**INFORMATION
INFORMATION
INFORMATION**

XIII. ADJOURNMENT

NCS EXECUTIVE COMMITTEE MINUTES

ATTACHMENT A

MEETING DATE: MONDAY, SEPTEMBER 21, 2009
LOCATION: NORTH COAST SECTION OFFICE
TIME: 12:00 NOON

AGENDA TOPIC	Committee Recommendations			PURPOSE	DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM			
I. CONSENT AGENDA				Action	Richard Graey	Motion/Second to approve the Consent Agenda. Passed 7-0
II. MINUTES OF THE PREVIOUS MEETINGS A. March 16, 2009 – Attachment A B. June 9, 2009 – Attachment B				Consent	Richard Graey	Passed by Consent Passed by Consent
III. PUBLIC COMMENTS					Richard Graey	No public comment.
IV. CORESPONDENCE					Richard Graey	
A. St. Mary’s Interfaith Community Services				Information	Richard Graey	Review of letter from St. Mary’s Interfaith Community Services thanking North Coast Section for donation of t-shirts and sweatshirts.
B. Marie Ishida – Directed to selected NCS member schools				Information	Richard Graey	Review of letter from CIF Executive Director Marie Ishida concerning failure of CIF member schools to complete the requested participation survey.
V. FINANCE						
K. 2008-09 Analysis of Cash Balance Attachment C				Information	Gil Lemmon	Review of the Building Fund based on the analysis of the NCS cash balance. NCS has accumulated \$754,875 for the purchase of a building.
L. 2008-09 Audit (Management Letter and Financial Statements) Attachment D				No Action	Gil Lemmon	No action taken. The audit report will be forwarded to the October 23 rd Board of Managers meeting. Commissioner Lemmon will make a brief report at the Board of Mangers after Regalia & Assoc. make their audit report.
M. Reimbursement of 50% of the 2009-2010 dues to member schools in good standing Attachment E				Action	Willie Wong	Motion/Second to reimburse 50% of the 2009-2010 school dues to schools in good standing. Passed 6-1-0

AGENDA TOPIC	Committee Recommendations			PURPOSE	DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM			
N. Loss of CIF Sponsorship – Macy’s				Information	Gil Lemmon	Commissioner Lemmon informed the committee that Macy’s has decided to end it’s sponsorship with the CIF, reducing the marketing share to NCS by \$6,500.
O. Budget Adjustments for 2009-2010 Attachment F				Action	Gil Lemmon	Motion/Second to adjust the 2009-2010 budget to reflect the loss of the Macy’s sponsorship. Passed 7-0-0
P. League D & O Insurance				Discussion	Gil Lemmon	Commissioner Lemmon was instructed to include this item on the October 23, 2009 Board of Managers meeting agenda as a discussion item.
VI. EXECUTIVE COMMITTEE						
J. Nomination of the Female Representative to the Executive Committee				Action	Jan Smith-Billing	Motion/Second to support the President’s nomination of Kristie Christiansen, teacher at Eureka High School. Passed 7-0-0
K. Appointment by the President of the Class A, School Boards’ and Region II Representatives Attachment G				Action	Richard Graey	Motion/Second to support the nomination of Class A Representative Geri Giovannetti. Passed 7-0-0. Motion/Second to support the nomination of CSBA Representative Percy McGee. Passed 6-0-1. Motion/Second to support the nomination of Region II Representative Sue Kahn. Passed 6-0-0.
L. CIF Representatives to the CIF Federated Council				C (D, A)	Richard Graey	Passed by Consent.
M. 2009-2010 Targets Update				Information	Richard Graey	The 2009-2010 targets were reviewed with one target revised.
N. Process for Review of Alleged Violations of Non-league Matters Excluding Use of an Ineligible Athlete and Assignment of Possible Penalties/Remedies				Action	Richard Graey	Motion/Second to Table. Passed 7-0-0.
O. Establishment of an At-large member to the NCS Executive Committee				Action	Richard Graey	Motion/Second to move forward to the Board of Managers as a first reading. Passed 7-0-0.
P. Board of Managers Representatives Attachment H				Information	Gil Lemmon	Information
Q. Appeal Request from Berkeley USD Superintendent and Principal of Hearing Panel Decision Attachment I				Action	Richard Graey	Motion/Second to support the action of the NCS Hearing Panel. Passed 5-1-0

AGENDA TOPIC	Committee Recommendations			PURPOSE	DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM			
R. Deletion of NCS Constitution and General Bylaw 32.A.2.				First Reading	Richard Graey	Reviewed. First Reading at the Board of Mangers.
S. Revision of NCS Constitution and General Bylaw 34.A.8. – Eligibility				First Reading	Richard Graey	Reviewed. First Reading at the Board of Mangers.
T. Addition of the Values & Ethics Committee as a Standing Committee under NCS Constitution and General Bylaw 70				First Reading	Richard Graey	Reviewed. First Reading at the Board of Mangers.
U. Posting of School Sanctions on NCS Website Attachment J				Action	Richard Graey	Motion/Second to approve the posting of School Sanctions on the NCS website. Passed 7-0-0.
V. Nomination of NCS Distinguished Service Award a. Neurosport b. Jerome Wiggins c. Robert Braunstein				Action	Richard Graey	Motion/Second to select Neurosport and Robert Braunstein as the recipients for the NCS Distinguished Service Award.
VII. SPORTS ADVISORY COMMITTEE						
A. Change the NCS boys' and girls' singles and doubles championship to two divisions	Passed 28-0-0			Consent	Karen Smith	Passed by Consent.
B. Team Tennis: Guideline for use of linesmen	Passed 24-4-0			Consent	Karen Smith	Passed by Consent.
C. Championship Calendar Dates for Softball	Passed 28-0-0			Consent	Karen Smith	Passed by Consent.
D. 111H Final date of season of sport	Passed 27-0-0			Consent	Karen Smith	Passed by Consent.
E. Golf- Addition of at-large individuals provided space available to fill the field	Passed 24-0-0			Consent	Karen Smith	Passed by Consent.
F. Calendar changes for Lacrosse, Spring Soccer and Boys' Volleyball	Passed 26-0-2			Consent	Karen Smith	Passed by Consent.
G. NCS Constitution and General Bylaws 110.G.1	Passed 29-0-0			Consent	Karen Smith	Passed by Consent.
H. Bracket Sizes	Passed 27-2-0			Consent	Karen Smith	Passed by Consent.
I. Soccer Official Timer	Failed 9-15-4			Action	Karen Smith	Motion/Second to support the addition of an official timer at NCS Soccer Championship contests. Passed 4-1-0
J. NCS Baseball Championship format	Passed 27-1-1			Action	Karen Smith	Motion/Second to support the motion with the addition of the sport of softball. Passed 5-0-0.

AGENDA TOPIC	Committee Recommendations			PURPOSE	DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM			
VIII. ALIGNMENT AND CLASSIFICATION COMMITTEE						
C. Article 7, 70. Standing Committee, C.		Passed 6-0-0		R, D, A	Richard Graey	Motion/Second to support the motion. Passed 5-0-0.
D. NCS Constitution & General Bylaw 105.A & B		Passed 6-0-0		R, D, A	Richard Graey	Motion/Second to support the motion. Passed 5-0-0.
E. Report on Committee meeting – Thursday, September 10, 2009				Information	Richard Graey	Information
IX. ELIGIBILITY COMMITTEE						
D. Report on Committee meeting – Tuesday, September 8, 2009				Information	Gil Lemmon	Report by Commissioner Lemmon.
E. Eligibility Workshops				Information	Gil Lemmon	Report by Commissioner Lemmon regarding the league Eligibility Workshops conducted.
X. VALUES AND ETHICS COMMITTEE						
A. Letter sent to schools				Information	Amy McNamara	Ms. McNamara reported that a letter was sent to NCS member schools regarding sportsmanship.
XI. CIF ITEMS						
A. CIF Governance Task Force				Information	Richard Graey and Becky Smith	Richard Graey and Becky Smith reported on the events of the last CIF Governance Task Force. Commissioner Lemmon was asked to secure the map slides used at the meeting.
B. Master Plan for the addition of state and regional championships Attachment K	Failed 1-18-8			Action	Dennis Regalado	Motion/Second to support the CIF Master Plan. Passed 5-0-0.
C. CIF Bylaw 32: Allied Organization Attachment L				Action	Dennis Regalado	Motion/Second to support the revised language of CIF Bylaw 32. Passed 5-0-0.
D. 1. Request for CIF to “pilot” a three-year study to allow the use of the A-11 Offense 2. Repeal in the State of CA the 2009 NFHS rule change to rule 7-2-5b Attachment M	Failed 2-23-3 Failed 2-25-0			Action Action	Dennis Regalado	Motion/Second to send CIF delegates to not support the motion. Passed 5-0-0. Motion/Second to send CIF delegates to not support the motion. Passed 5-0-0.
E. CIF Bylaw 310 Attachment N				No Action	Dennis Regalado	The State CIF has removed this item for consideration.

AGENDA TOPIC	Committee Recommendations			PURPOSE	DISCUSSION LEADER	ACTION
	SAC	A/C COMM	ELIG COMM			
F. CIF Bylaw 3101 – 40-Match Rule in Wrestling Attachment O	Passed 26-0-0			Action	Dennis Regalado	Motion/Second to support the motion. Passed 5-0-0.
XII. OLD BUSINESS						
A. None						No Old Business
XIII. CLOSED SESSION						
A. Pending Legal Matters					Richard Graey	
XIV. REPORT OF ACTION TAKEN IN CLOSED SESSION						
The Executive Committee will report any action taken in Closed Session.				No Action	Richard Graey	There are currently no pending legal matters concerning North Coast Section.
XV. STAFF REPORTS						
A. Commissioner B. Associate Commissioner C. Assistant Commissioner				Report Report Report	Gil Lemmon Karen Smith Bri Neimi	
XVI. ADJOURNMENT				Action	Richard Graey	Motion/Second to adjourn the meeting. Passed 5-0-0.

D = Discussion, P = Participation, A = Action, I = Information only, R = Review/prior topic, C = Consent

Emergency items may be added to the agenda by a 2/3 vote of the members present.

NCS EXECUTIVE COMMITTEE MINUTES
September 21, 2009

ROLL CALL

Present: Richard Graey, Jan Smith-Billing, Dennis Regalado, William Wong, Becky Smith, Chris Heller and Amy McNamara

Absent: No absences.

XIV. CONSENT AGENDA
PASSED 7-0-0

To recommend approval of the consent agenda

XV. MINUTES
PASSED BY CONSENT

Motion to approve the minutes of March 16, 2009 and June 9, 2009 meetings as printed.

XVI. PUBLIC COMMENTS

Pursuant to Education Code 33353.2 (C), any person wishing to speak on any item on the agenda, or comment on the policies and practices of the North Coast Section, CIF, will be heard at this time.

No public comment was made.

XVII. CORESPONDENCE

A. St. Mary's Interfaith Community Services
INFORMATION

A letter from St. Mary's Interfaith Community Services was reviewed. The organization was very thankful and complimentary with the donation of old t-shirts and sweatshirts made to their organization by NCS.

B. Marie Ishida – Directed to selected NCS member schools regarding failure to complete the online participation survey.
INFORMATION

The committee reviewed a letter from CIF Executive Director Marie Ishida concerning the failure of a few NCS member schools to complete the requested participation survey.

XVIII. FINANCE

A. 2008-09 Analysis of Cash Balance
INFORMATION

The Executive reviewed the cash balance of the section as of July 31, 2009, post audit. To date NCS has accumulated \$754,875 dollars towards the purchase of permanent office space.

B. 2008-09 Audit
NO ACTION

The draft copy of the 2008-09 Audit and Management Letter was reviewed. The committee instructed staff to forward to the October Board of Managers meeting and asked Commissioner Lemmon to make an audit report following the report by Regalia & Assoc. at the Board of Managers meeting.

C. Reimbursement of 50% of the 2009-2010 dues to member schools in good standing
PASSED 6-1-0

Motion to recommend to the Board of Managers the reimbursement of 50% of the 2009-2010 school dues to NCS member schools in good standing.

Motion: Jan Smith-Billing Second: Becky Smith

D. Loss of CIF Sponsorship – Macy’s

INFORMATION

The State CIF Marketing Director has notified each CIF Section that Macy’s has elected to terminate their sponsorship agreement with the CIF and member sections. Each section shares in the \$82,500 sponsorship. The decrease to the CIF marketing to North Coast Section is \$6,496.88, for the current fiscal year, 2009-2010.

E. 2009-2010 Budget adjustments

PASSED 7-0-0

Motion to reduce CIF Sponsorship income by \$6,500.00 and reduce the Contingency Miscellaneous by the same amount, maintaining a balanced budget.

Motion: Chris Heller Second: Dennis Regalado

F. League D & O Insurance

INFORMATION

The committee instructed NCS staff to place league directors & officers insurance on the October Board of Managers agenda for discussion.

BACKGROUND INFORMATION

The CIF secured liability and D & O insurance for the State CIF and individual sections, with the exception of the Southern Section. AIG is the current insurance carrier for NCS. Arthur J. Gallagher & Co., insurance brokers hired by the CIF, has stated that AIG will not cover individual leagues and league may not be covered as subsidiaries of NCS.

As a service for leagues Commissioner Lemmon has contacted several insurance brokers to assist leagues in making arrangements for insurance. Two brokers are offering insurance packages that offer D & O and Employment Practice Liability insurance. The policies are million dollar liability policies with various deductibles, coverage’s, etc. The brokers are Alta Financial & Insurance Company and Financial Specialty. Premiums range from \$750 to \$1,300 depending on the policy, deductible, etc.

XIX. EXECUTIVE COMMITTEE

A. Nomination of the Female Representative to the Executive Committee

PASSED 7-0-0

Motion to recommend Kristie Christiansen, teach at Eureka High School as the female representative to the Executive Committee.

B. Appointment by the President of the Class A, School Boards’ and Region II Representatives

PASSED 7-0-0

Motion to recommend Geri Giovannetti as the Class A representative to the NCS Executive Committee.

Motion: Chris Heller Second: Jan Smith-Billing

PASSED 6-0-1

Motion to recommend Percy McGee as the CSBA representative to the NCS Executive Committee.

Motion: Jan Smith-Billing Second: Chris Heller

PASSED 6-0-0

Motion to recommend Sue Kahn as the Region II representative to the NCS Executive Committee.

Motion: Jan Smith-Billing Second: Chris Heller

C. CIF Representatives to the CIF Federated Council

PASSED BY CONSENT

Motion to send the following individuals to the CIF Federated Council as the representatives of North Coast Section.

Dennis Regalado – Representative of Under Represented Populations

Richard Graey – NCS President

Becky Smith – NCS President Elect (would also serve as female representative at meeting)

**D. 2009-10 Targets Update
INFORMATION**

Review the 2009-2010 Targets as follows:

1. Use the NCS website to highlight accomplishments of schools or individuals in promoting good sportsmanship and the principles of Pursuing Victory with Honor and service to the community. (Assigned to Bri Neimi)
2. Complete the development of a technology plan. Assess and address current and future needs for computers, servers, software, printers, copiers, and other related technology. Determine the resources necessary and an appropriate timeline for the implementation of the plan. (Assigned to Gil Lemmon)
3. Review and update goals and objectives in the NCS Constitution and how they relate to the CIF Constitution. (Assigned to Gil Lemmon)
4. Develop ways to streamline the submission of NCS forms and other required documents, saving our schools and NCS staff valuable time. (Assigned to NCS Staff)
5. Work with NCS member school athletic directors to develop a NCS-CSADA Chapter where athletic directors can collaborate on common issues and concerns and develop more communication between schools. (Assigned to Gil Lemmon)
6. Develop as part of the NCS Foundation Game Scholarship Program a section sponsored golf tournament, using the proceeds to offer additional scholarships to deserving NCS student-athletes.
7. Review the efforts of the section to promote equal opportunity for people of all race, gender, ethnicity, sexual orientation, class and geography within all aspects of governance.

**E. Revision of 219.A-F.
TABLED 7-0-0**

Motion to revise NCS Constitution and General Bylaw 219.A-F.

219. PENALTIES INCLUDING FORFEITURE

- A. Penalties and remedies described below are designed to be progressive based on the nature and severity of the alleged violation. Subsequent violations after an initial determination would subject the offending school to further disciplinary action up to an including expulsion from the CIF.
- B. Penalty for Use of an Ineligible Participant
 1. When a student, who is not eligible in accordance with NCS and/or CIF bylaws, represents an NCS school in CIF competition (interscholastic contests {games, matches, meets, etc.}) or the school otherwise violates NCS and/or CIF Bylaws, the school shall immediately:
 - a. Forfeit all contests in which the violation occurred,
 - b. Report the violation(s) and forfeiture(s) to:
 - 1) Its league
 - 2) Schools against which the violation occurred
 - 3) And the NCS Commissioner
 - c. Send written notice of the violation(s) and forfeiture(s) to:
 - 1) Its league
 - 2) Schools against which the violation occurred
 - 3) And the NCS Commissioner
 - d. Recommend to its league one or more of the penalties/remedies listed in 219D.
 2. Forfeit of League Game
Should a school's team or teams fail to participate in any of its contests as per the league schedule, it's action would represent a breach of the implied contract and

the school would be further guilty of breaking its faith with the member schools of its league and the North Coast Section, C.I.F. Member schools are expected to make every reasonable effort to fulfill their varsity schedule.

a. League contests that are canceled for legitimate administrative cause by mutual agreement of the competing schools with authority granted by the respective league(s) would not be subject to sanctions or penalty.

Examples of reasons for cause are listed below:

- 1) Inadequate sign-ups of students to field a team. Schools are expected to encourage additional students to participate, but should notify the league one week after the starting date of practice if they are unable to field a team.
- 2) Loss of an adequate number of participating students due to the imposition of school disciplinary action.
- 3) Loss of an adequate number of participating students due to scholastic ineligibility.
- 4) Student and spectator safety due to unforeseen circumstances such as travel conditions or field conditions.
- 5) School or national tragedies or emergencies (ex. the death of a student or teacher at the school or a Homeland Security Red Alert).

b. League contests that are forfeited due to actions of intent or neglect that creates a competitive advantage for the school forfeiting the contests or a disadvantage to the other schools in the league shall be subject to sanctions and penalties. Examples of actions of intent or neglect are listed below:

- 1) Over-scheduling to exceed the maximum number of contests permitted by NCS rules.
- 2) Cancellation due to travel inconvenience or lack of travel preparation.
- 3) Over-scheduling by making conflicting commitments for the same time period.

FIRST OFFENSE

- a) Forfeitures of contest(s) in which the offending school did not compete shall count as contests played against the final season record,
- b) Exclusion from participation in the league's post-season championship (playoff) competition in that sport for a period of one year from the date of determination of the violation,
- c) Exclusion from participation in NCS post-season championship competition in the specific sport in which the school did not fulfill its league scheduling responsibility for a period of one year from the date of determination of the violation.

SECOND OFFENSE WITHIN THREE SCHOOL YEARS OF THE FIRST OFFENSE (Items above plus):

- a) The school will be placed on probation with the conditions of probation to be determined by the NCS Eligibility Committee. Failure to follow all NCS and CIF rules during the term of probation may subject the school to further penalties up to and including loss of membership in the NCS and CIF.
- b) Exclusion from participation in the league's post-season championship (playoff) competition in the specific sport(s) for a minimum of two years or more as determined by the league,
- c) Exclusion from participation in NCS post-season championship competition in ~~at~~ the specific sport(s) for a minimum of two years or more as determined by the NCS Eligibility Committee,

- d) Possible suspension from the league and any other NCS league in the specific sport(s) for a period of time to be determined by the NCS Eligibility Committee.

THIRD OFFENSE WITHIN FIVE SCHOOL YEARS OF THE FIRST OFFENSE (Items above plus):

- a) Possible placement on non-league affiliated membership status for a period of time to be determined by the NCS Board of Managers.
 - b) Possible suspension from the NCS and CIF for a period of time to be determined by the NCS Board of Managers.
 - c) The actions of the league or NCS Eligibility Committee in all matters stated above would be subject to appeal to the NCS Board of Managers.
3. In the case where it is determined that an ineligible player competed due to the failure of the school administration to submit the proper paper work which would have granted immediate unlimited eligibility, the school would only be forced to forfeit the initial game won or tied that the student in question played.
(NCS Board of Managers 1/23/09)
4. Suspension
If a student is suspended from high school, the student is ineligible during the period of suspension. When the student returns to the school, the period of ineligibility is determined by the principal.
(NCS Board of Managers 4-27-09)

C. Penalty for Violations of NCS and/or CIF Bylaws OTHER THAN Use of an Ineligible Participant

The penalties and proceedings as set forth in this section are to be applied by the league committees of the CIF North Coast Section 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 regulations.

- 1. When a school violates NCS and/or CIF Bylaws, the school shall immediately:
 - a. Report the violation to:
 - 1) Its league
 - 2) Schools against which the violation occurred
 - 3) And the NCS Commissioner
 - b. Send written notice of the violation(s) to:
 - 1) Its league
 - 2) Schools against which the violation occurred
 - 3) And the NCS Commissioner
- c. Recommend to its league one or more of the penalties/remedies listed in 219.D below:

D. Penalties/Remedies for Violations of NCS and/or CIF Bylaws

- 1. The team shall be placed on probation (indicating the conditions of the probation).
- 2. The school shall be placed on probation (indicating the conditions of the probation).
- 3. The school shall conduct a self-evaluation of its procedures, recommend appropriate improvements in the procedures, implement the improvements and submit a written report to the school's league and the NCS Eligibility Committee.
- 4. The school shall pay a consultation fee (equal to the consultant's daily wage or \$150 whichever is greater and round trip mileage at the Section's regular rate) to be used to fund a mandatory in-service program for selected members of the school's staff and administration.
- 5. The school's team(s) shall be suspended from post-season competition, not to exceed one calendar year.

6. The school's team shall be suspended from its league for the balance of the season.
 7. The school, in the event of repeated violations, shall post a \$300 bond with the league. The bond will be placed in the league account. It will be returned to the school after two calendar years have elapsed without an additional eligibility violation.
 8. The school shall be suspended from post-season participation in all sports, not to exceed one calendar year.
 9. The school shall be suspended from its league for the balance of the season.
 10. The school shall be suspended from participation in its league for a period of time not to exceed one calendar year.
 11. The school shall be recommended for expulsion from the California Interscholastic Federation.
- E. For violations that are self-reported by the offending school, the school's league shall review the circumstances of the school's violation and its recommended penalties/remedies. The league will determine which of the stated penalties/remedies (NCS Constitution and General Bylaw 219.D) shall be implemented except when the bylaw specifically states the penalties for violation of that bylaw. In those cases the penalties required in the bylaw are the minimum consequences. The league may increase the mandated penalties but the league may not reduce or waive the mandated penalties.
1. When allowed in the bylaws, the league has the authority to affirm, deny, reduce or increase the penalties/remedies recommended by the school, based upon the following criteria:
 - a. Does the school's action appropriately address the severity of the violation and, if appropriate, violations repeated within four calendar years of the last violation?
 - b. Does the school's action cause remediation of the problem to preclude violations in the future?
 - c. Does the school's action address problems that caused or led to the violation?
 - d. Does the school's recommendation recognize its diminished culpability in cases where the student or his/her family or legal guardian intentionally provided fraudulent information?
 - 1) Information on the appeal process of a league's determination of appropriate school remedies for use of an ineligible student is included in NCS Student Eligibility Bylaw 219.G.
 - 2) Information on the appeal process of the required forfeiture of all games in which an ineligible student participated is included in NCS Student Eligibility Bylaw 219.H.
- F. ***For violations that are not self-reported by the offending school, or are charges reported by another school the NCS Commissioner or his/her designee shall review, investigate the alleged infractions and/or violations of CIF and NCS bylaws.***
- ~~F. G.~~ For violations that are determined by a league hearing panel or ***the NCS Commissioner or his/her designee*** ~~an NCS hearing panel~~:
1. The hearing panel ***or Section Commissioner or his/her designee*** having jurisdiction to consider the circumstances of the alleged violation shall also have the authority to impose penalties/remedies as defined in 219.D.
 2. The hearing panel ***or Section Commissioner or his/her designee*** having jurisdiction and authority shall be responsible for determining the adherence to the provisions of the penalties/remedies and any additional consequences for non-adherence.
- ~~G. H.~~ **APPEAL TO THE NORTH COAST SECTION OF A LEAGUE'S DETERMINATION OF APPROPRIATE SCHOOL REMEDIES FOR USE OF AN INELIGIBLE STUDENT**
1. A CIF member school, CIF member league, CIF Section, NCS Commissioner of Athletics, affected students, or parents of affected students may appeal the

league's decision on appropriate school remedies for use of an ineligible student to the NCS Eligibility Committee. The NCS Eligibility Committee will assign a three-person hearing panel or a single hearing officer who will review the action of the league and may affirm, deny, reduce, or increase the remedies ordered by the school's league.

- a. Criteria for appealing all remedies (other than forfeiture of all games in which the ineligible student participated) listed in NCS Student Eligibility Bylaw 219.D.
- b. The hearing will be conducted in accordance with the guidelines in the North Coast Section Appellate Procedures Handbook.
- c. An appeal of an NCS league's final determination of a remedy applicable to a member school which was represented in CIF competition by a student who was not eligible in accordance with NCS and/or CIF Bylaws shall be filed with the NCS Office in writing and shall detail the nature of the appeal and outline the position as to why the league's determination or remedy is in error or why an appeal to the Section level is necessary at this time.
- d. The hearing panel or a single hearing officer shall make its determination by evaluating the evidence presented and applying the guidelines found in the **North Coast Section Appellate Procedures Handbook**.

H. I. APPEAL OF THE REQUIRED FORFEITURE OF ALL GAMES DUE TO THE PARTICIATION OF AN INELIGIBLE STUDENT

1. A CIF school, CIF member league, CIF Section, NCS Commissioner of Athletics, affected students, and/or parents of affected students may appeal the required forfeiture of all games in which an ineligible student participated by writing a letter of appeal to the NCS Section Commissioner with copies to the principals of both schools and to the league commissioner(s). The NCS Commissioner or his/her designee will review the evidence, compare the evidence to the criterion and render a decision on the appeal.
2. Any party to the initial appeal may appeal the Section Commissioner's decision to the North Coast Section Eligibility Committee that will assign a three-person hearing panel or a single hearing officer to conduct a hearing. The three-person hearing panel or single hearing office may affirm, deny, reduce, or increase the number of games that must be forfeited as determined by the Section Commissioner.
3. The hearing shall be conducted in accordance with the procedure stated in the North Coast Section Appellate Procedures Handbook. The appellant must pay a fee of \$150 to the North Coast Section to cover the costs of conducting the hearing. The hearing panel shall make its determination by evaluating the evidence presented and applying the following criterion:
4. Criterion for waiving the penalty of forfeiture:
Clear documented evidence must be provided which proves that the participation of the ineligible player did not impact the outcome of the contest.
5. Appeals of forfeitures due to the participation of an ineligible player may only be granted after the offending school has fulfilled the requirements of NCS Bylaw 219.

J. APPEAL OF DECISIONS OF A LEAGUE OR NCS COMMISSIONER OR HIS/HER DESIGNEE

A NCS member school, NCS member league, NCS Commissioner of Athletics, affected students, or parents of affected students may appeal the league hearing panel's or the NCS Commissioner's or his/her designees' decision on appropriate school remedies for violation of CIF or NCS rule or regulations other than the use of an ineligible student to the NCS President. The NCS President will assign a three-person hearing panel or a single hearing officer who will review the action of the league or NCS Commissioner or his/her designee and may affirm, deny, reduce,

or increase the remedies ordered by the school's league hearing panel or the NCS Commissioner or his/her designee.

- a. An appeal of a league hearing panel or NCS Commissioner's or his/her designees' decision shall be filed with the NCS Office in writing and shall detail the nature of the appeal and outline the position as to why the league hearing panel or NCS Commissioner's or his/her designees' determination or remedy is in error or why an appeal to the NCS President is necessary at this time.*
- b. The hearing will be conducted in accordance with the guidelines in the North Coast Section Appellate Procedures Handbook.*
- c. The hearing panel or a single hearing officer shall make its determination by evaluating the evidence presented and applying the guidelines found in the North Coast Section Appellate Procedures Handbook.*

Motion: Amy McNamara

Second: Chris Heller

**F. Establishment of an At-large member to the NCS Executive Committee
FIRST READING**

Motion to establish an At-large member to the NCS Executive Committee, serving a two-year term.

70. STANDING COMMITTEES

A. Executive Committee

1. The Executive Committee shall consist of the Section President, President-elect, Section Past-President, a district superintendent, a representative of school boards, a female CIF representative, a representative of under represented populations, ~~and~~ three regional representatives and a Class A schools representative *and one at-large member*. The three regional representatives must be league representatives to the Board of Managers. Each region shall be represented on the Executive Committee. The NCS Section Commissioner and Legal Consultant shall be ex-officio non-voting members.

**G. Board of Managers Representatives
INFORMATION**

An updated list of current NCS Board of Managers members was presented at the meeting.

**H. Appeal Request from Berkeley USD Superintendent and Principal of Hearing Panel Decision
PASSED 5-1-0**

Motion to support the action of the NCS Hearing Panel denying the appeal by Berkeley High School of sanctions to the boys' basketball program.

Berkeley High School superintendent and principal requested an appeal of the NCS Hearing Panel's decision to uphold the decision of Commissioner Lemmon to sanction the school's boys' varsity basketball program for one year, not allowing the team to qualify to the NCS Championships if their team is eligible.

Motion: Chris Heller Second: Amy Mcnamara

**I. Adjustment of NCS Constitution and General Bylaw 31.A.2.
FIRST READING**

Motion to adjust the language under NCS Constitution and General Bylaw 31.A.2.

CIF REPRESENTATIVES

- A. President, President-elect, Representatives of Leagues

1. The President, President-elect, Female representative and representative of under represented populations shall serve as the delegates to the CIF Federated Council.
 - a. The Board of Managers may authorize a CIF Federated Council delegate other than the President and/or President-elect by majority vote.
2. The delegates from the North Coast Section to the CIF Federated Council must be duly elected representatives of their leagues serving concurrently in both capacities, *with the exception of the female representative and under represented population's representative. These positions may be individuals who are not duly elected representatives of their leagues serving concurrently in both capacities.*

J. Revision of NCS Constitution and General Bylaw 34.A.8. – Eligibility

FIRST READING

Motion to correct the language under NCS Constitution and General Bylaw 34.A.8 – Eligibility.

BOARD OF MANAGERS POWERS AND DUTIES

A. The Board of Managers shall have the following powers and duties

8. Eligibility

- a. To provide a process for determining the CIF and NCS athletic eligibility of students enrolled in member schools of the NCS, *unless otherwise designated by the CIF Constitution and General Bylaws.*

K. Addition of the Values & Ethics Committee as a Standing Committee

FIRST READING

Motion to add the Values & Ethics Committee as a Standing Committee under NCS Constitution and General Bylaw 70.

70. Standing Committees

D. Values & Ethics

1. The Values & Ethics Committee shall be composed of at least one school representative from each NCS Conference, two at-large representatives, and a member of the Executive Committee. The Executive Committee representative shall be appointed by the NCS President. Committee members shall serve until replaced.

L. Posting of School Sanctions on NCS Website

PASSED 7-0-0

Motion to approve the posting of school sanctions on the NCS website as recommended by the State CIF and State of California legislature.

The State CIF Office has encouraged sections to post school sanctions on the section website. This request is based on an Assembly Bill authored by Audrey Strickland which mandated the posting of these sanctions. The CIF worked to alter the bill to recommend the postings. The bill passed the Assembly floor 77-0, making a strong statement of bipartisan support. The CIF's authorization will sunset in two years and the CIF Office believes that our organization should be as transparent as possible, and as such has suggested the postings.

Motion: William Wong

Second: Dennis Regalado

M. Nomination of NCS Distinguished Service Award

PASSED 7-0-0

Motion to nominate Neurosport and Robert Braunstein for the NCS Distinguished Service Award.

Neurosport – Neurosport is a sports injury and rehabilitation company located in Fremont. It is owned by Rod Silveira and Skip Turner. Mr. Silveira and Mr. Turner have volunteered medical supervision and services at football games hosted by Mission San Jose HS, Irvington HS,

Kennedy HS, Washington HS and American HS for 30+ years. This dedication and valuable service to our member schools should be recognized.

Robert Braunstein – Robert Braunstein has served high school sports in the Bay Area since 1992. A graduate of Leland High School and San Jose State Braunstein is the originator of one of the nation’s first high school sports highlight shows, first aired on KICU-36, called “High School Sports Focus”. Since then Mr. Braunstein to channel 20, producing a new show based on the original concept of high school sports highlights called Cal-Hi Sports Bay Area. The show has been a tremendous hit with Bay Area students, athletes, parents and spectators. Mr. Braunstein has highlighted many NCS athletes and his dedication to high school sports in the Bay Area and North Coast Section is justly deserving of recognition.

Motion: Amy McNamara Second: Jan Smith-Billing

VII. SPORTS ADVISORY COMMITTEE

N. Change the NCS Boys’ and girls’ singles and doubles championship to two divisions

PASSED BY CONSENT

Motion to change the NCS boys’ and girls’ singles and doubles championship to two divisions, beginning with the 2010-11 season (adopting team tennis classifications).

O. Team Tennis: Guideline for use of linesman

PASSED BY CONSENT

Motion to add the following language adding linesmen: If either player in a match requests help with calling lines, coaches may agree to provide two (2) linesmen at the net posts in Boys’ and Girls’ NCS Team Tennis Championships who cover the half-width of the court closest to each. The linesmen would include one member from each team and all of the following would be adhered to:

- The linesmen do not offer calls on their own; they only respond when requested by a player.
- The linesmen do not keep score, or call anything other than lines.
- If a player is not in agreement with his/her opponent, that player can appeal to the linesman on the half-width of the court nearest to the call in question.
- Once that linesman makes a ruling, his/her call stands.
- If the linesman who is being appealed to did not see the ball clearly, he/she can shield his/her eyes and defer to the other linesman who then can make the call only if he/she saw it clearly. If neither linesmen can make a call, then the original call stands.

P. Championship Calendar Dates in Softball

PASSED BY CONSENT

Motion to add the following dates to the Softball championship calendar.

<u>SOFTBALL</u> **	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Deadline for Division I- VI leagues to determine qualifiers	May 22	May 21	May 19
Final date for Division I- VI competition other than NCS/Les Schwab Tires Championships	May 22	May 21	May 19
Class Division I- VI At-Large, Seeding & Orientation meetings	May 23	May 22	May 20
Division I- VI 1 st Round games	May 25 , 26	May 24 , 25	May 22 , 23
Division I- V 2 nd Round games/ Division VI Semifinals	May 28 , 29	May 27 , 28	May 25 , 26
Division I- V Semifinal games	June 1 , 2	May 31 , June 1	May 29 , 30
Division I- VI NCS/Les Schwab Tires Championship games	June 4 , 5	June 3 , 4	June 1 , 2

Q. **111H Final date of season of sport**

PASSED BY CONSENT

Motion to delete/add the following language in Bylaw 111H.

A110H Final Date for Competition

The final date for competition other than NCS/Les Schwab Tires or CIF approved post-season tournaments, is determined by the Board of Managers annually and stated in the NCS/Les Schwab Tires Championship Schedule.

111H Final Date of Season of Sport

- a) ~~The final league/conference event (including league playoffs, league post-season tournaments, league meets)~~ **The final date of competition for each sport is posted in the *Three (3) Year Championship Schedule*, which denotes the be the end of the season of the respective sports.**
- b) Those schools that qualify for, or are selected to participate in NCS/Les Schwab Tires or CIF Championships may practice and scrimmage (basketball, baseball, softball, soccer, volleyball and water polo – See 103H) beyond the final date of the season of sport.
- c) Those schools that qualify for, or are selected to participate in NCS/Les Schwab Tires or CIF Championships shall end their season upon elimination from the NCS/Les Schwab Tires or CIF Championships.
- d) The NCS Commissioner of his/her designee shall have the authority to approve or deny post-season competition for schools that participate in sports that do not have a NCS/Les Schwab Tires or CIF Championships.
- e) Sports that do not culminate in a NCS/Les Schwab Tires or CIF Championships and have received permission from the NCS Commissioner or his/her designee to conduct a post-season tournament shall end with the final date of the NCS/Les Schwab Tires Championship dates of the respective season (fall, winter, and spring).
- f) No tournaments that are scheduled after the completion of the league/conference season will be approved in sports in which NCS/Les Schwab Tires Championships are conducted.

(NCS Board of Managers 10/20/06)

IMMEDIATE IMPLEMENTATION

R. **Golf – Addition of at-large individuals provided space availability**

PASSED BY CONSENT

Motion for NCS Selection Committee to add at-large golf individuals to the North/South Golf Qualifiers provided there is space available in the field of 144.

S. **Calendar changes for Lacrosse, Spring Soccer and Boys’ Volleyball**

PASSED BY CONSENT

Motion to include additional dates for the championship in the following sports; Lacrosse, Boys’ Volleyball, and Spring Soccer.

<u>LACROSSE</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Deadline for leagues to determine qualifiers	May 15	May 14	May 12
Final date for competition other than NCS/Les Schwab Tires or CIF Championships	May 15	May 14	May 12
At-Large, Seeding & Orientation meetings	May 16	May 15	May 13
NCS/Les Schwab Tires Championships	May 19, 21,22, 26, 28, 29	May 18, 20, 21, 25, 27, 28	May 16, 18, 19, 23, 25, 26
<u>GIRLS SOCCER</u>			
Deadline for leagues to determine qualifiers	May 15	May 14	May 11
Final date for competition other than NCS/Les Schwab Tires or CIF Championships	May 15	May 14	May 11
At-Large, Seeding & Orientation meetings	May 16	May 15	May 12

NCS/Les Schwab Tires Championships	May 18, 20, 21, 22	May 17, 19, 20, 21	May 15, 17, 18 , 19
<u>BOYS VOLLEYBALL</u>			
Deadline for leagues to determine qualifiers	May 15	May 14	May 11
Final date for competition other than NCS/Les Schwab Tires or CIF Championships	May 15	May 14	May 11
At-Large and Seeding	May 16	May 15	May 12
NCS/Les Schwab Tires Championships (1st, Semifinal and Championship Rounds in Division I, II and III)	May 18, 20, 21, 22	May 17, 19, 20, 21	May 16, 18, 19 , 20

*Mother's Day in 2010 is May 9th. Seeding meetings for this weekend will be held Saturday, May 8th. Final date of competition is Friday, May 7th. 20012 Mother's Day is on May 13th for this weekend the development meeting will be on May 12th.

**T. NCS Constitution and General Bylaws 110.G.1
PASSED BY CONSENT**

Motion to add the following language to NCS Constitution and General Bylaws 110.G.1.

110.G.1.

1. The agenda and packet of support materials mailed to the Sports Advisory Committee members will be structured in the following manner:
 - a. Use a ballot format for all old business items with all items having a code system and support material coded the same.
 - b. All agenda items must have written rationale before being placed on the agenda and identified by the league, *non-league associate member, management committee* or *NCS Staff member membership* that submitted the item.
 - c. Agenda items shall be worded in the form of a motion.
 - d. Any item considered by the Sports Advisory Committee cannot be placed on a future Sports Advisory Committee agenda for the balance of the school year without a two-thirds affirmative vote of the Sports Advisory Committee delegates.
 - e. *NCS staff, with approval from the Sports Advisory Committee Chair, will determine the consent agenda items.*

**U. Section Championship Bracket Sizes
PASSED BY CONSENT**

Motion to allow each NCS Selection Committee to increase the team sports brackets, when there are qualified teams applying for NCS Championships. Any increase in the brackets size will not cause the NCS Championship in each respective sport to exceed the posted championship date.

**V. Official Timer in NCS Soccer Championships
PASSED 4-1-0**

Motion to delete 21.505H Soccer Official Timer for NCS games state high school association adoption.

The EBAL proposes the NCS use the NFHS rules (6-2-1) which states "the home team school timer shall be the official timer for NCS Championship soccer matches". If the field does not have a visible timing device, then the center official will keep the official time.

Motion: Jan Smith-Billing Second: Becky Smith

**W. NCS Baseball Championship Format
PASSED 5-0-0**

Motion to change the NCS Baseball and softball playoff format to a 16-team bracket. (Current 2010 Divisions will not change for this proposal.)

Motion: Jan Smith-Billing Second: William Wong

VIII. ALIGNMENT AND CLASSIFICATION

A. Article 7, 70. Standing Committee, C.

PASSED 5-0-0

Motion to adopt a revision of the make-up of the Alignment and Classification Committee, as outlined below.

70. STANDING COMMITTEES

- A. Executive Committee
- B. Eligibility Committee
- C. Alignment & Classification Committee

The Alignment and Classification Committee shall consist of the following: ~~two co-chairpersons~~, one Executive Committee member (*Chair*), two member school principals from the north (MCAL, SCL, NBL, CMC and HDNL), two member school principals from the south (BAC, ACCAL, BSAL, HAAL, MVAL, EBAL, DFAL and DVAL), ~~one athletic director from the north, one athletic director from the south~~, two at-large positions and the Section Commissioner. The two at-large positions can be any individual currently involved with school related matters, such as school board members, district office personnel, member school principals, athletic directors, etc. ~~Retired school administrators who served on the Board of Managers during their tenure as a site administrator may also be selected for an at-large position.~~ Member leagues may nominate one representative ~~principal and one athletic director~~ to be considered to serve on the committee. A league cannot be represented by more than one person on the committee. The Executive Committee will select the two at-large positions. All individuals on the Alignment and Classification Committee will be voting members with the exception of the ~~two co-chairpersons and the Section Commissioner.~~ ~~The members of the Alignment and Classification Committee cannot be members of the Board of Managers, with the exception of the Executive Committee member who will not be allowed to vote on any appeals to the Board of Managers.~~

Motion: William Wong

Second: Jan Smith-Billing

B. NCS Constitution & General Bylaw 105

PASSED 5-0-0

Motion to adopt NCS Constitution & General Bylaw 105 as revised.

105. ALIGNMENT AND CLASSIFICATION

A. PURPOSE

- 1. The purposes of alignment will be: To promote competitive equity by studying the alignment of the member schools and leagues of the Section and developing recommendations for the Board of Managers. This process will normally commence in even-numbered years for implementation in the fall of the following even-numbered year in a four-year cycle. The committee shall make recommendations for the alignment of schools to the Board of Managers and shall listen and react to appeals.
The committee's jurisdiction shall be to:
 - a. Develop recommendations for the alignment of schools into leagues within the North Coast Section;
 - b. Review and approve the placement of schools into leagues for a four-year cycle;
 - c. Hear and rule on recommendations and/or appeals initiated by member schools regarding their league alignment.

B. ENTITLEMENT

- 1. All member schools, except non-league associate members, which are in compliance with the CIF and NCS Constitutions and Bylaws, are entitled to league alignment into basic and/or supplemental leagues and classification/division for post-season competition.

2. Schools are entitled to appeal league alignment decisions to the NCS Alignment and Classification Committee and the NCS Board of Managers.

Motion: Jan Smith-Billing Second: Chris Heller

**C. Report from Thursday, September 10, 2009 meeting
INFORMATION**

Richard Graey reported on the actions and discussions of the NCS Alignment & Classification Committee and their efforts to thoroughly review NCS bylaws, clean-up constitutional language and review and recommend revisions to the alignment processes. The committee has recommended several items, including items on the current agenda and will bring other proposals forward as appropriate.

XX. ELIGIBILITY COMMITTEE

**A. Report from September 8, 2009 meeting
INFORMATION**

Commissioner Lemmon reported that the Eligibility Committee is currently discussion bylaw recommendations but had no revisions for the fall Board of Managers meeting. Current issues discussed at the September 8th meeting were physical assault of officials bylaw and boarding schools. While the committee had been reviewing physical education classes/athletic teams in the off-season, and progress towards graduation, the committee had decided to not pursue any revisions to existing language in the NCS Constitution on these topics.

**B. Eligibility Workshops
INFORMATION**

Commissioner Lemmon conducted Eligibility Workshops for several leagues in the fall. Leagues included the MVAL, EBAL, DFAL, BVAL, ACCAL, MCAL, HDNL and DVAL.

**XXI. VALUES AND EHTICS COMMITTEE
INFORMATION**

Amy McNamara reported that a letter was sent to NCS member schools concerning the importance of sportsmanship.

XXII. CIF ITEMS

**A. CIF Governance Task Force
INFORMATION**

Richard Graey and Becky Smith reported on the actions and discussion by the CIF Governance Task Force.

**B. Master Plan for the addition of state and regional championships
PASSED 5-0-0**

Motion to send delegates instructed to support the CIF Championship Master Plan.

Motion: Jan Smith-Billing Second: William Wong

**C. CIF Bylaw 32: Allied Organization
PASSED 5-0-0**

Motion to send delegates instructed to support the proposed revisions to CIF Bylaw 32 – Allied Organizations.

Motion: Becky Smith Second: William Wong

**D. Request for CIF to “pilot” a three-year study to allow the use of the A-11 Offense
PASSED 5-0-0**

Motion to send delegates instructed to not support either request by Piedmont High School regarding the A-11 Offense.

Motion: Jan Smith-Billing Second: Chris Heller

- E. CIF Bylaw 310
REMOVED FROM THE AGENDA – CIF IS REMOVING FROM THE COUNCIL AGENDA**
Motion to either send delegates instructed to support, not support or uninstructed.

- F. CIF Bylaw 3101 – 40-Match Rule in Wrestling
PASSED 5-0-0**
Motion to send delegates instructed to support the revisions to CIF Bylaw 3101.

Motion: Jan Smith-Billing Second: Becky Smith

XXIII. OLD BUSINESS

- A. None**

XXIV. CLOSED SESSION

- A. Pending Legal Matters**

XIV. REPORT OF ACTION TAKEN IN CLOSED SESSION

There are currently no pending legal matters concerning North Coast Section.

XV. STAFF REPORTS

- A. Commissioner**
- B. Associate Commissioner**
- C. Assistant Commissioner**

**INFORMATION
INFORMATION
INFORMATION**

XVI. ADJOURNMENT

Passed 5-0-0 to adjourn.



California Interscholastic Federation

Marie M. Ishida, Executive Director
STATE OFFICE
4658 Duckhorn Drive
Sacramento, Ca 95834
Phone 916-239-4477 Fax 916-239-4478

www.cifstate.org

November 4, 2009

To: Superintendents, Principals and Athletic Directors
From: Marie Ishida, Executive Director
Subject: H1N1 Virus (Swine Flu)

ATTACHMENT B

The California Interscholastic Federation (State CIF) has received several inquiries related to the H1N1 Virus (Swine Flu) and its potential impact on upcoming State CIF Championships.

While we recognize the desire of schools and communities to have students participating in these events, the CIF places the safety and health of everyone involved – both participants and spectators – as our top priority. Toward that end, the State CIF Executive Committee has requested that staff distribute the following policy regarding the H1N1 Virus (Swine Flu) and State CIF State Championships.

TEAM SPORTS

Teams from schools that are closed due to the H1N1 Virus (Swine Flu) will not be allowed to participate in State CIF Championships (including regional play) until the school has been re-opened and classes resume (i.e. a school closed on Friday would not be considered re-opened until classes resume on Monday). In an effort to provide a participation opportunity for schools in this situation, the State CIF will allow a State CIF playoff game in a team sport to be conducted later than its originally scheduled date on the bracket, provided that the contest is played prior to the next round of play. If a contest is not able to be completed within these parameters, the contest will be considered a forfeit by the school closed due to the H1N1 Virus (Swine Flu) and the other school's team will advance in the bracket.

The State CIF Sports Medicine Committee has advised that under no circumstances should a school participate in more than two football games within any eight-day period (bylaw 1905). The potential risk to the health and safety of participants causes serious concerns for the Committee.

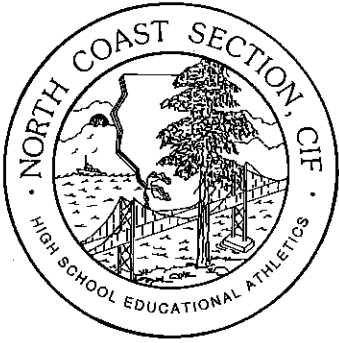
INDIVIDUAL SPORTS

Students of schools that are closed due to the H1N1 Virus (Swine Flu) will not be allowed to participate in high school athletics until the school has been re-opened and classes resume (i.e. a school closed on Friday would not be considered re-opened until classes resume on Monday). Due to the high number of individuals involved in these events, it is simply not possible to move and/or reschedule individual sport state championships on such short notice.

It is strongly suggested that sections, leagues and schools adopt this policy, or a similar one, in advance of facing these types of situations. The State CIF encourages schools and leagues to work together to balance the desire to have contests played while keeping the health and safety of participants and spectators at the forefront.

For the latest information on H1N1 please go to the California Department of Public Health web site:

<http://www.cdph.ca.gov/>



ATTACHMENT C

NORTH COAST SECTION, CIF

Gil Lemmon, Commissioner of Athletics

12925 Alcosta Blvd., Suite 8 • San Ramon, CA 94583 • Tel. (925) 866-8400 • Fax (925) 866-7100 • www.cifncs.org

October 15, 2009

Larry Aldred, Principal
Pacific Union College Prep School
1 Angwin Ave. McKibbin Hall
Angwin, CA 94508

Dear Mr. Aldred,

After repeated efforts and requests on the part of North Coast Section staff to collect gate receipts from this past 2009 NCS/Les Schwab Tire Basketball Championship season North Coast Section still has not received gate receipts, unsold tickets and game management paperwork from two games:

- First Round – Pacific Union Prep vs. Round Valley (girls)
- Second Round – Pacific Union Prep vs. Sonoma Academy (boys)

Multiple emails and phone calls have been made to Mike Buller, Athletic Director at Pacific Union College Pre School, requesting the materials and funds. A letter was also sent by NCS Associate Commissioner Karen Smith to you May 22, 2009. Our office has still not received the requested gate receipts and materials. Schools who host in the NCS/Les Schwab Tires Championships are responsible to return all unsold tickets and game management paperwork. Below is a reprint of the language included in the NCS Sports & General Rulings Handbook.

906H Returning Unsold Tickets

Each school **MUST RETURN ALL UNSOLD TICKETS** to the NCS Office as per the instructions received with the tickets. A CHECK for the amount of tickets sold and a tally sheet with the initial ticket number and final ticket number sold, less sales commission if allowed, shall be due as per the direction of the NCS Office. Schools will be charged for every ticket that is not returned to the NCS Office.

Since NCS staff is unaware of the amount of the gate for each game and no game management paperwork and/or tickets have been returned to the NCS Office Pacific Union College Prep is responsible for all tickets provided to the school. In these rounds the gate funds collected if all tickets were sold amounts to \$10,500.00.

Therefore, if the North Coast Section Office does not receive either the total amount of the tickets (\$10,500.00) or a check in the amount of the gate receipts with unsold tickets and game management paperwork by December 1, 2009, I will ask the NCS Executive Committee December 14, 2009 to immediately suspend Pacific Union College Prep School's membership in the California Interscholastic Federation until this matter can be resolved. It is my hope that this issue can be resolved as requested in prior emails and phone calls, which would be the return of the actual gate receipts, unsold tickets and game management paperwork. I appreciate your attention to this matter.

Sincerely,

Gil Lemmon, Commissioner of Athletics

Cc: Richard Graey, NCS President, North Coast Section, CIF
Karen Smith, Assoc. Commissioner, North Coast Section, CIF
Sandy Lemmon, Championship Events Clerk, North Coast Section, CIF
Laura Natlich, Accountant, North Coast Section, CIF

**North Coast Section, C.I.F.
 Balance Sheet
 As of November 30, 2009**

ATTACHMENT D

	<u>Nov 30, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Operating Cash	
10101 · Wells Fargo	252,830.76
10104 · Petty Cash	<u>125.00</u>
Total 10100 · Operating Cash	<u>252,955.76</u>
10110 · Savings	
10111.2 · Savings - Wells Fargo	299,195.50
10114 · Certificates of Deposit	
10114.1 · BofA CD	150,816.25
10114.2 · State Farm CD	250,000.00
10114.3 · First Republic CD	<u>201,579.60</u>
Total 10114 · Certificates of Deposit	<u>602,395.85</u>
Total 10110 · Savings	<u>901,591.35</u>
Total Checking/Savings	<u>1,154,547.11</u>
Total Accounts Receivable	<u>4,809.24</u>
Total Current Assets	1,159,356.35
Other Assets	
Total 10125 · Inventory	5,597.35
10135 · Refundable Deposits	1,648.00
10140 · Fixed Assets (Net)	
10141 · Office Equipment	
10141.1 · Office Eq't Depreciation	-74,195.75
10141 · Office Equipment - Other	<u>107,851.51</u>
Total 10141 · Office Equipment	<u>33,655.76</u>
10144 · Computer Equipment	
10144.1 · Computer Eq't Depreciation	-22,938.80
10144 · Computer Equipment - Other	<u>36,013.61</u>
Total 10144 · Computer Equipment	<u>13,074.81</u>
10148 · Leasehold Improvements	
10148.1 · Leasehold Imp Depreciation	-13,089.75
10148 · Leasehold Improvements - Other	<u>14,173.04</u>
Total 10148 · Leasehold Improvements	<u>1,083.29</u>
Total 10140 · Fixed Assets (Net)	<u>47,813.86</u>
Total Other Assets	<u>55,059.21</u>
TOTAL ASSETS	<u><u>1,214,415.56</u></u>

North Coast Section, C.I.F.
Balance Sheet
As of November 30, 2009

Nov 30, 09

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

10220 · Cafeteria Plan Payable

10221 · Dental/Vision

12,369.03

Total 10220 · Cafeteria Plan Payable

12,369.03

10227 · Scholarship Payable

2,169.05

10229 · Accrued Vacation Payable

5,501.13

Total Other Current Liabilities

20,039.21

Total Current Liabilities

20,039.21

Total Liabilities

20,039.21

Equity

10360 · Retained Earnings

603,714.19

3000 · Opening Bal Equity

841,699.41

Net Income

-251,037.25

Total Equity

1,194,376.35

TOTAL LIABILITIES & EQUITY

1,214,415.56

North Coast Section, C.I.F.
Profit & Loss Prev Year Comparison
August through November 2009

Ordinary Income/Expense	<u>Aug - Nov 09</u>	<u>Aug - Nov 08</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
20150 · Dues	67,991.06	142,489.08	-74,498.02	-52.28%
Total 20170 · Marketing and Promotion	0.00	10,700.00	-10,700.00	-100.0%
Total 20200 · Prep Sales	1,046.04	491.32	554.72	112.9%
Total 20300 · Rulebooks & Films	-13,880.64	-11,029.46	-2,851.18	25.85%
Total 20500 · Net Income Badminton	-533.01	-170.13	-362.88	213.3%
Total 20600 · Net Income Baseball	-2,949.87	-1,088.65	-1,861.22	170.97%
Total 20700 · Net Income Basketball	-3,719.05	-2,157.38	-1,561.67	72.39%
Total 20800 · Net Income Cross Country	4,237.63	-8,179.25	12,416.88	-151.81%
Total 20900 · Net Income Football	11,702.60	-4,246.99	15,949.59	-375.55%
Total 21000 · Net Income Golf	-10,357.86	-13,413.98	3,056.12	-22.78%
Total 21100 · Net Income Soccer	33,226.63	19,656.09	13,570.54	69.04%
Total 21200 · Net Income SoftBall	-1,090.70	-1,142.65	51.95	-4.55%
Total 21300 · Net Income Swimming	-938.09	-1,753.87	815.78	-46.51%
Total 21400 · Net Income Tennis	-3,276.86	-2,443.96	-832.90	34.08%
Total 21500 · Net Income Track	-2,505.15	-2,936.46	431.31	-14.69%
Total 21600 · Net Income Volleyball	8,674.53	-2,341.44	11,015.97	-470.48%
Total 21700 · Net Income Water Polo	14,932.26	12,490.50	2,441.76	19.55%
Total 21800 · Net Income Wrestling	-1,932.40	-1,031.78	-900.62	87.29%
Total 21900 · Net Income Lacrosse	-286.11	376.83	-662.94	-175.93%
Total 30101 · Garment Income	<u>42,344.09</u>	<u>22,251.53</u>	<u>20,092.56</u>	<u>90.3%</u>
Total 30151 · Patch Income	<u>22,683.55</u>	<u>16,100.50</u>	<u>6,583.05</u>	<u>40.89%</u>
Total Income	165,368.65	172,619.85	-7,251.20	-4.2%

North Coast Section, C.I.F.
Profit & Loss Prev Year Comparison
August through November 2009

	<u>Aug - Nov 09</u>	<u>Aug - Nov 08</u>	<u>\$ Change</u>	<u>% Change</u>
Expense				
Total 40200 · Salaries	183,754.30	163,209.48	20,544.82	12.59%
Total 40250 · Payroll Expenses	65,126.91	52,987.13	12,139.78	22.91%
40302 · Building Improvement	0.00	70.75	-70.75	-100.0%
40306 · Commissioner's Discretionary	31.90	117.73	-85.83	-72.9%
40308 · Contract Services	12,654.86	7,893.52	4,761.34	60.32%
40310 · Depreciation	6,398.52	6,656.52	-258.00	-3.88%
40312 · Equipment Maintenance	11,628.41	11,125.00	503.41	4.53%
40314 · Insurance	3,615.00	3,137.85	477.15	15.21%
40316 · Mileage	70.00	80.00	-10.00	-12.5%
40318 · Miscellaneous Office Expense	245.65	1,479.93	-1,234.28	-83.4%
40321 · Office Supplies (under \$500)	8,046.57	7,423.70	622.87	8.39%
40326 · Postage	3,546.22	3,953.75	-407.53	-10.31%
40328 · Rent	21,688.84	21,084.43	604.41	2.87%
40330 · Scholastic Awards	11,684.57	11,086.30	598.27	5.4%
40332 · Subscriptions, Bank Fees, Dues	1,440.61	2,252.23	-811.62	-36.04%
40334 · Utilities	5,437.89	5,096.24	341.65	6.7%
Total 40400 · Meeting Expense	15,879.20	16,533.78	-654.58	-3.96%
Total 50101 · Garment Expense	28,626.45	31,101.01	-2,474.56	-7.96%
50151 · Souvenir Expense	13,405.54	13,315.18	90.36	0.68%
Total 60101 · Sales, Marketing, Promo Expense	22,331.34	7,452.03	14,879.31	199.67%
60123 · Special Awards Program (Hempler)	2,545.97	183.75	2,362.22	1,285.56%
Total Expense	<u>418,158.75</u>	<u>366,240.31</u>	<u>51,918.44</u>	<u>14.18%</u>
Net Ordinary Income	-252,790.10	-193,620.46	-59,169.64	30.56%
Other Income/Expense				
Other Income				
20350 · Interest Income	1,717.85	7,012.72	-5,294.87	-75.5%
20360 · Miscellaneous Income	35.00	-117.50	152.50	-129.79%
Total Other Income	<u>1,752.85</u>	<u>6,895.22</u>	<u>-5,142.37</u>	<u>-74.58%</u>
Net Other Income	<u>1,752.85</u>	<u>6,895.22</u>	<u>-5,142.37</u>	<u>-74.58%</u>
Net Income	<u><u>-251,037.25</u></u>	<u><u>-186,725.24</u></u>	<u><u>-64,312.01</u></u>	<u><u>34.44%</u></u>

North Coast Section, C.I.F.
Profit & Loss Budget vs. Actual
 August through November 2009

Ordinary Income/Expense	<u>Aug - Nov 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
20150 · Dues (budget @50%)	67,991.06	77,000.00	-9,008.94	88.3%
20160 · CIF Sponsorship	0.00	44,500.00	-44,500.00	0.0%
20170 · Marketing and Promotion	0.00	112,950.00	-112,950.00	0.0%
Total 20200 · Prep Sales	1,046.04	13,000.00	-11,953.96	8.05%
Total 20300 · Rulebooks & Films	-13,880.64	3,500.00	-17,380.64	-396.59%
Total 20500 · Net Income Badminton	-533.01	350.00	-883.01	-152.29%
Total 20600 · Net Income Baseball	-2,949.87	56,000.00	-58,949.87	-5.27%
Total 20700 · Net Income Basketball	-3,719.05	191,000.00	-194,719.05	-1.95%
Total 20800 · Net Income Cross Country	4,237.63	10,000.00	-5,762.37	42.38%
Total 20900 · Net Income Football	11,702.60	253,600.00	-241,897.40	4.62%
Total 21000 · Net Income Golf	-10,357.86	2,100.00	-12,457.86	-493.23%
Total 21100 · Net Income Soccer	33,226.63	116,000.00	-82,773.37	28.64%
Total 21200 · Net Income SoftBall	-1,090.70	14,000.00	-15,090.70	-7.79%
Total 21300 · Net Income Swimming	-938.09	8,400.00	-9,338.09	-11.17%
Total 21400 · Net Income Tennis	-3,276.86	900.00	-4,176.86	-364.1%
Total 21500 · Net Income Track	-2,505.15	28,000.00	-30,505.15	-8.95%
Total 21600 · Net Income Volleyball	8,674.53	55,700.00	-47,025.47	15.57%
Total 21700 · Net Income Water Polo	14,932.26	12,500.00	2,432.26	119.46%
Total 21800 · Net Income Wrestling	-1,932.40	6,000.00	-7,932.40	-32.21%
Total 21900 · Net Income Lacrosse	-286.11	12,000.00	-12,286.11	-2.38%
Total 30101 · Garment Income	42,344.09	156,000.00	-113,655.91	27.14%
Total 30151 · Patch Income	22,683.55	79,000.00	-56,316.45	28.71%
Total Income	165,368.65	1,252,500.00	-1,087,131.35	13.2%

**North Coast Section, C.I.F.
 Profit & Loss Budget vs. Actual
 August through November 2009**

	<u>Aug - Nov 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
Total 40200 · Salaries	183,754.30	567,806.00	-384,051.70	32.36%
Total 40250 · Payroll Expenses	65,126.91	258,593.00	-193,466.09	25.19%
40304 · CIF Sponsorship Expense	0.00	1,960.00	-1,960.00	0.0%
40306 · Commissioner's Discretionary	31.90	1,000.00	-968.10	3.19%
40308 · Contract Services	12,654.86	18,450.00	-5,795.14	68.59%
40310 · Depreciation	6,398.52	23,438.00	-17,039.48	27.3%
40312 · Equipment Maintenance	11,628.41	12,000.00	-371.59	96.9%
40314 · Insurance	3,615.00	22,000.00	-18,385.00	16.43%
40316 · Mileage	70.00			
40318 · Miscellaneous Office Expense	245.65	6,000.00	-5,754.35	4.09%
40321 · Office Supplies (under \$500)	8,046.57	25,000.00	-16,953.43	32.19%
40326 · Postage	3,546.22	15,000.00	-11,453.78	23.64%
40328 · Rent	21,688.84	68,000.00	-46,311.16	31.9%
40330 · Scholastic Awards	11,684.57	14,500.00	-2,815.43	80.58%
40332 · Subscriptions, Bank Fees, Dues	1,440.61	1,600.00	-159.39	90.04%
40334 · Utilities	5,437.89	17,000.00	-11,562.11	31.99%
40335 · Legal Expense	0.00	1,000.00	-1,000.00	0.0%
Total 40400 · Meeting Expense	15,879.20	38,680.00	-22,800.80	41.05%
Total 50101 · Garment Expense	28,626.45	99,000.00	-70,373.55	28.92%
50151 · Souvenir Expense	13,405.54	38,000.00	-24,594.46	35.28%
Total 60101 · Sales, Marketing, Promo Exp	22,331.34	52,000.00	-29,668.66	42.95%
60123 · Special Awards Program (Hempler	2,545.97	2,000.00	545.97	127.3%
Total Expense	<u>418,158.75</u>	<u>1,283,027.00</u>	<u>-864,868.25</u>	<u>32.59%</u>
Net Ordinary Income	-252,790.10	-30,527.00	-222,263.10	828.09%
Other Income/Expense				
Other Income				
20350 · Interest Income	1,717.85	15,000.00	-13,282.15	11.45%
20360 · Miscellaneous Income	35.00	1,500.00	-1,465.00	2.33%
Total Other Income	<u>1,752.85</u>	<u>16,500.00</u>	<u>-14,747.15</u>	<u>10.62%</u>
Net Other Income	<u>1,752.85</u>	<u>16,500.00</u>	<u>-14,747.15</u>	<u>10.62%</u>
Net Income	<u>-251,037.25</u>	<u>-14,027.00</u>	<u>-237,010.25</u>	<u>1,789.67%</u>

ATTACHMENT E

	A	B	C	D	E	F	G	H	I	J
1	2009-10 Budget Income Draft									
2	INCOME	2009-10 BUDGET	% OF TOTAL INCOME	2008-09 ACTUAL	% OF TOTAL INCOME	2007-08 ACTUAL	% OF TOTAL INCOME	2006-07 ACTUAL	% OF TOTAL INCOME	THREE YEAR AVERAGE
3	Begin Balance: Building Fund Balance	475,477	19.38%	312,440	13.43%	312,440	15.43%	150,168	7.75%	258,349
4	Dues	154,000	6.28%	150,985	6.49%	144,000	7.11%	150,168	7.75%	148,384
5	Section Championships	1,353,550	55.17%	1,351,285	58.10%	1,133,100	55.94%	1,332,629	68.73%	1,272,338
6	Sales, Mark & Promo (NCS)	112,950	4.60%	114,845	4.94%	102,000	5.04%	83,130	4.29%	99,992
7	Garments	156,000	6.36%	156,419	6.73%	144,000	7.11%	159,365	8.22%	153,261
8	Patches	79,000	3.22%	113,523	4.88%	70,000	3.46%	85,726	4.42%	89,750
9	Rulebooks	42,500	1.73%	50,334	2.16%	38,000	1.88%	45,377	2.34%	44,570
10	Prep Magazine	13,000	0.53%	11,346	0.49%	0	0.00%	15,592	0.80%	8,979
11	Foundation Scholarship	6,000	0.24%	6,317	0.27%					
12	Interest	15,000	0.61%	15,976	0.69%	12,000	0.59%	29,668	1.53%	19,215
13	Miscellaneous	1,500	0.06%	2,169	0.09%	1,500	0.07%	2,822	0.15%	2,164
14	CIF Marketing	44,500	1.81%	39,985	1.72%	68,500	3.38%	34,384	1.77%	47,623
15	Total Income	2,453,477	100.00%	2,325,624	100.00%	2,025,540	100.00%	1,938,861	100.00%	1,321,468

	A	B	C	D	E	F	G	H	I	J	K
1	Expenses	2009-2010		2008-2009		2007-2008		2006-2007		THREE YEAR AVERAGE	
2	4/21/09	DRAFT	% OF DRAFT BUDGET EXPENSE	ACTUAL	% OF DRAFT BUDGET EXPENSE	ACTUAL	% OF DRAFT BUDGET EXPENSE	ACTUAL	% OF DRAFT BUDGET EXPENSE	ACTUAL	% OF DRAFT BUDGET EXPENSE
3	SALARIES-OFFICE	558,306	22.76%	525,417	24.51%	529,399	26.25%	542,428	30.08%	532,415	26.78%
4	Commissioner	132,158	5.39%	131,822	6.15%	128,038	6.35%	132,165	7.33%	130,675	6.57%
5	Associate Commissioner	115,594	4.71%	112,953	5.27%	112,709	5.59%	118,615	6.58%	114,759	5.77%
6	Assistant Commissioner	91,215	3.72%	79,093	3.69%	99,223	4.92%	97,183	5.39%	91,833	4.62%
7	Marketing Clerk	19,562	0.80%	15,755	0.73%	18,827	0.93%	18,336	1.02%	17,639	0.89%
8	Champ Evt. Coordinator	52,063	2.12%	51,214	2.39%	47,627	2.36%	48,886	2.71%	49,242	2.48%
9	Champ Events Clerk	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
10	Awards Clerk	33,197	1.35%	28,813	1.34%	22,739	1.13%	21,264	1.18%	24,272	1.22%
11	Accounts Receivable/Souvenir Clerk	40,132	1.64%	40,444	1.89%	37,316	1.85%	38,972	2.16%	38,911	1.96%
12	Accountant	55,479	2.26%	53,259	2.48%	46,870	2.32%	51,203	2.84%	50,444	2.54%
13	Coordinator of Officials*	8,906	0.36%	8,650	0.40%	7,800	0.39%	8,072	0.45%	8,174	0.41%
14	Web Master	10,000	0.41%	3,414	0.16%	8,250	0.41%	7,732	0.43%	6,465	0.33%
15	Salary Exp. & Benefits	258,593	10.54%	203,050	9.47%	241,026	11.95%	220,022	12.20%	221,366	11.13%
16	Medical Benefits	49,736		29,260		65,800		41,470		45,510	
17	Dental Benefits	7,334		6,291		5,000		5,132		5,474	
18	Vision Care Benefits	1,936		987		1,500		1,345		1,277	
19	PERS Retirement Benefits	115,164		96,946		97,536		111,213		101,898	
20	Payroll Taxes	42,557		39,950		41,690		40,335		40,658	
21	Workers Comp - Staff	17,770		13,514		29,500		16,842		19,952	
22	Retiree Medical Insurance	24,096		16,102		0		3,685		6,596	
23	CHAMPIONSHIP										
24	Section Championship*	587,000	23.93%	636,583	29.70%	518,500	25.71%	590,802	32.76%	581,962	29.27%
25	CIF Championships	1,960	0.08%	0	0.00%	1,960	0.10%	0	0.00%	653	0.03%
26	Office Operations	46,000	1.87%	32,874	1.53%	50,000	2.48%	41,862	2.32%	41,579	2.09%
27	Commissioner's Discretionary Fund	1,000	0.04%	557	0.03%	1,000	0.05%	410	0.02%	656	0.03%
28	Subscriptions, Bank Fees and Dues	1,600	0.07%	7,136	0.33%	0		1,590	0.09%	2,909	0.15%
29	Meetings	38,680	1.58%	42,904	2.00%	34,000	1.69%	39,176	2.17%	38,693	1.95%
30	Building (Lease and Maintenance)	68,000	2.77%	63,970	2.98%	61,500	3.05%	60,995	3.38%	62,155	3.13%
31	Property/Liability Insurance/D&O	22,000	0.90%	4,881	0.23%	0		18,337	1.02%	7,739	
32	Utilities (PG&E, AT&T, Internet)	17,000	0.69%	17,627	0.82%	15,750	0.78%	16,785	0.93%	16,721	0.84%
33	Janitorial	2,800	0.11%	3,715	0.17%	3,000	0.15%	2,640	0.15%	3,118	0.16%
34	Security Monitoring	950	0.04%	774	0.04%	500	0.02%	888	0.05%	721	0.04%
35	Sales & Marketing	52,000	2.12%	38,269	1.79%	28,000	1.39%	30,877	1.71%	32,382	1.63%
36	Garments	99,000	4.04%	94,378	4.40%	75,000	3.72%	98,565	5.47%	89,314	4.49%
37	Souvenirs	38,000	1.55%	48,310	2.25%	35,000	1.74%	38,589	2.14%	40,633	2.04%
38	Rulebooks	39,000	1.59%	36,085	1.68%	24,000	1.19%	32,564	1.81%	30,883	1.55%
39	Foundation Scholarship	6,000	0.24%	6,000							
40	Scholastic Awards	14,500	0.59%	22,352	1.04%	18,500	0.92%	26,414	1.46%	22,422	1.13%
41	Special Awards	2,000	0.08%	1,228	0.06%	500	0.02%	715	0.04%	814	0.04%
42	Contract Services										
43	Accounting/Tax Service	0	0.00%	1,100	0.05%	0	0.00%	0	0.00%	367	0.02%
44	Audit	10,000	0.41%	5,885	0.27%	11,000	0.55%	6,525	0.36%	7,803	0.39%
45	Computer	2,500	0.10%	632	0.03%	3,000	0.15%	3,481	0.19%	2,371	0.12%
46	Legal	1,000	0.04%	19	0.00%	0	0.00%	0	0.00%	6	0.00%
47	Payroll Services	2,200	0.09%	2,452	0.11%	2,500	0.12%	2,027	0.11%	2,326	0.12%
48	Depreciation & Contingencies										
49	Equipment Maintenance	12,000	0.49%	14,571	0.68%	0	0.00%	10,995	0.60%	8,522	0.43%
50	Equipment Purchases	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
51	Depreciation Equipment	23,438	0.96%	20,364	0.95%	15,000	0.74%	16,806	0.93%	17,390	0.87%
52	Contingency Miscellaneous	62,973	2.57%	0	0.00%	17,565	0.87%	0	0.00%	5,855	0.29%
53	Contingency for required retro	2,000	0.08%	0	0.00%	15,400	0.76%	0	0.00%	5,133	0.26%
54	Contingency for required salary adj	7,500	0.31%	0	0.00%	2,500	0.12%	0	0.00%	833	0.04%
55	Building Purchase Reserve Fund	475,477	19.38%	312,440	14.58%	312,440	15.49%	0	0.00%	208,293	10.48%
56	Total Expense	2,453,477	100.00%	2,143,573	100.00%	2,017,040	100.00%	1,803,493	100.00%	1,988,036	100.00%

A	B	C	D	E	F	G	H	I	J
SPORTS INCOME	BUDGET		ACTUAL		ACTUAL		ACTUAL		
1 Rev. 1/30/09	2009-2010		2008-09		2007-08		2006-07		3yr average
	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	
4 Badminton	2,350	0.17%	2,781	0.21%	2,987	0.22%	2,329	0.17%	2,699
5 Baseball	90,000	6.65%	112,010	8.29%	126,082	9.09%	73,964	5.55%	104,019
6 Basketball	325,000	24.01%	328,823	24.33%	320,685	23.12%	286,718	21.52%	312,075
7 Gross Country	20,000	1.48%	21,609	1.60%	19,228	1.39%	18,066	1.36%	19,634
8 Football	423,600	31.30%	384,586	28.48%	472,595	34.08%	496,966	37.29%	451,382
9 Golf	18,600	1.37%	23,377	1.73%	18,118	1.31%	17,509	1.31%	19,668
10 Lacrosse	21,000	1.55%	38,540	2.85%	25,169	1.81%	17,316	1.30%	27,008
11 Soccer	170,000	12.56%	155,439	11.50%	150,753	10.87%	177,048	13.29%	161,080
12 Softball	41,000	3.03%	43,853	3.25%	40,838	2.94%	36,055	2.71%	40,249
13 Swimming	21,400	1.59%	17,751	1.31%	18,323	1.32%	17,080	1.28%	17,718
14 Tennis	4,100	0.30%	5,147	0.38%	4,562	0.33%	3,812	0.29%	4,507
15 Track	54,000	3.99%	61,152	4.53%	47,848	3.45%	48,168	3.69%	52,723
16 Volleyball	97,000	7.17%	91,527	6.77%	76,359	5.51%	69,134	5.19%	79,007
17 Water Polo	27,500	2.03%	25,242	1.87%	27,032	1.95%	31,194	2.34%	27,823
18 Wrestling	38,000	2.81%	39,448	2.92%	36,187	2.61%	36,270	2.72%	37,302
19 TOTAL INCOME	1,353,550	100.00%	1,351,285	100.00%	1,386,765	100.00%	1,332,629	100.00%	1,356,893
20 SPORTS EXPENSE									
21 Badminton	2,000	0.34%	1,487	0.23%	2,035	0.33%	1,900	0.32%	1,807
22 Baseball	34,000	5.79%	56,914	8.94%	54,865	8.92%	32,212	5.48%	47,997
23 Basketball	134,000	22.83%	135,528	21.29%	138,020	22.45%	124,114	21.11%	132,554
24 Gross Country	10,000	1.70%	10,494	1.65%	10,082	1.64%	9,725	1.65%	10,100
25 Football	170,000	28.95%	166,061	26.09%	169,920	27.64%	190,742	32.45%	175,574
26 Golf	16,500	2.81%	22,742	3.57%	15,693	2.55%	16,027	2.73%	18,154
27 Lacrosse	9,000	1.53%	15,080	2.37%	12,794	2.08%	7,131	1.21%	11,668
28 Soccer	54,000	9.20%	58,719	9.22%	52,385	8.52%	57,363	9.76%	56,156
29 Softball	27,000	4.60%	29,599	4.65%	28,599	4.65%	26,341	4.48%	28,180
30 Swimming	13,000	2.21%	15,776	2.48%	13,777	2.24%	8,942	1.52%	12,832
31 Tennis	3,200	0.55%	5,111	0.80%	2,587	0.42%	2,986	0.51%	3,561
32 Track	26,000	4.43%	28,111	4.42%	27,350	4.45%	26,400	4.49%	27,287
33 Volleyball	41,300	7.04%	47,874	7.52%	38,715	6.30%	36,166	6.15%	40,918
34 Water Polo	15,000	2.56%	14,344	2.25%	15,187	2.47%	15,356	2.61%	14,962
35 Wrestling	32,000	5.45%	28,743	4.52%	32,802	5.34%	32,997	5.51%	31,314
36 TOTAL NCS	587,000	100.00%	636,583	100.00%	614,810	100.00%	587,802	100.00%	613,065

North Coast Section, CIF

12925 Alcosta Blvd., Suite 8

San Ramon, CA 94583

ATTACHMENT F



FINANCIAL PROCEDURES MANUAL



FOREWORD

This financial policies and procedures manual is meant to provide direction and guidance to all personnel involved with the North Coast Section, CIF and its member schools. Many of the policies are recommendations made by auditors hired by the NCS Board of Managers to review the financial statements and files of the section. In addition, there are procedures recommended by NCS Office staff and the Executive Committee and are meant to carry out the intent and direction of those policies adopted by the NCS Board of Managers and maintain good financial practices within the section. This manual will support the internal operations of the Section Office. Proposals to change or add to the current policies or procedures should be directed to the NCS Commissioner of Athletics, who would forward recommended proposals to the Executive Committee for action.

North Coast Section staff will ask that the NCS Board of Managers review the recommended policies for clarity and structure. Changes may only be adopted by a majority vote of the NCS Board of Managers.

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FINANCIAL PRINCIPLES AND AUDIT POLICY

1. GUIDING PRINCIPLE FOR FINANCIAL OPERATIONS

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

2. PRINCIPLES GUIDING POLICY DEVELOPMENT AND APPLICATION

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

- A. It is the intent of these policies to develop a bright line definition of what is and is not appropriate. Therefore, these policies are written as unambiguously and published as widely as possible. These principles and policies apply to all NCS entities.
- B. Financial information at all levels should be kept on a computer data base for easy access, appropriate administration, and accountability to local constituencies as well as auditors contracted for review of the finances of NCS by the Board of Managers.
- C. Staff at all levels should not be in the position of supervising and approving the expenses of elected representatives, and therefore will administratively review and approve for payment these expenses which fall within the framework of pre-approved written guidelines. A detailed report of all expenses approved in this manner shall be prepared monthly and be available for review by any NCS elected official. A committee of elected representatives, appointed by the Section President with the advice and consent of the Executive Committee, will review and authorize, where appropriate, all actual and necessary expenses of elected or appointed representatives which do not fall within the framework or written guidelines.
- D. During the distribution of funds any checks in excess of \$500 must have two signatures. Staff/elected officials shall not approve or sign their own pay or reimbursement forms.
- E. Yearly audits or reviews shall be conducted by reputable auditing firms with established expertise in dealing with school district and/or other non-profit organization finances. The audits shall be based upon the principles contained in this document and conclude with a presentation by the auditor to the designated representatives of the Section. All relevant documentation shall be distributed to these designated representatives in sufficient time prior to the meeting to allow familiarization of the data in order to have a meaningful discussion with the auditor during the presentation. The audit shall not be edited or have items altered or deleted by any person and must be presented and retained in its original form from the auditor. League audits shall be conducted according to policies listed in this document and approved by Sections.
- F. All fiscal accounting at all levels shall use generally accepted accounting principles when handling and disbursing funds.
- G. All funds expended by the Section must be budgeted and authorized. Commissioners/League Presidents, etc., must have prior limited authorization for all expenditures. An example would be some limited authorization for general expenses including lunches, recognitions, etc. These expenses would then be reported to the governing body at the next meeting.
- H. No alcohol or tobacco shall be purchased or paid for out of any NCS funds. NCS funds may not be used for gifts or personal loans.
- I. All financial practices and information shall be open to review by CIF members or other interested parties. NCS financial records are public information.

- J. The allocation of NCS funds should be as simple and equitable as possible. An annual budget for each fiscal entity should be prepared with the affected parties sufficiently involved so that they are a part of the process. The process should have as its goal maximizing the benefits to our school children.
- K. NCS should improve the degree to which participation in high school athletics are available to students of all economic and social stations.

3. **POLICIES RELATED TO AUDITS**

The following are policies related to audits:

- A. A thorough yearly audit or review shall be required according to established audit guidelines. The audit shall consist of a complete examination and reassessment of present methodologies, procedures, and policies for the administration and control of NCS funds and all financial flows associated with or relevant to the NCS and its leagues. It shall be the responsibility of the Section to ensure compliance of leagues within the Section to all Section financial policies. Sections will assume responsibility for the creation and implementation of financial policies, practices, and procedures for each league within that Section. As long as the Section has financial policies in place which provide for league financial policies, practices, and procedures, and as long as the Section is satisfied that the league financial policies, practices and procedures are consistent with Section policy, the Section may waive the requirement for a complete, thorough league audit. However, a Section may require an audit of league financial records at any time.
- B. North Coast Section shall seek proposals from auditing firms on a cycle of three to five years. Procedure for auditing and the names of auditing firms used shall be forwarded to the State CIF on a yearly basis. Yearly audits shall be forwarded to the Executive Director upon completion. Any audits requiring corrective action shall include an addendum of the proposed corrective actions in the yearly audit/review report to the State office.
(Approved February 1996 Federated Council)

INVESTMENT POLICY FOR NORTH COAST SECTION, CIF

1. GENERAL RESERVE

North Coast Section, CIF shall create a general unallocated reserve comprised of cash and investments to be set aside for unanticipated needs, for major purchases meant to enhance the organization's assets and provide annually specified income to support the operating budget.

Decisions to use any part of the general unallocated reserve shall be the responsibility of the Board of Managers in accord with this policy and the authority granted in NCS Constitution and General Bylaw 34.

2. GENERAL RESERVE GOAL

The NCS Board of Managers shall establish that the amount in reserve should be capped at an amount equal to the current year's operating expenses for the organization.

3. INVESTMENTS

A. Policy Goal

It shall be the policy of NCS that investments are made to preserve the capital and maximize rate of return.

(1) Objectives

- a. Preservation of capital.
- b. Maximum rate of return.
- c. Investments made consistent with prudent principles regarding those investments.
- d. Provision of resources to allow NCS to meet any major, unanticipated, expense.
- e. Investments and policy, which will produce annual income to aid the NCS annual budget needs.
- f. Balance in investments should be maintained to produce:
 - (i) Income – current, annual income to help meet budget needs
 - (ii) Growth – provide for growth of principal
 - (iii) Safety – provide for sufficient limitations upon risks and protect the principal through diversification of assets and the setting of specific standards.

(2) Compliance with State and Federal Laws

Investments will be made in compliance with State and Federal Laws and Regulations.

(3) Permitted Investments

- a. Common and Preferred Stocks
- b. US Government Obligations
- c. Corporate bonds
- d. Bond funds
- e. Mutual funds (Equity and Bond)
- f. Money market funds
- g. Purchase of real property
- h. International investments (Equity and Bond)

(4) Prohibited Investments

- a. Securities on margin
- b. Commodity futures
- c. Derivative securities
- d. Selling "short"
- e. Leveraged buyouts
- f. Venture capital

- g. Private placement
- h. Limited partnerships

(5) **Return Focus**

NCS is interested in preservation of principal, current income, along with long-term growth in an attempt to keep pace with inflation. Accordingly, a moderate to conservative risk profile should be kept in mind.

An example of a moderate to conservative portfolio would be as follows:

Equity	
U.S. Stocks	26%
Non-U.S. Stocks	11%
Bonds	
U.S. Bonds	51%
Non-U.S. Bonds	10%
Cash	2%

NOTE: If necessary, the investment portfolio shall be rebalanced every six months in order to maintain the asset allocation by category outlined in this moderate to conservative portfolio model.

(6) **Performance Monitoring**

Performance numbers should be compared with a benchmark and appropriate indexes. An attempt should be made to keep the target allocation at +/- 4%. A benchmark for the strategy outlined above is a moderate-conservative benchmark, which consists of the following allocations to the indexes listed below:

Russell 1000 Growth	10%
Russell 1000 value	10%
Russell Mid Cap Value	6%
MSCI EAFR Net	11%
Lehman Bros. Bond Aggregate	26%
Lehman Bros. Credit L.T.	25%
LB Global Aggregate	10%
30-Day Money Market	2%

(7) **Allocation Goal**

A moderate to conservative portfolio will have more emphasis on bonds and less on equities. This blend will most likely exceed long-term inflations by a small margin and has a moderate degree of risk.

Assets should be managed in such a fashion that future changes to the allocation can be made without commissions or penalties.

4. **REPORTING**

The Executive Committee shall receive a report on current holdings and investments at each regularly scheduled meeting. It shall be the responsibility of the Commissioner of Athletics to present this report or to designate responsibility for this report to an appropriate staff member. As requested, the Commissioner of Athletics will present a similar report at each Board of Managers meeting. The Executive Committee will review the report and advise the Board of Managers on actions when deemed appropriate. Such reports should include a complete listing of holdings, investments and cash (cash equivalents) and should show

profit or loss along with comparisons to appropriate benchmarks.

5. **APPROVAL, DIRECTION OF INVESTMENTS**

Recommendations for purchase and/or sale of investments shall be made in accordance with the following process:

A. **Investment Advisor**

NCS may use the services of an investment advisor. Such advisor shall report regularly to the Commissioner of Athletics and, when requested, to the Board of Managers and the Executive Committee. The Investment Advisor may advise the Commissioner of Athletics with respect to recommended changes to the NCS Investment Portfolio.

B. **Finance/Investment/Employee Handbook Committee**

The NCS Finance/Investment/Employee Handbook Committee shall be comprised of the NCS officers (President, President-Elect and Past President), a CSBA Representative and a ratified non-Executive Committee member who will be the Chair of the committee. The Commissioner of Athletics shall recommend portfolio changes, as needed, to the Investment Committee. The Finance/Investment/Employee Handbook Committee shall make its recommendations to the Executive Committee.

C. **Executive Committee**

The Executive Committee shall make final decisions with respect to purchases, transfers and/or liquidation of portfolio assets. All investment decisions must be consistent with the goals and objectives of the NCS Investment Policy and shared with the Board of Managers at its next regular meeting.

<p style="text-align: center;"><u>POLICY FOR DISTRIBUTION OF NCS SCHOLARSHIP FUNDS</u></p>

1. All NCS Scholarship funds will be held by NCS for a maximum period of four years and six months from August 1st of the calendar year of the scholarship award.
2. Any unclaimed funds will be transferred to the NCS scholarship funds account.
3. **Accrued interest will be paid in all scholarship funds disbursed.**

Conflict of Interest Policy

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

1. **Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. **Individuals covered.** Persons covered by this policy are the Organization's officers, directors, chief employed executive and chief employed finance executive.
3. **Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the President of the Section on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
4. **Procedures to manage conflicts.** For each interest disclosed to the President of the Section, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Managers and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Commissioner of Athletics and employed Accountant will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Section in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

NCS WHISTLEBLOWER POLICY

General

North Coast Section, CIF requires employees to observe high standards of ethical behavior in the conduct of their duties and responsibilities. As representatives of NCS, all such persons must practice honesty and integrity in fulfilling their responsibilities, and they must comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all employees to perform ethically and to comply with corporate policies relating to financial integrity, and to report material violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns as expeditiously as possible within NCS, rather than remaining silent or seeking resolution outside NCS.

Compliance Officers

The NCS Commissioner of Athletics is responsible for investigating and resolving all reported allegations concerning financial impropriety, and shall promptly advise the Executive Committee of such allegations and of their findings. In addition, the Commissioner is required to report to the Board of Managers at least annually on compliance activity.

Accounting and Auditing Matters

The Commissioner of Athletics, when performing his/her audit oversight function, is charged with addressing all reported allegations of impropriety regarding corporate accounting practices, internal controls or auditing to the Finance/Investment/Employee Handbook Committee. The Finance/Investment/Employee Handbook Committee Officers shall promptly notify the Executive Committee of any such allegation and work with the Committee until the matter is resolved.

Acting in Good Faith

Anyone making an allegation concerning a violation or suspected impropriety must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an impropriety. Any allegations which prove to have been made maliciously or knowingly false will be viewed as serious disciplinary offenses.

Confidentiality

Allegations of impropriety may be submitted on a confidential basis by the complainant or may be submitted anonymously. Such allegations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Any anonymous allegation must provide sufficient supporting data to permit meaningful follow up. Anonymous allegations that are vague, ambiguous or unsupported will be disregarded.

Handling of Reported Violations

The Finance/Investment/Employee Handbook Committee will acknowledge receipt of non-anonymous allegations within two business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of North Coast Section, CIF identifies the record retention responsibilities of staff, volunteers, members of the Board of Managers, and outsiders for maintaining and documenting the storage and destruction of North Coast Section documents and records.

1. **Rules.** North Coast Section's staff, volunteers, members of the Board of Managers and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
2. **Terms for retention.**
 - a. Retain permanently:
Governance records - Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
Tax records - Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
Intellectual property records - Copyright and trademark registrations and samples of protected works.
Financial records - Audited financial statements, attorney contingent liability letters.
 - b. Retain for ten years:
Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
Government relations records - State and federal lobbying and political contribution reports and supporting records.
 - c. Retain for three years:
Employee/employment records - Employee names, addresses, social security numbers, dates of birth, INS Form 1-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
Lease, insurance, and contract/license records - Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).
 - d. Retain for four years:
Student Eligibility Records/Documents – All student eligibility records/documents, 206, 207, 209, 214 and 510 waiver applications, CIF Hearing Appeals, NCS Hearing Appeals and any eligibility documents related to temporary restraining orders, etc.
 - e. Retain for one year:
All other electronic records, documents and files - Correspondence files, past budgets, bank

statements, publications, employee manuals/policies and procedures, survey information.

3. Exceptions

Exceptions to these rules and terms for retention may be granted only by the Commissioner of Athletics or Section President.

Joint Venture Policy

This Joint Venture Policy of the California Interscholastic Federation requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

- A. **Joint ventures or similar arrangements with taxable entities.** For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:
- (a) 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation including but not limited to:
 - (i) dividends, interest, and annuities;
 - (ii) royalties;
 - (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and
 - (iv) gains or losses from the sale of property]; and
 - (b) the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.
2. **Safeguards to ensure exempt status protection.** The Organization will:
- (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and
 - (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:
 - (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
 - (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
 - (iii) that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and
 - (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Organization.

Policy on the Process for Determining Compensation

This Policy on the Process for Determining Compensation of the California Interscholastic Federation applies to the compensation of the following persons employed by the Organization:

X The Commissioner of Athletics

X Other Officers or Key Employees of the Organization by title:

- Associate Commissioner
- Assistant Commissioner
- Coordinator of Championship Events
- Accountant
- Award & Eligibility Clerk
- Souvenir & Accounts Receivable
- Marketing Clerk
- Coordinator of Officials
- Administrative Assistant
- Championship Events Clerk

The process includes the following parameters:

1. Salary

The Section's salary schedule and benefits package are reviewed annually and adjusted on or before August 1 each year based upon survey information from ten base school districts. Each regular employee is equated to a like position within each of the ten base school districts. The following districts have been identified by the Section Board of Managers for determining the Section's compensation schedule: Acalanes Union High School, Alameda Unified, Antioch Unified, Fremont Unified, Martinez Unified, Mt. Diablo Unified, Pleasanton Unified, West Contra Costa Unified, San Leandro Unified and San Ramon Valley Unified Districts.

2. Salary Adjustments (COLA)

The Section will survey the ten identified base districts each year on or before July 31, to determine employee compensation for the current school year. At the completion of the annual survey, Section employees will receive a retroactive salary adjustment and the establishment of their compensation for the upcoming year. (Note: Section employees receive salary adjustments based on the average of ten identified base school districts and positions within each district. Due to the fact that district contracts are often not settled at the beginning of a school year, the Section surveys the districts for compensation at the end of each school year and makes retroactive adjustments for Section employees.

3. Review and approval

The Finance/Investment/Employee Handbook Committee will review and approve the survey of salaries for NCS staff members.

NORTH COAST SECTION REIMBURSEMENT GUIDELINES
BOARD OF MANAGERS, EXECUTIVE COMMITTEE, ALIGNMENT & CLASSIFICATION
COMMITTEE, ELIGIBILITY COMMITTEE, SPORTS ADVISORY COMMITTEE, AD-HOC
COMMITTEES AND STAFF

A. **Receipts**

All expenses (except gratuities) must include receipts when submitted for reimbursement.

B. **Lodging**

Reimbursement for overnight expense may be authorized by the Section Commissioner when the Section employee or representative will be required to travel three or more hours each way, when the person would be required to depart from his/her residence prior to 6:30 a.m., when return home would be after midnight or when returning home would present a safety concern or undue hardship. Reimbursement will be paid for lodging in **American Automobile Association rated up to three-star hotels or motels**, or the equivalent in cost, in the vicinity where the person is representing NCS.

C. **Meals**

Expenses for meals will be reimbursed when NCS business (other than time spend in the office) requires the employee or representative to be away from home. A maximum daily meal allowance, not to exceed \$45.00 (not including tax), will be allowed for each full day an NCS employee or representative is required to be away from his/her residence. A person is entitled to reimbursement for individual meals when NCS business requires that they be away from home during the normal time that the breakfast, lunch or dinner would be served. The maximum reimbursable for each meal (including all non-alcoholic beverages, desserts, side orders, etc.) exclusive of sales tax follows:

breakfast	\$ 8.00
lunch	12.00
dinner	<u>25.00</u>
total	45.00

No reimbursement shall be allowed for alcoholic beverages or tobacco.

Expense vouchers shall include the actual amounts of each meal or food expenditure and receipts. The Commissioner, with the approval of the President, may increase the meal maximums if they are insufficient for the locale where the NCS business is being conducted. When receipts are lost, the claimant shall provide **a written description of the meal, the name of the restaurant and persons in attendance.**

D. **Travel expense**

NCS employees and representatives shall be limited to one unrestricted coach class airline ticket to and from the location of NCS business. Use of a personal automobile shall be reimbursed at \$.55 per mile. Automobile transportation may not be reimbursed for more than the cost of a round-trip unrestricted coach class airfare. Parking expenses and bridge fares shall be reimbursable.

Van, coach and/or bus service to and from the airport or other place of NCS business shall be reimbursed. Travel shall not be reimbursed for family members or other personal guests. Rental cars must be approved by the Commissioner.

E. **Telephone**

Recognizing that the personal life of NCS employees and representatives is disrupted when they travel on NCS business, personal telephone calls made during the required time away from home will be reimbursed by the Section. Telephone calls of reasonable duration (approximately 15 minutes) to spouses, children or related to immediate personal business, emergency or hardship situations in the area of the person's residence shall be covered. The portion of a call that would be long distance from the person's home is not reimbursable.

F. **Gratuities**

A maximum gratuity of 15% of the cost of a meal (not to exceed the maximum allowed per meal) shall be reimbursed. This amount may be increased to 20% when a meeting is conducted and the table or the room are used for an excessive length of time. A maximum gratuity of \$2.00 for baggage handlers and \$1.00 for shuttle bus operators or taxi drivers shall be reimbursable. The gratuity for baggage handlers may be increased when

excessive baggage is required for NCS business (materials, equipment, books, handouts, etc.).

G. Prohibited reimbursements

Entertainment expenses shall not be charged to the Section. Entertainment and personal expenses include games such as golf, tennis, etc.; services such as massages, physical training, or workout, etc.; grooming services such as haircuts or other grooming services; in-room bar or meal expenses in excess of those listed above, etc. and charges for in-room movies.

H. Spouses/guests

Spouses/guests may participate in meals provided by the NCS at the NCS employee or representative's expense. Such meal costs must be identified and reimbursed by the NCS employee or representative. The NCS may pay for spouse/guest meals only if their attendance and participation is directly related to and part of a specific activity or function of the meeting and must be pre-approved by the Section.

I. NCS Credit Card Usage

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

- 1) Include specific notes on the receipt that list those included and the purpose.
- 2) Recordkeeping procedures that provide easy access and auditor approval of the procedure.
- 3) Uses other than travel and meal expenses must be covered by local regulations and must have prior Commissioner of Athletics approval.
- 4) Personal expenses shall never be put on a NCS credit card.

A procedure may be developed to provide approval for advances for upcoming conferences or workshops and will be provided only for the amount of anticipated actual and necessary expense that must be presented by the staff member/elected official on a form approved by the section. Individuals may not approve their own requests. Under no circumstances will any personal expenses be paid for by NCS and reimbursed at a later date.

J. Expense Review

All expenses generated by NCS staff and elected representatives shall be subject to review by impartial and objective persons as well as any elected representative.

- 1) Superior's Review and Approval of Expenses of Subordinates - At the state and section levels, the Executive Director/Section Commissioner should review and approve expenses of all subordinate employees, consultants, and advisors. In addition, the Executive Director/Commissioner may approve, within the framework of approved written guidelines, the expenses of elected representatives.
 - a) The Executive Committee or Finance/Investment/Employee Handbook Committee of NCS shall review expenses of staff and elected representatives on a regular basis.
 - b) Any expense incurred by an elected or appointed representative that is not within the framework of a written guideline may only be approved by either the Commissioner of Athletics or the Finance/Investment/Employee Handbook Committee subject to review of the Executive Committee.

K. Fiscal Year

The fiscal year of the organization is August 1 through July 31.

L. Financial Reports

Financial reports of the North Coast Section, California Interscholastic Federation will be prepared and delivered to the governance body of NCS at least three times annually.

M. Management of Playoff and Championship Events

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

- 1) All funds received must be deposited in NCS bank accounts.
- 2) Each hosting championship site must return funds, tickets and all management paperwork to the NCS Office within a five day period.
- 3) Any NCS member school hosting a NCS Championship event that does not return funds, tickets and management paperwork within a 30-day period will be sent a letter from NCS staff reminding the school of their responsibility or returning all game materials.
- 4) The Commissioner of Athletics will seek suspension of membership for any NCS member school hosting a NCS Championship event that does not return funds, tickets and management paperwork within a 60-day period with the Executive Committee at its next regular meeting.

N. Inventory/Fixed Assets

The Accountant shall be responsible for development and maintenance of a complete inventory of all property of North Coast Section including, but not limited to, equipment and furniture. Such an inventory will be delivered to the Commissioner of Athletics and reviewed annually. Such a review will result in recommendations for disposal of those items listed as obsolete, recommendations for equipment or furniture replacement or augmentation. All obsolete items with a value greater than \$500 will be brought to Executive Committee for approval prior to disposal. In addition, the purpose of the review will be to verify the accuracy of the inventory.

O. Purchases

A petty cash account of \$300.00 is provided at the NCS Office for purchase of minor office supplies or purchase of meeting supplies needed. Such purchases are subject to the approval of the Commissioner of Athletics, Associate Commissioner, Assistant Commissioner or responsible clerical staff member.

A credit card is approved for purchase office supplies as authorized by the adopted budget, or the Commissioner of Athletics within budget guidelines set by the Board of Managers or the Executive Committee.

P. Use of Cellular Telephones

Use of telephones, including cellular telephones, provided by the organization should be restricted to business directly pertaining to the organization. The Commissioner of Athletics is directed to establish a procedure whereby there is a monthly review of telephone billing in order to verify business use. In order to assure such use of cellular phones which are carried to other locales or used in a personal auto, the staff member to whom the cellular telephone is assigned will be required to stipulate that at least seventy-five percent (75%) of the calls made are for business related to the organization. In addition, the staff member will be required to reimburse the organization for any personal use of a cellular telephone call.

ATTACHMENT G

SUMMARY REPORT OF REQUESTS FOR WAIVER OF CIF RULES 2009-10 NORTH COAST Section

SECTION	203-205.E		206			207.A (3)			207.B (1)		208			209.A/B		210		510		Other
	A	D	A	D	A	D	A	D	Lim	DNP	Den	Unlim	Den/Lim	Den	A	Den/Lim	Unlim	Den/Lim	Den	
203 = Age Requirement																				
204 = Charged semester of attendance																				
205.E = 20 Semester Units																				
206.B(2) = Continuing Eligibility																				
206.B(4) = Return to previous school																				
207.A(3) = First Transfer																				
207.B(1) = Limited Eligibility																				
207.B(1) = Unlimited Eligibility																				
208 = Hardship																				
209 = Foreign Student																				
210 = Discipline, Expulsion																				
510 = Undue Influence																				
JULY	0	0	1	0	0	0	2	0	0	0	0	2	1	0	0	0	0	0	0	6
AUGUST	0	0	45	0	6	0	66	0	2	15	0	12	5	0	29	0	0	0	0	180
SEPTEMBER	0	0	56	1	1	0	73	3	5	40	0	32	7	0	36	3	0	2	0	259
OCTOBER	0	0	19	0	0	0	30	0	14	9	1	16	7	1	3	2	0	0	0	102
NOVEMBER	0	0	32	0	2	0	27	1	8	14	1	7	5	0	10	7	1	0	0	115
DECEMBER																				
JANUARY																				
FEBRUARY																				
MARCH																				
APRIL																				
MAY																				
JUNE																				
TOTAL	0	0	153	0	0	0	198	4	29	78	2	69	25	1	78	12	0	2	0	662