

**North Coast Section, CIF**  
*5 Crow Canyon Ct. Suite 209, San Ramon, CA 94583*  
*Phone: 925.263-2110 // Fax: 925.263-2120*  
*Website: www.cifncs.org*

October 2011

Dear Participating Coach,

Congratulations on your team's season and entry to the NCS/Les Schwab Tires Championship Event Series.

The NCS Values & Ethics Committee would like to take this opportunity to remind you, your team members, parents and fans of the commitment of NCS member schools to providing a sportsmanlike environment for students, coaches and spectators. In order for sports to serve a purpose in the educational system, coaches have a responsibility to help students learn the positive educational benefits from athletics. Examples are: responsibility, self-discipline, sportsmanship, teamwork, work ethic, integrity, and personal sacrifice for the good of others. According to athletes and students, the coach is the single most influential person in determining participant behavior. Take that responsibility very seriously.

**WHAT YOU CAN DO AS A COACH:**

- Always set a good example for others to follow, model winning graciously and losing with dignity.
- Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards. Discipline those students who display unsportsmanlike behavior; if necessary; forfeit their privilege of representing their school.
- At every opportunity, remind the student body and your school's team members that the opposing team is their guest, and that as hosts, they should be polite and courteous.
- Respect the judgment of the officials and their interpretation of the rules. Public protests can only lead to similar behavior by the players and spectators.
- Publicly shake hands with the officials and opposing coach before the contest. After the contest, congratulate opposing coach and team on a good effort.

You are one of the most influential people in our student athlete's life. Your job is not only to teach the skills of the game, but also to teach how to win and lose graciously. The attitudes they develop toward themselves and others will last a lifetime.

Again, congratulations on the success of your season and best of luck in the tournament.

Sincerely,



Wendell Greer, Associate Superintendent  
West Contra Costa Unified School District  
Chair - NCS Values & Ethics Committee

## SPORTSMANSHIP

*"It is the mission of the North Coast Section to provide wholesome, educational athletic activities that foster the ideals of sportsmanship, ethical conduct and fair play. All competition and practices shall be conducted in a safe manner that assures dignity, respect and courtesy for players, coaches, officials and spectators." (Board of Managers - April 26, 1996)*

### 300H Sportsmanship

#### Sportsmanship Preamble

The member schools of the North Coast Section, CIF are committed to providing a sportsmanlike environment for students, coaches, and spectators. To that end, the NCS Board of Managers has adopted sportsmanship and crowd control recommendations. Each member school is encouraged to implement these recommendations and commit to the enforcement of proper spectator behavior at all contests conducted at their home location and while visiting other contest locations.

Repeated violations of sportsmanship standards may result in loss of hosting NCS and CIF Championship events. All concerns regarding violations of sportsmanship standards should be reported to the NCS Office.

#### Definition of Sportsmanship

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

- a) The following are expected to be role models demonstrating sportsmanship at all times:
  - 1) Principal/administrative staff
  - 2) Athletic directors
  - 3) Coaches, players and cheerleaders
  - 4) Faculty members
  - 5) Booster club members
  - 6) Band director
- b) Coaches, players, cheerleaders, parents and spectators will respect the integrity and judgment of sports officials.
- c) The conduct of coaches, players and cheerleaders generally sets the tone of NCS/CIF contests. They will be expected to maintain the highest level of decorum at all NCS/CIF contests.
- d) The following behavior is unacceptable at all NCS/CIF high school contest:
  - 1) Berating your opponent's school or mascot
  - 2) Berating, yelling, booing or chanting at opposing players or coaches before, during and after the game. Personal attacks will not be tolerated.
  - 3) Obscene cheers or gestures
  - 4) Negative signs. All signs must show only positive support. Those which direct negative comments towards opponents or are unsportsmanlike or vulgar are not permitted.
  - 5) Noisemakers (Artificial noisemakers shall not be used at any event. Artificial noisemakers are items such as, but not limited to, megaphones, air horns, bells, whistles, clickers, thunder sticks, explosive devices, tape/CD players, jars with pennies, drums, large water bottles, conch shells, plastic horns and radios.
  - 6) Laser pointers
  - 7) Complaining about officials' calls (verbal or gestures)
  - 8) Throwing objects onto the playing area before, during, or after a contest.
  - 9) Entering the playing area before and during a contest, including the awards ceremony, if applicable.

- e) The following behavior is questionable behavior which schools may want to discourage and must be closely monitored by site administration.
  - 1) Demeaning acts such as actions, or gestures (ex: turning backward during introductions, holding up newspapers)
  - 2) Doing crowd initiated yells instead of following the lead of cheerleaders
  - 3) Yells such as "Air Ball" or "You, You, You".
  - 3) Spectators attire, including shirtless with messages painted on their bare skin, should be closely monitored.
  - 4) Bringing objects, such as brooms, newspapers, etc., used to demean your opponent.
  - 5) Entering the playing area after a contest prior to team handshakes or the opponents' safe return to their team area.
- f) Student attendance is not a right, but a privilege. Site management/supervision has the right to remove any individual for not adhering to NCS and school rules/policies. (Penal Code 626.6)
- g) The following action plans are recommended:
  - 1) Meet with student leaders prior to games where student attendance is expected to exceed regular attendance to review proper behavior at all games
  - 2) A script should be provided to the announcer including:
    - \* Welcome
    - \* Sportsmanlike expectations
    - \* Acknowledgment and introduction of the game officials
 NOTE: There should be a short statement endorsing the officials as neutral persons who have been accredited by the CIF.
  - 3) Include the CIF Code of Ethics in the game programs.
  - 4) Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF contests.
    - \* This shall be directed to coaches, players, cheerleaders and spectators in the day(s) prior to the contest.
    - \* Rallies, team meetings, faculty meetings, spirit club meetings, school bulletins and P.A. announcements are all appropriate venues.
    - \* Contact the principal or administrator-in-charge of the opponent's school at least one day prior to basketball and football games and other contests as appropriate to promote practical applications of the sportsmanship and to ensure the proper environment for the contest.
  - 5) It is the responsibility of the administration of each participating school to designate an administrative representative who will:
    - \* Check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest, and
    - \* Enforce the highest standards of sportsmanship with his/her own student body, and
    - \* Contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.

### **Code of Ethics**

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

- 1) To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- 2) To eliminate all possibilities which tend to destroy the best values of the game.
- 3) To stress the values derived from playing the game fairly.
- 4) To show cordial courtesy to visiting teams and officials
- 5) To establish a happy relationship between visitors and hosts
- 6) To respect the integrity and judgment of sports officials.
- 7) To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- 8) To encourage leadership, use of initiative, and good-judgment by the players on a team.

- 9) To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual players.
- 10) To remember that an athletic contest is only a game--not a matter of life and death for player, coach, school, officials, fan, community, state or nation

#### **Board of Managers - Policy Statement**

The Board of Managers recognizes that individual school administrators retain primary responsibility for the conduct of all interscholastic athletic activities in which NCS member schools participate. Such responsibility includes the behavior of all participants: players, coaches, representative student groups, and spectators.

The Board of Managers recognizes that each league within the Section, through the several league Boards of Managers, should provide leadership in the matter of upgrading the atmosphere in which all interscholastic athletic contests are conducted. The Board of Managers is appreciative and supportive of such leadership and the programs initiated at the league level.

As the coordinating body for all interscholastic athletic activity conducted within the Section, the Board of Managers establishes the following policy concerning sportsmanship at all athletic events among member schools.

- a) Players are expected to conduct themselves in a manner that shall bring credit to themselves, their schools, communities, coaches and families. They shall refrain from all conduct that tends to degrade, bait, intimidate, or otherwise discredit their opponent, officials, or interscholastic athletics.
- b) Coaches are expected to maintain decorum consistent with the educational values of interscholastic athletics. By personal example, coaches are expected to demonstrate their awareness of these values by showing restraint and composure in the emotional climate of an athletic contest and to insist that players in their charge conduct themselves in a sportsmanlike manner.
- c) Responsible member school personnel are expected to instruct and supervise the conduct of student spirit leaders, rooting sections, bands, other student groups and coaching personnel in order to achieve an atmosphere consistent with good sportsmanship. School administrators are expected to control or cause to be controlled spectators in such a manner that all athletic contests are conducted in an atmosphere that is consistent with the educational value of interscholastic athletics. (*Board of Managers 5/1/00*)
- d) NCS leagues and schools should take necessary actions to insure that conduct, which is not in conformance with the above policy, is reviewed by schools and leagues and appropriate actions taken to insure that the ideals of good sportsmanship are fostered by NCS schools and leagues.
- e) In the case of NCS/Les Schwab Tires Championship competitions, flagrant instances of unsportsmanlike behavior on the part of players, coaches, and/or fans should be reported by the school principal (s) to the Board of Managers through the Section Commissioner, together with a description of action taken by member schools. The Section Commissioner will contact offending schools regarding the school's department at NCS events.
- f) The Commissioner will establish a standing committee to review sportsmanship violations at championship events.

#### **301H Code of Ethics for Athletes**

- a) Athletes are expected to show the highest standards of sportsmanship during competition.
- b) Athletes are to share in the responsibility for the conduct of their teammates and supporters of their team by controlling their behavior.
- c) An athlete must accept the decision of an official. Any questions regarding a call or calls are to be directed to the official by the coach or team captain.
- d) An athlete must maintain his/her academic performance, so that he/she may continue to participate on a team.
- e) Any complaints that the athletes have should go to the coach, athletic director and then to the principal.

- f) An athlete shall be responsible for all equipment issued to him/her and will replace or pay for it if any of it is not returned.

#### **302H Code of Ethics for Spectators**

- a) Spectators are required to maintain a high degree of sportsmanship during athletic contests.
- b) Spectators must, at all times, remain in the designated seating areas while a contest is in progress.
- c) No spectator is allowed to confront an official, coach, or player before, during or after an athletic contest.
- d) The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.

#### **303H Code of Ethics for Cheering Sections**

- a) All yells must emanate from the cheerleaders. (Cheerleaders should discourage impromptu yells, cheers, and comments from individuals or minor groups).
- b) Cheerleaders should especially discourage unsportsmanlike yells.
- c) Pompon debris must be kept off the gymnasium floor it is a hazard to the player.
  - 1) The pompon girls are responsible for removing the debris from the floor.
- d) There shall be no antagonistic or deprecating yells directed at the opposing school.

#### **304H Code of Ethics for Coaches**

- a) A coach will be expected to maintain high levels of sportsmanship, thus serving as an example to be emulated by players and spectators.
- b) A coach may be held responsible for the behavior of his/her personnel. Repeated misbehavior by team personnel may be considered a reflection of the coach's inability to control them.
- c) Coaches shall acknowledge officials' primary responsibility for conduct of contests, authority to make final decisions regarding rule interpretations during a contest, and authority to discontinue a contest and award a default for harassment or other unprofessional conduct by a coach.
- d) Questions and complaints regarding the conditions and procedures of a contest shall be directed to the hosting coach prior to the contest. Questions and complaints regarding conditions or procedures that arise or change during the course of a contest shall be directed to the officials.
- e) Proper behavior for a coach would preclude:
  - 1) Disrespectfully addressing an official,
  - 2) Disrespectfully addressing or baiting an opponent,
  - 3) Indicating his/her objection to an official's decision using gestures, or charging onto the playing field/court,
  - 4) Doing anything that might incite undesirable crowd reactions,
  - 5) Violating rules (particularly with regard to coaching decorum) listed in the official rule book of the sport in which he/she coaches.

#### **305H Code of Ethics for Bands and Other Support Groups**

- a) A faculty member should supervise each performing group at every contest.
- b) Bands should play only before a game, during the time-outs, at half-time and after the game. The instruments should be used as musical instruments, not noisemakers.
- c) The band of one school should not play while the band of the other school is playing or performing.
- d) Bands should take turns performing their numbers. The host band director should contact the visiting director before the game to determine the playing order.
- e) Bands must terminate a number when a team breaks a huddle or the official indicates that play is to be resumed. This is extremely important.
- f) Bands, song girls, entertainment, etc., should never interfere with the officials, the practicing teams, or the playing of the game.

**2011 NORTH COAST SECTION/LES SCHWAB TIRES  
SOCCER CHAMPIONSHIPS  
PRESENTED BY FARMERS**

5 Crow Canyon Court, Suite 209, San Ramon, CA 94583

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## ADMINISTRATOR-IN-CHARGE REGISTRATION

### 604H Administrator-in-Charge

Each school, with the exception below, which is participating in the NCS/Les Schwab Tires team championship series, (football, volleyball, water polo, basketball, soccer, baseball, softball) must have an administrative level representative or designee, in addition to the team coach, in attendance before, during, and after the event each time that the school competes. The school's principal must indicate in writing the name of the person (certificated faculty member or certified coach under Title V for public schools, contracted faculty/approved coaching staff members for private schools) provided the person is not coaching (neither the head coach or an assistant coach) who is the Administrator-in-Charge (responsible for crowd control, student behavior, and injury care) whenever that school's team is participating in the respective NCS event. This letter shall be presented to the Site Director when the person reports to the Site Director as instructed at the orientation meeting.

Note: The Administrator-in-Charge Registration form may be signed by any school administrator (vice principal and assistant principal) and/or the school athletic director.

Exception: Any school traveling more than 150 miles, one way, is not required to send an administrator-in-charge in the sports of volleyball, baseball or softball. Under this exception the coach of the traveling school is responsible for crowd control, student behavior and injury care.

PENALTY FOR VIOLATION: NCS staff will determine the penalty prior to the playing of the contest. A school that does not provide the required Administrator-in-Charge may forfeit. (*Board of Managers 10/21/05*)

\_\_\_\_\_ High School will be represented by  
School Name

\_\_\_\_\_ at the NCS \_\_\_\_\_  
Name Sport

Championship Series contest to be conducted on \_\_\_\_\_  
Date

at \_\_\_\_\_  
Location

This individual meets the requirements of bylaw #604H as detailed above.

Principal's Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM MUST BE PRESENTED TO THE SITE DIRECTOR BY THE PERSON IDENTIFIED ABOVE NO LATER THAN 15 MINUTES PRIOR TO THE SCHEDULED START OF THE CONTEST.

**NORTH COAST SECTION  
SOCCER GATE LIST**

SCHOOL \_\_\_\_\_ SITE \_\_\_\_\_

COACH \_\_\_\_\_ DATE \_\_\_\_\_

ASST COACH(es) \_\_\_\_\_

**Gate List to be presented to Site Director upon arrival at site.**

There will be no additional personnel allowed on the gate list, please adhere to the gate list policy.

**PLEASE NOTE: ONLY ONE NAME PER LINE ALLOWED**

**BUS DRIVER OR TEAM DRIVERS** (maximum of 4)

(If a team arrives by bus, only the bus driver will be allowed free admission) (Only drivers that transport team members, up to 4 individuals, will be allowed in free)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

**FACULTY SUPERVISION** (maximum of 2)

1 \_\_\_\_\_

2 \_\_\_\_\_

**MANAGER**

1 \_\_\_\_\_

**STATISTICIAN**

1 \_\_\_\_\_

**TRAINER**

1 \_\_\_\_\_

**NOTE:**

The **ADMINISTRATOR-IN-CHARGE** must present their registration form to the Site Director no later than 30 minutes PRIOR to the scheduled start of the contest. Their name does not have to be listed under Faculty Supervision. **Cheerleaders** may be admitted free of charge if in uniform.

**NORTH COAST SECTION, C.I.F.  
FALL SOCCER TEAM TRANSPORTATION EXPENSE VOUCHER**

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

SPORT \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_

**21.600H Division I, II & III Reimbursement Policy**

**Schools will receive travel expenses in excess of the first 100 miles round trip per game.**

**The rate will be 50 cents per mile for a maximum of four (4) cars or \$2.00 per mile for buses. (STANDBY TIME IS NOT REIMBURSED.) The team transportation Reimbursement Voucher is included in each school's tournament packet. It must be completed and RETURNED WITHIN 30 DAYS OF THE EVENT.**  
**21.602 Per Diem**

Schools may be reimbursed for each eligible member of the traveling party at a maximum rate of \$15.00, per diem. A maximum of one day of per diem expenses will be reimbursed for eligible members of the schools traveling party for each NCS, CIF Championship soccer series event game if travel is 150 miles or more one way. (NCS Board of Managers 4/30/04)

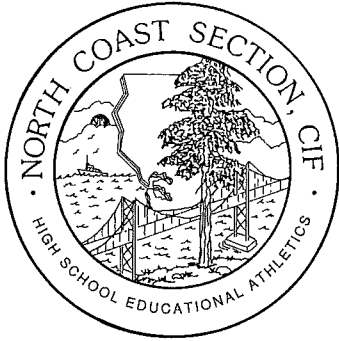
DATE(S)	LOCATION	ROUND TRIP MILEAGE	ROUND TRIP MILEAGE (less 100 Miles)	REIMBURSEMENT FOR MILEAGE @ \$.50/MI/CAR OR \$2.00 /MI/BUS	BRIDGE FARE	REIMBURSEMENT TOTAL

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**WITHIN 30 DAYS OF THE DATE OF CONTEST PLEASE COMPLETE AND RETURN TO:**

NORTH COAST SECTION, CIF  
 5 CROW CANYON COURT, SUITE 209  
 SAN RAMON, CA 94583  
 P: 925-263-2110 F: 925-263-2120

Approved \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Code \_\_\_\_\_



# NORTH COAST SECTION, CIF

*Gil Lemmon, Commissioner of Athletics*

5 Crow Canyon Court • San Ramon, CA 94583 • Tel. (925) 263-2110 • Fax (925) 263-2120 • [www.cifncs.org](http://www.cifncs.org)

## OFFICIAL STATEMENT OF TRAVEL AND EXPENSE

### DEADLINE FOR SUBMISSION OF EXPENSE REIMBURSEMENT

Schools will only be reimbursed after actual copies of transportation invoice, lodging receipts and verification of per diem are received by the NCS Office according to the following scale:

- 1 - 30 days of the Championship series event = 100% of approved amount
- 31 - 45 days of the Championship series event = 75% of approved amount
- 46 - 60 days of the Championship series event = 50% of approved amount
- past 60 days = 0% of approved amount

**School:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Location of Game:** \_\_\_\_\_

**Classification:** (Circle One) Division I    Division II    Division III

### 1. Travel

Complete the Team Transportation Expense Voucher included in the coach's team packet. Be sure to include the mileage, mode of transportation (bus, van, car), bridge fare, reimbursement total and your school's actual cost. An invoice must be included. See the backside of this form for more information.

### 2. Per Diem (Meals as authorized by NCS Board of Managers - see additional information on the backside of this form)

Date \_\_\_\_\_ Number in the team party \_\_\_\_\_ X \$15.00 = \_\_\_\_\_  
(See instructions on back of this form) (Total Per Diem)

Total Amount Due \_\_\_\_\_  
(Total Per Diem)

SUBMITTED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

For Office Use Only

APPROVED BY: \_\_\_\_\_

CODE: \_\_\_\_\_

TOTAL APPROVED AMOUNT: \_\_\_\_\_

(Total Per Diem + Mileage)

## Travel Allowances

### 21.601H Team Transportation Reimbursement

Schools will receive travel expenses in excess of the first 100 miles round trip per game. The rate will be 50 cents per mile for maximum of four (4) cars or \$2.00 per mile for buses. (STANDBY TIME IS NOT REIMBURSED.) (NCS Board of Managers 4/30/04)

### 21.602 Per Diem

Schools may be reimbursed for each eligible member of the traveling party at a maximum rate of \$15.00, per diem. A maximum of one day of per diem expenses will be reimbursed for eligible members of the schools traveling party for each NCS, CIF Championship soccer series event game if travel is 150 miles or more one way. (NCS Board of Managers 4/30/04)

### 21.603H Reimbursement Deadlines

Schools will only be reimbursed after actual copies of transportation receipts are received by the NCS Office. Schools which do not submit written requests for reimbursement of allowable expense incurred for NCS Championship Series competition participation **WITHIN 30 DAYS OF THE CONCLUSION OF THE EVENT** will not receive 100% of the approved reimbursement. Reimbursement will be based on the following scale:

- 1 - 30 days = 100% of the approved request
- 31 - 45 days = 75% of the approved request
- 46 - 60 days = 50% of the approved request
- past 60 days = 0% of the approved request** (Board of Managers 4/26/96)

The following people will be eligible for per diem.

Players - Only players, up to a maximum of 25, who are currently eligible and have been listed on the varsity roster for the entire league season, are eligible for the per diem reimbursement. In cases where students are added to the varsity roster during the course of the league season, it shall be the responsibility of the requesting coach to submit to the NCS Associate Commissioner or Asst. Commissioner a written explanation at the at-large and seeding meeting demonstrating the contributions the player has made to the varsity team which justifies his/her claim for per diem reimbursement. Reimbursement will be made only after other tournament expenses including travel mileage have been paid.

Coaches - Only coaches, maximum of two, who meet the requirements of the California Education Code and the California Administrative Code Title 5 and who have been under contract by that school to coach the varsity soccer team during the entire current season shall be eligible for per diem reimbursement. In the case of a non-public school only coaches who have been under contract to coach that school's varsity soccer team for the entire current season and engaged by that school on a yearly contract basis or a regular member of the school's teaching staff and certified by the administration of that school as competent for the position of varsity soccer coach, shall be eligible for per diem reimbursement.

School Administrative Staff - School administrative staff performing supervisory responsibilities may be eligible for per diem reimbursement.

#### Limitations

- a) Per diem: the school may be reimbursed for each eligible member of the traveling party (maximum of 27) at a maximum rate of \$15.00 per diem. A maximum of one day of per diem will be reimbursed for eligible members of the schools traveling party for each NCS Championship soccer series event game that qualifies in accordance with the above mileage provisions.