



# **NORTH COAST SECTION, CIF**

*Gil Lemmon, Commissioner of Athletics*

*12925 Alcosta Blvd., Suite 8, San Ramon, CA 94583 Tel.: (925) 866-8400, Fax: (925) 866-7100, Web: www.cifncs.org*

TO: Principal/Headmaster

FROM: Gil Lemmon, Commissioner of Athletics

SUBJECT: **NORTH COAST SECTION MEMBERSHIP APPLICATION 2010-11**

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I am sending information pertaining to membership in the North Coast Section, C.I.F., as per your request.

Please review the NCS Constitution and General Bylaws and the NCS Sports and General Rulings Handbook. In order to be considered for membership your school must be able and willing to comply with all of the rules, regulations, and responsibilities required of members.

Please forward a board resolution, a letter of application (as described in the enclosed application procedure), the enclosed Application for Membership, verification of adoption of the sixteen principles of the CIF Pursuing Victory with Honor program (page 4), and a check to cover fees (see number 4 of the application). These materials must arrive prior to

\_\_\_\_\_.

Consideration of the application for membership will be given at the next NCS Board of Managers meeting on \_\_\_\_\_, at which time your presence will be required. The site for this meeting will be a location in Contra Costa County. We will notify you upon confirmation of the site & time.

NOTE: North Coast Section Board of Managers' meetings are held annually in October, January & April.

NOTE: Charter schools must apply for admission in the CIF Section of their chartering agency.

**MEMBERSHIP APPLICATION PROCEDURE**

Schools desiring to become members of the North Coast Section, CIF, shall apply for membership in the manner and form described below. As provided in the NCS Constitution, Article 3, Item 11, the NCS Board of Managers has sole authority to accept a school into membership.

**APPLICATION PROCEDURE**

**1. Letter of Application (See Form)**

The principal, headmaster, or Chief Administrative Officer of the applying school shall submit a letter of application that includes the following:

- a. Statement of intent to join NCS, CIF, and, if applicable, an existing league within the NCS.
- b. Description of athletic programs to be offered by applying school including sports and level to be conducted.
- c. Current and three year projection of enrollment.
- d. Statement of intent to abide by all CIF, NCS, and, if applicable, league rules and regulations.
- e. Statement of conformance with the following criteria for membership:
  - 1. School must be registered by State Department of Education (Private school affidavit).
  - 2. School must plan to field one or more athletic teams.
  - 3. School must offer equal athletic opportunity for both boys and girls if a co-ed school.
  - 4. Resolution of governing authority. In the case of charter schools, resolution from the chartering agency is also required.

**2. Resolution of Governing Authority**

The governing authority of the applying school shall submit an approved resolution stating:

- a. Intent to join NCS, CIF, and, if applicable, a league/conference within the NCS.
- b. Intent to abide by all CIF, NCS, league/conference rules and regulations.
- c. Intent to authorize the participation of administrative and staff personnel in the CIF, NCS, and league/conference processes.
- d. Adoption of the sixteen principles of the CIF Pursuing Victory with Honor program as required in the CIF Constitution and Bylaws.

**3. (Optional) Letter of endorsement and acceptance by existing league/conference.** If the applying school desire membership in an existing league/conference, the President of that league/conference shall submit a letter of endorsement and acceptance on behalf of that league/conference.

**4. Payment of Fees for the 2010-11 school year (Rev. 6/14/07)**

The applying school shall pay the following fees at the time of application to the Board of Managers:

- a. Application Fee (non-refundable) **\$100.00**
- b. Administrative Service Fees (refundable)
  - Enrollment 1-600..... **\$269.00**
  - Enrollment 601-1400..... **\$369.00**
  - Enrollment over 1401..... **\$504.00**
- c. Sport Service Fees (refundable) \_\_\_\_\_  
**\$35.00** per sport (not per team)
- d. Total Fees Due With Application \_\_\_\_\_

Administrative Service, and NCS, CIF dues shall be refunded to applying school should the Board of Managers decline to accept the application for membership.

**5. The principal, headmaster, or chief administrative officer of the applying school shall appear before the Board of Managers.** The Board of Managers, at its discretion, may require additional information from the applying school prior to acceptance.

**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.

## **Pursuing Victory with Honor Operating Principles and Beliefs**

- 1 The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles; trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
- 2 It’s the duty of School Boards, superintendents, school administrators, parents and school sports leadership—including coaches, athletic administrators, program directors and game officials—to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”
- 3 To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
- 4 Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
- 5 School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
- 6 All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
- 7 The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
- 8 School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
- 9 School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win.
- 10 All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
- 11 Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebration.
- 12 School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) The physical capabilities and limitations of the age group coached as well as first aid; 3) Coaching principles and the rules and strategies of the sport.
- 13 Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
- 14 To safeguard the health of athletes and integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling the use of drugs.
- 15 Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relations should be continually monitored to ensure against inappropriate exploitation of the schools name or reputation. There should be no undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependency on particular companies or sponsors.
- 16 The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sports, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

# JOIN THE PURSUING VICTORY WITH HONOR TEAM

*Together We Can Make a Difference in High School Athletics*

It is the leadership of high school administrators, athletic directors and coaches that will make the 16 principles a reality and more than just a “document” on sportsmanship and character. Many school/districts have already implemented positive change in sportsmanship and are to be commended for their efforts and leadership in this area. Together, the CIF and its member schools can make an even bigger impact and can change the very nature of high school athletics. Please fill out the form below to indicate adoption of the principles of Pursuing Victory With Honor. The principal will receive a certificate recognizing the adoption and suitable for presentation at any public meeting!

High School \_\_\_\_\_ CIF Section NORTH COAST

Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Principal \_\_\_\_\_

As part of our school's comprehensive sportsmanship program, we adopt and will teach and promote the 16 principles of Pursuing Victory With Honor.

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Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date of Adoption \_\_\_\_\_

**APPLICATION FOR MEMBERSHIP**

NORTH COAST SECTION, C.I.F.  
12925 Alcosta Blvd., Suite 8, San Ramon, CA 94583  
(925)866-8400 FAX (925) 866-7100

Date of Application: \_\_\_\_\_

**NAME OF SCHOOL** \_\_\_\_\_

GENDER: CoEd [ ] Male [ ] Female [ ] TYPE OF SCHOOL : PUBLIC [ ] PRIVATE [ ] CHARTER [ ]

SCHOOL DISTRICT \_\_\_\_\_

LEAGUE AFFLIATION \_\_\_\_\_ CONFERENCE \_\_\_\_\_

MASCOT \_\_\_\_\_ COLORS \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_

SCHOOL WEB ADDRESS \_\_\_\_\_

**PRINCIPAL** \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SECRETARY \_\_\_\_\_ PHONE \_\_\_\_\_

**BOYS ATHLETIC DIRECTOR** \_\_\_\_\_

WORK PHONE \_\_\_\_\_ -EXT. \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**GIRLS ATHLETIC DIRECTOR** \_\_\_\_\_

WORK PHONE \_\_\_\_\_ -EXT. \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**BOOSTER CLUB PRESIDENT/CONTACT** \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**Student Population: Girls** \_\_\_\_\_ **Boys** \_\_\_\_\_

Grades: 9 \_\_\_\_ 10 \_\_\_\_ 11 \_\_\_\_ 12 \_\_\_\_ Independent Study: 9 \_\_\_\_ 10 \_\_\_\_ 11 \_\_\_\_ 12 \_\_\_\_ Non-Graded: \_\_\_\_\_

Please Check: Yes [ ] No [ ] I have read the regulations and rules governing the North Coast Section and CIF.

**Please check one:**  League Membership OR  Non-League Affiliate Membership

**Requested league** (if applicable): \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**(DO NOT WRITE BELOW THIS LINE) FOR OFFICE USE ONLY**

- Initial: \_\_\_\_\_
- |                                                                                                          |                                                                |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1. _____ Application                                                                                     | 5. _____ Board Resolution                                      |
| 2. _____ Sent Copies of NCS Constitution, Student Eligibility Bylaws and Sports & General Rules Handbook | 6. _____ Chartering Agency Resolution (charter schools only)   |
| 3. _____ Letters of Approval                                                                             | 7. _____ Adoption of Principles of Pursuing Victory with Honor |
| 4. _____ Payment of Fees                                                                                 | 8. _____ Notice of date to appear at Board of Managers Meeting |
|                                                                                                          | 9. _____ Notification of Membership                            |

**APPLICATION FOR MEMBERSHIP (CONTINUED)**

**2010-11 FEES**

(Rev. 5/09)

**Application Fee (non-refundable) \$100.00**

**Administrative Service Fees (refundable)**

Member enrollment 1 - 600 **\$269.00**

Member enrollment 601-1400 **\$369.00**

Member enrollment over 1400 **\$504.00**

\$ \_\_\_\_\_

**Sport Service Fees (refundable)**

**\$35.00** per sport (not per team). Total boxes checked x \$35 = \$ \_\_\_\_\_

- Badminton
- Baseball
- Boys Basketball
- Girls Basketball
- Boys Cross Country
- Girls Cross Country
- Field Hockey
- Football
- Boys Golf
- Girls Golf
- Gymnastics
- Boys Lacrosse
- Girls Lacrosse
- Boys Soccer
- Girls Soccer
- Softball
- Boys Swimming & Diving
- Girls Swimming & Diving
- Boys Tennis
- Girls Tennis
- Boys Track & Field
- Girls Track & Field
- Boys Volleyball
- Girls Volleyball
- Boys Water Polo
- Girls Water Polo
- Boys Wrestling
- Girls Wrestling

**Total Fees/Dues Submitted With Application** TOTAL \$ \_\_\_\_\_

Administrative Service and NCS dues shall be refunded to applicant school should the Board of Managers decline to accept the application for membership.