

# North Coast Section, CIF

## ***ALIGNMENT AND CLASSIFICATION HANDBOOK***

- \* Alignment into Basic Leagues \*
- \* Alignment into Supplemental Leagues \*
- \* Classification for NCS Championship Competition \*
- \* Competitive Anomalies \*



### ***NORTH COAST SECTION MISSION STATEMENT***

*“The North Coast Section fosters, defines and preserves the role of athletics in secondary education. It is an organization committed to providing a wholesome environment in which educational athletics will thrive.*”

*It is the Section’s purpose to serve student-athletes and spectators, to encourage students to reach their potential within the context of available resources, organizational limits and equity of competition.”*

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# NCS ALIGNMENT AND CLASSIFICATION HANDBOOK

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## ALIGNMENT AND CLASSIFICATION COMMITTEE

### I. INTRODUCTION (Bylaw 105)

#### A. PURPOSE

1. Given the large geographical area encompassed by the North Coast Section, extreme diversity in school environments, locations, and communities served, it is the purpose of the Alignment and Classification function to balance the needs of geographic proximity, time and cost of travel, loss of instructional time, and competitive equity for all students and member schools within the Section.
2. The purpose of league alignment is to provide an environment where there is equity in a common set of rules and opportunity to succeed competitively within a reasonable span of years. League alignment is best done at the local level by the schools involved, provided the interests of all affected schools are considered. Factors to be examined in determining league alignment include geographic proximity, time and cost of travel, loss of instructional time, and competitive equity.

#### B. ENTITLEMENT

1. All member schools, except non-league associate members, which are in compliance with the CIF and NCS Constitutions and Bylaws, are entitled to placement into conferences, alignment into basic and/or supplemental leagues and classification for post-season competition.
2. Schools are entitled to appeal league alignment and conference placement decisions to the respective conference, the NCS Alignment and Classification Committee, and the NCS Board of Managers.

#### C. DEFINITIONS

##### 1. ALIGNMENT OF SCHOOLS

Alignment is the process of assigning member schools to basic and supplemental leagues.

##### 2. BASIC LEAGUE

A basic league shall consist of at least six playing units (for exception see NCS Bylaw 131G4d) that are geographically proximate. It is the administrative unit for its member schools and will serve as the basis for determining representation to the Section's Board of Managers. It will perform the traditional function of leagues, e.g. provide the framework for competition, communication amongst schools, eligibility determinations, management of competition, except as noted in the definition of a supplemental league.

##### 3. CLASS A CONFERENCE

A Class A conference is a group of schools which meet the enrollment standards of Class A schools, or schools of larger enrollments which have been accepted by the Class A schools.

##### 4. CLASSIFICATION OF SCHOOLS

Classification is the categorization of schools according to defined enrollment standards for the purposes of Section championship series competition and to distinguish between Class A schools and all other schools. The distinction is for the purpose of placing schools into conferences.

##### 5. COMPETITIVE ANOMALY

Competitive anomalies are teams that have demonstrated a competitive dominance in specific sports for five or more years against the member schools of their leagues. Only a varsity team(s) may be identified as a competitive anomaly by its league.

##### 6. COMPETITIVE EQUITY

Competitive equity is defined as an environment in which an athletic team or program has a reasonable opportunity for success over a period of years.

##### 7. CONFERENCE

A conference is a group of schools within reasonable geographical proximity that cooperate in the development of both basic and supplemental league alignments.

8. **ENROLLMENT OF A SCHOOL**  
The number of students enrolled in the school as reported on the California Basic Educational Data System (CBEDS) form for public schools or in the case of non-public schools, the schools actual enrollment on the CBEDS date.
9. **GEOGRAPHIC CONFERENCE (Non-Class A Schools)**  
Composed of schools that have enrollments that are larger than the index for Class A and are geographically proximate following the topography (hills, bodies of water, etc.) and freeways where applicable.
10. **INTER-CONFERENCE SUPPLEMENTAL LEAGUE**  
Two or more conferences may form an inter-conference supplemental league in (a) sport(s) when insufficient competition in the sport or level of sport exists in one or more of the geographical conferences. The NCS Commissioner shall approve such supplemental leagues. The inter-conference supplemental league may be the basis for qualification to the post-season NCS Championship Series competition in the respective sport.
11. **LEAGUE**  
A league is a group of schools that compete against each other.
12. **NON-LEAGUE AFFILIATE STATUS**  
Status of a member school of the North Coast Section, C.I.F., voted by the Board of Managers as a non-league affiliate member and not assigned to a basic league.
13. **PLACEMENT OF SCHOOLS**  
Placement is the process of assigning member schools to conferences.
14. **PLAYING UNIT**  
The combination of an all-boys school and an all-girls school to be considered as one school offering both boys and girls inter-scholastic athletic teams for the purpose of league scheduling or a co-educational school which conducts both boys and girls interscholastic athletic teams.
15. **SUPPLEMENTAL LEAGUE**  
Each conference may form supplemental leagues in any sport in which its basic leagues are unable to provide reasonable competition (generally four competing schools). The NCS Commissioner shall approve such supplemental leagues. The supplemental league replaces the basic league only in the framework of the competition function of the league in the respective sport(s). The principals (or their designees) of schools which form such a supplemental league shall determine those common practices which are necessary to support the framework of competition in the sport for which the supplemental league is formed. The supplemental league, when formed, may be the basis for qualification to post-season NCS Championship Series competition in the respective sport.

**D. JURISDICTION**

1. **THE BOARD OF MANAGERS SHALL:**
  - a. classify all member schools,
  - b. exercise final authority to align each member school into
    - 1) Class A conferences,
    - 2) geographical conferences,
    - 3) basic leagues,
    - 4) supplemental leagues
  - c. exercise final authority to place schools on non-league associate membership status
2. **ALIGNMENT AND CLASSIFICATION COMMITTEE**
  - a. The Alignment and Classification Committee shall be empowered to recommend:
    - 1) classification of all NCS member schools,
    - 2) assignment of NCS member schools into Class A conferences
    - 3) assignment of NCS member schools into geographical conferences,
    - 4) assignment of NCS member schools to non-league associate status,
    - 5) alignment of NCS member schools into basic or supplemental leagues when an individual school objects to its alignment and appeals to the Alignment and Classification Committee.
  - b. The Committee shall hear appeals:

- 1) initiated by a member school which contends that the conference did not apply the alignment criteria in the appropriate manner,
  - 2) initiated by a member school which contends that its classification is incorrect,
  - 3) initiated by the NCS Commissioner alleging improper application of criteria by a Class A conference or a geographical conference(s) in the determination of basic and/or supplemental leagues.
3. **NCS COMMISSIONER**
- a. The NCS Commissioner shall:
    - 1) monitor all basic and supplemental leagues recommended by Class A conferences and geographical conference(s) and verify that the league alignments are consistent with Section's criteria for alignment,
    - 2) file an appeal to the Alignment and Classification Committee when he/she believes that the Section's criteria for alignment has not been properly applied,
    - 3) collect information--CBEDS data and questionnaires as required--from member schools, leagues, and conferences.
4. **CLASS A AND GEOGRAPHICAL CONFERENCES**
- a. Each Class A and geographical conference shall align all of its member schools into basic and, when necessary, supplemental league alignments and submit its recommendation to the NCS Commissioner and the Board of Managers.
  - b. In the event that a member school appeals the Class A or geographical conference alignment, the respective conference will defend its recommended alignment at the appeal hearing.

## **II. ALIGNMENT INTO BASIC LEAGUES (Bylaw 106)**

### **A. CRITERIA FOR ALIGNMENT OF MEMBER SCHOOLS INTO CONFERENCES**

1. Each conference shall be composed entirely of schools within its designated classification (for Class A conferences) or geographical boundaries (for geographical conferences - non Class A).
2. A school may, upon its request, transfer from one conference to another for a particular alignment cycle, provided permission is granted by a majority of the schools in each conference involved.
3. Separate, geographically determined, conferences shall serve NCS member schools as follows:
  - a. Alameda, Contra Costa and Solano Counties
  - b. Marin, Sonoma and Mendocino Counties
  - c. Humboldt and Del Norte Counties
  - d. Class A conferences shall serve member schools as follows:
    - 1) Alameda, Contra Costa, Southern Marin, San Mateo and San Francisco Counties
    - 2) Northern Marin, Sonoma, Napa, Lake, and Mendocino Counties (Class A)
    - 3) Humboldt, Del Norte, and Western Trinity Counties (Class A) Note: School located in the Humboldt, Del Norte and Western Trinity Counties may form a single multi-classification conference.

### **B. CRITERIA FOR ALIGNMENT OF MEMBER SCHOOLS INTO BASIC LEAGUES**

1. Basic leagues shall be composed of schools from the respective Class A conference or geographical conference. Exception to this rule will be permitted when a majority of schools of the affected Class A conference or geographical conference and the school(s) being aligned into a league of a different conference approve of the alignment.
2. Schools will be aligned into basic leagues by their conference according to the criteria adopted by the respective conference.
3. The Section criteria is
  - a. geographical proximity that would include but not be limited to the following:
    - 1) actual mileage from school to school, and/or
    - 2) experienced driving time from school to school considering traffic conditions
    - 3) loss of instructional time

- 4) cost of transportation
- b. provide for competitive equity
- 4. Basic leagues shall consist of at least six schools. Exception to this rule will be permitted when there are less than six schools that meet the criteria within a radius of eighty miles.
- 5. A school may opt, with conference approval, to be assigned to a league in a different geographical conference.
- 6. Under no circumstances, may the criteria for league alignment be applied so as to deny league membership to an otherwise entitled NCS member school.

**C. FACTORS NOT TO BE CONSIDERED BY CONFERENCES OR THE BOARD OF MANAGERS**

- 1. Factors not to be considered by conferences or the Board of Managers in aligning schools would include, but not be limited to:
  - a. aligning schools within the same district or diocese in the same league,
  - b. maintaining traditional rivalries, and
  - c. composing leagues exclusively of public or private schools.

**D. PROCESS FOR ALIGNMENT OF NEW MEMBER SCHOOLS INTO BASIC LEAGUES**

- 1. Each new member school, upon initial acceptance for regular membership in the North Coast Section, shall be eligible for alignment into an appropriate NCS league provided it submits a written request for alignment no later than two weeks prior to the Section's first meeting of the prior school year.
- 2. When the written request is received after the above date; the receiving league by majority vote, may delay the alignment for one year if it can document a scheduling hardship.
  - a. New member schools must meet the following minimum requirements in order to apply to the NCS Alignment and Classification Committee for initial basic league membership:
    - 1) Membership in the North Coast Section/CIF.
    - 2) Field a minimum of one (1) female gender and one (1) male gender varsity teams in team sports to be determined by each league in each of the fall, winter and spring seasons.
    - 3) Have access to appropriate on or off-campus facilities for league and post-season play.
    - 4) Have a budget to support the athletic program.
    - 5) Have an identified administrator/athletic director responsible for athletics in place.
    - 6) Principal or administrative designee attendance at league meetings.
    - 7) Complete any league required Application and Checklist by November 1<sup>st</sup> prior to the ensuing NCS fall seasons of sport.

The NCS Alignment and Classification Committee will review applications for league membership at its December meeting and approve or deny league placement. Once placed in a basic league, a member school will remain in that league until the completion of the alignment cycle.

APPEALS: The new member school or the league may appeal that decision to the NCS Executive Committee.

- 3. The NCS Alignment and Classification Committee will place the school in the geographically most proximate league that is composed of schools of similar enrollments, based upon the criteria stated above and the estimated enrollment of the school in the year that its first senior class is in attendance.
  - a. The school may appeal the NCS Alignment and Classification Committee's placement by petitioning the NCS Executive Committee for placement in a different league provided:
    - 1) the school's location is geographically proximate to the schools of the different league,
    - 2) the placement does not negatively impact other schools of the geographically most proximate league that is composed of schools of similar enrollments (as determined in the previous paragraph),
      - a) approval is granted from a majority of the schools of the different league, and

- b) approval is granted from a majority of the schools of the most geographically proximate league that is composed of schools of similar enrollments (as determined in the previous paragraph).
- 3) The NCS Executive Committee may supersede the NCS Alignment and Classification Committee's placement and the school's petition and place the school into yet a different a league consistent with the Section's criteria for aligning schools into leagues.

E. **PROCESS FOR NON-LEAGUE AFFILIATE MEMBERS TO JOIN BASIC LEAGUES**

- 1. Non- league affiliate schools inform the NCS office of their intention
- 2. Non-league affiliate schools petition to the basic or supplemental league of their choice.
- 3. The respective basic league will give consideration of the criteria listed above in Bylaw 132.D.2.a and make a recommendation to the NCS Alignment and Classification Committee to approve or deny the request.
- 4. When a supplemental league grants approval, the request will be forwarded to the Alignment and Classification Committee for consideration.
- 5. When a basic league grants approval, the request will be forwarded to the NCS Alignment and Classification Committee for consideration.
- 6. When the NCS Alignment and Classification Committee renders a decision on league placement, the non-league affiliate school or the league may appeal to the NCS Executive Committee.

F. **SCHEDULE FOR 2012-2016 QUADRENNIAL CLASSIFICATION AND ALIGNMENT CYCLE**

**March 2010**

The Alignment and Classification Committee shall place schools into conferences.

**April 2010**

The Board of Managers will approve the composition of the initial conferences.

**September 2010**

A letter announcing the alignment and classification function and requesting input will be sent from the NCS Commissioner to schools and district superintendents. A classification and alignment questionnaire will be sent to each member school. Principals, after consulting with their superintendents, will return one copy of the questionnaire to the NCS office and carry a second copy to league and conference meetings.

**September 2010**

Leagues discuss alignment. Leagues will develop input for their respective conference meeting.

**October 2010**

The Alignment and Classification Committee will consider requests from schools or conferences to change conference membership. Establish a deadline for schools to return survey questionnaires. NCS Office will compile survey questionnaires. Each conference will hold a meeting to discuss league input, consider requests from its members and develop its recommendations for basic and supplemental leagues. NCS office will request CBEDS enrollment report data from all NCS public school districts and request the actual enrollment report on the CBEDS date from private schools.

**November 2010**

Establish deadline for Superintendents to return CBEDS report and private schools to return their actual enrollment as of the CBEDS date. Alignment and Classification Committee meeting to review compilation and propose classification (into classes and divisions as appropriate for the respective sport) of schools and review the league alignments developed by conferences. The NCS office will distribute a proposed classification of schools and league alignments for the 2008-2012 school years to schools, leagues, conferences and superintendents.

**December 2010**

Alignment and Classification Committee will conduct a hearing for any school appealing its classification or league alignment. Alignment and Classification Committee will recommend its proposed classification (into classes, as appropriate for the respective sport) of schools for the 2008-2012 school years to the Board of Managers, if there are not any changes, as a result of the hearing. Alignment and Classification Committee will conduct a hearing for any school

appealing its classification or league alignment if it was changed as a result of the first classification hearing. Alignment and Classification Committee will recommend its proposed classification of schools for the 2008-2012 school years to the Board of Managers, if there are not any changes, as a result of the hearing.

**January 2011**

The Board of Managers will classify schools and align them into leagues for the 2012-2016 school years.

**G. DUTIES OF NCS COMPONENTS IN THE QUADRENNIAL ALIGNMENT CYCLE**

**1. NCS Commissioner's duties**

- a. send classification and alignment questionnaires to all NCS member schools (Sept. 2010)
- b. request Total School Enrollment Report from all NCS public school districts (Oct. 2010),
- c. request actual enrollment report from private schools (Oct. 2010),
- d. prepare a compilation of the classification and alignment questionnaires and Total Enrollment Report for the Alignment and Classification Committee (October 2010),
- e. attend, or send a designated representative to, all conference meetings called for the purpose of developing basic league alignments (as required),
- f. monitor all basic and supplemental leagues recommended by conferences and verify that the league alignments are consistent with established criteria (as required),
- g. file appeals with the Alignment and Classification Committee when he/she determines that the Section's criteria for alignment has not been properly applied (as required), (November-December 2010)
- h. attend meetings of the Alignment and Classification Committee (as required), and
- i. provide services and act as a resource to the Alignment and Classification Committee (as required).

**2. Schools' duties**

- a. complete and return the classification and alignment questionnaires to the NCS Commissioner, if a school desires to participate in a classification higher than its enrollment would warrant, it must make its request on the classification questionnaire at this time (October 2010),
- b. ensure that the school has submitted the requested Total Enrollment Report to the NCS Office (October of each year)
- c. participate in the conference alignment process (October 2010 and as required),
- d. submit an intra-conference alignment plan which better meets the alignment criteria than its conference's plan when filing an appeal of its conference's basic and/or supplemental league alignment (within thirty days of the conference's alignment which the school is appealing),
- e. commit its teams to the basic and supplemental league alignments approved by the Board of Managers (as required).

**3. Leagues' duties**

- a. develop its recommended priorities for the criteria for basic league alignment and project its composition for the next alignment cycle (Sept. 2010),
- b. determine if its alignment is viable and within the criteria (Sept. 2010),
- c. participate in the conference alignment process for determining basic and supplemental leagues. (October 2010)
- d. make recommendations pertinent to its alignment and its conference's comprehensive alignment to its conference (October 2010) and, if required due to a school requesting placement in its conference or league, at subsequent dates
- e. make recommendations pertinent to its alignment and its conference alignment to the Alignment and Classification Committee (October 2010).

**4. Conferences' duties**

- a. examine its potential composition (October 2010),
- b. evaluate its viability to form basic and supplemental leagues (October 2010),

- c. recommend appropriate changes in the composition of its basic and supplemental leagues to the Alignment and Classification Committee (October 2010 and, if required, due to a school requesting placement in the conference or league, at subsequent dates.
- d. maintain an organizational structure that at a minimum will provide for the governance, procedures, and functions included in the following model (first meeting and additional meetings as required).
  - 1) Minimum organizational model for a conference
  - 2) The conference shall meet in October 2010 to consider alignment of the conference into basic and supplemental leagues.
  - 3) The Alignment and Classification Committee representative from the conference will call and chair the conference meeting.
  - 4) It is recommended that the principals of conference schools be in attendance.
  - 5) The chairperson shall appoint by a recorder. The names of all participating schools and their representatives (name and title) shall be recorded. All votes shall be recorded by stating the number for each affirmative vote, negative vote and abstention. The recorder shall prepare copies of the minutes of the conference meeting and distribute them to member schools and the NCS office in a timely manner as determined by the conference.
  - 6) Roberts Rules of Order shall be followed. A copy of these rules shall be available at the conference meeting.
  - 7) A majority of conference schools must be represented to conduct conference business. The principal or his designee shall attend.
  - 8) The NCS Commissioner or his/her designee shall attend conference meetings at which league alignment is being considered.
  - 9) Each member school of the conference shall be entitled to one vote.
  - 10) The conference shall determine basic leagues by a majority vote of the conference members.
  - 11) A copy of the conference's alignment shall be forwarded to the NCS Commissioner.
  - 12) The NCS Commissioner will monitor the alignment to ensure that it is consistent with the Section's criteria.
  - 13) The commissioners of the conference's basic leagues with the affected schools will determine the placement of teams into supplemental leagues.
  - 14) Additional meetings may be called:
    - a) by the conference's representative to the Alignment and Classification Committee to resolve alignment problems,
    - b) by a member basic league
    - c) by four member schools
  - 15) For the 2012-2016 alignment cycle, the new conference alignments will become effective on July 1, 2012, unless an earlier implementation date is established.

5. **Alignment and Classification Committee's duties**

- a. study the data collected by the NCS Commissioner during the fall (November) of 2010, or when otherwise directed by the Board of Managers,
- b. develop proposals for the classification and conference alignment of all NCS member schools (November 2010),
- c. send proposals for classification and conference alignment via first class mail to all NCS member schools, district superintendents and league commissioners (November 2010),
- d. conduct hearings for schools which appeal their classification and/or the decision of their conference's appeals committee related to the alignment of member school(s) into leagues (December 2010).
- e. recommend classification of NCS member schools to the Board of Managers (December 2010 and, if necessary January 2011),

- f. recommend placement of NCS member schools into conferences to the Board of Managers (December 2010 and, if necessary January 2011),
  - g. develop a proposal(s) for an alignment of conference member schools into basic and/or supplemental leagues and/or for placement on non-league associate status upon receiving granting a school's appeal of it's conference basic or supplemental league alignment (December 2010),
    - 1) schools affected by the appeal shall propose an intra-conference alignment that better meets the alignment criteria.
  - h. conduct hearings for schools which appeal the conferences appeals committee's alignment of member schools into basic or supplemental leagues or on non-league associate status (see bylaw 131F2b) for the procedures to be followed)(December 2010),
  - i. upon completion of bylaw 131F2, recommend to the Board of Managers an alignment of all conference member schools into basic and/or supplemental leagues and/or non-league associate status. (December 2010 or January 2011)
6. **Board of Managers' authority**  
 The Board of Managers shall have final authority to:
- a. classify NCS member schools,
  - b. assign NCS member schools to conferences,
  - c. assign NCS member schools to basic leagues, and
  - d. assign NCS member schools to supplemental leagues
  - e. classify NCS member schools for post-season competition for sports not culminating in a state championship (the State CIF Federated Council has final authority to classify schools for competition in sports which culminate in state championships)

**H. APPEAL PROCEDURE**

- 1. Each Class A conference and geographic conference will establish a geographic conference Alignment Appeal Committee of varying membership, to be composed of Superintendents, School Board members, and Principals of non- appellant schools/districts.
- 2. If a member school believes it has been aligned inappropriately by its conference, it may file an appeal to the conference Alignment Appeal Committee according to procedures established by the conference.
- 3. A member school may appeal a decision of the conference Alignment Appeal Committee to the NCS Alignment Appeals Committee by following the procedures described below:
  - a. A written appeal may be filed with the Alignment and Classification Committee Chairperson with copies to the NCS Commissioner by
    - 1) member school(s),
    - 2) league(s), or
    - 3) the NCS Commissioner.
- 4. The appeal must be filed within thirty days of the adoption date of the conferences appeals committee's decision (relative to basic league alignment) or the Alignment and Classification Committee's classification recommendation.
- 5. The appeal shall cite the alleged violation(s) of NCS or conference criteria for alignment and/or classification and be accompanied by an alignment and/or classification plan that the appellant contends better satisfies the criteria.
- 6. The Alignment and Classification Committee shall determine if the appellant's claim is supported by the Alignment/Classification criteria.
- 7. The Alignment and Classification Committee upon granting an appeal shall recommend to the Board of Managers an alignment of all conference member schools into basic and/or supplemental leagues and/or non-league associate status.
- 8. **Conduct of a hearing**
  - a. The chairperson of the Alignment and Classification Committee shall preside over the hearing, unless he/she is absent or his/her school or league is involved, in which case, the Committee members present shall select one of their members to preside.
  - b. The presiding officer will:
    - 1) call the hearing to order,

- 2) introduce the members of the Committee,
- 3) explain the function of the Committee
- 4) announce the agenda for the hearing,
- 5) explain the procedure for the hearing, and
- 6) conduct the hearing.

**c. Hearing Procedure**

The hearing shall be divided into three segments:

- 1) Opening Statements
  - a) The appellant will state its case (call witnesses, present documents, and introduce evidence).
  - b) The respondent may question witnesses that are presented by the appellant.
  - c) The respondent will state its position (call witnesses, present documents, and introduce evidence).
  - d) The appellant may question witnesses that are presented by the respondent.
- 2) Rebuttal
  - a) The respondent may rebut the appellant's position as stated in the opening statement.
  - b) The appellant may rebut the respondent's position as stated in the opening statement.
- 3) Closing Statement
  - a) The respondent makes its closing statement.
  - b) The appellant makes its closing statement.
- 4) At the conclusion of the appellant's closing statement the public portion of the hearing is terminated.

**I. INPUT HEARING**

1. The Alignment and Classification Committee will conduct an input hearing prior to changing the status of one of its proposals to that of a recommendation.
  - a. Agenda for a hearing
    - 1) The Committee will read its proposal(s).
    - 2) Conference representatives shall state the conference's position including minority reports.
    - 3) League representatives shall state the league's position including minority reports.
    - 4) School representatives shall state the school's position.
    - 5) Comments will be allowed from the floor.
      - a) the committee may limit the amount of time for each speaker
    - 6) At the conclusion of the open discussion, the Committee shall evaluate its proposal considering the information previously considered and the information presented at the hearing and take one of the following actions;
      - a) submit the proposal(s) as its recommendation(s) to the Board of Managers,
      - b) submit an amended form of the proposal(s) as its recommendation to the Board of Managers. NOTE: Another hearing is required unless the change is unanimously agreed upon by the members of the Committee and the involved leagues, schools and conferences.
      - c) re-study the proposal(s) or withdraw the proposal(s).

**III. ALIGNMENT INTO SUPPLEMENTAL LEAGUES (Bylaw 107)**

**A. CRITERIA FOR ALIGNMENT OF SCHOOLS INTO SUPPLEMENTAL LEAGUES**

- a. Supplemental leagues shall be composed of schools that meet the NCS alignment criteria. Exception to this rule will be permitted when there are less than four schools that meet the NCS alignment criteria within eighty miles.

- b. Schools shall be assigned to supplemental leagues by the conference according to geographical proximity. Geographical proximity would include, but not be limited to the following:
  - 1) actual mileage from school to school, and
  - 2) experienced driving time from school to school considering traffic conditions.
- c. Supplemental leagues shall consist of at least four schools. Exception to this rule will be permitted when there are less than four schools that meet the NCS alignment criteria within a radius of eighty miles.
- d. Leagues are only required to admit varsity level teams into their league as a supplemental team. Non-varsity teams may apply for membership in existing leagues; however, the league(s) are not required to accept their membership. Leagues may set conditions of participation (e.g. no home games, etc.) for non-varsity teams. There will not be any mandatory placement of non-varsity teams into existing basic leagues.
- e. A member league school may not ask for supplemental placement in another league when their basic league offers the sport of supplemental placement. Exception to this rule will be allowed when the basic league approves in writing the request and the request is included with the school's request for supplemental placement. Schools may play an independent schedule if the school is released from the basic league and to late to be considered for supplemental placement.
- f. Once placed as a supplemental member in a hosting league, a school's team will remain as a supplemental member of that hosting league without need of annual application. The placement will remain in effect until such time as the school requests a different placement, the school's basic league begins to offer the sport, or the hosting league requests reconsideration of the placement by the NCS Alignment and Classification Committee.

**B. CRITERIA FOR ALIGNMENT OF SCHOOLS INTO INTER-CONFERENCE SUPPLEMENTAL LEAGUES**

- a. Inter-conference supplemental leagues shall be composed which meet the NCS alignment criteria. Exception to this rule will be permitted when there are less than four schools competing in the respective sport or level of competition within a radius of eighty miles.
- b. Geographical proximity of conference member schools, balanced by problems of transportation (road conditions, traffic, etc.), shall determine the composition of inter-conference supplemental leagues.
- c. Inter-conference supplemental leagues shall consist of at least four schools. Exception to this rule will be permitted when there are less than four schools that meet the NCS alignment criteria within a radius of eighty miles.
- d. Once placed as a supplemental member in an inter-conference supplemental league, a school's team will remain as a supplemental member of that inter-conference supplemental league without need of annual application. The placement will remain in effect until such time as the school requests a different placement, the school's basic league begins to offer the sport, the inter-conference supplemental league requests reconsideration of the placement by the NCS Alignment and Classification Committee, or the inter-conference supplemental league disbands.

**C. FORMATION OF SUPPLEMENTAL LEAGUES**

- 1. Schedule
  - April 1 (every year)**  
Schools desiring placement of teams, in accordance with NCS criteria, into basic or supplemental leagues for the following school year must commit themselves to fielding teams in the various levels of competition of each sport in the respective sport season and so notify the league commissioners and conference liaisons of all leagues involved by April 1<sup>st</sup> of the prior school year. Failure to meet this deadline will release basic and supplemental leagues of the responsibility of providing league competition for any teams that are established after April 1st. Each basic and supplemental league must identify the sports and the levels of competition (varsity, junior varsity, frosh-soph., or freshman) in which it will offer a league schedule. \*Each conference must recommend the supplemental league(s) necessary to meet the properly identified needs of member schools. \*NOTE: See III.A.d above for status of non-varsity teams.
  - April 25**

The Alignment and Classification Committee must approve (every year) all supplemental leagues and/or notify the NCS Commissioner of the need for inter-sectional supplemental leagues as required to meet the properly identified needs of member schools.

**May 1 (every year)**

The NCS Commissioner must request assistance from adjacent C.I.F. sections in the formation of inter-sectional supplemental leagues when the formation of NCS supplemental leagues is not possible or would result in greater travel for NCS schools (including the school(s) in question) than would an inter-sectional league placement.

**D. DUTIES OF NCS COMPONENTS IN THE FORMATION OF SUPPLEMENTAL LEAGUES**

**1. NCS Commissioner shall**

- a. Notify the league commissioners and member schools of the deadline for petitioning for placement in a supplemental league.
- b. Publish a list of all schools that are petitioning for supplemental league placement and solicit league commissioner input on the requests.
- c. Conduct a meeting of the league commissioners to develop a proposal for supplemental league alignments.
- d. Develop recommendations for supplemental league placement and/or supplemental league formation for the NCS Alignment and Classification to consider.
- e. Notify the other C.I.F. Sections of needs for inter-sectional supplemental leagues as required by the Alignment and Classification Committee. (May 1 every year)

**2. Schools' duty**

- a. Schools desiring placement of teams, in accordance with NCS criteria, into basic or supplemental leagues for the following school year must commit themselves to fielding teams in the various levels of competition of each sport in the respective sport season and so notify their league commissioner and conference liaison by April 1st of the prior school year. Failure to meet this deadline will release basic and supplemental leagues of the responsibility of providing league competition for any teams that are established after April 1st.

**3. Leagues' duties**

- a. Identify the sports and the levels of competition (varsity, junior varsity, frosh-soph., or freshman) in which it will offer a league schedule. (April 15th every year)
- b. Accommodate schools that make timely requests and are geographically proximate, from leagues that are unable to offer the varsity sport, into the league schedule

**4. Alignment and Classification Committee's duties**

- a. Approve all requests for supplemental league placement and/or supplemental league formation. (April 25th every year)

**E. PROCESS FOR NON-LEAGUE AFFILIATED MEMBERS TO JOIN SUPPLEMENTAL LEAGUES**

1. Non- league affiliated schools inform the NCS office of their intention
- 2) Non-league affiliated schools petition to the basic or supplemental league of their choice.
- 3) The respective league will give consideration and either approve or deny the request.
- 4) When a supplemental league grants approval, the request will be forwarded to the Alignment and Classification Committee for approval.
- 5) When a basic league grants approval, the request will be forwarded to the NCS Board of Managers for approval.
- 6) When either a supplemental or basic league does not approve, the non-league affiliated school may appeal to the Alignment & Classification Committee.
- 7) When the Alignment and Classification Committee approves a non-league affiliated school's appeal for placement in a basic league, the request will be forwarded to the Board of Managers for final approval.

**F. PROCESS FOR NON-LEAGUE AFFILIATED SCHOOLS TO FORM A SUPPLEMENTAL LEAGUE**

1. Non-league affiliated schools may join together to form a new or supplemental league for the purpose of playing/scheduling of contests, but the supplemental league would not have any governance jurisdiction or post-season playoff rights.

2. The supplemental league alignment would require approval by the Alignment and Classification Committee.

#### **IV. CLASSIFICATION FOR NCS CHAMPIONSHIP COMPETITION (Bylaw 108)**

##### **A. CRITERIA FOR CLASSIFICATION OF SCHOOLS**

1. Except as otherwise provided for in these bylaws, all schools shall be classified based upon the enrollment as reported on the NCS Enrollment Report for the actual enrollment on the first Monday in October each year.
2. A school may petition the Alignment and Classification Committee to deduct from the school enrollment those students in grades 9-12, who under NCS rules, are permanently ineligible (e.g. a student over 19 years of age prior to June 15, or a student who has completed eight consecutive semesters) for the purpose of reclassifying the school to a classification of lesser enrollment for North Coast Section Championship competition. This allowance would not be applicable for determining divisions in the California State Championship sports of basketball, cross country or volleyball. The full name and grade of each permanently ineligible student, the basis of his/her ineligibility (age, maximum semesters, etc.) and proof of the ineligibility claim (date of birth, number of semesters of attendance, etc.) must be submitted.
3. No school shall be permitted to change to a lower classification/division due to failure of the school/school district to properly report their school's NCS Total School Enrollment Report in October of each school year.
4. NCS shall have the authority to review and alter a school's NCS Total School Enrollment Report if during verification or audit of a school's NCS Total School Enrollment Report an error is discovered.

##### **B. CLASSIFICATION RANGES**

1. The classification ranges used for all NCS post-season competition conducted in the sports of baseball, football, soccer, softball, track and field, and boys' volleyball shall be determined by the NCS Board of Managers based on the prior year's enrollment. The NCS Board of Managers will create numerically equitable groupings of schools within geographic regions in determining the classifications. Classification groups will be based on enrollment in grades nine through twelve. Note: This does not apply to basketball, cross country, and girls' volleyball since these sports conclude with State Championships. The sports of badminton, golf, swimming & diving, tennis, track & field (Meet of Champions), and wrestling shall conclude with single classification championships.
2. Mandatory adjustment to the standard classification table
  - a. Enrollment of a school composed entirely of students of the same sex will be doubled.
  - b. The classification of high schools that have multi-school agreement(s) with non-CIF schools or programs shall include the combined enrollments of grades nine (9) through twelve (12) from all of the participating non-CIF schools or programs.
3. Exceptions to the standard table:
  - a. A school may petition the Alignment and Classification Committee to participate in a higher classification than the school's actual enrollment, or, if the school was previously assigned to a higher classification, petition down to the school's actual enrollment classification for the purpose of competition in one or more selected sport(s) by the published deadline. NOTE: As of July 1, 2003, the State CIF and NCS do not allow petitioning to a higher division in the State CIF Championship sports of cross country, basketball, and volleyball.
  - b. No school shall be permitted to petition to change its classification to a lower classification than its enrollment category on the standard classification table.
  - c. Upon approval of a petition to a higher classification by the NCS Alignment and Classification Committee, the member school will remain at the higher classification until the school petitions the Alignment and Classification Committee to return to its classification of enrollment by the published deadline.

**V. COMPETITIVE ANOMALIES (Bylaw 109)**

**A. CRITERIA FOR ADDRESSING CASES OF COMPETITIVE INEQUITY**

**1. Description and identification of a team that is a competitive anomaly**

Competitive anomalies are teams that have demonstrated a competitive dominance in specific sports for five or more years against the member schools in their league. Only a varsity team may be identified as a competitive anomaly by its league.

**2. Criteria for identifying teams that are competitive anomalies**

- a. The team shall have participated in the respective sport's NCS Championship Series for the past five years, AND
- a. The team shall have achieved a dominant win/loss record against league member schools over the past five years, AND
- b. The team shall have won the vast majority of its contests against league member schools by excessive margins of victory over the past five years.

**B. PROCESS FOR IDENTIFICATION OF TEAMS THAT ARE COMPETITIVE ANOMALIES**

- 1. At the completion of each sport season, schools may petition their league for consideration of the status of a competitive anomaly for one or more of its teams for the next year. Leagues shall review their member schools' team records to determine if any team(s) should be declared or continue to be a competitive anomaly for the next year. Leagues are required to make the determination on a year-by-year basis (at the conclusion of the NCS Championships of each sport season) with the exception of football, which, due to the nature of home and home contracts, will be for a two-year term.
- 2. A majority of the league's member schools that participate in the sport must vote in support of the team being designated as a competitive anomaly.
- 3. The league's decision to declare a school as a competitive anomaly shall be ratified by a majority vote of the conference schools that participate in the respective sport.

**C. RIGHTS/RESPONSIBILITIES OF A TEAM THAT HAS BEEN DECLARED A COMPETITIVE ANOMALY**

- 1. A team which has been declared a competitive anomaly is entitled to competition, provided its school is a member in good standing of the CIF, NCS and its respective league.
- 2. A team that has been declared a competitive anomaly has a right to a schedule of contests during the league season equal to the number of league contest all other league members receive.
- 3. When a school develops a team that is declared a competitive anomaly, the school assumes a greater responsibility for its schedule that may require greater travel, greater expense and increased loss of school time.
- 4. A team that is declared a competitive anomaly will be granted flexibility in its scheduling, however, all NCS season of sport and maximum number of game rules will apply. The team may be encouraged to schedule contests from beyond its league and conference.
- 5. A team that is declared as a competitive anomaly shall receive an automatic entry in league playoffs (when they are conducted by the league for an automatic berth in NCS post-season competition) or the league's automatic berth in the NCS Championship Series in sports in which the league does not conduct playoffs for its automatic berth in the NCS Championship Series.
- 6. The appropriate North Coast Section jurisdiction (standing committee when appropriate) shall determine the competitive anomaly's playoff berth (whether the competitive anomaly's league will lose an automatic berth, or whether the format will be enlarged to include the competitive anomaly, or whether the number of at-large berths will be reduced to include the competitive anomaly, etc.)

**D. RESPONSIBILITIES OF LEAGUES/CONFERENCES TO A TEAM DECLARED A COMPETITIVE ANOMALY**

- 1. The member schools of the league of a competitive anomaly shall provide a schedule of contests during the league season equal to at least half the regular number of league games to a team that has been declared a competitive anomaly.
- 2. In the event that the school that has a team that has been declared a competitive anomaly is unable to fill its schedule during the league season, the member schools of a the conference shall be responsible for providing a schedule of contests during the league season equal to at

least half the regular number of league games and the league shall be responsible for providing the other half to the team which has been declared a competitive anomaly.

3. By mutual prior agreement of the respective school, league and conference that has a team that is declared to be a competitive anomaly, the number of games provided by the league schools and the conference schools may be adjusted, provided the competitive anomaly team has a full schedule of games during its respective league's season. The purpose of this Bylaw is to allow for flexibility in meeting the scheduling needs of the team that has been declared a competitive anomaly while providing full disclosure to the league and conference as to their respective responsibilities prior to their vote on the declaration of a team as a competitive anomaly. Nothing in this Bylaw should be construed as relieving either the competitive anomaly's league or conference of their responsibility for providing the games identified in NCS Bylaw 131G.

E. **APPEALS OF LEAGUE ACTIONS THAT HAVE DECLARED A TEAM A COMPETITIVE ANOMALY**

1. Any North Coast Section school may appeal the declaration of any team of an NCS school (including one of its own teams) as a competitive anomaly to the North Coast Section Alignment and Classification Committee.