
ATHLETIC DIRECTORS MEETING MINUTES, THURSDAY, SEPTEMBER 21, 2017

ATTENDANCE

Jerry Bonfigli	Cardinal Newman	Bryan Price	Santa Rosa
Rick O'Brien	Casa Grande	Ty Yanez	Ukiah
Jerry Deakins	Maria Carrillo	Jeff Hardie	Windsor
Scotty McKeon	Rancho Cotate	Jan Smith Billing	NBL Commissioner
Kenny Knowlton	Santa Rosa		

I. APPROVAL OF AGENDA

Motion to approve the agenda as presented.

Motion: Kenny Knowlton

Second: Jerry Deakins

Motion approved unanimously.

II. APPROVAL OF THE NBL CONSENT AGENDA

Motion to support the approval of the NBL consent agenda.

Motion: Ty Yanez

Second: Scotty McKeon

Motion supported unanimously.

1. Motion to support approval of the minutes from the previous meeting. (Item III)
2. Motion to support approval of the NCS Board of Managers Agenda (Item V.III.)
3. Motion to support approval of the NCS Board of Managers Consent Agenda (Item V.IV.)
 - III. Minutes of April 4, 2017
 - VI.C. Approval of CIF Representatives to the CIF Federated Council
 - VIII.A. Proposal to change the championship dates for lacrosse, boys' volleyball and spring soccer.
 - VIII.B. Designated dates for baseball due to pitch count restrictions
 - VIII.C. Deletion of Bylaws 904H and 905H
 - VIII.D. Motion to change the girls' singles/doubles championship dates
 - VIII.E. Teams Tennis Entry Fee Increase
 - VIII.F. Adjustment of 28.501H language
 - VIII.G. Additional language to Bylaw 307.D
 - VIII.H. Proposal for Division I Badminton scoring
 - VIII.I. Proposal to adopt the Sports Calendar for the 2018 – 2021 school years
 - VIII.J. Unified Track & Field and Paralympic Swimming as Scoring Events
 - VIII.K. Proposal to recommend to CIF that Officials complete and pass NFHS Officiating Course
 - XIII.B. Football Tiebreaker bylaw deletion
4. Motion to support approval the NCS Audit (Item V.VI.B.)
5. Motion to support election of Jim Ketcham and Dave McQueen to the NCS Finance Committee
6. Motion to support the election of the nominees to the NCS Executive Committee (Item V.VIII.A.)
7. Motion to support approval of the 2017 – 2018 Executive Committee targets (Item V.VIII.B)
8. Motion to support the adoption of the Mid-cycle realignment (Item V.XII.A.)

III. APPROVAL OF MINUTES FOR THE PREVIOUS MEETING

To recommend approval of the minutes of the previous meeting, as posted at the NBL website, www.northbayleague.org

IV. PUBLIC COMMENT

Pursuant to Education Code Section 54954.3 and Education Code section 33353, any member of the public wishing to speak on any matter within the subject matter jurisdiction of the NBL, CIF, and NCS will be heard at this time. The time for such comment is no more than two (2) minutes per person on an item and no more than twenty (20) minutes total on an item or as designated by the Chair.

V. NCS BOARD OF MANAGERS AGENDA ITEMS

III. Adoption of Agenda

Motion to support instruction to NBL representatives to the NCS Board of Managers to vote to approve the NCS Board of Managers Agenda

IV. Consent Agenda

Motion to support instruction to NBL representatives to the NCS Board of Managers to vote to approve the NCS

V. Approval of minutes of the April 4, 2017 Board of Managers Meeting
(Previously emailed, or mailed, posted on the NCS website)

VII. FINANCIAL ITEMS

A. August Balance Statement (Attachments A and B)

With the change in the calendar and movement of the governance meetings to an earlier date, having the September Balance for presentation at this meeting was not possible. All financial information is posted at the NCS website, including all monthly balance statements, audits, staff salary surveys, etc. The following link provides regular financial information:
http://www.cifncs.org/governance/financial_information/index

B. 2016-2017 Audit Management Letter and Financial Statements (Attachments C and D)

Regalia & Associates representative Doug Regalia will report on the 2016 – 2017 audit of the financial records of the CIF-North Coast Section. The board will review and consider approval of the management letter and audit.

INDEPENDENT AUDITORS' REPORT

The Board of Managers North Coast Section – CIF

We have audited the accompanying financial statements of North Coast Section – CIF (a nonprofit organization) which comprise the statements of financial position as of July 31, 2017 and 2016 and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements. *Management's Responsibility for the Financial Statements* Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of North Coast Section – CIF as of July 31, 2017 and 2016, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was performed for the purpose of forming an opinion on the basic financial statements of North Coast Section – CIF taken as a whole. The accompanying supplementary schedules of activities are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

C. 2017-2018 Budget Adjustments

Review of staff recommended budget adjustments to the North Coast Section 2017-2018 budget. The budget adjustments are necessary since the 2016 – 2017 fiscal year ended in a deficit of \$80,000.

(Attachment E)

Supported by Executive Committee, 8 – 0

Supported by NBL ADs, 8 – 0

Motion: Bryan Price; Second: Ty Yanez

D. Fund Balance based on 2016 – 2017 financials

Review of fund balance for the 2016 – 2017 school year. (Attachment F)
Motion to not return the available \$17,294 to member schools.
Supported by Executive Committee, 8 – 0
Supported by NBL ADs, 8 – 0
Motion: Ty Yanez; Second: Scotty McKeon

E. Refinancing of the mortgage at 5 Crow Canyon Ct., the NCS Office

Motion to grant permission for Commissioner Lemmon to sign documentation for the refinance of the CIF-North Coast Section space at 5 Crow Canyon Court, if in review of due diligence and inspection of documents that the refinance of the mortgage is in the best interest of the CIF-NCS. (Attachment G)

The current commercial loan has a balloon payment due in two years. In order to consider paying down the PERS pension liability, both the Finance Committee and Executive Committee believe for the financial stability of the Section, the mortgage should be locked in a fixed mortgage over a set period of time, either 10 or 15 years. Current interest rates are good, 4.45 to 4.75%. While an appraisal would need to be conducted, Building Four, identical in size, but without the upgrade of the windows, is for sale at approximately \$1.67 million. The current mortgage of the section office is a balance of \$285,000 and an interest rate of 4.4%.

Supported by Executive Committee and Finance Committee
Supported unanimously by NBL ADs
Motion: Ty Yanez; Second: Bryan Price

Question: Can the NCS afford to pay off the mortgage now? Maybe through a temporary increase in dues. Acceleration of the payoff might reduce total costs in the long run.

F. PERS Liability Information

Consideration of paying down the PERS pension liability of the Section, currently set at \$958,947 as of the 2015-2016 audit. It is anticipated that if the liability is not addressed the liability will grow with the reduction of the PERS discount rate.

G. Nomination of Finance Committee Members

Nomination by President Eric Volta of two new members of the Finance Committee, completing membership on the committee.

Current members:

- Jan Smith Billing (Chair)
- Eric Volta (Executive Committee President-elect)
- Jerome Wiggins (CSBA Representative)

Nomination of the following additional representatives, completing the membership of the committee:

1. Jim Ketcham, Athletic Director, San Francisco University Prep
2. Dave McQueen, Superintendent, Kelseyville USD

VIII. EXECUTIVE COMMITTEE

A. Election of Region I and Region II Executive Committee Members

Motion to recommend that the NBL representatives to the NCS Board of Managers vote in the best interest of the section.

Motion supported unanimously
Motion: Jerry Deakins; Second: Jeff Hardie

Nomination of Region 1 and Region 2 Executive Committee Members

Current filled positions:

2017-2018

President:	Eric Volta (first year of two years as president)
Past-President:	Lars Christensen (first year of two years as past-president)
President-Elect:	Rianne Pfaltzgraff
Region I:	Julie Park, Principal, Miramonte HS (DAL) and Blaine Torpey, Principal, Castro Valley HS (WACC)
Region II:	Louie Rocha, Principal, Antioch HS (BVAL) and Jason Krolikowski, Principal, San Ramon Valley HS (EBAL)
Region III:	Casey Thornhill (first year of first term)
Female Rep.:	Vicki Ballard (third years of first term)
Superintendent Rep.:	John Nickerson (first year of first term)

CSBA Rep.:	Lynette Carrillo (third year of second term)
Class A Rep.:	Jack Lakin (second year of first term)
Under-Pop Rep.:	Jerome Wiggins (second year of first term)
AT-Large Rep.:	Rachel Kohalti (second year of first term)

B. 2017 – 2018 Targets

Motion to support the approval of the 2017 – 2018 Executive Committee Targets

	Goal	Steps to Accomplish	Responsible Entity
1.	Establishment of a NCSA Hall of Fame	<ul style="list-style-type: none"> Assemble interested committee members, develop process, secure input from schools and select fist class 	<ul style="list-style-type: none"> Commissioner of Athletics
2.	Establishment of an Eligibility Handout to be distributed to NCS members schools for inclusion at any school function	<ul style="list-style-type: none"> Commissioner of Athletics develops, review by Eligibility Committee 	<ul style="list-style-type: none"> Commissioner of Athletics
3.	Promote sportsmanship at contests hosted by member schools, including all stake holders (school administration, coaches, student-athletes, spectators and community members)	<ul style="list-style-type: none"> Continue to promote a league sportsmanship program Include all forms of communication with stake holders (school media, school handouts, newsletters, etc.: 	<ul style="list-style-type: none"> Associate and Assistant Commissioners
4.	Continue to support inclusive sports offerings	<ul style="list-style-type: none"> Continue the track and field Unified teams competition and Paralympic swimming 	<ul style="list-style-type: none"> Associate and Assistant Commissioners
5.	Encourage promotion of NFHS #MyReasonWhy activities	<ul style="list-style-type: none"> NFHS communication to NCSA member schools 	<ul style="list-style-type: none"> Commissioner of Athletics
6.	Scholar-Athlete Honor Roll	<ul style="list-style-type: none"> Develop an NCS Honor Roll for all Championship sports 	<ul style="list-style-type: none"> Commissioner of Athletics

2016 – 2017 Targets				
	Goal:	Steps to Accomplish	Responsible Person	Status
1.	Promote sportsmanship at contests hosted by member schools.	<ul style="list-style-type: none"> Communicate great sportsmanship programs Encourage league sportsmanship program Provide sample letters/handouts for use by schools Reduce ejections Follow-up for alleged infractions of sportsmanship guidelines 	<ul style="list-style-type: none"> Section Staff Section Staff/League Commissioners Section Staff Member Schools Section Staff 	<ul style="list-style-type: none"> Always in progress Always in progress Always in progress Small reduction In progress, letters have been sent to schools and penalties applied
2.	Encourage the participation of member schools in the NFHS Network School Broadcast Program	<ul style="list-style-type: none"> Arrange for presentations at league meetings Communicate new friendly pricing model to schools Review with schools the financial implications of the program 	<ul style="list-style-type: none"> NFHS Network and Section Staff Section Staff Section Staff 	<ul style="list-style-type: none"> In progress Info sent to ADs but much more to be done. NFHS Network has been contacted about providing a one-page pricing sheet. In progress; commissioner will continue to share
3.	Continue to support the professional growth opportunities for athletic	<ul style="list-style-type: none"> Encourage attendance to the NCSADA Workshop in September Encourage attendance to the CSADA Conference in April 	<ul style="list-style-type: none"> Section Staff Section Staff 	<ul style="list-style-type: none"> Great turnout, over 60 ADs in attendance Email sent by CDSADA NCS

	directors and athletic administrators	<ul style="list-style-type: none"> As funds become available, provide a minimum of \$30,000 towards the CSADA reimbursement 	<ul style="list-style-type: none"> Board of Managers 	<ul style="list-style-type: none"> Rep. Rob Rafeh with Travel Reimbursement Form
4.	Promote a new digital online ticketing model	<ul style="list-style-type: none"> Select a program that best meets the needs of member schools Communicate the value of the program to member schools Track participation as the year progresses 	<ul style="list-style-type: none"> Executive Committee and Section Staff Section Staff Section staff in concert with ticket vendor 	<ul style="list-style-type: none"> GoFan digital ticket system. Staff is working hard to promote the program by posting, sending emails, etc., Completed, but a process that continues Even with a late start over 5,600 tickets sold in the fall. Winter tickets proceeding
5.	Continue to support inclusive sport offerings	<ul style="list-style-type: none"> Continue the Track & Field Unified Teams Add one or two Unified events to the sport of swimming Add one or two wheelchair and ambulatory events to the NCS Track & Field Championships 	NCS Commissioner of Athletics	Letter sent to schools and districts about Paralympic opportunities at the 2017 Swimming Championships. Will continue Unified Track. Remaining in progress. Met with Berkeley organization BORG about reaching out to NCS high school student-athletes that may be interested in this new opportunity.

C. CIF Representatives to the CIF Federated Council

Motion to send the following individuals to the CIF Federated Council as the representatives of NCS.

Vicki Ballard—NCS Female Representative

Lars Christensen—NCS President and CIF President's Council

Eric Volta, NCS President-Elect

Jerome Wiggins—Representative of Under Represented Populations

IX. CLOSED SESSION

A. Anticipated Litigation—California Government Code section 54956.9(b)

There is currently no legal action pending against the CIF-North Coast Section. During the fall eligibility process there have been several discussions between parents and the Commissioner of Athletics of possible legal action.

Closed Session will only be conducted if the requirements of CGC 54956.9(b) are met.

X. REPORT ON ACTION TAKEN IN CLOSED SESSION

A. Report of any action taken in Closed Session

XI. SPORTS ADVISORY COMMITTEE

A. Proposal to change the dates for lacrosse, boys' volleyball and spring soccer to Tuesday, Thursday, Tuesday, Thursday format.

Motion to adopt an adjustment to the NCS Championship dates for lacrosse, boys' volleyball and girls' spring soccer, using a Tuesday, Thursday, Tuesday, Thursday format.

IMMEDIATE IMPLEMENTATION

Unanimous support by NBL athletic directors

Unanimous support by NBL Board of Managers

Every year we run up against scheduling issues with schools in the spring, changing dates for the Spring sports of lacrosse, boys' volleyball, and girls' soccer would alleviate conflicts for schools on the two weekends in May for those sports. The individual sports on those weekends cannot change due to the amount of time those events take so we cannot change track, badminton or tennis due to time constraints.

B. Designated dates for baseball due to pitch count restrictions.

Motion to adopt an adjustment to the NCS Championship Dates for baseball.

IMMEDIATE IMPLEMENTATION

Unanimous support by NBL athletic directors

Unanimous support by NBL Board of Managers

Due to the additional pitch count restrictions adopted 2016-17, NCS staff would like to proposal designated dates of competition during the NCS Baseball Championships, modeled after the basketball format. Divisions 1, 3, 5 would play on Tuesday, Friday, Tuesday, with the championship game on either Friday or Saturday (depending on field availability). Divisions 2, 4, 6 would play on Wednesday, Saturday, Wednesday, with the championship game on either Friday or Saturday (depending on field availability). This schedule would allow all schools to have the same amount of rest for pitchers; in addition, we would have even distribution of games for the limited number of officials.

C. Deletion of Bylaws 904H and 905H

Motion to delete NCS Bylaws 904H and 905H, pre-sale ticket information. NCS will now use GoFan digital tickets for pre-sale, conducted in football only.

Unanimous support by NBL athletic directors

Unanimous support by NBL Board of Managers

4H Pre-Sale Tickets (Football only)

~~Each NCS member school (participating and non participating) may order pre sale tickets by notifying the NCS Office no later than the Wednesday prior to the orientation meeting of the respective NCS/Les Schwab Tires Championship Series Event. These schools will receive their tickets at the orientation meeting, unless other arrangements are made with the NCS Office.~~

~~PENALTY FOR VIOLATION: See penalty for violation in Bylaw 800H.~~

~~(NCS Board of Managers 10/21/05)~~

905H Notification of Sales

~~Schools selling pre-sale tickets will be responsible for notifying the NCS Office of the number of tickets sold for each game. Notification must be made NO LATER than 2:00~~

D. Proposed change in the girls' singles/doubles championship dates

Motion to change the girls' singles/doubles tennis tournament to a Monday – Tuesday format, effective 2018 – 2019.

Unanimous support by NBL athletic directors

Unanimous support by NBL Board of Managers

GIRLS' TENNIS	2018-2019	2019-2020
Deadline for leagues to determine qualifiers in team tennis	Nov. 3 (team tennis only)	Nov. 9 (team tennis only)
Final date for team competition other than NCS Championships	Nov. 3 (team tennis only)	Nov., 9 (team tennis only)
Deadline for leagues to determine qualifiers for singles/doubles	Nov. 7	Nov. 13
Final date for singles/doubles competition other than NCS Championships	Nov. 7	Nov. 13
Singles At-large meeting	Nov. 8	Nov. 14
Singles/Doubles Championships	Nov. 13,14 12,13	Nov. 19,20 18,19
At-large & seeding for team tennis	Nov. 4	Nov. 10
Team Tennis Championship, D1 and D2	Nov., 6,8,10	Nov. 12, 14, 16
CIF Nor-Cal Team Tennis Championships	Nov. 13, 16, 17	Nov. 19, 22,23

Rationale: With inclement weather in the fall, girls who are also participating in the Nor-Cal tournament are potentially missing four straight days of class. This could help alleviate that burden.

E. Team Tennis Entry Fee Increase

Motion to increase team tennis entry fees to \$150 to cover the costs of a USTA official for semifinals and finals, as well as an additional NCS rep. (for championships where more than one site is needed), **effective immediately** (CONSENT via Tennis Management Committee)

Unanimous support by NBL athletic directors

Unanimous support by NBL Board of Managers

Current Entry Fees/Team Tennis: \$100

- Proposal to have a certified USTA official at each site for NCS semifinals and final: \$200/day/official/site = \$400 x 2 divisions = \$800 x 2 seasons = \$1600
- Proposal to have an NCS site rep at each site for NCS semifinals and final (additional): \$100/day/site rep/site = \$100 x 2 divisions = \$200 x 2 seasons = \$400
- Additional \$2000 in expenses/32 teams = \$62.50, rounded up: \$165, rounded down: \$150

Rationale: There has been an increase in poor sportsmanship from the student-athletes and coaches at our tennis championships the past few years. It is necessary at this point to hire USTA officials to cover the semis and finals to enforce USTA rules and tennis code. In addition, it is necessary to hire an NCS rep where more than one championship site is used to enforce sportsmanship expectations of our schools. Without the ability to charge spectators, we have to rely on our participants to cover the costs of these additional costs.

F. Adjustment of NCS 28.501H

Motion to add language to NCS 28.501H

"Schools may not change representatives once their league qualifying tournament begins. The beginning of the tournament is defined as the first match. NOTE: Representatives do not necessarily have to compete at the league qualifying tournament."

Unanimous support by NBL athletic directors
Unanimous support by NBL Board of Managers

Rationale: Establishes a consistent practice for all leagues that follows the CIF guidelines of one entry, per weight class, per school and prevents a school from inserting a new representative after the tournament begins.

G. Additional language to Bylaw 307.D. PENALTIES (Player/Coach)

Proposal to include additional language in BYLAW 307H EJECTION POLICY D: Penalties

Unanimous support by NBL athletic directors
Unanimous support by NBL Board of Managers

New 1(f)

A player or coach, who is ejected from the final contest of the season, must sit out the next contest in the next season of sport in which the player or coach participates.

Example: A player is ejected from the last basketball contest of the season, that player must sit out the next contest in the Spring season (softball, baseball, etc.) provided he/she participates in a spring sport.

NOTE: If the player/coach does not participate in the following season, then they must sit out the next contest the following year in the same sport.

H. Proposal to change Division 1 Badminton Scoring

Unanimous support by NBL athletic directors
Unanimous support by NBL Board of Managers

Team placement points are 10-7-4-2 for final placing in the consolation and championship brackets. Each match won towards the championship bracket scores two (2) points and each match won in the consolation bracket scores one (1) point. In a bye situation if an individual/team wins in the next match, they will receive advancement points for the bye. In a forfeited match, advancement points will be awarded automatically.

I. 3-year Calendar Proposed Adoption, 2018-2021

Proposal to adopt the Sports Calendar for the 2018019 school year.

J. Unified Track & Field and Paralympic Swimming

Motion to include two new scoring events in the NCS Track & Field and Swimming/Diving Championships.

Unanimous support by NBL athletic directors
Unanimous support by NBL Board of Managers

Starting with the 2018 track & field and swimming seasons the NCS Championships will include as scoring events Unified track & field 100-meter dash and long jump, and Paralympic swimming 50 and 100-meter freestyle. These new events will be scoring events, no different than the current track & field and swimming events included in past championships. The respective management committees will determine the heat assignments and may combine male and female competitors in the same race, but score the genders as separate races for purposes of scoring. Medals will be awarded no differently than other event.

Swimming

Girls' 2017 Times

Order/Events	Automatic*	Consideration*
#1 Diving	355	255

#3 200 Medley Relay	1:51.09	2:03.59
#5 200 Free	1:52.75	2:01.49
#7 200 IM	2:08.94	2:18.69
#9 50 Free	24.37	25.69
#11 100 Fly	58.23	55.99
#13 100 Free	5:10.05	5:31.99
#15 500 Free	1:40.30	1:50.99
#17 200 Free Relay	58.03	1:03.49
#19 100 Back	1:06.09	1:10.89
#21 100 Breast	3:38.87	4:09.99
#23 400 Free Relay		
#25 Paralympic 50 Free	No standard – all comers event	
#27 Paralympic 100	Free No standard – all comers event	

Boys' 2017 Times

#2 Diving	300	240
#4 200 Medley Relay	1:39.31	1:51.99
#6 200 Free	1:44.57	1:50.89
#8 200 I.M.	1:57.59	2:05.99
#10 50 Free	21.86	22.69
#12 100 Fly	52.46	55.99
#14 100 Free	47.81	49.99
#16 500 Free	4:45.46	5:05.99
#18 200 Free Relay	1:29.57	1:38.99
#20 100 Back	53.69	58.49
#22 100 Breast	59.57	1:02.39
#24 400 Free Relay	3:13.55	3:43.79
#26 Paralympic 50 Free	No standard – all comers event	
#28 Paralympic 100	Free No standard – all comers event	

*Automatic and Consideration times and scores not set for the 2018 Swimming Championships.

Track & Field

Order/Events	
32 Boys Discus	
27 Boys High Jump	
24 Girls Triple Jump	
25 Girls Shot Put	
22 Girls Pole Vault	
30 Boys Triple Jump	
26 Girls Discus	
21 Girls High Jump	
29 Boys Long Jump	
37 Boys United Long Jump	
31 Boys Shot Put	
28 Boys Pole Vault	
23 Girls Long Jump	
38 Girls United Long Jump	
1 Girls 4x100m Relay	3 Heats of 8 5 Min per 15 Min total
2 Boys 4x100m Relay	3 Heats of 8 5 Min per 15 Min total
3 Girls 1600m Run	2 Heats of 12 8 Min per 16 Min total
4 Boys 1600m Run	2 Heats of 12 8 Min per 16 Min total
5 Girls 100m Low Hurdles	3 Heats of 8 4 Min per 12 Min total
6 Boys 110m High Hurdles	3 Heats of 8 4 Min per 12 Min total
7 Girls 400m Dash	3 Heats of 8 4 Min per 12 Min total
8 Boys 400m Dash	3 Heats of 8 4 Min per 12 Min total
35 Girls United 100m Dash	6 Heats of 4 5 Min per 30 Min total <i>(using backstretch simultaneous with homestretch)</i>
36 Boys United 100m Dash	6 Heats of 4 5 Min per 30 Min total <i>(using backstretch simultaneous with homestretch)</i>
9 Girls 100m Dash	3 Heats of 8 5 Min per 15 Min total <i>(using backstretch simultaneous with homestretch)</i>
10 Boys 100m Dash	3 Heats of 8 5 Min per 15 Min total

	<i>(using backstretch simultaneous with homestretch)</i>
11 Girls 800m Run	3 Heats of 8 5 Min per 15 Min total
12 Boys 800m Run	3 Heats of 8 5 Min per 15 Min total
13 Girls 300m Low Hurdles	4 Heats of 8 4 Min per 12 Min total
14 Boys 300m Int. Hurdles	4 Heats of 8 4 Min per 12 Min total
15 Girls 200m Dash	4 Heats of 8 4 Min per 12 Min total
16 Boys 200m Dash	4 Heats of 8 4 Min per 12 Min total
33 Girls 4x800 Relay	1 Heat of 24 16 Min per 16 Min total <i>(exhibition final)</i>
34 Boys 4x800 Relay	1 Heat of 24 14 Min per 14 Min total <i>(exhibition final)</i>
19 Girls 4x400m Relay	3 Heats of 8 Min per 24 Min total
20 Boys 4x400m Relay	3 Heats of 8 Min per 24 Min total

Immediate Implementation

K. Recommendation to the CIF that all officials in officials' associations complete and pass the NFHS Officiating Course.

1. All officials serving any of the CIF member schools must complete and pass the NFHS Interscholastic Officiating Course prior to officiating any CIF contests. The record of the completed course will be kept on file by the official's organization of which the official is currently working for.
2. Should the official's organization allow an uncertified NFHS official to officiate a CIF event, the organization will be fined \$100 per infraction.

Rationale: We require our coaches to be certified as a coach, first aid, concussion protocol, and in many cases defibrillator training. Currently there are no common standards for officials to officiate. Each official's organization teaches and trains their own members. Some associations do a very poor job training their officials and some do a terrific job, however there needs to be some national standard all official organizations must adhere to. Many times officials come to the event with the wrong perspective and attitude in the administration of the event. The more training they have the better the outcome! Let's get the officials associations all on a common ground of training

This is an online course easy to access.

NFHS Learning Center: Interscholastic Officiating Course \$20

XII. ALIGNMENT AND CLASSIFICATION COMMITTEE

A. Mid-Cycle Realignment

Motion to support the following Conference Proposals for the 2018-2020 mid-cycle realignment.

- a) Bay Shore Conference
- b) Valley Conference
- c) Marin-Sonoma-Mendocino Conference

B. Report on the most recent Alignment and Classification Committee Meeting

Alignment Committee representative Richard Graey will report on the recent Alignment Committee meeting.

The committee reviewed the following:

1. Reviewed the approved 2017-2018 Multi-School Agreements
2. Reviewed petitioning in fall sports
3. Discussed the nomination of a Southern Administrative Representative from either the BVAL, BAC, DAL, EBAL, MVAL, TCAL or WACC. Will be discussed again in December.
4. Approved the Bay Shore, Valley and Marin-Sonoma-Mendocino mid-cycle realignment.
5. Reviewed NCS school membership for the 2017-2018 school year.
6. Approved Supplemental placement of Oakland Tech girls' lacrosse in the WACC, Washington (SF) girls' lacrosse in the BAC and placement of the Stuart Hall/Convent and Lick-Wilmerding wrestling teams in the TCAL and California School for the Deaf wrestling team in the MVAL.
7. Discussed revisions and process for consideration of Supplemental Cross-League Scheduling

XIII. ELIGIBILITY COMMITTEE

A. NCS Eligibility Data, 2015 – 2016

Eligibility Determination	2013-2014	2014-2015	2015-2016
206 Approved	38.5%	37.9%	36.4%
206 Denied	0.32%	0.35%	0.27%
207.B.3	21.4%	22.3%	22.4%

206.B.5.a Approved	7.0%	6.7%	7.7%
206.B.5.a Denied	0.16%	0.16%	0.25%
207.B.5.b Approved	23.5%	23.5%	24.1%
207.B.5.b Denied	0.60%	0.72%	0.82%
Hardships Approved	3.5%	3.2%	2.93%
Hardships Denied	0.40%	0.26%	0.40%
Foreign Exchange Approved	3.6%	4.0%	3.59%
Foreign Exchange Denied	0.09%	0.07%	0.00%
209 Disciplinary Denied	0.41%	0.40%	0.57%
510 Denied	0.46%	0.56%	0.49%

B. Report on the most recent Eligibility Committee Meeting

XIV. SPORTSMANSHIP COMMITTEE

A. Report on the recent Sportsmanship Committee

XV. CIF ITEMS

A. Revision of the CIF Sit-Out Provision Dates

Motion to adopt a new policy outlining the procedures of development of SOP dates under CIF 207.B.5.b that establish an SOP based on 50% of the number of days within a season of sport, preseason and league season.

Note: Proposed sit-out period for 2018-2019 will be handed out at the meeting.

Motion supported unanimously by ADs

Motion: Kenny Knowlton; Second: Ty Yanez

B. CIF Championship Football Tiebreaker—Removal from CIF Constitution

The commissioners' committee is proposing deleting from the Constitution and Bylaws the mandate of the 10-yard tie breaker in Regional and State Football Bowl Games. Tie Breaker Language is more appropriately placed in the Blue Pages.

C. Officials Background Checks and Licensing

Proposal Summary:

The committee, as requested in April, will receive an update by Senior Director Brian Seymour on the development of a process including projected fiscal impacts of creating a CIF register/licensing process of sports officials using a third-party clearinghouse. The CIF official's registration and licensing process would include background checks with consent documentation, on-line rules testing and mechanics exams along with NFHS Officials membership, which includes liability insurance coverage. The licensing process would also grant all California officials access to the NFHS Officials web site for all training materials. It is a conservative estimate that the CIF has over 30,000+ individuals officiating high school sports in California.

Background:

California Labor Code Sections 3352(n)"excludes as employees" high school sports officials.

(n) Any person, other than a regular employee, performing services as a sports official for an entity sponsoring an intercollegiate or interscholastic sports event, or any person performing services as a sports official for a public agency, public entity, or a private nonprofit organization, which public agency, public entity, or private nonprofit organization sponsors an amateur sports event. For purposes of this subdivision, "sports official" includes an umpire, referee, judge, scorekeeper, timekeeper, or other person who is a neutral participant in a sports event.

The CIF established in 1998 a paperwork only "Officials Association Accreditation" process for associations statewide. The original goal of the accreditation process was to increase the skills and abilities of high school sports officials by requiring associations to have an education and training program for their members. In the accreditation paper work submitted by the associations they must state how many hours of education, training and testing they require of their membership to complete (18-hour minimum). The review also includes that the official's association has established qualifications for post-season assignments, criteria for post-season selection, management structure and that the association states that all members have completed a background check and has liability insurance coverage. The only verification that the paperwork submitted is accurate is a signed "Agreement to Comply" by the association.

A committee comprised of Officials Association Leaders from across the state meets once a years and reviews the documentation submitted and makes suggestions to the Associations based upon best practices to help improve their Associations organizational operations. The average length of the

"Accreditation" is six years.

The CIF has been involved in many discussions with member schools/school districts through the years regarding background checks of sports officials. Most recently, the California Association of Private School Organizations (CAPSO) has requested that the CIF create a process to ensure that all officials are completing background checks prior to being allowed to officiate.

California Officials Licensing Central Clearinghouse

Purpose:

- Annually register 30,000+ CIF officials
- Background check each of the 30,000+ officials each year
- Provide liability insurance for each official
- Meet all eligibility requirements for testing and rules mechanics
- Provide officials with NFHS rule and casebooks and access to the NFHS on-line officials hub

Registration:

- Contract with Arbiter Sports to develop a CIF Clearinghouse account which allows CIF to clear all 30,000+ officials statewide
- Each association in the State would be given a login to see which of their officials have registered and passed a background check.
- No official will be assigned to a contest until they have been cleared.

Background:

- Background checks customized based on state parameters. (CIF states parameters)
- All legal consent documentation included
- All legal adjudication processes built into web-based platform
- All payments are collected at time of consent...
- People Trail will be the third party that conducts the personal background checks.

NFHS Membership:

- Access to NFHSLearn.com and NFHS Officials Hub
- Liability insurance for all officials
- Online testing and video training
- Rule books and Case books

Summary:

By contracting with Arbiter Sports, the CIF can provide better service to our member schools by making certain that all officials who step on their campuses have completed a background check, have liability insurance and have completed and passed specific rules tests for each sport. The official will benefit by having an annual background check, professional to the NFHS central officiating hub, and will have liability insurance provided to them.

Sample California Officials Licensing Central Clearinghouse Budget

Number of Officials	25,000		
Yearly Dues		\$60.00	
Collected annually			\$1,500,000
Background Check	25,000	\$8.50	\$212,500
NFHS Dues/Liability Ins./Arbiter/Testing	25,000	\$24.00	\$600,000
Total Gross			\$887,500
State Expenses			\$300,000
• Staffing/Rule Books/Insurance/Testing			
• Arbiter Fees/Network/Testing			
Ney Profit			\$387,500
• Officials Summit			
• Scholarship Programs			
• State Education Programs			
• CIF Foundation/School Safety (AED)			

D. Proposed Revision of Bylaw 207.B.4 and 207.B.5.b Note

Proposal Summary:

The Commissioners Committee is proposing a revision in Bylaw 207.B.(4)iv that would further clarify the athletic eligibility of international students who are not in an approved Foreign Exchange Program who transfer without a valid change of residence.

Background:

On January 27-28, 2017, members of the Federated Council were asked to discuss issues and concerns during roundtable discussions focusing on the future of Education Based Athletics and challenges that the CIF may face. The process concluded with the council prioritizing these future challenges and to offer strategies that might be implemented to address these issues.

One of the top prioritized eligibility concerns were "Home School, Foreign and International Students and Alternative School Students." The Commissions Committee has separated each of these issues into separate items and are bringing forward a proposal addressing the Foreign and International students transfer eligibility at this time.

Alternative School Student and Home School Student Bylaws are currently in continued discussion by the Commissioners Committee and sub-communities.

E. Proposed Elimination of Bylaw 1605—Basketball Coaching Box

Proposal to eliminate CIF Bylaw 1605, Basketball Coaching Box, allowing the CIF to follow the NFHS Basketball Rules Book.

Proposal Summary:

The Editorial Committee and the Commissioners Committee are proposing the elimination of Bylaw 1605, Length of basketball Coaching Box, as the rule is enforced by Bylaw 1201 and the NFHS Basketball Rule Book.

Background:

CIF Bylaw 1201 states that "In all team sports, where rules are written by the NFHS, the NFHS Rules Book shall be official." In 2001 and again in 2007, the CIF passed and revised our Bylaw mandating the length of the "Coaches Box" in the sport of Basketball. This mandate and revision was due to the protracted actions of the NFHS Basketball Rules Committee to come to consensus and forward a proposal to the NFHS Board of Directors. So, at the request of the Commissioners Committee in 2001, the CIF implemented its own rule.

The Editorial Committee feels our Bylaw is redundant and is enforced and under Bylaw 1201.

F. Proposed Addition of CIF Northern CA Regional Boys' Volleyball Division

CIF Staff will add Division III competition to the 2018 CIF Northern CA Regional Boys' Volleyball Championships.

Proposal Summary

The Commissioners Committee and Staff are proposing an additional division (Division 3) be added to the Northern California Boys Volleyball Regional Tournament to align with the Southern California Regional Tournament. The Northern Region has experienced continued growth in the number of participating boys' volleyball teams/schools and the subsequent growth of section playoff divisions in the North has already occurred.

There are **no proposed Bylaw changes** as the execution and operation of the Tournament is a management function. However, staff is requesting approval from the Executive Committee to move forward with implementation in the spring of 2018.

Fiscal Impact:

None projected. The game expense and team travel for the additional entrees will be off-set by the income from those contests based upon past experiences in both Northern and Southern California Regional Boys Volleyball.

XVI. NEW BUSINESS

A. Request for reimbursement for St. Bernard Catholic High School.

Athletic directors voted unanimously to support the rule and deny the reimbursement.
Motion: Ty Yanez; Second: Bryan Price

St. Bernard Catholic High School is requesting reimbursement for expenses from participation in the 2016 NCS Football Championships. The school missed the deadline submission date and is seeking an exception based on hardships experienced by staff member responsible for submission of the financial

request.

1. Final game in football played December 3, 2016
2. The deadline for submission is within 60 days of the final game.
3. The school claimed that the section reimbursement form was faxed December 23, 2016.
4. NCS staff could not find a record of the fax in the Section Fax Log.
5. The school discovered that they had not been reimbursed at the conclusion of the fiscal year and forwarded the original request to the NCS Office July 19, 2017.
6. Karen Smith, Associate Commissioner, responded July 24, 2017 that the school was denied reimburse since they were well beyond the deadline date and NCS could find no record of submission by the school within the stated deadline.
7. The amount of the reimbursement is \$5,802.30.
8. St. Bernard shared that during the time the school would have been processing the reimbursement the school faced unusual circumstances outside their control.
 - a. The football coach and AD was dealing with a life-threatening cancer diagnosis for his daughter.
 - b. The school was faced with other individuals picking up responsibilities and the reimbursement was missed based on an error/oversight.
 - c. The school also lost, for a period of time, their Controller, who was hospitalized.

B. Authority to Commissioner of Athletics concerning forfeits

Motion to grant authority to the Commissioner of Athletics to waive forfeitures for athletic contests canceled under extreme circumstances.

NBL ADs voted unanimously to support this proposal.

Motion: Jerry Deakins; Second: Scotty McKeon

Bylaw 1103.A.4.

Under extreme circumstances, where the Section Commissioner, or his/her designee, have taken action to communicate to all schools that preseason, league or championship competition may be unsafe to conduct to conditions outlined in the communication, and a CIF member school cancels a contest, the Section Commissioner or his/her designee, will have final authority in determination if any contest is considered either a non-contest or a forfeit.

C. New membership request by Summit K2, El Cerrito

Motion to support sending the NBL representatives to the NCS Board of Managers undirected and request that they vote in the best interest of the section.

Motion: Jerry Deakins; Second: Kenny Deakins

XVII OLD BUSINESS

A. There is no old business

XVI. PRESENTATION OF NCS DISTINGUISHED SERVICE AWARD

A. The Late Honorable Mr. Carnell Edwards

B. Mr. Jerome Wiggins, current Board of Managers member

XVIII STAFF REPORTS

A. Commissioner

B. Associate Commissioner

C. Assistant Commissioner

XIX. ADJOURNMENT AND LUNCH

VI. NBL NEW BUSINESS

Note: Sonoma County League athletic directors of those schools that will join with the seven NBL schools to form a new league began participation in discussion at this point in the meeting.

Rick O'Brien, Casa Grande athletic director left at this time.

The following athletic directors became active participants:

Joe Ellway, Analy High School

Mike Roan, El Molino High School

Manny DeLao and Carlos Pena, Elsie Allen High School

Dave Stine, Healdsburg High School

Jared D'Amico, Piner High School

A. Cardinal Newman request to change soccer schedule.

Due to the predicted playing condition of the natural turf field at Cardinal Newman, they have requested to change the girls' soccer Friday night games to Saturday afternoon. JV games will begin at 1 PM and varsity games will begin at 3 PM. If approved, Jan will revise the girls' soccer schedule and send it out to all schools.

B. Constitutional Changes—how will we integrate?

It was recommended that Jan continue to compare the NBL and SCL Constitution and Bylaws, highlighting similarities. Jan will then facilitate discussions regarding the differences at each of the remaining athletic director meetings.

C. League name change.

Athletic directors unanimously supported the NBL I and NBL II, which was used before the SCL became a separate league in the 1970's.

D. Proposed divisions for 2018 – 2019: Unanimous recommendations by combined athletic directors

FOOTBALL		BOYS' SOCCER	
NBL I	NBL II	NBL I	NBL II
Analy	El Molino	Elsie Allen	Analy
Cardinal Newman	Elsie Allen	Healdsburg	Cardinal Newman
Rancho Cotate	Healdsburg	Montgomery	El Molino
Maria Carrillo	Montgomery	Rancho Cotate	Maria Carrillo
Windsor	Piner	Santa Rosa	Piner
Ukiah	Santa Rosa	Windsor	Ukiah

VOLLEYBALL		GIRLS' SOCCER	
NBL I	NBL II	NBL I	NBL II
Analy	El Molino	Analy	El Molino
Cardinal Newman	Elsie Allen	Cardinal Newman	Elsie Allen
Maria Carrillo	Healdsburg	Maria Carrillo	Healdsburg
Montgomery	Piner	Montgomery	Piner
Santa Rosa	Rancho Cotate	Ukiah	Rancho Cotate
Windsor	Ukiah	Windsor	Santa Rosa

BOYS' BASKETBALL		BASEBALL	
NBL I	NBL II	NBL I	NBL II
Analy	El Molino	Analy	El Molino
Cardinal Newman	Elsie Allen	Cardinal Newman	Elsie Allen
Montgomery	Healdsburg	Maria Carrillo	Healdsburg
Piner	Maria Carrillo	Montgomery	Piner
Santa Rosa	Rancho Cotate	Rancho Cotate	Santa Rosa
Windsor	Ukiah	Ukiah	Windsor

GIRLS' BASKETBALL		SOFTBALL	
NBL I	NBL II	NBL I	NBL II
Analy	El Molino	Analy	Cardinal Newman
Cardinal Newman	Elsie Allen	Maria Carrillo	El Molino
Montgomery	Healdsburg	Montgomery	Elsie Allen
Santa Rosa	Maria Carrillo	Rancho Cotate	Healdsburg
Ukiah	Piner	Ukiah	Piner
Windsor	Rancho Cotate	Windsor	Santa Rosa

E. Notes regarding divisions and schedules for 2018 – 2019

- All athletic directors were given a division alignment worksheet to complete and then email to Jan so that she could compile the individual recommendations into a packet.
- In order to come up with the divisions, athletic directors reviewed Max Preps win/loss records for the past three years; Max Prep NCS standings (by division) for the past three years; NBL and SCL standings for the past three years; recommendations from their coaches; and school information regarding significant changes to the individual sports programs.
- Athletic directors discussed all recommendations professionally, discussed differences, and made changes until consensus was reached. All votes were unanimous.
- Jan will begin to develop sport schedules for fall, 2018 as soon as the NBL/SCL principals approve the proposed divisions.
- Should we continue the color scheme for the NBL pennants?
- Process for hiring a commissioner: It was recommended that the job be posted in the Press Democrat for a period of one week, a hiring committee be formed, interviews conducted, and a commissioner selected.

F. Other notes regarding league schedules; athletic directors are requested to ask their respective coaches the

following questions.

- Volleyball: double (10 league games or triple (15 league games) round robin
- Swim: two divisions or one? If two, what do coaches recommend?
- Badminton: With Casa and Petaluma leaving for the new Napa league, the NBL has just four teams that field badminton and the SCL has five. Jan recommends one badminton division with a championship tournament at the conclusion of the season. Check with your badminton coaches to see what they suggest.
- Baseball: All athletic directors recommend a triple round robin with no tournament. What do the coaches recommend?
- Softball: All athletic directors recommend a triple round robin with no tournament. What do the coaches recommend?
- Cross country: It is possible to have all 12 teams involved in a schedule that includes either or both dual- and tri-meets. What do the coaches recommend? Dual or tri meets? One or two divisions? If two divisions, what do they recommend?
- Girls' Golf: Right now, all incoming SCL schools field a girls' golf team but Elsie Allen. Would coaches prefer to have two divisions in girls' golf or an 11-team round robin schedule?
- Tennis: Poll your boys' and girls' golf coaches to develop NBL I and NBL II divisions. A worksheet is attached.
- Wrestling: Consult with your wrestling coaches, if you have not done so already, to verify the following divisions:

NBL I	NBL II
Analy	El Molino
Cardinal Newman	Elsie Allen
Healdsburg	Montgomery
Maria Carrillo	Piner
Ukiah	Rancho Cotate
Windsor	Santa Rosa

INFORMATION ITEMS

A. Information from the NCSADA Meeting held on September 18 at Redwood High School.

Krossover: Andre Lepore, 732-278-5766 or anthonylo@krossover.com

- Complimentary for 8 years
- All schools will get complimentary access to Krossover Film Room
- Unlimited storage space for game film and practice
- Ability to share fil with anyone on Krossover, or outside of Krossover platform.
- Teams will receive a use of self-editing tools. Providing your staff with the ability to manually breakdown film

Karen Smith & Bri Niemi

All NCS Championship applications must be completely fully!

No applications for NCS Championship entries will be allowed beyond the due date.

Cross Country

- Course at Hayward for cross country has change due to school construction. Let your coaches know that things will be different,.

Golf

- Adhere to the dress code, which is posted on-line. Yoga pants are not allowed! Coaches need to follow the dress code as well. Shorts are supposed to be no shorter than mid-thigh.

Volleyball

- Model similar to basketball for first round, different divisions play on different days. Must play on allotted day for championships.

Water Polo

- New Nor Cal Championships for water polo this year

Team Tennis

- **Put team tennis results on-line on MaxPreps**
- Single at-large application for tennis MUST include all information requested. The application must come from the coach

Football

Softball

- Batting practice rules; no batting practice within two hours of an NCS Championship game. Ideas: clarification of what is soft toss, what is allowed and what is not allowed.

Winter Soccer

Basketball

- New coaching box dimensions. Be sure to tape these new dimensions on your gym floor if you have not had them painted on over the summer.

Para-Olympic swimming and track

- Questions about who qualifies? Ask Bri or Karen?
- Unified teams in track will be scoring events

CIF Home

- NCS working with programmer to get more applications on-line, such as requests to host; ejection reports; applications to participate
- If you are in need of assistance on adding coaches and user accounts in CIF Home, here is a short tutorial from their staff: <https://www.youtube.com/watch?v=SGcG422ltkg&feature=youtu.be>

Application to host

- Get them in early!
- Can check box to host throughout the championship series

Sportsmanship

- Distribute one to each school
- 2 yellows = an ejection in soccer doesn't seem equitable
- Be sure coaches know the reason for each ejection
- Review ejection policy with all soccer coaches, which appears to be the program where the most number of ejections occurs.

Go Fan ticket sales

- Free ticket sales for schools; free paper tickets for schools
- Also support all campus events
- Convenience
- Security
- Marketing
- 10% more sales and fewer personnel hours
- Can't reuse ticket
- Always on reconciliation report; funds released 72 hours after event—direct deposit or check
- Can also deal with season passes

Preventing Sudden Death in Our Athletes. Cindy Chang, MD

<http://nccsir.uncedu/news/>

Tom Welch--coaches Workshop—available to mail it free

Good program, email Tom if you are interested in his power point. He will send it to you at no charge. This is his email address: Bacbc14@gmail.com

Cheerleading resources

- USA Cheer has developed a wonderful handout entitled "Overview of Competitive Cheer as Sport in California. I recommend that all athletic directors print out a copy and review it with their administrators.
- You can learn more about what schools are currently doing for Competitive Sport Cheer (CSC) here: <http://usacheer.net/stunt>.
- At this time, no NBL schools have indicated a desire to form a TCC team.

ADJOURNMENT