



ADMINISTRATIVE GUIDELINES FOR CIF MEMBER SCHOOLS

UNDERSTANDING CIF TRANSFER ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

July 11, 2015 Edition

Purpose

The purpose of these guidelines is to assist CIF member schools in understanding the “transfer eligibility” standards and the process that CIF member schools and administrators take in determining “transfer eligibility.”

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Administrative Guidelines Transfer Eligibility

When a student transfers and enrolls in your school and wants to participate on one of your school's athletic teams, the following must occur:

- The new school site Principal/designee must review the student's eligibility status.
- The new school site Principal/designee determines if the student made a valid change of residence by following the respective CIF Section's process for a "Valid Change of Residence" (see page Bylaw 206). The process shall include submission and approval of paperwork to the CIF Section office prior to participation in games/contests.
 - A request for transfer eligibility based on a valid change of residence by the student's entire immediate family must be supported by documentation. Documentation may be cumulative and no single document or any combination of documents will be considered as definitive that a valid change of residence occurred.
 - The school administration should use the attached "Check List" to assist them in determining athletic eligibility. Completion of the check list **DOES NOT** ensure eligibility.
 - The new school must also verify the student has met the scholastic requirements of the school and CIF and there was no "Undue Influence."
 - The new school shall verify that there are no pending discipline issues existing at the prior school that could jeopardize the student's eligibility at the new school.
- **It is strongly recommended that the athletic director/administrator from the new school contact the athletic director/administrator from the previous school to inform them of the valid change of residence and check on any other issues that could affect the student's eligibility.**
- Please feel free to call the Section Office if there are any questions regarding transfer eligibility.

If it is determined that the student did not make a valid change of residence, the following steps must be followed to assist the CIF Section in determining the eligibility of the student:

- All CIF Sections WILL require that the appropriate forms be submitted to and APPROVED by the CIF Section office when there is NOT a "Valid Change of Residence" PRIOR to the student participating in contests/games.
 - The new school shall be responsible for determining if the student meets the scholastic requirements of the CIF, section and the school and that there was no "Undue Influence".
 - The school must also verify that there are no pending discipline issues existing at the prior school that could jeopardize the student eligibility at the new school.
- The site Principal or his/her designee shall discuss "limited eligibility" (see page 16) and the "Sit Out Period" (see page 17) with the student and his/her parent/guardian.
- The site Principal or his/her designee shall discuss Bylaw 207.B.(5)C.(vii) waiver for unlimited eligibility (see page 18) if the student meets one of the document waivers. If the student and his/her parent/guardian seek a waiver, the site Principal/designee will assist the parent/guardian with processing the appropriate CIF 207 Waiver Application and 510 Pre-Enrollment Contact Form.
- They shall inform the student and his/her parent/guardian that this process could take up to one calendar month to resolve and there is no guarantee that the Section Office will grant the student eligibility.
- The student/parent will return the paperwork to the new school once the signatures are obtained. The new school shall ensure that the information secured from the prior school is correct and the signatures are valid. The new school shall then forward the appropriate paperwork to the CIF Section office for a determination of eligibility.

- If the parent/guardian is applying for eligibility and requesting a “waiver,” the new school will ensure that documentation is in writing and is submitted. The new school administration shall forward these materials and documents to the CIF Section office. The Section Commissioner will render a decision.
- **The school administration shall inform the family that there are limited circumstances under which the student and/or parent/guardian may appeal the decision of the Section Commissioner granting their student limited eligibility or denying eligibility under the following CIF Bylaws:**
 - 207.B.(5).a.(ii) or b.(iii) – Conflict with Coach at former School.
 - 207.B.(5).a.(iv) or b.(v). or c.(iii) – Following a Coach
 - 510 – Undue Influence, Athletically Motivated Transfer
- “Parent Handbook II – Understanding the Transfer Eligibility Appeal Process” is available and downloadable on the State CIF web site, www.cifstate.org. This handbook explains and reviews the “appeal process” and timelines that must be followed.
- The school administration must also explain to their athletic department that coaches who encourage appeals of the Section’s decision may be acting inappropriately and may be violating provisions of Article 1.22, Conditions of Membership, for the school and the undue influence bylaw (Article 50.510).

IT IS THE EXPECTATION THAT SCHOOL ADMINISTRATORS WILL ASSIST THE FAMILY THROUGHOUT THE STATE APPEAL PROCESS.

Completion of this form DOES NOT clear eligibility.
Administrators should utilize this form for all students transferring from one school to another
(School "A" to School "B") as an aid in determining eligibility.

Check List

Student Name: _____ **Date :** _____

A. Valid Change of Residence

YES NO

| | | |
|--|--|--|
| Was the original residence abandoned as a residence by the immediate family? | | |
| Is the family maintaining only ONE residence? | | |
| Did the student's entire immediate family make the change and take with them the household goods and furniture appropriate to the circumstances? | | |
| Does the change of residence appear to be genuine, without fraud or deceit, and with permanent intent? | | |
| Is the student living with the same family members as last year prior to the change of residence? | | |
| If any answers above are marked no, additional investigation is required. Contact your Section Office. | | |
| List below what evidence the school use for registration: refer to bylaw 206.B.(2)iv. | | |
| | | |
| SCHOOL SHALL KEEP COPIES ON FILE THAT WERE LISTED ABOVE AND USED TO DETERMINE A VALID CHANGE OF RESIDENCE. | | |

B. Undue Influence

| | | |
|---|------------|-----------|
| | YES | NO |
| Did the CIF Form 510 list any Pre-Enrollment Contact by anyone connected with your school's athletic program? | | |
| Is there any evidence of undue influence? | | |
| Is there any evidence that the student participated for a coach at the new school on any club, travel team, sports camp, or AAU team in the past 24 months? | | |
| Is there any substantiated evidence of athletic motivation regarding this transfer? | | |
| SCHOOL SHALL KEEP COPIES OF CIF FORM 510. | | |
| Any answers marked with a YES require additional investigation. Contact your Section Office. | | |

C. Academic Eligibility

| | | |
|--|------------|-----------|
| | YES | NO |
| Was the student academically eligible at his/her past school at the time of transfer? | | |
| Did the school use the official transcript to validate grades? | | |
| Was the student passing in the equivalent of at least 20 semester periods of work at the completion of the most recent grading period? | | |

D. Discipline Status

| | | |
|---|------------|-----------|
| | YES | NO |
| Is there any evidence of pending disciplinary action at the prior school? | | |
| Is there any evidence of pending athletic team disciplinary action at the prior school? | | |

E. Other Eligibility Issues

| | | |
|--|------------|-----------|
| | YES | NO |
| Did this student play the same sport(s) during the current school year at his/her prior school? | | |
| Is there any evidence that the student did not meet the citizenship standards at the prior school that would have denied the student athletic eligibility? | | |
| Is this move the first move/change of residence this academic school year? | | |
| Has the student exceeded eight consecutive semesters since enrolling in the 9 th grade? | | |
| Did the student turn 19 years old before June 15? | | |



APPLICATION FOR RESIDENTIAL ELIGIBILITY

For more information see “Understanding Transfer Eligibility for Parents’ Handbook at www.cifstate.org

SUBMIT ORIGINAL TO: Section Office DO NOT FAX!

NOTE: SUBMIT ONLY THE ORIGINAL DOCUMENT. ALLOW 20 BUSINESS DAYS FOR INVESTIGATION AND REVIEW. AT THE TIME OF FILING THIS DOCUMENT, SUBMIT ALL KNOWN FACTS AND/OR DOCUMENTS. ADDITIONAL FACTS SUBMITTED LATE MAY NOT BE CONSIDERED BY THE COMMISSIONER.

1. STUDENT’S NAME _____ DATE OF BIRTH ___/___/___ **Circle one:** 9 10 11 12
(yr in school)

2. CURRENT ADDRESS _____ PHONE (____) _____
(city) (zip) (area code)

3. FORMER ADDRESS _____
(city) (zip)

4. TRANSFER FROM _____ HIGH SCHOOL TO _____ HIGH SCHOOL
(previous school name) (new school name)

5. ENROLLED IN PREVIOUS SCHOOL FROM ___/___/___ TO ___/___/___ Began attending NEW school on: ___/___/___
(high school enrollment only) (month/day/year) (month/day/year)
(month/day/year)

6. LIST ALL HIGH SCHOOLS & DATES ATTENDED: _____

7. APPLICATION MADE UNDER THE FOLLOWING: (Please check next to the one for which you are applying:)

- I am applying for UNLIMITED ELIGIBILITY in accordance with 207.B.3.a as I DID NOT PARTICIPATE IN ANY SPORTS the last twelve (12) months.
- I am applying for LIMITED ELIGIBILITY in accordance with 207.B.5.a in the sports that I played in the last twelve (12) months.
- I am applying for VARSITY “SIT OUT PERIOD” in accordance with 207.B.5.b in the sports that I played in the last twelve (12) months.
- I am applying for a “HARDSHIP EXCEPTION” as accordance with 207.B.5.c. Documentation must include court, police or school records.
- APPLICATION FOR TRANSFER IN A CIF-APPROVED FOREIGN EXCHANGE PROGRAM: _____
(name of program-CIF Bylaw 208)
- Name of Public High School in which attendance area the host family resides _____
- Application for transfer from a foreign country not in a CIF-approved exchange program under Bylaw 207.B.(4).

8. PLACE A CHECK MARK IN FRONT OF EACH SPORT YOU PARTICIPATED IN AN INTERSCHOLASTIC SPORT CONTEST AT ANY LEVEL IN DURING THE 12 MONTHS PRECEDING THE TRANSFER TO YOUR PREVIOUS SCHOOL:

This includes all scrimmages, practice games, prep school games, league games, play-off games etc! ANY contest of ANY kind

| | | | | | |
|------------------------------------|-------------------------------------|-------------------------------------|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> BADMINTON | <input type="checkbox"/> BASKETBALL | <input type="checkbox"/> BASKETBALL | <input type="checkbox"/> CROSS COUNTRY | <input type="checkbox"/> FIELD HOCKEY | <input type="checkbox"/> FOOTBALL |
| <input type="checkbox"/> GOLF | <input type="checkbox"/> GYMNASTICS | <input type="checkbox"/> LACROSSE | <input type="checkbox"/> SKIING | <input type="checkbox"/> SOCCER | <input type="checkbox"/> SOFTBALL |
| <input type="checkbox"/> SWIMMING | <input type="checkbox"/> TENNIS | <input type="checkbox"/> TRACK | <input type="checkbox"/> VOLLEYBALL | <input type="checkbox"/> WATER POLO | <input type="checkbox"/> WRESTLING |

I DID NOT PLAY SPORTS AT ANY LEVEL AT ANY SCHOOL IN THE LAST 12 MONTHS

9. FORMER SCHOOL ATHLETIC DIRECTOR’S SIGNATURE AFFIRMING THE ABOVE: _____

10. STUDENT’S GPA IN THE LAST GRADING PERIOD AT THE PREVIOUS SCHOOL _____ . _____ GPA

11. CERTIFICATION OF APPLICATION: By filing this application for interscholastic athletic eligibility, I specifically authorize any and all of this student’s former and current/new high schools to release all records regarding this student and to disclose to the CIF Section (“CIF”) representative any information or documentation needed or requested by the “CIF” in making this eligibility determination. I authorize the “CIF” to use that information in making its decision. I understand that the “CIF” may be unable to grant athletic eligibility absent the disclosure of relevant information or documentation from this student’s former or current/new high schools. I am authorized to make this request. I affirm that all of the above statements are true to the best of my knowledge. I further affirm that I understand that if subsequent to the approval of this application, it is discovered that this approval was granted under false, erroneous, inaccurate or incomplete information, severe penalties affecting the future eligibility of this student-athlete may result. (CIF By-law 202)

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF STUDENT

DATE

FORMER SCHOOL-please initial all that apply and sign below:

YES NO

YES NO

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

STUDENT WAS ACADEMICALLY ELIGIBLE AT TIME OF TRANSFER
STUDENT IS TRANSFERRING WITH NO DISCIPLINARY ACTION TAKEN OR PENDING

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

STUDENT MET ALL OTHER CIF ELIGIBILITY RULES AT TIME OF TRANSFER

Please Print Former School Principal's Name: _____

Former School Principal's Signature: _____

Date: _____

SAMPLE

510 PRE-ENROLLMENT CONTACT AFFIDAVIT (By-law 510)—READ CAREFULLY BEFORE SIGNING!!!!

PARENT'S AND STUDENT STATEMENT'S #1, AND/OR 2, OR 3

1. SIGN IF TRUE: By signing this affidavit below, I certify that no person who is connected with the athletic department of the enrolling (new) school (School "B"), or is part of the booster club of School "B" or who was acting on their behalf has had ANY communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of this student, prior to the completion of the enrollment process at School "B". (Sign below only if this is a true statement. If not sign statement #3 and attach an explanation)

Parent's Signature _____

Date _____

Student's Signature _____

Date _____

2. SIGN IF TRUE: By signing this affidavit below, I certify that the student has not participated during the previous 24 months on any non-school athletic team* (i.e., AAU, American Legion, club team, etc.) that is associated with or coached by anyone associated with the enrolling (new) school (School "B"). (*See Bylaw 510 for definition of a non-school athletic team.) (Sign below only if this is a true statement. If not, sign statement #3 and attach an explanation)

Parent's Signature _____

Date _____

Student's Signature _____

Date _____

OR

3. SIGN IF EITHER #1 OR #2 ABOVE ARE NOT TRUE: I am unable to certify that one or both of the above statements are true. Therefore, as required, I am submitting a complete written disclosure of the specifics. (Attach the explanation to this form.)

Parent's Signature _____

Date _____

Student's Signature _____

Date _____

FORMER AND CURRENT/NEW SCHOOL STATEMENTS

My signature below attests that to the best of my knowledge I have no credible** evidence of any person who is connected with the athletic department of the new school (School "B") or who is part of the booster club of the new school (School "B") or who is acting on their behalf, having communication, directly or indirectly, through intermediaries or otherwise with the transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process. Furthermore, I am not aware of this student participating during the previous 24 months on any non-school athletic team* that is associated with the enrolling (new) school (School "B"). (*See Bylaw 510 for definition of a non-school athletic team.)

| <u>Former School Signatures</u> | | | <u>Current/New School Signatures</u> | | |
|--|--------------------|-------------|---|--------------------|-------------|
| Signature of Athletic Director of former school | _____ | <u>Date</u> | Signature of Athletic Director of new school | _____ | <u>Date</u> |
| Signature of Head Coach of former school (fall) | _____ <u>Sport</u> | <u>Date</u> | Signature of Head Coach of new school (fall) | _____ <u>sport</u> | <u>Date</u> |
| Signature of Head Coach of former school (winter) | _____ <u>Sport</u> | <u>Date</u> | Signature of Head Coach of new school (winter) | _____ <u>Sport</u> | <u>Date</u> |
| Signature of Head Coach of former school (spring) | _____ <u>Sport</u> | <u>Date</u> | Signature of Head Coach of new school (spring) | _____ <u>Sport</u> | <u>Date</u> |
| Signature of Principal of former school | _____ | <u>Date</u> | Signature of Principal of new school | _____ | <u>Date</u> |
| <p>OR I am unable to certify that one or both of the above statements are true. Therefore, as required, I am submitting a complete written disclosure of the specifics. (Attach the explanation to this form-CHECK BELOW AND SIGN.)</p> | | | | | |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ |
| Signature of FORMER Principal unable to certify statement above | _____ | <u>Date</u> | Signature of NEW Principal unable to certify statement above. | _____ | <u>Date</u> |

CALIFORNIA INTERSCHOLASTIC FEDERATION

TRANSFER ELIGIBILITY ADMINISTRATIVE REGULATIONS

Principal's Responsibility

- All requests for athletic eligibility shall first be submitted to the school site principal/designee for a review of the student's athletic eligibility status.
- If both site principals/designees agree to limited eligibility the receiving school is responsible to complete the appropriate documents (e.g., CIF Form 510 Pre-Enrollment Contact Affidavit and CIF Form 207 Athletic Transfer Eligibility Application) as per CIF Section policy.
- If the site principal/designee determines that the student is residentially ineligible for varsity competition the site principal or his/her designee shall discuss limited eligibility and the application process for waiver with the student and his/her parent/guardian.
- The site principal/designee is responsible in assisting the parent/guardian with processing the appropriate CIF Form 207 Athletic Transfer Eligibility Application and CIF Form 510 Pre-Enrollment Contact Affidavit. Assistance in processing the application does not assume that the principal/designee supports the merits of the application.

LEVEL 1 - Section Commissioner Determines Waiver for Unlimited Transfer Eligibility

- All applications for a transfer eligibility determination must be submitted in writing to the Section Commissioner on the current CIF Form 207 Athletic Transfer Eligibility Application and the CIF Form 510 Pre-Enrollment Contact Affidavit Form. The applicant shall include all documentation or other information that supports the waiver application.
- Applicants should allow 20 business days for investigation and review by the Section Commissioner. A student may miss some part of the season during review, evaluation and determination of transfer eligibility. Applicants should be aware that applications received between the last published CIF-sponsored activity until August 15, eligibility determinations will be made based upon school site or section staff availability.
- The Section Commissioner shall review the written documentation and other information and may request additional information deemed necessary to render a determination.
- After consideration of the record, the Section Commissioner shall issue a written decision to both site principals/designees and to the student or his/her parent/legal guardian regarding the student's eligibility. If the Section Commissioner denies the waiver request, the written decision shall state the basis for the denial of unlimited eligibility.
- An appeal of the Section Commissioner's final decision may be filed by a student or his/her parent/legal guardian to the State CIF Appeals Office in accordance with the provisions set forth below. With parent/legal guardian approval, a school may file an appeal on behalf of the student. An appeal of the Section Commissioner's final decision may also be filed by a CIF member school that opposes the Commissioner's decision to grant eligibility to the student.
- An appeal of the Section Commissioner's final decision must be submitted to the State CIF Appeals Office within 15 business days of the date the Section Commissioner's decision was postmark mailed to the school, to the student and/or his/her parent/legal guardian. If an appeal is not filed within the 15 business day period, the Section Commissioner's decision shall be final.

LEVEL 2 – State CIF Appeals Coordinator

- All appeals filed with the State CIF Appeals Office must:
 1. Be submitted within 15 business days of the date the Section Commissioner’s decision was postmark mailed to the school, the student or his/her parent/legal guardian.
 2. Be on the current State CIF Appeals Form and submitted to the State CIF Appeals Office. The form must be complete and accompanied by all documentation or other information that supports the appeal.
 3. Include a \$150 administrative fee. The State CIF Appeals Coordinator may waive all or part of the \$150 administrative fee if the student who filed the appeal qualifies for the school free or reduced lunch program in accordance with 42 U.S.C. section 1751 et seq. or that the payment of the fee will impose a substantial financial on the student or his/her family.
- Within 5 business days of receipt of the appeal request, the State CIF Appeals Coordinator shall determine if the application is complete and meets the procedural criteria of this provision.
- If the State CIF Appeals Coordinator determines that the appeal is incomplete, the application will not be considered and shall be returned. A complete, corrected application may be resubmitted prior to the expiration of the original appeal 15-day timeline (without an additional administrative fee).
- The administrative fee shall not be returned with any appeal application that is rejected by the State CIF Appeals Coordinator.
- If the State CIF Appeals Coordinator determines that the appeal is timely and complete, the State CIF Appeals Coordinator shall then set a hearing date. Below is a schedule of “Tentative Appeal Hearing” dates for the 2015-2016 school year.

| 2015-2016 Tentative Appeal Dates |
|----------------------------------|
| |
| Sept. 9, 2015 |
| Sept. 23, 2015 |
| Week of Oct 12-16, 2015 |
| Week of Nov. 9 – 12, 2015 |
| Week of Dec. 7-11, 2015 |
| Wed-Fri Jan. 6-8, 2016 |
| Jan. 21, 2016 |
| Week of March 7-11, 2016 |
| Mon-Wed April 11-13, 2016 |

LEVEL 3 – Appeals Panel/Review Officer

- The members of the Appeals Panel or a Review Officer shall be appointed in accordance with the published State CIF Appeals Procedure Guidelines.
- The hearing shall be held at a location selected by the State CIF Appeals Coordinator within geographical proximity of the CIF Section where the matter arises.
- The Appeals Panel/Review Officer shall conduct the hearing in accordance with the hearing procedures outlined in the published CIF State Appeal Procedures Guidelines.
- While legal counsel is not required, the student and the CIF Section may choose to be represented by legal counsel or advocate at a hearing.
- The technical rules of evidence do not apply to CIF appeal hearings.

- Within 15 business days after closing the hearing, the Appeals Panel Chairperson/Review Officer shall prepare a written decision that includes findings of fact and conclusions, and shall postmark mail the decision to:
 - (1) The CIF State Executive Director; and
 - (2) The student or parent/legal guardian or their legal representative; and
 - (3) The principals of both schools; and
 - (4) The CIF Section Commissioner.
- The decision of the Appeals Panel/Review Officer issued pursuant to this provision is final and binding and may not be appealed.

200. CIF STUDENT ELIGIBILITY FOR INTERSCHOLASTIC ATHLETIC COMPETITION

A. Philosophy

The CIF, as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the CIF Federated Council. CIF Bylaws governing student eligibility are a necessary prerequisite to participation in interscholastic athletics because they:

- (1) Keep the focus on athletic participation as a privilege not a right;
- (2) Reinforce the principle that students attend school to receive an education first; athletic participation is secondary;
- (3) Protect the opportunities to participate for students who meet the established standards;
- (4) Provide a fundamentally fair and equitable framework in which interscholastic athletic competition can take place;
- (5) Provide uniform standards for all schools to follow in maintaining athletic competition;
- (6) Serve as a deterrent to students who transfer schools for athletic reasons and to individuals who recruit student-athletes;
- (7) Serve as a deterrent to students who transfer schools to avoid disciplinary action;
- (8) Maintain an ethical relationship between high school athletic programs and others who demonstrate an interest in high school athletes;
- (9) Support the Principles of "Pursuing Victory with Honorsm."

B. Rules

The CIF establishes the standards of eligibility to participate in interscholastic athletics to include the following:*

- (1) Philosophy statement (Bylaw 200)
- (2) Accurate information requirement (Bylaw 202)
- (3) Age requirement (Bylaw 203)
- (4) Eight Consecutive Semesters requirement (Bylaw 204)
 - a. Initial scholastic eligibility (Bylaw 205.A.)
 - b. Continuing scholastic eligibility (Bylaw 205.B.)
 - c. Summer School Credits [Bylaw 205.B.(3)f.]
 - d. Non-Traditional Programs [Bylaw 205.B.(3)g]
 - e. Waivers of 20 semester credits requirement (Bylaw 205.C.)
- (5) Residential Eligibility (Bylaw 206)
 - a. Initial residential eligibility (Bylaw 206.A.)
 - b. Continuing residential eligibility (Bylaw 206.B.)
 - c. Valid change of residence (Bylaw 206.C.)
- (6) Transfer Eligibility (Bylaw 207)
- (7) Foreign Exchange Student Eligibility (Bylaw 208)
- (8) Discipline Eligibility (Bylaw 209)
 - a. Expulsion (Bylaw 209.A.)
 - b. Suspended Expulsion (Bylaw 209.B.)
 - c. Transfer Compelled for Disciplinary Reasons (Bylaw 209.C.)
- (9) Physical Assault (Bylaw 210)
- (10) Continuation School eligibility (Bylaw 211)
- (11) Amateur status requirement (Bylaw 212)
- (12) Hardship waivers of eligibility standards other than transfer (Bylaw 213)
- (13) Post-Injunction Remedies (Bylaw 214)
- (14) Intercollegiate Participation (Bylaw 215)
- (15) Graduates (Bylaw 216)
 - a. Mid-Year/Spring Graduation (Bylaw 216.A.)
 - b. California High School Proficiency Exam (Bylaw 216.B.)

**The CIF recognizes that any student who is ineligible under the rules of another state cannot gain eligibility at a CIF member school until the terms of ineligibility are served.*

202. ACCURATE INFORMATION

A. The CIF requires that all information provided in regard to any aspect of the eligibility of a student must be true, correct, accurate complete and/or not false or fraudulent.

B. Penalty for Providing Incorrect, Inaccurate, Incomplete or False or Fraudulent Information

- (1) If it is discovered that any parent(s)/guardian(s)/caregiver or student has provided incorrect, inaccurate, incomplete or false information in regards to any aspect of eligibility status on behalf of a student, that student is subject to immediate ineligibility for CIF competition at any level in any sport for a period of up to 24 calendar months from the date the determination was made that incorrect, inaccurate, incomplete or false information was provided.
- (2) If it is discovered that persons associated with the student or the school [coaches, teachers, parent(s)/guardian(s)/caregiver, friends, etc.] provided incorrect, inaccurate, incomplete or false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition at any Section member

school at any level in any sport for a period of up to 24 calendar months from the determination that incorrect, inaccurate, incomplete or false information was provided whether the student was aware of the fraudulent information or not.

(Revised October 2001 Federated Council)

- (3) Any contests in which a student or students participated based on incorrect, inaccurate, incomplete or false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines set in accord to the rules of the Section.
- (4) Teams
 - a. If it is determined that someone associated with a school (including, but not limited to, a coach) knowingly participates in either providing incorrect, inaccurate, incomplete or false information or using fraud or knowingly allows others to do so, in order for a team to meet qualification standards in any event, that team will be subject to immediate ineligibility for further competition in that sport that season.
 - b. Any contest in which that team has participated based on incorrect, inaccurate, incomplete or false information or fraud shall be forfeited according to the guidelines of the Section or the State CIF.
- (5) School Personnel Involvement
If any school personnel (including but not limited to a coach) knowingly participates in either providing incorrect, inaccurate, incomplete or false information or allowing others to provide incorrect, inaccurate, incomplete or false information in order to gain favorable eligibility status for a student, or team information to meet qualification standards for participation in any contest including playoffs or championships, sanctions may be imposed on the school including but not limited to: probationary status, prohibitions against playoff participation, forfeitures, revoking of CIF or Section membership, etc.
- (6) Assumed Name
In addition to any sanctions or penalties arising from the provisions above, a student shall become ineligible for CIF competition in their respective sport for competing in CIF competition under an assumed name.

206. RESIDENTIAL ELIGIBILITY

- A. Initial Residential Eligibility
A student has residential eligibility upon initial enrollment in: (See also Bylaw 201.A. for definition of enrollment)
 - (1) The 9th grade of any CIF high school, a CIF junior high school, or a junior high school under provisions of Bylaw 303; OR
 - (2) The 10th grade of any CIF high school from 9th grade of a junior high school in the United States.
- B. Continuing Residential Eligibility – See also Bylaw 201.A.
A student retains residential eligibility as long as he/she is continuously enrolled in the CIF member high school in which the student initially enrolled.
- C. Valid Change of Residence
A student may be determined to be residentially eligible when a student, whose parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility at the prior school (School A), completes a valid change of residence as described herein when the following conditions are met:
 - (1) A valid change of residence must be made from a residence located in the public high school attendance area (School A's attendance area), even if the student is not currently attending nor ever has attended the school in which attendance area they reside, to another public high school's attendance area (School B's attendance area).
 - (2) School A may be a CIF member school or a non-CIF member school or may be a school located outside of the United States.
 - (3) Definition of a Valid Change of Residence
A valid residence is defined as the location where the student's parent(s)/guardian(s)/caregiver (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location as a residence. A valid change of residence for eligibility purposes requires the former residence to have been vacated by the entire family for use as its residence. For athletic eligibility purposes, a student (with the student's parent(s)/guardian(s)/caregiver with whom residential eligibility has been established) may only have one primary valid residence at one time.
 - (2) Determination of What Constitutes a Valid Change of Residence
Determination of what constitutes a valid change of residence depends upon the facts in each case. In determining that a valid change of residence occurred, the following facts must exist:
 - a. The original residence must be abandoned as a residence by the immediate family. The new school is responsible for validating this fact; AND
 - b. The student's entire immediate family must make the change of primary residence and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain more than one primary residence; AND
 - c. The change of primary residence must be genuine, without fraud or deceit and with permanent intent; AND

NOTE: A student whose family makes a valid change of residence into a new school's attendance area (See d. below) may be residentially eligible for varsity competition upon receipt and recording of a CIF 206 Form by the CIF Section of the student's new school. A subsequent move into a different school boundary by the family (or other family members) during the next 12 calendar months will result in the student being declared ineligible until cleared for competition by the Section Commissioner.

 - d. A request for eligibility based on a valid change of residence by the student's entire immediate family must be supported by documentation. Documentation may be cumulative and no single document or any combination of documents listed below will be considered as definitive that a valid change of residence occurred. The documents must support a finding by the Section that a valid change of residence by the student's entire immediate family occurred prior to participation at the new school; that the previous residence was vacated as required above in paragraphs a., b. and c. and that the family no longer has the use and enjoyment of that former residence. The Section Commissioner and school may request additional documents they deem necessary to establish that a valid change of residence occurred as defined above. Evidence may include:

- Property tax receipts;
- Bank account statements;
- Credit card statements.

The Section Commissioner and/or school have the discretion to request additional documents that he/she deems necessary to confirm change in residency. Examples may include:

- Real estate documents indicating and verifying a change of residence;
- Court documents indicating a change of residence;
- Declaration of residency executed by the student's parent(s)/guardian(s)/ caregiver;
- Operative telephone and utility service at the student's new residence and terminated at the former residence;
- Utility service receipts;
- Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television, and garbage collection;
- Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;
- Proof of transfer of the parent(s)/guardian(s)/caregiver and age-appropriate student's motor vehicle registration;
- Proof of changed address on the parent(s)/guardian(s)/caregiver and age-appropriate student driver's license;
- Voter registration listing the new address;
- Proof of entering a long-term lease; (minimum of 12 calendar months)
- Rent payment receipts;
- Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver.

The Section Commissioner and/or school have the discretion to request additional documents that he/she deems necessary to confirm residency.

- (5) **Change in School Enrollment Made in Anticipation of a Valid Change of Residence**
If a student transfers to a high school in advance of the anticipated change of residence by the student's parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility, the student shall become eligible when the parent(s)/guardian(s)/caregiver actually complete a valid change of residence to that school's attendance area.
- (6) **Choice of Schools After a Valid Change of Residence**
A student choosing a school after making a valid change of residence in accordance with CIF's definition of valid change of residence has a choice for residential eligibility as follows:
 - a. **Remaining at the Same School**
Continued attendance at the previous school (School A) maintains residential eligibility at School A as long as the student has remained enrolled in the same school under a district/school approved enrollment process (i.e., inter or intra or senior privilege etc. district/school program); OR
 - b. **Changing Schools**
A student must make a valid change of residence out of the public school (School A) attendance area in which their former family residence was located and into another public school's attendance area (School B). This is true even if the student was not attending public school A but was enrolled in a private school or a charter school. Changing schools following such a valid change of residence will result in full residential eligibility if the following conditions are met:
 - (i) Student enrolls, attends, and/or is carried on the attendance roll at the new public school (School B) into whose attendance area the family moved, or another public school in accordance with the district(s) policies or a private school or a charter school; AND
 - (ii) The student changes schools immediately following the family valid change of residence or no later than the beginning of the next school year following that family move; AND
 - (iii) The new school verifies the family valid change of residence of the family; AND
 - (iv) A CIF form 206 documenting the new school's verification of a the family's valid change of residence is completed by the new school and family and received by the CIF Section within 30 days of the valid change of residence and recorded by the respective CIF Section.
- (7) **Valid Change of Residence After a Discipline Situation**
Such a student will not be granted residential eligibility except as outlined in Bylaw 209 if the student is changing residence and schools, voluntarily or if compelled by the former school or district, as a result of a disciplinary situation at the previous school.
- (8) **Pre-Enrollment Contact**
Such a student will not be granted residential eligibility until the Pre-Enrollment Contact Affidavit with the 206 form is completed by the family and school, received and recorded by the CIF Section, verifying there is no evidence of the use of undue influence (recruiting) by anyone associated with either school in order to procure the student's enrollment in the new school. [See also (10) below and Bylaw 510]
- (9) **Same Sport at Two Different Schools**
No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence. In the event of a change of schools due to a valid change of residence, a student will be allowed to participate in the same sport at two different schools not to exceed, in total, the maximum number of contests in that sport as established by the CIF and/or the CIF Section.
- (10) **Athletically-Motivated Valid Change of Residence**

If a student completes a valid change of residence as provided in Bylaw 206.C.(1-5), a student may not be eligible to participate at the varsity level if there is evidence the move was athletically motivated or the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 200; 510.B.-E.)

Q: What is meant by an athletically motivated move or transfer?

A: Based on the CIF philosophy that students “attend school to receive an education first; athletic participation is secondary” [Bylaw 200.A.(2)], individual Section Offices may limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at School B. Such evidence of an athletically motivated move may be, but is not limited to:

- Evidence of parental or student dissatisfaction with a coach or a coaching decision at the former school.
- Evidence the student’s move would result in the assurance the student would gain varsity participation at the new school or result in more playing time.
- A move to a school by the student that is believed (objectively or subjectively) to be more competitive or athletically visible.
- A demonstrated move or transfer that is prompted by association with club programs or outside agencies that use the facilities of the new school.
- A demonstrated move or transfer to a school with which the student has had an athletic association.
- A move or transfer to a school by a student who is associated with outside agencies that use the facilities or personnel at the new school of attendance.
- The preponderance of credible evidence the move was not made in good faith to secure greater educational advantage for the student.

The standard applied to the evidence of “athletic motivation” is that which is associated with a student move or transfer proffered to a hearing officer or Section Commissioner is that which a responsible person acting in a thoughtful manner would judge be with “athletic motivation.”

207. TRANSFER ELIGIBILITY

A. Determination of Transfer Student Status-Standards of Enrollment - See also 201.A. (3)

- (1) A student shall be considered to be a transfer student when:
 - a. The student has been on the attendance roll of their former school (School A) for 15 days or more for classes occurring at School A, whether or not they have been in attendance during those 15 days; AND/OR
 - b. The student has played in an athletic contest for their former school; AND/OR
 - c. The student has tried out for or practiced with a team prior to the beginning of the school year for five (5) days or more; AND
 - d. That student withdraws from School A or has completed the courses in which they were enrolled in at School A, so that student is no longer enrolled in any way at School A; AND
 - e. That student enrolls as a full-time student in a new school (School B).
THEN that student shall be determined to be enrolled in and having transferred to School B if all conditions of 201.A.(1) are met.
- (2) Students may not practice with or participate in an interscholastic athletic contest for the new school prior to establishing enrollment in the new school meeting these enrollment standards except if they are transferring at the beginning of the school year and practice for that season of sport begins prior to the first day that school and classes begin. These conditions must be met even if prior to this such a student has registered for classes and/or paid a non-refundable registration fee to the new school.
 - a. For eligibility purposes, students cannot have dual enrollment in two different schools at the same time. During the time a student is intending to transfer schools, has registered for classes at the new school and/or paid a non-refundable registration fee at the new school, but still remains enrolled in the former school, the student will be considered to be enrolled in the former school. Only at such time as the student has withdrawn from or has completed the courses in which they were enrolled at the former school, and is no longer enrolled in any way at the former school, shall that student be considered as having “transferred” to the new school. This applies to 8th graders matriculating the following school year to 9th grade in a CIF member school.
- (3) No one associated with the athletic program at the new school may perpetrate any violation of Bylaw 510 or have inappropriate pre-enrollment contact as outlined in Bylaw 207.B or 510 prior to their enrollment in the new school as defined above. [See also Bylaw 201.A (4)]

Q: What is meant by an athletically motivated move or transfer?

A: Based on the CIF philosophy that students “attend school to receive an education first; athletic participation is secondary” [Bylaw 200 A. (2)], individual Section Offices may limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at School B. Such evidence of an athletically motivated move may be, but is not limited to:

- Evidence of parental or student dissatisfaction with a coach or a coaching decision at the former school.
- Evidence the student’s move would result in the assurance the student would gain varsity participation at the new school or result in more playing time.
- A move to a school by the student that is believed (objectively or subjectively) to be more competitive or athletically “visible”.
- A demonstrated move or transfer that is prompted by association with club programs or outside agencies that use the facilities of the new school.
- A demonstrated move or transfer to a school with which the student has had an athletic association.
- A move or transfer to a school by a student who is associated with outside agencies that use the facilities or personnel at the new school of attendance.
- The preponderance of credible evidence the move was not made in good faith to secure greater educational advantage for the student.

The standard applied to the evidence of “athletic motivation” is that which is associated with a student move or transfer proffered to a hearing officer or Section Commissioner is that which a responsible person acting in a thoughtful manner would judge be with “athletic motivation.”

B. CIF Transfer Rule

All students transferring at any time during their enrollment in high school to a CIF member school after their initial enrollment in the 9th grade in any school (referred to as Former School or School A) shall have their eligibility determination made in compliance with the following 207.B. bylaws except:

- Those making a valid change of residence (Bylaw 206); OR
- Those transferring to or from a CIF member school under the auspices of a CIF-approved foreign exchange program (Bylaw 208); OR
- Those transferring as a result of discipline (Bylaw 209).

NOTES:

Emancipated Minors: This bylaw also applies to students 18 years of age or older and emancipated minors.

No Child Left Behind Act: Students transferring to another school under any provision of the federal legislation “No Child Left Behind Act” are not residentially eligible at their new school. However, a student may become eligible under the provisions of the appropriate Section and State CIF Constitution and Bylaws.

Boarding School: A high school student who transfers to or from the status of a full time resident at a 24-hour boarding school shall be subject to all provisions of Bylaw 207.

(1) Mandatory Applications for Eligibility Determination

All such transfer students addressed in 207 must complete the respective CIF Section-required 207/510 Application form. This form must be submitted to the CIF Section for an eligibility determination. No transfer student is eligible to compete for their new school of enrollment until a determination has been made by their respective CIF Section. (See also Bylaws 501, 510 and 700.)

(2) Pre-Enrollment Disclosure Requirements

[Please see also Bylaws 201.A.(1) & (4) and 510]

Any and all pre-enrollment contact of any kind whatsoever with a student must be disclosed by the student, parent(s)/guardian(s)/caregiver, and the schools involved to their respective CIF Section office on a completed CIF Pre-Enrollment Contact Affidavit (CIF Form 510). Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school per Bylaws 201.A.(1) & (4).

(3) Transfers to a CIF Member School (described as New School or School B) From Schools (described as Former School or School A) Located in the United States, a U.S. Territory, Canada or a U.S. Military Base (referred herein as Domestic Transfers)

Such transfer students who meet all other requirements for eligibility outlined in bylaws will be granted unlimited residential eligibility in all sports at all levels at the new school except:

- a. In any sport(s) in which the transfer student has competed at any level at the former school(s) in the 12 calendar months immediately preceding their transfer to the new school, the student will be limited to sub-varsity (limited) eligibility in those sports;
- b. No student shall be eligible to participate in the same sport at two different schools in the same school year;
- c. If the transfer is determined to be athletically motivated. Athletically motivated transfers may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons and cause the student to be ineligible for participation in those sports in which the student participated at the former school as outlined in Bylaws 510 and 207.C. (3) & (4). (See also Bylaw 510);
- d. The transfer is not determined to be based upon a disciplinary situation (See CIF Bylaw 209);
- e. The student meets all other provisions of all CIF Bylaws.

The student shall have unlimited residential eligibility for all sports at all levels under Bylaw 207 after having been enrolled for 12 calendar months from the date of transfer to the new school.

NOTE: Refer to (5) below for applications for transfer eligibility limitations determinations and exceptions.

(4) Foreign Transfers Not in a CIF-Approved Foreign Exchange Program (referred herein as Foreign Transfers)

Students who transfer to a CIF Member school (described as New School or School B) from:

- Any school (described as Former School or School A) which is located outside of the United States, a U.S. Territory, U. S. Military Base or Canada; AND
- Who are not enrolled in the CIF member school under the auspices of a CIF-approved foreign exchange program; AND
- Who meet all other requirements for eligibility in bylaws.

THEN they may be granted unlimited residential eligibility in all sports at all levels at the new school except:

- i. In any sport(s) in which the transfer student has competed at any level for a club or school team, in the 12 calendar months immediately preceding their transfer to the new school. The student will be limited to sub-varsity (limited) eligibility in those sports. For the purpose of this bylaw, any and all organized sports programs (e.g. youth teams, community teams, club teams, national teams at any level or individualized instruction for competition in development schools or programs) in which the international student competed on, or participated within the last 12 months, will be considered by the CIF in determining whether the student participated in the equivalent of interscholastic competition; AND

- ii. No student who has participated with a club or school team as described in a., shall be eligible to participate in the same sport at the CIF member school within the same 12 month period (See also Bylaw 504.L.); AND
- (iii) If the transfer is determined to be athletically motivated. Athletically motivated transfers may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons and cause the student to be ineligible for participation in those sports in which the student participated at the former school. (See also Bylaw 510)

The student may be granted unlimited residential eligibility for all sports at all levels under Bylaw 207 after having been enrolled for 12 calendar months from the date of transfer to the new school.

In Addition, Such Foreign Transfers Must:

- Possess a valid visa, allowing them to attend school, issued by the U.S. Immigration and Naturalization Service or be a U.S. citizen who has been attending the equivalent of a United States high school secondary educational program outside of the United States; AND
- Provide to the principal of the school he/she attends an official un-translated transcript and a transcript that is translated into English, by an agency acceptable to the Section from the National Association of Credential Evaluation Service (NACES) membership, which indicates work taken in all grades in which the student was enrolled; the grade level equivalent in the United States as if the international student had completed all courses attempted satisfactorily; and the California grade-point average equivalent; AND
- If required, the foreign transfer student must pay tuition to the school/school district he/she attends as prescribed in Education Code Section 48052 et seq.; AND
- Be subject to the maximum of eight (8) consecutive semesters Bylaw 204; AND
- Be subject to the age requirement Bylaw 203; AND
- Not have graduated from high school. If they should have graduated, or have completed the equivalent coursework for graduation from high school/secondary school, the student is ineligible to participate in CIF competition; AND
- Not have the school's coaching staff, paid or voluntary, serve as the resident family for the foreign transfer student.

NOTE: CIF Sections may require individual students to have their school records/transcripts from the school from which they are transferring evaluated by an outside agency at the students or school expense.

(5) Applications for Transfer Eligibility Limitations, Determinations and Exceptions

The CIF recognizes that, in certain circumstances, students may transfer from one school to another due to a compelling hardship need or situation that is beyond a student's or their family's control. In response to such cases, the CIF allows for the CIF Section to make an exception to the limited eligibility status whenever they transfer and the case meets one of the hardship circumstances outlined in Bylaw 207.B.(5)c.(viii). The first time a student transfers in high school, they may utilize the Sit Out Period exception covered in Bylaw 207.B.(5)b. below if they meet all of the conditions required. Any student whose transfer circumstances do not meet the conditions required by these two options, will have their residential eligibility determined in compliance with 207.B.(5)a. as long as they meet the conditions required in that Bylaw.

NOTE: Foreign Transfers as described in 207.B.(4) above are subject to all provisions of 207.B.(5) that follows except that whenever there is a reference to "sports in which the student has participated at their previous school" foreign students shall read "sports in which the student has participated at their previous school or on any club team."

a. Limited Eligibility Applications

Any student who submits a limited eligibility application to their respective CIF Section may be made eligible to play at the sub-varsity level in any sports in which they have participated at any previous school in the 12 months prior to this transfer under the following conditions:

- (i) The student was academically eligible at the time of transfer from the former school. Students who are academically ineligible at their previous school will not be eligible to compete at their new school until the requirements in Bylaw 205 are met and the new school has completed a grading period to verify that the student has met the CIF and school district academic eligibility requirements. A student cannot be placed on probation at the new school to fulfill this requirement; AND
- (ii) The principal of the former school attests in writing that the move was not made in violation of Bylaw 510; AND
- (iii) The student is not transferring either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C.(1); AND
- (iv) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach, with whom they have been associated, is coaching per Bylaw 207.C.(3) or (4); AND
- (v) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
- (vi) A completed 207/510 Limited Transfer Application is received by the respective CIF Section office and has been processed and approved; AND
- (vii) The student who is approved by their respective CIF Section office and competes in a contest at the sub-varsity level following such approval and before the Sit Out Period (SOP) dates described in B.(5)b.(ix) below, is ineligible for and may not compete at the varsity level in that sport for the remainder of that school year. This applies through the end of any Section, Regional or State championship finals in that sport; AND

(viii) The student has not been determined by their respective CIF/Section Office or the CIF to have made a transfer or change in schools in violation of Bylaw 510.

b. Varsity Eligibility Applications (Non-Hardship Sit Out Period)

Any student who transfers for the first time since their initial enrollment in the 9th grade in any school, or if the first transfer of schools for this student was granted due to an approved CIF hardship [see 207.B.(5).c], or a valid change of residence and whose circumstances causing the transfer do not meet any of the Hardship Exceptions outlined in c.(viii) below, may become eligible for varsity competition for the sport(s) in which they competed in the last 12 months at the former school or any other school, upon submission, review and approval by their respective CIF Section under the following provisions:

- (i) This is the student's first transfer since they first enrolled anywhere in the 9th grade or had their first transfer determined to be a CIF hardship circumstance [207.B.(5).c.]; or a valid change of residence AND
- (ii) The student was academically eligible at the time of transfer from the former school; AND
- (iii) The principal of the former school attests in writing that the move was not made in violation of Bylaw 510; AND
- (iv) The student is not transferring either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C.(1); AND
- (v) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach with whom they have been associated is coaching, per Bylaw 207.C.(3) or (4); AND
- (vi) The student has not been determined by their respective CIF/Section Office or the CIF to have made a transfer or change in schools in violation of Bylaw 510; AND
- (vii) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
- (viii) The student has not competed at the new school at the sub-varsity level in that sport following the transfer during the current school year; AND
- (ix) The student shall remain out of any competition at any level in each sport in which they competed in the last 12 months at the former school or any other school in accordance with the following Sit Out Periods (SOP):
 - Fall Sports: The Monday of the NFHS week 14
2015: October 5
2016: October 3
NOTE: In order to promote gender equity and ensure participatory comparability for female athletes with respect to the Sit-Out-Period in the sports of golf and tennis, the CIF Sections shall adjust their Sit-Out-Period eligibility dates in the sports of girls' golf and girls' tennis, if needed.
 - Winter Sports: The Monday of the NFHS week 27
2015: January 4
2016: January 2
 - Spring Sports: The Monday of the NFHS week 40
2016: April 4
2017: April 3
 - The student who transfers to a school after School B's first game will have a SOP equivalent in calendar days to the SOP of all other students who transferred before the season started. The respective CIF Section Office will provide the actual date once the proper forms are received, reviewed and approved.

Q: My son was denied the Sit Out Period. May we appeal this ruling?"

A: No

c. Unlimited Eligibility Applications

Exceptions to the determination of limited eligibility under 207.B. (application for unlimited residential eligibility in all sports) may be applied for by the new school (CIF Form 207/510) on behalf of the student. Consideration for unlimited residential eligibility will be given by the respective CIF Section upon review of the application only under the following provisions.

- (i) The student was scholastically eligible at the time of transfer from the former school. Students who are scholastically ineligible at their previous school will not be eligible to compete at their new school until the requirements in Bylaw 205 are met and the new school has completed a grading period to verify that the student has met the CIF and school district scholastic eligibility requirements. A student cannot be placed on probation at the new school to fulfill this requirement; AND
- (ii) The student is NOT transferring, either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C.(1); AND
- (iii) The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach, with whom they have been associated, is coaching per Bylaw 207.C.(3) or (4) & 510.E; AND

- (iv) The student has not been determined by their respective CIF/Section Office or the CIF to have made a transfer or change in schools in violation of Bylaw 510 AND
- (v) The student has not competed at the new school at the sub-varsity level in that sport at any time following the transfer to the new school; students who chose to play at the sub-varsity level under the provisions outlined in (5)a. (Limited Eligibility Applications) above may not subsequently be granted unlimited eligibility for that same sport during the same season at the new school; AND
- (vi) No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence or pursuant to a hardship approved by their respective CIF Section; AND
- (vii) A completed 207 Unlimited Transfer Application and documentation required by the CIF Section is received by the respective CIF Section office and has been processed, reviewed and approved; AND
- (viii) One of the following hardship circumstances is documented to the satisfaction of the respective CIF Section:
 - (a) **Court-Ordered Transfers**
Unlimited eligibility may be granted by the CIF Section in which the student's new school is located in cases where a student is residentially placed from one school attendance area to the attendance area of the new school by a court order or a child protection order and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the 207/510 application and sufficient documentation (including but not limited to a copy of the court order) to satisfy that CIF Section Commissioner that the circumstances meet this criteria. The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the CIF Section.
 - (b) **Children of Divorced Parents**
Unlimited eligibility may be granted by the CIF Section in which the student's new school is located when a student changes residence from one parent's domicile to the other parent's domicile as a result of a court-ordered custody change, or court ordered or approved joint custody agreements and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the 207/510 application and sufficient documentation (including but not limited to a copy of the divorce papers and custody agreements) to satisfy that CIF Section Commissioner that the circumstances meet this criteria. The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the CIF Section.
 - (c) **Individual Student Safety Incidents**
Unlimited eligibility may be granted by the CIF Section in which the student's new school is located when a student is transferring as a result of a specific, documented safety incident in which the student was involved and all provisions listed above in c.(i-vii) are met. The student may be determined to have unlimited residential eligibility upon receipt of the 207/510 application and sufficient documentation is submitted to satisfy that CIF Section Commissioner that the circumstances meet this criteria. Required documentation may include, but is not limited to, administrative records and documentation from the former school about the specific safety incident that occurred at the former school and/or police records (if any). The student will become eligible for varsity competition upon notification to the new school of the approval of such an application by the CIF Section.
 - (d) **Discontinued Program**
When the former school, in which a student has been enrolled, discontinues a particular program in which the student had previously been enrolled or participated, and that student transfers to another school because of these circumstances, the student shall be determined to be residentially eligible for unlimited participation in the new school provided that new school offers a continuation of that same program and the student can show documentation that they were enrolled in or participated in that program at the former school and are currently enrolled or participating in that same program at the new school.
 - (e) **Return to Previous School**
When a student eligible in School A transfers to School B and is residentially not eligible, the student may return to School A and shall be determined to be residentially eligible for unlimited participation in interscholastic sports provided the student did not participate in an interscholastic athletic contest while at School B and provided the student's parent(s)/guardian(s)/caregiver still reside in School A's attendance area.
 - (f) **Foster Children**
A student under the court-ordered supervision of the California Foster Care System who has changed residences pursuant to a court order and as a result, has transferred schools, shall be determined to be residentially eligible for unlimited participation in interscholastic athletics provided all other CIF rules and regulations are met. A change of residence ordered by a social worker of the California Foster Care System shall be acceptable, provided all other CIF rules and regulations are met.
 - (g) **Military Service**
A student shall be determined to be residentially eligible for unlimited participation interscholastic athletics when returning from military service provided:

- The student was eligible when the student entered into the Armed Forces; AND
- The student enrolls in the same school which the student attended before leaving for the service, or enrolls in the school in the district in which the student's parent(s)/guardian(s)/caregiver reside; AND
- The student enrolls in the school no later than the succeeding semester after being discharged; AND
- Provided student did not receive a dishonorable discharge; AND
- The student is fully eligible under all other rules of the CIF.

(h) Married Status

A student who marries and lives with the student's spouse shall be determined to be residentially eligible for unlimited participation in interscholastic athletics in the school in the attendance area in which the student and their spouse resides.

(i) Board of Education Ruling

A student, or group of students, who transfer as a direct result of a ruling by the Board of Education of a school district that has two or more high schools and which mandates a change of school attendance boundaries shall be determined to be residentially eligible for unlimited participation in interscholastic athletics in the school in the attendance area in which the student(s) are required to attend, provided the Board of Education Ruling is not a result of a disciplinary situation.

(j) Low Achieving Schools

A student at any grade level may transfer from a low achieving school, as defined by the State Department of Education and on the annual published list, without limitation upon receipt of a valid 207 Form. Any student transferring under the provisions of this bylaw must meet all other applicable eligibility guidelines [see Bylaws 203, 204, 205, 207.B(1), 210]. Students may not receive unlimited eligibility if there is evidence that the transfer is athletically motivated, or there is undue influence or pre-enrollment contact (see Bylaw 207.C). All requests for athletic transfer eligibility (Bylaw 207) must be accompanied by a copy of their district-approved transfer documentation/form under the applicable district guidelines. Students transferring under the provisions of this Bylaw may transfer to a public school, including a charter school (that is or is not on the list of low achieving schools) as long as the school to which a student transfers has a higher API than the student's current school. The school to which the student transfers must be to either the geographically closest public school or the geographically closest charter school to the residence of the student and to the parent(s)/guardians(s)/caregiver(s) with whom the student was living when the student established residential eligibility at the low achieving school. To obtain athletic eligibility at a school other than the closest public or charter school, a student must apply for, and be granted, a hardship waiver pursuant to other CIF eligibility rules.

Q: Why are charter schools included?

A: Charter schools are considered public schools and are included on the list of Low Performing Schools and are subject to this bylaw.

Q: Does this bylaw apply to private schools?

A: No. Private schools do not have an API score and therefore there is no score to measure where they stand.

Q: My school is on the low achieving school list. I want to go to a school that is not the geographically closest higher performing school. Am I eligible?

A: No. This bylaw indicates you are eligible at the next geographically closest higher performing school.

Q: What if the next geographically closest school is impacted and closed to new students?

A: You would be eligible at the next geographically closest school as long as that school is a higher performing school.

d. Appeals

All eligibility determinations made by the respective CIF Section office under the provisions of 207.B.(5)c. are final as all of these hardship circumstances are factual in nature and can be documented. Students whose eligibility determinations are made because they do not meet one of the criteria outlined below in 207.C. or in 510 may appeal that portion of their eligibility determination in accordance with Bylaw 1100. Students may appeal a determination by their respective CIF Section if they have been found to not meet the following criteria:

- (i) 207.B.(5)a.(ii) or b.(iii)-Conflict with Coach at former school
- (ii) 207.B.(5)a.(iv) or b.(v) or c.(iii)-Following Coach

C. Pre-Enrollment Communication or Contact (Domestic and Foreign Transfers)

A student who transfers from School A to School B, as described in Bylaws 207.A. and 207.B. above, shall not be eligible for interscholastic athletics at School B until application under the appropriate CIF Section procedures is completed, including the following:

- (1) Mandatory Parent/Student Certification
[Please see also Bylaws 201.A.(1) & (4), 207.B.(2) and 510]

Any and all pre-enrollment contact of any kind whatsoever with a student must be disclosed by the student, parent(s)/guardian(s)/caregiver, and the schools involved to their respective CIF Section office on a completed CIF Pre-Enrollment Contact Affidavit (CIF Form 510). Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/ information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school per Bylaws 201.A.(1) and (4).

(2) **Mandatory Former School Certification**

The principal and athletic director of School A shall attest that to the best of their knowledge they have no credible evidence* of any person: who is connected with the athletic department of School B; who is part of the booster club of School B; or who is acting on their behalf, having communication, directly or indirectly, through intermediaries or otherwise, with the transfer student, student's parent(s)/guardian(s)/caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process.

Definition of Credible Evidence

*Credible evidence is considered as evidence which proceeds from a trustworthy source; evidence which is so natural, reasonable and probable as to make it easy to believe; information which is obtained from authentic sources or from the statements of persons who are not only trustworthy, but also informed as to the particular matter; that which is not mere speculation, or rumor.

(3) **Mandatory New School Certification**

The principal, athletic director and head coach of School B shall certify that to the best of their knowledge, no person: who is connected with the athletic department of School B; who is part of the booster club of School B; or who is acting on their behalf, has had communication, directly or indirectly, through intermediaries or otherwise, with the transfer student, student's parent(s)/guardian(s)/caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process.

(4) **Club Coach Association with new School (student transfers to a new school which a coach from the student's non-CIF sports participation experience is associated)**

The transfer of a student from his or her current school of attendance with or without a valid change of residence (Bylaw 206) to any CIF member high school where the student participated or participated, during the previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.) that is associated with the new school in the sports previously participated in shall be considered prima facie evidence (sufficient evidence) of undue influence/recruiting by the school to which the student transfers. Such transfer may be considered prima facie evidence (sufficient evidence) that the student enrolled in that school in whole or part for athletic reasons. A team associated with the school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated** with, that school and/or on which the majority of the members of the team (Participants in practice and/or competition) are students who attend that school. When a prima facie case (sufficient evidence) of undue influencing/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coach referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

Definition of Persons Associated With School

**Defined as: Persons associated with a school include, but are not limited to; current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.

(5) **Relocation of Former High School Coach (Domestic and Foreign Transfers)**

A student at any grade level who transfers to a new school within one calendar year of the relocation of his/her former high school coach to that school with or without a corresponding valid change in residence shall be considered prima facie evidence (sufficient evidence) of undue influence/recruiting by the school to which the student transfers or may be considered prima facie evidence (sufficient evidence) that the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 510). When a prima facie case (sufficient evidence) of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coach referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

(6) **Athletically Motivated Transfers (Copied from Bylaw 510.E.)**

The CIF, as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the CIF Federated Council. As stated in CIF Bylaw 200.A.(6) the CIF Bylaws shall serve as a deterrent to students who transfer or change schools for athletic reasons and to individuals who attempt to recruit (unduly influence) student-athletes or their parents to enroll in a school because of athletics. As stated in CIF Bylaw 200.A.(2) the CIF Bylaws reinforce the principle that students attend school to receive an education first; athletic participation is secondary. CIF Bylaws provide for individual Section Offices to limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at their new school (School B). Students may be determined by their respective CIF/Section Office or the CIF to have made an athletically motivated transfer or change in schools under any of the basis listed in CIF Bylaw 510.E.(1)-(4).

- (7) Disclosure
Any pre-enrollment communication as described above must be disclosed in full, and in writing, to the appropriate Section. The Section Commissioner shall determine if the pre-enrollment communication is a violation of Bylaw 510.
- (8) Clearance of Pre-Enrollment Contact
A student with whom contact or communication has occurred, as described in C.(1) above, and who meets all other CIF Section transfer waiver requirements, may become eligible upon determination that:
- The communication was completely unrelated to any aspect of School B; AND
 - Was of a type that, from the objective point of view of a reasonable person disinterested in the win/loss record of School B, does not have an effect upon the integrity of interscholastic athletics at School A or School B.
- (9) Penalties
Failure to disclose pre-enrollment communication with School B persons, identified in C.(2) above, to disclose any pre enrollment contact, or communicate in writing to the appropriate Section as described in C.(3) above may result in:
- a. A forfeiture of all games in which the student participated; AND/OR
 - b. Disqualification from playoff and championship competition for all seasons in which the student is a member of the school's team. (A student shall be considered a member of the school's team if he or she participated in any aspect of an interscholastic contest, no matter how brief such participation may have been; AND/OR
 - c. Divestment from the school of all trophies, banners and other indicia of athletic success obtained while the student was a member of the school's team.
- (10) Appeals
Students whose eligibility determination is made by the Section Commissioner that the prima facie evidence has not been successfully rebutted by sufficient proof to satisfy said Commissioner under the provisions of 207.C.(4), (5), or (6) and/or 510 may appeal that portion of their eligibility determination in accordance with Bylaw 1100.

DEFINITION OF TERMS

Immediate Family — Includes parent(s)/guardian(s)/caregiver, stepparents and minor siblings with whom the student resided when “Initial Residential Eligibility” was established.

Initial Residential Eligibility — Under CIF rules and regulations, students establish their “Initial Residential Eligibility” at their school of choice entering the 9th grade or the 10th grade of a 3-year high school.

Limited Eligibility — Students granted limited eligibility are limited for one year (from the date of transfer) to non-varsity competition in the CIF sports they participated in during the previous 12 calendar months but may participate in varsity competition in all other CIF sports.

Prima Facie — A legal term that means at first sight; on the first appearance; on the face of it; a fact presumed to be true unless disproved by some evidence to the contrary. A prima facie case is one in which the evidence presented is sufficient proof for the plaintiff (Section) to win its case of undue influence. In such a case, the defendant (school) must successfully refute the evidence for the student to gain eligibility.

510. UNDUE INFLUENCE, PRE-ENROLLMENT CONTACT, DISCLOSING PRE-ENROLLMENT CONTACT, ATHLETICALLY MOTIVATED TRANSFERS

- A. The use of undue influence by any person(s) to secure or retain a student or their parent(s)/guardian(s)/caregiver as residents may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of that high school in the CIF.
Undue influence is any act, gesture or communication (including accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition regardless of the source) which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his or her parent(s)/guardian(s)/caregiver, by or on behalf of, a member school, to enroll in transfer to, or remain in, a particular school for athletic purposes.
- B. A student shall become ineligible for CIF competition and shall be penalized according to Bylaw 212 for accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition, regardless of the source.
- C. Pre-enrollment contact or an athletically motivated transfer may be considered prima facie evidence (“sufficient evidence”) that the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 200 and 206.C.) and cause the student to be ineligible for participation those sports in which the student participated at the former school.
Athletically motivated pre-enrollment contact of any kind by anyone from, or associated* with, a school or its athletic programs to which a student may transfer or move into the attendance area is not permitted. When a prima facie case (sufficient evidence) of undue influencing/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coaches referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.
- D. Pre-Enrollment Contact
Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated [see D.(2) below] with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school.
- (1) Requirement to Disclose Pre-Enrollment Contact
All Transfer students shall submit a completed CIF Pre-Enrollment Contract Affidavit (CIF Form 510) with appropriate transfer application(s) as required by their respective Section under Bylaw 207. Any and all pre-enrollment contact of any kind whatsoever that a student or anyone associated with the student, has had with a person associated with the new school

must be disclosed by the student, parent(s)/guardian(s)/caregiver and the new school to the Section office on a complete CIF Pre-Enrollment Contact Affidavit (CIF Form 510).

NOTE: CIF Form 510 is available through the local Section Office.

(2) Definition of Being Associated with a School

Persons associated with a school include, but are not limited to: current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.

E. Athletically Motivated Transfers

The CIF, as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the CIF Federated Council. As stated in CIF Bylaw 200.A.(6) the CIF Bylaws shall serve as a deterrent to students who transfer or change schools for athletic reasons and to individuals who attempt to recruit (unduly influence) student-athletes or their parents to enroll in a school because of athletics.

As stated in CIF Bylaw 200.A.(2) the CIF Bylaws reinforce the principle that students attend school to receive an education first; athletic participation is secondary. CIF Bylaws provide for individual Section Offices to limit eligibility for a student when there is evidence the transfer, or move is made to acquire athletic participation at their new school (School B).

Students may be determined by their respective CIF/Section Office or the CIF to have made an athletically motivated transfer or change in schools if one or more of the following circumstances are determined to have contributed in any way to the transfer or change in schools:

- (1) Evidence of parental or student dissatisfaction with a coach or a coaching decision at the former school. Evidence of this may include, but is not limited to:
 - a. The student or the parent(s)/guardian(s)/caregiver have had a documented verbal disagreement with any member of the former school's coaching staff, anyone associated with the athletic department or any School Administrator in the 12 months prior to the student's change in schools regarding the team or any aspect of the team, including but not limited to any aspect of practice, schedules, off season conditioning, club participation, playing time, family conflicts with team activity schedules, coaching decisions about any aspect of the team strategies, player selection, playing time, organizational issues, communication issues; AND/OR
 - b. The student or the student's parents/guardians/caregivers have had a written exchange of any kind (Including, but not limited to: email, regular postal mail, written, hand-delivered statements etc.) with the coach or any member of the former school's coaching staff, anyone associated with the athletic department or any school administrator in the 12 months prior to the student's change in schools regarding the team or any aspect of the team, including but not limited to any aspect of practice, schedules, offseason conditioning, club participation playing time, family conflicts with team activity schedules, coaching decisions about any aspect of the team strategies player selection, playing time, organizational issues, communication issues; AND/OR
- (2) Transferring to a School after Participating on a Non-School Athletic Team, Camp or Clinic Associated with the School

The student transfers from his or her current school of attendance, with or without a corresponding change of residence, to any high school where the student participates or participated, during the 24 months immediately prior to the transfer, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.), camp or clinic that is associated* with [See definition in D.(2)] the new school in the sports previously participated in. A team associated with a school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated* with [See definition in D.(2)], that school; and/or, on which the majority of the members of the team (Participants in practice and/or competition are students who attend that school). AND/OR

(3) Transferring to a School Where a Former High School Coach Has Relocated

The student at any grade level transfers to a new school within one calendar year of the relocation of his/her school or club coach to the student's new school of enrollment with or without a corresponding change in residence; AND/OR

(4) Other factors that may be considered in support of evidence of athletic motivation:

- a. Evidence the student's transfer or change of schools would result in the assurance the student would gain varsity participation at the new school or result in more playing time; AND/OR
- b. Evidence the student's transfer or change of schools is believed (objectively or subjectively) to be more competitive or athletically "visible;" AND/OR
- c. Evidence the student's transfer or change of schools is because of the student's previous association with an outside agency that uses the facilities or personnel of the student's new school (School B); AND/OR
- d. The student or the student's parents/guardians/caregivers are quoted in published material, including but not limited to blogs, tweets, social media sites, sports media sites, chat rooms, newspapers, magazines, etc., stating that they are changing schools because of better athletic opportunities at the new school or criticizing the former school's athletic program when discussing the reasons for the transfer; AND/OR
- e. Evidence that multiple students have transferred or changed schools to participate in a particular sports program at one school.

(Revised May 2002 Federated Council/Revised May 2007 Federated Council/Revised May 2008 Federated Council/Revised May 2009 Federated Council/Revised February 2013 Federated Council)

