

NORTH BAY LEAGUE

ATHLETIC DIRECTOR MEETING MINUTES, THURSDAY, MARCH 17, 2016

	IV.	Minutes of the previous SAC meeting <i>Motion to recommend that the NBL representatives to the NCS BOM vote to approve the minutes of the January 22, 2016 meeting.</i> <i>Motion approved by consent</i>
	VI.	Financial Items
	A.	March Balance Sheet; Attachments A and B will be provided at the meeting. The March Balance Sheet (Attachment A) is provided in order to continually share the financial status of NCS, CIF. Questions may be addressed to the section staff at the meeting. This document is shared as information only. All monthly balance sheets are posted on the NCS website under "Finance". Attachment B is an eight-year comparison of various points during the year in order to give a better picture of how one year compares to another.
	B.	Fall-Winter Championship Report Report on the Income, Expense and other possible information concerning the NCS Fall and Winter Championships (Attachment C)
	C.	2016-2017 Proposed Budget, Attachment D & E <i>Motion to recommend that the NBL representatives to the NCS BOM be uninstructed on this item so that they may listen to the explanations and recommendations and vote in the best interest of the NBL and NCS.</i> <i>Motion supported by consent.</i> The BOM will review the budget recommendations by the Executive Committee for the 2016-2017 school year. Attachment D (budget notes) and E (three pages—Income, Expense and Sports Income/Expense—big paper will be provided at the meeting for easier reading.
		BUDGET NOTES The Executive Committee is seeking support of the proposed 2016-2017 budget, a balanced budget. The estimated numbers reflect a current budget year that is only 1/3 complete, making the budget process more challenging this year. The proposed budget reflects the following changes from the 2016-2017 school year.
		INCOME ANALYSIS <ol style="list-style-type: none"> 1. Line 3 reflects the building fund balance as approved at the January 22, 2016 Board of Managers less the PERS retirement liability. The number will be adjusted in fall based on the conclusion of the 2015-2016 audit. The amount is mirrored under Expenses, Line 56. 2. The budget draft includes 100% of the normal dues collected from each NCS member school with a 3% increase in dues from the 2015-16 school year plus a \$25 per school for inclusion of CIF Home, a database system used by six other sections, which will allow schools to process eligibility electronically and provide many tools that can be incorporated with the new NCS website that will be completed for the 2016-2017 school year. (Income: line 4) 3. Championship income is projected to be over 1.4 million, approximately the three-year average (Income: line 5), but below the projections for the 2015-2016 school year. Ticket prices will remain the same but schools will need to provide their own gate tickets in most sports where competition is hosted at home site. Entry fees will remain the same, increased for the 2015-2016 school year. Cross country will have a team entry fee of \$100, which was not increased during the 2015-2016 school year. 4. Sales, Marketing & Promotion reflects the current sponsorship contracts which will also be in force during the 2016-17 school year. The NFHS Network agreement continues to increase with the total broadcast agreement bringing the Section over \$48,000 dollars in rights fees. Marketing income continues to be a bright spot for the Section with the projected income at the highest amount in section history. 5. CIF Marketing reflects increase of new agreements with the Marines, Subway and TruMoo (NCS sponsor but arranged by the CIF). The CIF continues to work to attract new sponsors and the Section is hopeful that a new Presenting sponsor will be secured but any projected funds are based on actual current contracts that will be in effect for the 2016-2017 school year. 6. Remaining budget income numbers reflect similar numbers to the 2015-2016 school year with the

exception of Line 13, Miscellaneous, which is more reflective of actual income based on the three-year average.

EXPENSES

1. Salaries (Expenses: Line 3) reflect the following:
 - a. Adjusted salaries based on the current salary scale with step increases and reflects the retirement of one employee and hiring of a replacement employee.
 - b. Proposed adjustment in the salary of the Commissioner of Athletics, discussed at the March 2015 Executive Committee meeting. The NCS Commissioner of Athletics salary has fallen below the average for CIF Section Commissioners in similar sections (San Diego, Central Coast, Los Angeles and Sac-Joaquin Sections). The Executive Committee is recommending that the current salary be established as 105% of the average 10-base school district principal's salaries, adjusted for 240 days. The result is a yearly measurable method for calculating the commissioner's salary more in line with salaries of other Section Commissioners of similar size. Attached to the budget notes is the average assistant superintendent salaries (mentioned during last year's budget discussion at the Executive Committee meeting, principal salaries and comparable section commissioner salaries.
 - c. Since the 2015-2016 salary survey is not complete approximately 2.8% has been set aside in lines 54 and 55 for any 2016-2017 salary adjustments from the 2015-2016 salary survey.
 - d. Line 15 provides funds for the hiring a temporary employee to oversee fall championships in preparation for a leave of absence by the NCS Assistant Commissioner.
2. Salary Benefits (Expenses: Line 16) reflects benefits offered over the past 20 years, increases in health care costs, includes conversion to TCSIG and compliance with all state and federal laws. Retiree benefits (Line 22) covers the lifetime benefits for 4.75 employees. Health costs may increase with the addition of an anticipated new employee to replace the retirement of Sandy Lemmon. As reviewed in April of last year PERS has now broken down contributions into two categories, rather than one overall percentage. For the 2016-2017 school year NCS is required to pay a Contribution Rate of 9.7% and a Monthly Employer Dollar Payment of \$88,883, although NCS will save approximately \$3,000 paying the Monthly Employer Dollar Payment in a lump sum prepayment.
3. Section Championship expenses (line 24) reflects estimated expenses for the conduct of NCS Championships and costs of facility rentals, event security, management compensation, team transportation, awards and officials' fees, adjusted based on the history of the championship expenses. Expenses are slightly less based on reduction of ticket costs and actual expense numbers from the 2015 fall championships.
4. Office operations remain projected at \$50,000 (Line 25) and meeting expenses will decrease slightly due to the federal mileage rate decreasing from the current \$0.57 to \$0.54 per mile for reimbursement. Meeting expenses (line 28) reflect one to two individuals to attend national conferences and agreement to continue the Board of Managers meetings at the Mira Vista Golf and Country Club.
5. Crow Canyon Property (Line 29) reflects the current mortgage. In January 2016 the Section will have the option of paying off the loan, currently at \$298,000. Paying the loan off saves the section \$21,000 a year, far more than the Section collects in interest. The Section pays no county property taxes on the building.
6. Building Maintenance, line 30, set for \$5,000 allows funds for emergency repairs. Major building repairs can be addressed by the current building fund balance, if necessary.
7. Line 39 provides \$30,000 for partial CSADA reimbursement for the 2017 conference in Reno, NV.
8. Line 43 includes the expense of the new database and information system that will allow the use of many useful tools for NCS member schools to view all eligibility, have control at their school who is allowed to use the system, allows multiple users at a school, up to 10, will make the eligibility waiver transfer process totally electronic, create championship forms that will populate themselves with school information and MaxPreps schedules and results and fully integrates with the new NCS website, a total cost of \$20,700, the vast majority of the funds provided by income generated by NCS. Other sections using CIF Home stated:
 - Southern Section: CIF Home has completely revolutionized the way we do business and may be the most significant change the Southern Section has ever made in an effort to move our section forward. Since the implementation of the system four years ago the section has never had one person say they would like to go back to the way the section operated prior to CIF Home.
 - Central Coast Section: CIF Home has been a paperwork God send for CCS. No more hard copies, no more fax, no paperwork errors. It allows for ADs to upload when ready and has an email communication piece which has helped us send reminders, etc. Great tool!
 - Los Angeles Section: CIF Home has been the answer to many communication and procedure issues, but also a work in progress as the Section just started using the system this year. (LAS started the use of the system in August 2015 for the 2015-2016 school year.)Line 45 includes NCS website maintenance at a cost of \$3,000 and continued funds to promote positive stories by NCS member schools and student-athletes, referred to as "The Scoop".

SPORTS INCOME/EXPENSE ANALYSIS

		<ol style="list-style-type: none"> 1. Income for Sports Income (Sports Income: lines 4-18) reflect the following: <ol style="list-style-type: none"> a. Maintain the current ticket structure, \$10 for adults and \$5 for senior citizens and children. b. Projected gate income. c. Collection of entry fees increased during the 2015-2016 school year. 2. Expenses for each sport (Sports Expense: lines 21 – 35) reflect Section Championship expenses for the conduct of NCS Championships and costs of
	VII. Executive Committee	
	A. 2016-2017 NCS Governance Calendar, Attachment F	
		<i>Motion to recommend that the NBL representatives to the NCS BOM vote to approve the 2016-2017 NCS Governance Calendar. (Attachment F)</i> <i>Motion approved by consent.</i>
	B. 2015-2016 Membership of the Executive Committee	
		<i>Motion to recommend that the NBL representatives to the NCS BOM vote to support the recommendations outlined below.</i> <i>Motion approved by consent.</i>
		President Lars Christensen and the Executive Committee are nominating Jeff Brauning, Principal of John Swett High School (TCAL), as the Region 2 Representative to the NCS Executive Committee.
		<p>2016-2017</p> <p>President Lars Christensen (second year of two years as president) Past President: Chris Heller (second year of two years as past-president) President Elect: Eric Volta (second year of two years as President-Elect)</p> <p>Region 1: Rianne Pfaltzgraff (second year of first term) Region 2: Jeff Brauning (second year of first term) Region 3: Adam Littlefield (second year of first term) Female Rep.: Vicki Ballard (second year of first term) Superintendent Rep.: Steve Jorgensen (second year of first term) CSBA Rep.: Lynette Carrillo (second year of second term) Class A Rep.: Jack Lakin (second year of first term) Under-pop. Rep.: Wendall Greer (second year of second term) At-large Rep.: Leo Lopez (service concludes with the 2015–2016 school year)</p> <p>Necessary Action Seek Reappointment/Appointment as follows: a) Rianne Pfaltzgraff (Reappointment) b) Jack Lakin (Reappointment) c) President and Executive Committee nomination of Rachel Kahoolii, Athletic Director/Teacher, Newark Memorial High School (MVAL), Newark, CA (Appointment)</p>
	C. 2015-2016 Targets	
		Update on progress of the 2015-2016 targets
		<ol style="list-style-type: none"> 1) Continue emphasize the promotion of outstanding sportsmanship, including but not limited to greater communication between the NCS Office concerning alleged offending schools concerning sportsmanship guidelines and possible referral of infractions to the Sportsmanship Committee for consideration of corrective action as well as encouraging schools and league to institute sportsmanship programs of their choosing similar to "Battle of the Fans" or awarding of a league sportsmanship award. Letter sent from the Commissioner to Superintendents, Principals and Athletic Directors as well as ongoing communication between the NCS Office and member schools concerning infractions. The NCS Office (Harry Schrauth and Karen Smith) monitor ejections and communicate with schools regarding ejections and required completion of the NFHS Sportsmanship Course. Sportsmanship Committee has recommended new criteria for the Elmer Brown Award of Excellence and Commissioner Lemmon has suggested new language to put more checks and balances into severe violations of the Board of Managers Sportsmanship Policy. 2) Work to reduce the number of overall ejections of coaches and student-athletes in all sports. Ejections are down for the school year. 3) Use the NCS Newsletter to promote better and more complete practices concerning processing of eligibility by member schools. No progress to date. 4) Encourage the participation of member schools in the NFHS Network School Broadcast Program. Work in progress. Letter sent to Superintendents, Principal and Athletic Directors. The NFHS Network is

		<p><i>meeting with individual schools. Commissioner Lemmon and NFHS Network personnel met with one league. During the fall championships there was a significant increase in the coverage of football games. For CIF Nor-Cal Basketball Championships the NCS Office assisted schools with the costs of broadcasting games on the NFHS Network with permission granted by the CIF State Office. The coverage in the NCS Championship finals has been outstanding. The Commissioner has had to take on greater responsibility for the broadcast of games and selection show, but views the partnership as the best thing that has happened with the Section concerning broadcast rights. The challenge is implementation at the school site and the additional responsibility for ADs who's time is limited and already stretched thin.</i></p> <p>5) Revise the NCS website. Work in progress. The site will go live July 1, 2016, if not earlier.</p> <p>6) Continue to support the professional growth opportunities for athletic directors and athletic administrators. Section has already providing \$41,000 in reimbursement and an email has been sent to all NCS Athletic Directors to announce reimbursement for the State CSADA Conference.</p> <p>7) Redefine the make-up of the NCS Finance Committee and establish a working committee that provides input and guidance to the Executive Committee. Completed! NCS staff is still seeking one more person</p>																												
	D.	Update on CIF Reauthorization																												
		An update will be provided on the progress of CIF reauthorization. As of the posting of this agenda, over 92% of NCS member schools have forwarded letters to the California Education Committee supporting reauthorization.																												
	VIII.	Closed Session																												
	A.	As of the printing and posting of this agenda there is no scheduled Closed Session. If it is necessary to add an item, the additional item will be added according to the Brown Act and all parties notified.																												
	IX.	Report of action taken in Closed Session																												
	A.	Reporting of any action taken in Closed Session																												
	X.	Sports Advisory Committee																												
	A.	Three-year Championship Calendar																												
		<i>Motion to recommend that the NBL representatives to the NCS BOM vote to support the presented three-year Championships Calendar (Attachment G)</i> <i>Motion approved by consent.</i>																												
	B.	Additional Playable Date for Girls' Volleyball																												
		<i>Motion to recommend that the NBL representatives to the NCS BOM vote to support the additional playoff date for girls' volleyball.</i> <i>Motion approved by</i> Proposal to adjust the 3-year calendar in girls' volleyball, adding Tuesday as an additional playable date in the first round. Divisions 1, 3, 5 will play on Tuesday and Division 2, 4, 6 will play on Wednesday. <i>Rationale: There has been a trend in the last three years where our volleyball official's associations are getting closer and closer to be unable to provide 4 officials for each volleyball match in the first round. Adding an additional date in the first round will address this concern.</i>																												
		<table border="0"> <tr> <td>Deadline for leagues to determine qualifiers</td> <td>Oct. 29</td> <td>Oct. 28</td> <td>Oct. 27</td> </tr> <tr> <td>Final date for competition</td> <td>Oct. 29</td> <td>Oct. 28</td> <td>Oct. 27</td> </tr> <tr> <td>Div. I-VI at-large and seeding meetings</td> <td>Oct. 30</td> <td>Oct. 29</td> <td>Oct. 28</td> </tr> <tr> <td>Div I – VI NCS Championships</td> <td>Nov. 1,2,5,9,12</td> <td>Oct. 31, Nov. 1,4,8, 11</td> <td>Oct 30, 31, Nov. 3,7,10</td> </tr> <tr> <td>Northern California Championships</td> <td>Nov. 16,17,19,22</td> <td>Nov. 15,16,18,21</td> <td>Nov. 14,15,17,20</td> </tr> <tr> <td>State CIF Semifinals</td> <td>Nov. 26</td> <td>Nov. 25</td> <td>Nov. 24</td> </tr> <tr> <td>State CIF Championships</td> <td>Dec. 2,3</td> <td>Dec. 1, 2</td> <td>Nov. 30, Dec. 1</td> </tr> </table>	Deadline for leagues to determine qualifiers	Oct. 29	Oct. 28	Oct. 27	Final date for competition	Oct. 29	Oct. 28	Oct. 27	Div. I-VI at-large and seeding meetings	Oct. 30	Oct. 29	Oct. 28	Div I – VI NCS Championships	Nov. 1,2,5,9,12	Oct. 31, Nov. 1,4,8, 11	Oct 30, 31, Nov. 3,7,10	Northern California Championships	Nov. 16,17,19,22	Nov. 15,16,18,21	Nov. 14,15,17,20	State CIF Semifinals	Nov. 26	Nov. 25	Nov. 24	State CIF Championships	Dec. 2,3	Dec. 1, 2	Nov. 30, Dec. 1
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	C.	Competitive Divisions (Attachment H)																												
		<i>Motion to recommend that the NBL representatives to the NCS BOM vote to support the establishment of Competitive Divisions in the sports of football, girls' volleyball, water polo, basketball, baseball, softball and lacrosse, requiring teams that accumulate a specific number of points over an established time period to move up one division.</i>																												

		<p><i>Motion: Jerry Deakins, Maria Carrillo</i> <i>Second: Kenny Knowlton, Santa Rosa</i> <i>Motion supported unanimously</i></p> <p><u>Proposal</u> Starting with the 2016-2017 school year implement competition divisions based on competitive equity in the sports of girls' volleyball, football, water polo, basketball, baseball, softball and lacrosse. The following are the parameters to be used in development of divisions based on competitive equity:</p> <ol style="list-style-type: none"> 1. Competitive equity adjustments will be based on the most recent three-year period of competition in the NCS Championships. Competitive equity adjustments for the 2016-2017 school year will include the 2013-2014, 2014-2015 and 2015-16 school years. <ol style="list-style-type: none"> a. In subsequent years a new year is added and the oldest year of competitive data is removed 2. Any team averaging 8.0 or higher during the three-year period of competition in the NCS Championships using the following scale would be required to move to the next higher division. <ol style="list-style-type: none"> a. 15 points for winning a section championship b. 10 points for playing in the section championship contest c. 6 points for playing in a semifinal game d. 3 point for playing in a quarterfinal game e. 1 point for entering the section championships as a champion or at-large team. 3. All teams promoted based on number two will be locked into the higher division. 4. No team will move more than one division from the previous year's divisional assignment to the current year's divisional assignment. 5. Once promoted, points from a lower division will not be considered in a subsequent promotion. 6. Once promoted, teams will leave the promoted division if they have less than 8 points earned in all divisions in the last three years. 7. When a team is required to move to a higher division another team in the higher division is moved down to the next lower division. The criteria to determine which team(s) to move down to the next lower division will be as follows: <ol style="list-style-type: none"> a. The school in the higher division with the lowest point total under number two above will be moved one division lower. b. If there are teams tied with the lowest point total the tie will be broken by the enrollment number of the school. The school with the lowest point total and smallest enrollment would be moved to the next lower division. 8. Petitioning will be allowed to a higher division. The petitioning process will be conducted according to the dates established by the Board of Managers. Petitioning process for the 2016- 2017 school year would be as follows: <ol style="list-style-type: none"> a. March 1-31, 2016 – Fall Petitions are due to the NCS Office no later than March 31, 2016 (<i>Due to the Board of Managers not meeting until April 5, 2016 NCS staff are requesting that petitioning for the fall be conducted in the month of April</i>) b. October 1-31, 2016 – Winter Petitions are due to the NCS Office no later than October 31, 2016 c. January 2 – 31, 2017 – Spring Petitions due to the NCS Office no later than January 31, 2017. 9. When a team petitions to a higher division another team in the higher division is moved down to the next lower division to maintain balance within the division. The criteria to determine which team(s) to move will be as follows: <ol style="list-style-type: none"> a. The school in the higher division with the lowest point total under number seven above will be moved one division lower. b. If there are teams tied with the lowest point total the tie will be broken by the enrollment number of the school. The school with the lowest
		<p>D. Open Division in Football</p>
		<p><i>Motion to recommend that the NBL representatives to the NCS BOM be vote to approve an Open division in the sport of football for the 2016 – 2017 school year.</i></p> <p><i>Motion: Henri Sarlatte, Rancho Cotate</i> <i>Second: Jeff Hardie, Windsor</i> <i>Motion passed unanimously</i></p>
		<p style="text-align: center;">DEVELOPMENT OF AN OPEN DIVISION IN THE SPORT OF FOOTBALL</p> <p><u>Proposal</u> Starting with the 2016-2017 school year CIF-North Coast Section will implement Open Division competition in the sport of football. The following are the procedures for selection, bracketing, competition dates etc.:</p> <ol style="list-style-type: none"> 1. Open Division competition will be implemented starting with the 2016-2017 school year. 2. Open Division competition will be conducted in football only.

		<p>3. In the sport football, in addition to the approved divisions of competition, a four-team open division bracket will be developed. The bracket will be developed as follows:</p> <ol style="list-style-type: none"> a. The Open Division will be limited to four teams; b. The appointed NCS At-Large and Seeding Committee, prior to development of any of other division brackets, selects the top four most competitive teams within CIF-North Coast Section based on the currently established at-large and seeding criteria. c. The Open Division Bracket will be pure seeded with #1 vs. #4 and #2 vs. #3. d. Assignment of games will be according to the same established policy used in other brackets and approved by the NCS Board of Managers. Competition will be conducted as follows (<i>Dates of play may be adjusted at a later date if the proposal is approved</i>): <ol style="list-style-type: none"> i. On the quarterfinal and final round competition dates of a 24 team bracket. ii. On the 2nd round and final round competition dates of any 12 or 16-team bracket. iii. On the semifinal and final round competition dates of any eight team bracket. <p>4. Any team selected to the Open Division bracket shall have the right to displace any originally assigned division champion for purposes of qualifying to the State CIF Championships. The following will also apply:</p> <ol style="list-style-type: none"> a. If the CIF State or Nor-Cal competition has an open division only teams from the Section Open Division Championship will be eligible to participate. b. If the CIF State or Nor-Cal competition only allows one open entry, or allows more than one open entry but not all Section open entries have an opportunity to participate in the CIF State or Nor-Cal Open Division the Section Open Division team is allowed to replace the originally assigned division champion for purposes of qualifying to the State CIF Championships. Any original division qualifiers who are allowed to proceed as entries to the CIF State or Nor-Cal Championships qualify in order of finish, or by seed if the team does not advance beyond the semifinals or quarterfinals. c. If the CIF State or Nor-Cal competition allows for multiple entries then the Open Division teams are ranked and will be allowed to replace the originally assigned division championship, runner-up, semifinalist or quarterfinalist. Any original division qualifiers who are allowed to proceed as entries to the CIF State or Nor-Cal Championships qualify in order of finish, or by seed if the team does not advance beyond the semifinals or quarterfinals.
		<p>E. 2016-2017 Divisions</p> <p><i>Motion to recommend that the NBL representatives to the NCS BOM vote to adopt the 2016-2017 divisions for the sports of soccer, golf, water polo, cross country, volleyball, football, wrestling, basketball, baseball, softball, tennis, badminton and lacrosse.</i></p> <p><i>Motion approved by consent,</i></p> <p><i>Attachments J-1 to J-17.</i></p>
		<p>XI. Alignment Committee</p> <p>A. <i>Motion to recommend that the NBL representatives to the NCS BOM vote to approve the proposed 2020 – 2024 Alignment Calendar.</i></p> <p><i>Motion approved by consent.</i></p>
		<p>Alignment Process for the 2020-2024 Alignment Cycle.</p> <p>December 2017 February/March 2018</p> <p>The Alignment Committee will begin discussion at its regularly scheduled spring meeting regarding the process for the 2020-2024 Quadrennial Cycle and alignment of member schools into basic leagues.</p> <p>February March 2018</p> <p>The Alignment Committee will consider requests from schools or conferences to change conference membership. The Alignment Committee shall place schools into conferences.</p> <p>April 2018</p> <p>The Board of Managers will approve the composition of the initial conferences.</p> <p>April/May 2018</p> <p>The NCS Commissioner will forward league alignment proposals to NCS league member schools and league commissioners. Leagues discuss alignment.</p> <p>A letter announcing the alignment function and requesting completion of the "School Result Form" will be sent from the NCS Commissioner to member schools. Principals will return the completed form to the NCS office by May 15, 2018. The NCS Office will compile survey data.</p> <p>September 2018</p> <p>Each conference will hold a Conference League Alignment Workshop to discuss league alignment, consider all proposals and develop recommendations for basic league alignment. Schools may submit</p>

alignment proposals directly to the NCS office. The NCS Office will request Total enrollment report data from all member schools.

October 2018

Each conference will conduct a Conference League Alignment Meeting where principals and/or acting principals will vote on league alignment proposals and forward to the Alignment Committee following all NCS alignment guidelines.

The NCS Office will request total enrollment report data from all member schools.

October-November 2018

Conference recommendations may be appealed to the Alignment Committee by any conference member school or the NCS Commissioner of Athletics.

Alignment Committee will meet at its regular winter meeting to review conference recommendation, appeals and conduct the business of alignment of the section.

December 2018

The Alignment Committee will conduct any Appeal Hearings.

January 2019

Alignment Committee will review with the NCS Board of Managers the tentative alignment of NCS member schools into basic leagues for the 2020-2024 Quadrennial Alignment Cycle – **First Reading**.

~~January-February 2019~~

~~The Alignment Committee will conduct any Appeal Hearings.~~

March 2019

The Alignment Committee will vote to approve the final league alignment by conference, forwarding all committee recommendations to the Board of Managers for final approval in April-May.

~~April-May 2019~~

The Board of Managers will vote on the final placement of NCS member schools for the 2020-2024 Quadrennial Alignment Cycle.

August 2019 – June 2020

Leagues for the 2020-2024 Quadrennial Alignment Cycle will begin to meet in preparation for the start of the new cycle in the fall of 2020.

August 2020

The 2020-2024 Quadrennial Cycle commences.

Basic Procedure for League Alignment

1. The NCS Alignment Committee shall collect information from member leagues and schools through the use of a questionnaire.
2. All Alignment documentation will be posted on the NCS website for full review by member schools and all stakeholders.
3. The NCS Commissioner shall develop proposals for league alignment. Copies of any proposal(s) will be forwarded to all league member schools and league commissioners.
4. A Conference League Alignment Workshop will be scheduled and all involved schools and leagues will receive written notification to attend and make presentations either in support of or in opposition to the Section Commissioner's proposal(s). Each school may submit their own alignment proposals in the proper format as outlined by the Section Office and shall send a school administrative representative and athletic director to the Conference League Alignment Workshop. Presented proposals will allow an opportunity for each school to have input on alignment proposals. Failure to be represented at the Conference Alignment Workshop may hinder any future appeals.

Conduct of the Workshop

- a. Introductions
- b. Roll Call
- c. Review of Commissioner's Proposal
- d. Discussion/Pros/Cons
- e. Presentation of Alternative Proposals
- f. Discussion/Pros/Cons
- g. Straw Voting will be conducted on all proposals with one vote per each school.
- h. All proposals will proceed to the Conference Alignment meeting with the workshop straw voting included.**
5. League Alignment meeting representatives will meet to vote on all proposed conference league alignments. Each attending school principal/principal designee will have one vote with the exception of schools that have not provided a completed School Survey form showing the competitive equity of the school's program in advance of the posting of the Conference League Alignment meeting. Approved conference league alignment will be forwarded to the Alignment Committee.
Conduct of the Conference Alignment Meeting
 - a. Introductions
 - b. Roll Call

		<p>c. Review of Conference Alignment Meeting Procedures</p> <ol style="list-style-type: none"> i. One vote per school ii. Each school may vote on each proposal iii. Schools may request an opportunity to discuss proposals iv. Proposals not receiving a majority vote of support will be eliminated <p>d. Presentation of Proposed Alignments/Discussion</p> <p>e. Voting on each Proposal</p> <p>6. Member schools and the NCS Commissioner will have an opportunity to appeal any conference decision providing a rationale for the appeal and recommended counter-proposal to the conference recommendation.</p> <p>7. During any appeal a third party section representative, approved by the Alignment Committee, will collect and distribute all alignment data to be used in the appeal. Appealing school(s), school(s) in opposition to the appeal and the Section Commissioner shall have input with the section representative concerning any development of data.</p> <p>8. 7.The Alignment Committee will conduct Appeal Hearing(s). At the conclusion of the hearing, the committee will consider all information and recommend a conference alignment. The committee will distribute all proposal(s) to NCS member schools and recommend the proposal(s) to the NCS Board of Managers for consideration and final approval.</p> <p>APPEAL PROCEDURE</p> <ol style="list-style-type: none"> 1. The Alignment Committee will hear all appeals on the alignment recommendations. Any school choosing to appeal its proposed league alignment must notify the Section office at least 10 working days from the announcement of the approved league alignment. 2. The appeal shall cite the alleged violation(s) of NCS or conference criteria for alignment and/or Division and be accompanied by an alignment and/or Division plan that the appellant contends better satisfies the criteria.\ 3. The Alignment Committee shall determine if the appeal is supported by the Alignment criteria. 4. If the Alignment Committee determines that an appeal is supported by the Alignment criteria the following shall occur: <ol style="list-style-type: none"> a. Commissioner will announce the appeal hearing date, time and location. b. A hearing notice and appeal documentation will be forwarded to all affected schools with the designated conference. c. Any additional data concerning the alignment criteria will be provided by a n neutral party secured by the Alignment Committee Chair. All additional data will be shared with all affected schools prior to the appeal hearing. 5. Conduct of an Appeal Hearing <ol style="list-style-type: none"> a. The chairperson of the Alignment Committee shall preside over the hearing, unless he/she is absent or his/her school or league is involved, in which case, the Committee members present shall select one of their members to preside. b. The presiding officer will: <ol style="list-style-type: none"> i. Call the meeting to order, ii. Introduced the members of the Committee, iii. Explain the function of the Committee, iv. Announce the agenda for the hearing, v. Explain the procedure for the hearing, and vi. Conduct the hearing. c. Hearing Procedure. The hearing shall be divided into three segments: <ol style="list-style-type: none"> i. Presentation of appeal <ol style="list-style-type: none"> a) The appellant will state its position. b) The Alignment Committee will have an opportunity to ask questions. c) The respondent may direct questions to the Alignment Committee. d) The respondent will state its position. e) The Alignment Committee will have an opportunity to ask questions. f) The appellant may direct questions to the Alignment Committee ii. Closing Statement <ol style="list-style-type: none"> a) The respondent makes its closing statement. b) The appellant makes its closing statement. 6. At the conclusion of the appellant's closing statement the public portion of the hearing is terminated. 7. The Alignment Committee shall recommend to the Board of Managers an alignment of all conference member schools into basic leagues.
	B.	Report by the Alignment Committee Chairperson
		The Alignment Committee Chair, Richard Graey, will report on the most recent meetings of the Alignment Committee.

	XII.	Eligibility Committee																					
		A.	Review of 2015-2016 NCS Transfer Eligibility																				
			Review of the 2015-2016 NCS Transfer Eligibility data through the month of March and summary of appeals and rulings. Attachments K and L.																				
		B.	Report by the Eligibility Committee Representative																				
			The Eligibility Committee representative will report on the most recent meeting of the Eligibility Committee.																				
	XIII.	Sportsmanship Committee																					
		A.	Proposal to have additional criteria for Elmer Brown Award of Excellence Sportsmanship																				
			In an attempt to bring good sportsmanship to the forefront of our schools efforts we would like to propose an additional criterion for the Elmer Brown Excellence Award. Currently schools are awarded 5 points for winning a NCS championship 3 points for 2nd place and 1 pt. for third and fourth place in NCS championship events. Schools are also awarded 5 points for placing 1st in our scholastic team awards 3 points for placing 2nd in our scholastic team awards and 1 pt. for third and fourth place in our scholastic team awards. The committee would like to add the following criteria for consideration:																				
			1) Each school that has "0" ejections for all sports is awarded 15 points.																				
			2) Each school that has "1" ejection for all sports is awarded 10 points.																				
			3) Each school that has "2-3" ejections for all sports is awarded 5 points.																				
			4) Each school that has: "4-5" ejections for all sports are penalized (-5) points.																				
			5) Each school that has "5-6" ejections for all sports is penalized (-10) points.																				
			6) Each school that has "7+" ejections for all sports is penalized (-15) points.																				
			Reviewing the past award winners of the Elmer Brown Excellence Award																				
			<table border="1"> <thead> <tr> <th>School year</th> <th>School</th> <th>Ejections</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>2011 – 2012</td> <td>Mission San Jose</td> <td>5</td> <td>-10</td> </tr> <tr> <td>2012 – 2013</td> <td>Mission San Jose</td> <td>3</td> <td>+5</td> </tr> <tr> <td>2013 – 2014</td> <td>Dougherty Valley</td> <td>0</td> <td>+15</td> </tr> <tr> <td>2014 - 2015</td> <td>Cardinal Newman</td> <td>2</td> <td>+5</td> </tr> </tbody> </table>	School year	School	Ejections	Points	2011 – 2012	Mission San Jose	5	-10	2012 – 2013	Mission San Jose	3	+5	2013 – 2014	Dougherty Valley	0	+15	2014 - 2015	Cardinal Newman	2	+5
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		B.	Authority of Commissioner to Support Board of Managers Sportsmanship Policy.																				
			<i>Motion to recommend that the NBL representatives to the NCS BOM vote to support granting the Section Commissioner, or his/her designee, the authority to review sportsmanship actions that are questionable and if necessary, invoke sanctions on the offending school(s).</i>																				
			<i>Motion approved by consent.</i>																				
			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.																				
			1) 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.																				
			2) 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.																				
			3) 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																				

		<p>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)</p> <p>4) 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.</p> <p>5) 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 Associate Commissioner, together with a description of action taken by member schools. The Associate Commissioner will contact offending schools regarding the school's deportment at NCS events.</p> <p>6) The Sportsmanship Committee is the standing committee responsible for reviewing sportsmanship violations at championship events.</p> <p>Authority of the Commissioner of Athletics Concerning Sportsmanship Issues The Commissioner, or his/her designee, shall, at his/her discretion, determine whether information about alleged violations of the NCS Board of Managers Policy Statement concerning Sportsmanship is sufficiently reliable to justify further investigation, and if a violation is determined to be present shall render remedies and penalties which in the judgment of the Commissioner, or his/her designee, address any unsportsmanlike activity, remedies and penalties that may apply to either student □ athletes, coaches and/or member schools. The Commissioner shall rely on procedures outlined in 1103.C to implement the review, investigation, possible penalties and outlined appeal process. Factors to be considered by the Commissioner, or his/her designee, in making these determinations may include, but are not limited to:</p> <p>a. The seriousness of the alleged violation; b. Review of statements, video and interviews deemed relevant in making any decision.</p> <p>Potential remedies/penalties are:</p> <p>a. Forfeiture by one school or double forfeit of the contest in question. b. Ejection of student □ athletes and coaches who are not identified by officials for disqualification. c. Placement of the program on probation. d. Loss of privilege to host in the NCS Championships. e. Termination of the current season from the point of the infraction. f. Elimination from the NCS Championships for the season of the infraction. g. Disqualification of student □ athletes and coaches for additional contests based on the severity of the infractions.</p>
	XIV. CIF Items	
	A.	Proposed CIF Budget, 2016-2017
		Motion to recommend to the Board of Managers that the NCS delegates to the CIF Federated Council be allowed to evaluate and vote accordingly concerning the CIF Proposed Budget for the 2016-2017 school year. (Attachment M) Motion approved by consent,
	B.	CIF President-Elect Election
		Motion to recommend to the Board of Managers that the NCS delegates to the Federated Council be allowed to determine the best candidates to support for election to the position of President-Elect starting in the 2016-2017 school year. (Attachment N) Motion approved by consent.
	C.	CIF Executive Committee Nominations
		Motion to recommend to the Board of Managers that the NCS representatives to the Federated Council be allowed to determine the best candidates to support for election to the CIF Executive Committee starting in the 2016-2017 school year. (Attachment O) Motion approved by consent.
	D.	Revision of CIF 201, 204 and 207
		Motion to support the revision of CIF 201, 204 and 207, removing some of the 15-day references and replacing the language with "attendance for one day". (Attachment P) Motion approved by consent,
	E.	CIF Bylaw 1901—Football Camps and Restriction of use of equipment
		Motion to recommend that the NBL representatives to the NBL BOM vote to support to limit the use of

		<p>football equipment at football camps during the off-season. Motion approved by consent.</p> <p>Attachment O. Note: attachment O is not the original proposed football language shared with NCS football coaches during December and early January. The new language is more restrictive and does not allow the use of helmets and shoulder pads at the school site during the summer period until July 25, 2016, the official non-mandatory starting date.</p>
		<p>Proposal Originated: Commissioners Committee Summary: The Commissioners Committee is forwarding a proposal for consideration by the Federated Council revising Bylaw 1901 regarding the use of equipment at football "team camps" outside the season of sport. The Commissioners Committee has discussed this issue at past meetings and it is recommending additional language as an outcome of the January 11, 2016 Commissioner meeting. Background: Education Code 35179.1 and 49475 and CIF Bylaw 1901.B prohibited "full contact" football camps outside the season of sport. This past summer there were several violations by school teams of state law and CIF Bylaws. This revision restricts and limits the use of equipment and is to help schools minimize future "full Contact" violations.</p> <p>1901. NUMBER OF FOOTBALL PRACTICE DAYS; NO SUNDAY PRACTICE</p> <p>A. There shall be no football games until the team has had 14 days of practice before the first game. Each individual student on the team must have had at least 10 days of practice before being allowed to compete in a game. (The opening date of football practice may be determined by each Section.) No Sunday practice is permitted (See Bylaw 504.M. for exception).</p> <p>B. Football teams are limited to two days per week of full contact practice, with no more than 90 minutes of full contact on each of those days during the season of sport. For purposes of this Bylaw, each team's season of sport is defined as the first day of practice, as allowed by the Section, until the final contest for the team. All full contact practices are prohibited in the off-season which includes team camps. Full contact practice is defined by state statute as a practice where drills or live action is conducted that involves collisions at game speed where players execute tackles and other activity that is typical of an actual tackle football game. For the purposes of this Bylaw, refer to the definition of "Live Action" as defined by USA Football.</p> <p>C. <u>Team camps are allowable with the following equipment only: footballs, bags, blocking sleds and football shoes.</u></p> <p>NOTE: For policies related to definition of full-contact and allowable in-season, off-season and team camp activities, please consult the football section in the blue pages and local Section Bylaws.</p>
		<p>F. CIF Bylaw 3103 Revision</p> <p><i>Motion to recommend that the NBL representatives to the NCS BOM vote to support the movement of the wrestling weight management language under CIF 3103 to the CIF blue pages. Motion approved by consent.</i></p> <p>Proposal Originated: Commissioners Committee Summary: The Commissioners Committee is forwarding a proposal for consideration by the Federated Council revising Bylaw 3103. The revision of the Bylaw does NOT remove the current requirements and mandates of the nationally recognized National Wrestling Coaches Association Weight Management program. It only moves the current standards, process(es), appeals and penalties to the "Blue Policy" pages to coincide with all other CIF sports. This change will allow NWCA national modifications to the Wrestling Weight Management Program to be completed without going through a CIF Bylaw Change/Modification process that can take up to 12 – 18 months to complete. The MANDATE for the program remains in place, the specific NWCA weight management specifications, process, and appeals moves to the policy pages. Background: In 2006 the CIF Federated Council adopted and mandated the use of the National Wrestling Coaches Association Weight Management Program. The weight loss programs, in its entirety, were included at that time in the CIF Bylaw. The purpose, today as in 2006, of the NWCA program is to minimize risks to participating students by mandating and monitoring the weight loss of students during the season.</p>
		<p>G. Revision of Nor-Cal and So-Cal References in the CIF Constitution</p> <p><i>Motion to recommend that the NBL representatives to the NBL Board of Managers vote to support the removal of references to Nor-Cal and So-Cal under CIF Bylaws 2401, 2700, 2701, 2903, and 2904. Removal of references will allow CIF At-Large & Seeding Committees more flexibility in match-ups that reduce the potential travel of participating teams. Motion approved by consent.</i></p> <p>Summary: As discussed and forwarded from the Federated Council round table discussion held on January 30, 2016, these revisions will allow greater flexibility in placement of section entries into the "regional"</p>

		<p>championships in Soccer, Tennis and Boys Volleyball. There are no other sport specific Bylaws where placement of schools into regional championships is dictated by their section affiliation. This flexibility could significantly reduce travel for teams participating in these regionals.</p> <p>Fiscal Impact: None</p> <p>Background: Since the inception of a CIF state-wide playoff system, the state has been divided into two regions, North and South. The original four sections, Bay (later call the North Coast) and Northern were placed in the "north" region and the Central and Southern were placed in the "South" region. This north/south model configuration originally began in 1914.</p> <p>Beginning in 1935, with the population surge and "control of governance" issues, the four sections began a forty year process of splitting and creating new CIF sections. The geographical North/South regional placement has remained relatively intake despite significant advancements in travel and the population spread out across the state.</p>
	H.	CIF Calendar for the 2017 – 2018 school year
		<i>Motion to recommend that the NBL representatives to the NBL Board of Managers vote to support the adoption of the CIF Calendar for the 2017-2018 school year. (Attachment T)</i>
		<p>Note: A copy of the proposed calendar will be distributed at the meeting.</p> <p><i>Motion: Jerry Deakins, Maria Carrillo</i></p> <p><i>Second: Jerry Bonfigi</i></p> <p><i>Approved 7 – 1 (Henri Sarlatte, Rancho Cotate)</i></p>
	I.	Nor-Cal Soccer Championship Proposal (Attachment U)
		<p>Summary: The Commissioners Committee is recommending that the CIF implement a northern California Soccer Championships for Boys and Girls beginning 2017-2018. This regional tournament would mirror the current Regional Soccer Championships implemented in 2008 in southern California.</p> <p>Fiscal Impact: Based upon the previous experience in southern California, a regional tournament would start with a minor net gain for the organization and grow as the tournament gains popularity.</p> <p>Background: The CIF Federated Council approved a southern California Regional Soccer Tournament in February of 2007. The regional tournament has grown in size and participation over the past few years.</p> <p>At the time of the original Soccer Regional approval, the majority of northern California CIF Sections did not offer soccer during the winter season of sport. That is not the case today. The majority of schools in northern California now compete in soccer during the winter season of sport making a post season regional championship viable. This proposal still allows the flexibility for sections. The North Coast and North Sections can continue to offer multiple seasons of sports for soccer within their sections to accommodate their schools location (snowline) and allows the sections/schools that are aligned to compete in a regional format.</p> <p>Note: copies of the proposal will be presented at the meeting</p>
	J.	Proposed Regional Water Polo Championships (Attachment V)
		<p>Summary: The CIF Central Section is proposing the implementation of a CIF Regional Water Polo Championship to begin in the fall/winter of 2017-2018. This proposal follows the approved State Championships Master Schedule timelines for implementation of new events.</p> <p>The event would allow the most competitive water polo teams in the state an opportunity to compete at the Regional level. This championship event is proposed as a one week tournament held immediately after the section finals.</p> <p>Fiscal Impact: The Regional Championship is projected as a \$6,900 loss <u>without</u> any corporate sponsorship. It is anticipated that with corporate support and ancillary event income the regional tournament could become revenue neutral to the organization.</p> <p>Background: State CIF does not currently have a regional championship in water polo.</p>
	XV.	Other Business
	A.	Recognition of Service of Board Members completing service
	XVI.	Staff Reports
	A.	Commissioner
	B.	Associate Commissioner
	C.	Assistant Commissioner
	XVII.	Presentations

	A.	Phillip "Phil" Hempler Award Mr. Bud Beemer and Ms. Sandy Lemmon
	XVIII	Adjournment—Next Meeting is Tuesday, October 4, 2016
VI.	NBL NEW BUSINESS	
	A.	Current budget
	B.	Payment to Swim officials <i>Motion to pay the NBL Championship meet organizer and up to six officials for their work at the NBL Championships.</i> <i>Motion: Jerry Deakins, Maria Carrillo</i> <i>Second: Chris Giovannini, Montgomery</i> <i>Passed unanimously</i>
	C.	Current status of medals—should we continue this process? <i>Motion to form a subcommittee and modify the awards given out at NBL Championships.</i> <i>Motion: Henri Sarlatte, Rancho Cotate</i> <i>Second: Jerry Deakins, Maria Carrillo</i> <i>Unanimous</i> <ul style="list-style-type: none"> • Don't give out medals • First place only • Consistency • Some have three places, some have five places • Generic medals, with no dates • Try Crown Trophy in Petaluma • How about certificates?
	D.	Lacrosse schedule—is it time to have girls on one night and boys on another night, similar to basketball? Let's change times to 4:30, 6, 7:30 PM
	E.	Wrestling proposal for all-league to establish a committee to define all-league members <i>Motion: Use the finish of NBL dual league and NBL league tournament as a starting point for selecting 1st, 2nd, and honorable mention all-league wrestlers. Coaches are allowed to nominate additional wrestlers for all league based on state, section, league performance in that order for coaches majority vote. The all-league meeting will be held on the Monday following the NBL Wrestling Tournament and will NOT be based on non-league events.</i> <i>Motion: Jerry Bonfigli, Cardinal Newman</i> <i>Second: Chris Giovannini, Montgomery</i> <i>Passed unanimously</i>
	F.	<i>Motion: In case of a tie for first place, which would result in a tie for the NBL representative to the NCS Championships, the coach of the team with the highest finish in the NBL tournament will be the representative.</i> <i>Motion: Chris Giovannini, Montgomery</i> <i>Second: Henri Sarlatte, Rancho Cotate</i> <i>Passed unanimously by athletic directors and supported unanimously by wrestling coaches, 7-0</i> North Coast Concussion Management Committee—Russ Peterich
	G.	Discussion of the upcoming seminar hosted by the North Coast Concussion Management Committee. All athletic directors and administrators are strongly encouraged to attend.
VII.	MEETING ADJOURNMENT	