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**PRINCIPALS MEETING MINUTES, SEPTEMBER 27, 2017**

**ATTENDANCE**

Jerry Bonfigli (AD)	Cardinal Newman	Bryan Price (AD)	Santa Rosa
Dave Geoffron (AD)	Cardinal Newman	Kenny Knowlton (AD)	Santa Rosa
Graham Rutherford (P)	Cardinal Newman	Ty Yanez (AD)	Ukiah
Vickie Zands (P)	Maria Carrillo	Gordon Oslund (P)	Ukiah
Aaron Harkey (AP)	Montgomery	Jeff Hardie (AD)	Windsor
Amie Carter (P)	Rancho Cotate	Casey Thornhill	Elsie Allen
Scott McKeon (AD)	Rancho Cotate	Manny Delao	Elsie Allen
Henri Sarlatte	Rancho Cotate	Matt Dunkle	El Molino
Louis Ganzler	Rancho Cotate		
Brad Coscarelli (P)	Santa Rosa	Jan Smith Billing	Commissioner

**I. APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

Motion: Gordon Oslund

Second: Graham Rutherford

Motion approved: 5 – 0

**II. APPROVAL OF THE NBL CONSENT AGENDA**

Motion to approve the NBL consent agenda.

Motion: Graham Rutherford

Second: Gordon Oslund

Motion approved: 5 - 0

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)
7. 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](http://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 Board of Managers Consent Agenda

### 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](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

Motion to support the approval of the budget adjustments as recommended by NCS Staff.

Motion: Henri Sarlatte

Second: Graham Rutherford

Motion approved: 5 - 0

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

**D. Fund Balance based on 2016 – 2017 financials**

Motion to support the approval of the fund balance.

Motion: Henri Sarlatte

Second: Gordon Oslund

Motion approved: 5 - 0

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

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

Motion to support granting 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)

Motion: Graham Rutherford

Second: Henri Sarlatte

Motion approved: 6 - 0

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

**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 listen to the presentations on behalf of the nominees and vote in the best interest of the NCS.

Motion: Graham Rutherford

Second: Amie Carter

Motion approved: 7 - 0

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:	<b>Julie Park, Principal, Miramonte HS (DAL) and Blaine Torpey, Principal, Castro Valley HS (WACC)</b>
Region II:	<b>Louie Rocha, Principal, Antioch HS (BVAL) and Jason Krolkowski, Principal, San Ramon Valley HS (EBAL)</b>
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"> <li>Assemble interested committee members, develop process, secure input from schools and select fist class</li> </ul>	<ul style="list-style-type: none"> <li>Commissioner of Athletics</li> </ul>
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"> <li>Commissioner of Athletics develops, review by Eligibility Committee</li> </ul>	<ul style="list-style-type: none"> <li>Commissioner of Athletics</li> </ul>
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"> <li>Continue to promote a league sportsmanship program</li> <li>Include all forms of communication with stake holders (school media, school handouts, newsletters, etc.:</li> </ul>	<ul style="list-style-type: none"> <li>Associate and Assistant Commissioners</li> </ul>
4.	Continue to support inclusive sports offerings	<ul style="list-style-type: none"> <li>Continue the track and field Unified teams competition and Paralympic swimming</li> </ul>	<ul style="list-style-type: none"> <li>Associate and Assistant Commissioners</li> </ul>
5.	Encourage promotion of NFHS #MyReasonWhy activities	<ul style="list-style-type: none"> <li>NFHS communication to NCSA member schools</li> </ul>	<ul style="list-style-type: none"> <li>Commissioner of Athletics</li> </ul>
6.	Scholar-Athlete Honor Roll	<ul style="list-style-type: none"> <li>Develop an NCS Honor Roll for all Championship sports</li> </ul>	<ul style="list-style-type: none"> <li>Commissioner of Athletics</li> </ul>

**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"> <li>Communicate great sportsmanship programs</li> <li>Encourage league sportsmanship program</li> <li>Provide sample letters/handouts for use by schools</li> <li>Reduce ejections</li> <li>Follow-up for alleged infractions of sportsmanship guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Section Staff</li> <li>Section Staff/League Commissioners</li> <li>Section Staff</li> <li>Member Schools</li> <li>Section Staff</li> </ul>	<ul style="list-style-type: none"> <li>Always in progress</li> <li>Always in progress</li> <li>Always in progress</li> <li>Small reduction</li> <li>In progress, letters have been sent to schools and penalties applied</li> </ul>
2.	Encourage the	<ul style="list-style-type: none"> <li>Arrange for presentations at</li> </ul>	<ul style="list-style-type: none"> <li>NFHS Network</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>

	participation of member schools in the NFHS Network School Broadcast Program	<p>league meetings</p> <ul style="list-style-type: none"> <li>Communicate new friendly pricing model to schools</li> <li>Review with schools the financial implications of the program</li> </ul>	<p>and Section Staff</p> <ul style="list-style-type: none"> <li>Section Staff</li> <li>Section Staff</li> </ul>	<ul style="list-style-type: none"> <li>Info sent to ADs but much more to be done. NFHS Network has been contacted about providing a one-page pricing sheet.</li> <li>In progress; commissioner will continue to share</li> </ul>
3.	Continue to support the professional growth opportunities for athletic directors and athletic administrators	<ul style="list-style-type: none"> <li>Encourage attendance to the NCSADA Workshop in September</li> <li>Encourage attendance to the CSADA Conference in April</li> <li>As funds become available, provide a minimum of \$30,000 towards the CSADA reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>Section Staff</li> <li>Section Staff</li> <li>Board of Managers</li> </ul>	<ul style="list-style-type: none"> <li>Great turnout, over 60 ADs in attendance</li> <li>Email sent by CDSADA NCS</li> <li>Rep. Rob Rafah with Travel Reimbursement Form</li> </ul>
4.	Promote a new digital online ticketing model	<ul style="list-style-type: none"> <li>Select a program that best meets the needs of member schools</li> <li>Communicate the value of the program to member schools</li> <li>Track participation as the year progresses</li> </ul>	<ul style="list-style-type: none"> <li>Executive Committee and Section Staff</li> <li>Section Staff</li> <li>Section staff in concert with ticket vendor</li> </ul>	<ul style="list-style-type: none"> <li>GoFan digital ticket system. Staff is working hard to promote the program by posting, sending emails, etc</li> <li>Completed, but a process that continues</li> <li>Even with a late start over 5,600 tickets sold in the fall. Winter tickets proceeding</li> </ul>
5.	Continue to support inclusive sport offerings	<ul style="list-style-type: none"> <li>Continue the Track &amp; Field Unified Teams</li> <li>Add one or two Unified events to the sport of swimming</li> <li>Add one or two wheelchair and ambulatory events to the NCS Track &amp; Field Championships</li> </ul>	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

<b>GIRLS' TENNIS</b>	<b>2018-2019</b>	<b>2019-2020</b>
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 <b>12,13</b>	Nov. 19,20 <b>18,19</b>
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		
<b>#25 Paralympic 50 Free</b>	<b>No standard – all comers event</b>	
<b>#27 Paralympic 100</b>	<b>Free No standard – all comers event</b>	

### 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
<b>#26 Paralympic 50 Free</b>	<b>No standard – all comers event</b>	
<b>#28 Paralympic 100</b>	<b>Free No standard – all comers event</b>	

\*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	
<b>37 Boys United Long Jump</b>	
31 Boys Shot Put	
28 Boys Pole Vault	
23 Girls Long Jump	
<b>38 Girls United Long Jump</b>	
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
<b>35 Girls United 100m Dash</b>	<b>6 Heats of 4 5 Min per 30 Min total</b> <i>(using backstretch simultaneous with homestretch)</i>
<b>36 Boys United 100m Dash</b>	<b>6 Heats of 4 5 Min per 30 Min total</b> <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.

Motion: Gordon Oslund

Second: Graham Rutherford

Motion supported: 7 - 0

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

**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**

- Will this be additional training or will it replace current training?
- Does the CIF need to make a net profit?
- Why are we adding another layer when it is already difficult to recruit and train officials?

**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	<b>25,000</b>	
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Yearly Dues		<b>\$60.00</b>	
Collected annually			<b>\$1,500,000</b>
Background Check	<b>25,000</b>	<b>\$8.50</b>	<b>\$212,500</b>
NFHS Dues/Liability Ins./Arbiter/Testing	<b>25,000</b>	<b>\$24.00</b>	<b>\$600,000</b>
Total Gross			<b>\$887,500</b>
State Expenses			<b>\$300,000</b>
<ul style="list-style-type: none"> <li>• Staffing/Rule Books/Insurance/Testing</li> <li>• Arbiter Fees/Network/Testing</li> </ul>			
Ney Profit			<b>\$387,500</b>
<ul style="list-style-type: none"> <li>• Officials Summit</li> <li>• Scholarship Programs</li> <li>• State Education Programs</li> <li>• CIF Foundation/School Safety (AED)</li> </ul>			

**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.**

Motion to support the NCS rule and to NOT reimburse St. Bernard Catholic High School.

Motion: Henri Sarlatte

Second: Aaron Harkey

Motion supported: 7 - 0

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.

Motion: Gordon Oslund

Second: Amie Carter

Motion supported: 7 - 0

**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 instruct the NBL representatives to the NCS to listen to the presentation by Summit K2 and vote in the best interest of the NCS.

Motion: Gordon Oslund

Second: Vicki Zand

Motion supported: 7 - 0

**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**

**A. Cardinal Newman request to change soccer schedule.**

Motion to instruct Jan to move Cardinal Newman's Friday night girls' soccer matches to Saturday afternoons.  
 Motion: Gordon Oslund  
 Second: Amie Carter  
 Motion approved: 7 - 0

Due to the predicted playing condition of the natural turf field at Cardinal Newman, CNHS has requested to change their 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?**

The athletic directors recommended that Jan continue to compare the NBL and SCL Constitution and Bylaws, highlighting similarities and noting differences. 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.

Motion to name the new combined league NBL I and NBL II.

Motion: Gordon Oslund  
 Second: Graham Rutherford  
 Motion approved: 9 - 0

**D. Hiring of a league commissioner**

It was recommended that the position for a single NBL Commissioner for the newly aligned league be posted in the Press Democrat for an appropriate period of time, candidates screened, interviews conducted and a commissioner selected. A committee composed of the current NBL president; SCL president and an athletic director from each league are recommended to participate on this committee. Once the new commissioner is hired, a second committee will be convened to hire an assistant commissioner.

Motion: Gordon Oslund  
 Second: Graham Rutherford  
 Motion approved: 9 - 0

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

Motion to approve the divisions listed below.  
 Motion: Gordon Oslund  
 Second: Henri Sarlatte  
 Motion approved: 9 – 0

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

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

VOLLEYBALL	
NBL I	NBL II
Analy	El Molino
Cardinal Newman	Elsie Allen

GIRLS' SOCCER	
NBL I	NBL II
Analy	El Molino
Cardinal Newman	Elsie Allen

Maria Carrillo	Healdsburg
Montgomery	Piner
Santa Rosa	Rancho Cotate
Windsor	Ukiah

Maria Carrillo	Healdsburg
Montgomery	Piner
Ukiah	Rancho Cotate
Windsor	Santa Rosa

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

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

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

SOFTBALL	
NBL I	NBL II
Analy	Cardinal Newman
Maria Carrillo	El Molino
Montgomery	Elsie Allen
Rancho Cotate	Healdsburg
Ukiah	Piner
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. Items from the floor**

Motion to approve the purchase of a \$100 gift certificate to Castaneo's for Dean Haskins and his family.

Motion: Graham Rutherford

Second: Henri Sarlatte

Motion approved 9 - 0

**ADJOURNMENT**