



# **ADMINISTRATIVE GUIDELINES FOR CIF MEMBER SCHOOLS**

## **UNDERSTANDING CIF TRANSFER ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS**

*June 25, 2009 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 22). The process may include submission and approval of paperwork to the CIF Section office prior to participation in games/contests.
  - 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 21) and the hardship transfer waiver process with the student and his/her parent/guardian. 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 student and his/her parent/guardian seek a hardship transfer waiver, the site Principal/designee will assist the parent/guardian with processing the appropriate CIF 207 Hardship Waiver Application and 510 Pre-Enrollment Contact Form.

- If the parent/guardian is applying for eligibility and requesting a “hardship waiver,” the new school will ensure that the parent/guardian submits, in writing, any and all documentation of the reasons for the hardship. 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. These are:**
  - **Facts discovered after the Section Commissioner’s decision that could not have been reasonably discovered before the decision;**
  - **Procedural violations (e.g., no notice, missed deadlines by the Section Commissioner, etc);**
  - **Misapplication of relevant fact to bylaw (e.g., not all facts were considered, facts misstated, disputed facts, etc.).”**
- “Parent Handbook II – Understanding the Transfer Eligibility Appeal Process” is available and downloadable on the State CIF web site, [www.cifstate.org](http://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 “conditions of membership” (Article 1.22) 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?		
<b>If any answers above are marked no, additional investigation is required. Contact your Section Office.</b>		
<b>List below what evidence the school use for registration:</b>		
<b>SCHOOL SHALL KEEP COPIES ON FILE THAT WERE LISTED ABOVE AND USED TO DETERMINE A VALID CHANGE OF RESIDENCE.</b>		

**B. Undue Influence**

	<b>YES</b>	<b>NO</b>
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?		
<b>SCHOOL SHALL KEEP COPIES OF CIF FORM 510.</b>		
<b>Any answers marked with a YES require additional investigation. Contact your Section Office.</b>		

**C. Academic Eligibility**

	<b>YES</b>	<b>NO</b>
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**

	<b>YES</b>	<b>NO</b>
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**

	<b>YES</b>	<b>NO</b>
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 <sup>th</sup> 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](http://www.cifstate.org)

SUBMIT TO: CIF San Francisco Section, 555 Portola Drive, Room 250, San Francisco, CA 94131

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.

**Circle one:**

1. STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_ 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)

6. LIST ALL HIGH SCHOOLS & DATES ATTENDED: \_\_\_\_\_

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

- APPLICATION FOR 1<sup>ST</sup> TRANSFER PRIOR TO THE BEGINNING OF THE 3<sup>RD</sup> CONSECUTIVE SEMESTER SINCE ENROLLING IN THE 9<sup>TH</sup> GRADE..BY-LAW 207 A..3
- APPLICATION FOR NON DISCIPLINARY TRANSFER WITH NO PARTICIPATION IN ANY SPORTS AT ANY LEVEL IN THE PREVIOUS 12 MONTHS—BY-LAW 207B.1
- APPLICATION FOR TRANSFER LIMITED ELIGIBILITY ONLY---BY-LAW 207.B
- APPLICATION FOR TRANSFER HARDSHIP VARSITY ELIGIBILITY EXCEPTION BYLAW 208
- APPLICATION FOR TRANSFER IN A CIF-APPROVED FOREIGN EXCHANGE PROGRAM: \_\_\_\_\_  
(name of program-CIF Bylaw 209)
- 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

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

**This includes all scrimmages, practice games, pre-season games, league games, playoff games etc! ANY contest of ANY kind**

<input type="checkbox"/> BADMINTON	<input type="checkbox"/> BASEBALL	<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 12 MONTHS BEFORE I TRANSFERRED.

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"/>
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STUDENT MET ALL OTHER CIF ELIGIBILITY RULES AT TIME OF TRANSFER

Please Print Former School Principal's Name: \_\_\_\_\_

Former School Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**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

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.)

Former School Signatures			Current/New School Signatures		
_____ Signature of Athletic Director of former school	_____ Date		_____ Signature of Athletic Director of new school	_____ Date	
_____ Signature of Head Coach of former school (fall)	_____ Sport Date		_____ Signature of Head Coach of new school (fall)	_____ sport Date	
_____ Signature of Head Coach of former school (winter)	_____ Sport Date		_____ Signature of Head Coach of new school (winter)	_____ Sport Date	
_____ Signature of Head Coach of former school (spring)	_____ Sport Date		_____ Signature of Head Coach of former school (spring)	_____ Sport Date	
_____ Signature of Principal of former school	_____ Date		_____ Signature of Principal of new school	_____ Date	

**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.)

<input type="checkbox"/>	_____ Signature of FORMER Principal unable to certify statement above	_____ Date	<input type="checkbox"/>	_____ Signature of NEW Principal unable to certify statement above.	_____ Date
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# 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 hardship 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 Hardship 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 hardship 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 hardship 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 hardship 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 timely and complete, the State CIF Appeals Coordinator shall then have 10 business days to set a hearing date. 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.
- 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.

## **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 Philosophy on Student Eligibility for Interscholastic Athletic Competition**

The California Interscholastic Federation (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:

- A. Keep the focus on athletic participation as a privilege, not a right;
- B. Reinforce the principle that students attend school to receive an education first; athletic participation is secondary;
- C. Protect the opportunities to participate for students who meet the established standards;
- D. Provide a fundamentally fair and equitable framework in which interscholastic athletic competition can take place;
- E. Provide uniform standards for all schools to follow in maintaining athletic competition;
- F. Serve as a deterrent to students who transfer schools for athletic reasons and to individuals who recruit student-athletes;
- G. Serve as a deterrent to students who transfer schools to avoid disciplinary action;
- H. Maintain an ethical relationship between high school athletic programs and others who demonstrate an interest in high school athletes;
- I. Support the Principles of “Pursuing Victory with Honor<sub>SM</sub>.”

## **202. B Student Eligibility – Penalty for Provision of False or Fraudulent Information**

- (1) If it is discovered that any parent, guardian, caregiver or student has provided 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 false information was provided.  
(Revised October 2001 Federated Council)
- (2) If it is discovered that persons associated with the student or the school (coach, teachers, parents, friends, etc.) provided 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 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 false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines set in accord to the rules of the CIF 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 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 false information or fraud shall be forfeited according to the guidelines of the CIF 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 false information or allowing others to provide 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.

## 206. RESIDENTIAL ELIGIBILITY

### A. Initial Residential Eligibility

A student has residential eligibility upon initial enrollment in:

- (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 California.

### B. Continuing Residential Eligibility

Sections may require paperwork for the following provisions:

- (1) 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; OR
- (2) A student changes schools with a valid change of residence by the student's parent(s)/guardian(s)/caregiver provided there is a valid change of residence.

#### a. Valid 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. A student (with the student's parent(s)/guardian(s)/caregiver with whom eligibility has been established) may only have one valid residence at one time.

#### b. Valid Change of Residence

Determination of what constitutes a valid change of residence depends upon the facts in each case, however, to be considered, the following facts must exist:

- (i) The original residence must be abandoned as a residence by the immediate family; AND
- (ii) The student's entire immediate family must make the change and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain two or more residences; AND
- (iii) The change of residence must be genuine, without fraud or deceit, and with permanent intent; AND

NOTE: A student whose family makes a valid move into a new school boundary (See "iv" below) is immediately residentially eligible for varsity competition. 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.

- (iv) Evidence must be submitted that a valid change of residence has occurred. No single document listed below or combination thereof establishes residency. The Section Commissioner and/or school has the discretion to request additional documents that he/she deems necessary to confirm residency. Evidence may include:
  - 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;
- Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);
- Proof of entering a long-term lease;
- Court documents indicating a change of residence;
- Property tax receipts;
- Rent payment receipts;
- Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver;
- Bank account statements;
- Credit card statements;
- Other documentation that a Section or school district may require that establishes that a person is living at the new address.

(3) School Choice Following a Valid Change of Residence

A student, whose parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility at the prior school move from a residence in public high school attendance area "A" to a residence in public high school attendance area "B," has a choice among continued attendance at the previous school, attendance at School "B," attendance at a charter school within the boundaries of School "B" or attendance at a private school. The student is eligible if the student remains in School "A," or if the student enrolls and attends class immediately or no later than the beginning of the next school year in School "B", a charter school within the boundaries of School "B" or a private school.

(4) 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 be residentially eligible 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.

NOTE: The Section may require some paperwork.

(5) Intra-district and Inter-district Transfers/Open Enrollment

Each Section shall adopt rules and procedures that address eligibility pursuant to the provisions of the State Education Code sections 35160.5(b)(1) et seq. and 48300 et seq. ("open enrollment" and school choice legislation). However, the Section Commissioner shall make all final determinations of transfer eligibility. (See Bylaw 207.B.)

(6) 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 residentially eligible on the first transfer, but all residence requirements shall apply on any subsequent transfer. When transferring from a boarding school a 24-hour boarding school student must have resided in the boarding school for a period of 50 days immediately prior to the transfer. (Revised October 2008 Federated Council)

(7) Court Order

If court action requires a student to transfer from one school to another when there has been no corresponding change of residence on the part of the student's parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility, the student will be ineligible at the new school unless approved by action of the Section under Bylaw 208.

(8) 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 immediately residentially eligible for 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. (Approved May 2009 Federated Council)

(9) **Military Service**

A student is eligible immediately for athletic competition when returning from military service provided:

- a. The student was eligible when the student entered into the Armed Forces; AND
- b. 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
- c. The student enrolls in the school no later than the succeeding semester after being discharged; AND
- d. Provided student did not receive a dishonorable discharge; AND
- e. The student is fully eligible under all other rules of the CIF.

(10) **Married Status**

A student who marries and lives with the student's spouse has residential eligibility in the school in the attendance area in which the student resides.

(11) **Anticipated Residence Change**

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.

(12) **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 by the student and his/her parent(s)/guardian(s)/caregiver. 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 Section.

(Revised May 2009 Federated Council)

207. **TRANSFER ELIGIBILITY**

A student who participates in an interscholastic athletic contest or attends a school shall be considered enrolled in that school and shall be classified as a transfer student if the student subsequently enrolls at another school.

- A. A student may have transfer eligibility provided the student moves from any school to a CIF school due to:
- (1) A valid change of residence (See also Bylaw 206.B.) from one school attendance area to the attendance area of the new school by the parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility (See also Bylaw 206.A.) at the prior school; OR
  - (2) A ruling by the Board of Education of a school district that has two or more high schools mandating a change of school attendance boundaries affecting an individual student or group of students provided the change of schools is not the result of a disciplinary action; OR
  - (3) A family decision to transfer the student prior to the first day of the student's third consecutive semester (typically the first semester of the sophomore year) of attendance since the initial enrollment when the following conditions are met:
    - a. This is the first transfer of this student since his/her initial enrollment in the 9th grade; AND

- b. The student is not transferring as a result of a disciplinary situation (See also Bylaw 210); AND
- c. The student was scholastically and otherwise eligible at the former school immediately prior to the transfer; AND
- d. There is no evidence that the transfer, in whole or part, is athletically motivated (See also Bylaw 510.B); AND
- e. The CIF Form 510 Pre-Enrollment Contact Affidavit is completed verifying that there is no evidence of the use of undue influence (recruiting) by anyone associated with either school; AND
- f. The CIF Form 207 Athletic Transfer Eligibility Application and CIF Form 510 Pre-Enrollment Contact Affidavit have been approved by the Section.
- g. 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 by the student and his/her parent(s)/guardian(s)/caregiver. 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 Section.

B. All 9th grade students who are transferring for a second time, or any 10th, 11th or 12th grade students who transfer without a valid change of residence, will have limited eligibility for one year from the date of transfer

(See "a." below):

- (1) A student who transfers from a school located in the U.S., a U.S. Territory, a U.S. Military Base, or Canada (to be referred to as School "A") to School "B", without a change of residence on the part of his/her parent(s)/guardian(s)/caregiver with whom the student was living when the student established residential eligibility, from school attendance area A to school attendance area B, shall be residentially eligible for all athletic competition EXCEPT varsity level competition in sports in which the student has competed in any level of interscholastic competition during the 12 calendar months preceding the date of such transfer. (defined as LIMITED ELIGIBILITY).
  - a. Based on the conditions below, the student shall be ineligible for all sports for one calendar year unless otherwise noted.
    - (i) A student who was scholastically ineligible at their previous school will not be eligible to compete at the 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.
    - (ii) A student will be declared ineligible for one calendar year from the date of transfer if he/she is transferring for disciplinary reasons as defined in Bylaw 210.
    - (iii) There is evidence of a violation of Bylaw 510.
  - b. The student shall become varsity eligible under the rule after one calendar year from the date of first attendance at the new school.

(2) **Hardship Waivers**

Sections may waive the limited eligibility of a student pursuant to Bylaw 208 - Transfer Hardship.

C. **Pre-Enrollment Communication or Contact**

A student who transfers from School "A" to School "B," as described in Bylaw 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) 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.

*\* 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.*

- (2) 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.
- (3) A transfer of a student 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 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 in 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 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 the former school 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.  
*\*\* 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.*
- (4) A student at any grade level who transfers to a new school within one calendar year of the relocation of his/her high school coach to that school with or without a corresponding 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. 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 the former school 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.
- (5) 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.
- (6) A student with whom contact or communication has occurred, as described in paragraph “a.” 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.”
- (7) **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. The forfeiture of all games or events won during the time the student was a member of the school's team; AND/OR
- d. 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.

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

**NOTE:** 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.

(Revised May 2009 Federated Council)

## 208. **HARDSHIP WAIVERS**

The CIF recognizes that, in certain circumstances, students may transfer from one school to another due to a compelling need or situation beyond a student's control. In such cases the Section may waive the transfer limitation imposed on a student when the case meets the definition of a hardship. (See "A." below.) Consideration of any hardship request under this bylaw requires documented proof of the hardship circumstance, and all facts to be considered must be submitted at the time of application. Consideration will be given to those situations in which there is no evidence of athletic motivation, undue influence, pending disciplinary action or falsification of information (See also Bylaw 202).

- A. A hardship is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event that causes the imposition of a severe and non-athletic burden upon the student or his/her family. Sections may only waive the transfer limitation if the conditions of hardship are met, and there is sufficient documentation to support the hardship claim. Sections may not waive the applicable rule if the conditions of hardship are not met.
- B. Consideration of any hardship request to a Section requires documentation. Such documents may include, but not be limited to copies of current transcripts, financial documents, medical statements and/or supportive statements from the previous school attended.

## **HARDSHIP QUESTIONS AND ANSWERS**

**NOTE:** *CIF provides these questions and answers as a guide for parent(s)/guardian(s)/caregiver and school personnel to aid them in determining if a transfer waiver is possible under the hardship definition. Every case is different and heard on its merits. The following is meant as a guide only and is not a definitive list of what is and is not a hardship.*

*Question: If my daughter does not have a hardship as defined in Bylaw 208, will she be allowed to compete on the athletic teams at her new school?*

*Answer: If a student leaves a school in good standing and is eligible under all other CIF Bylaws and both principals have no objection, she may compete at the non-varsity level in any sport she participated in at the previous school during the last 12 months or at the varsity level in any other sport.*

### **Financial Considerations**

*Question: I can no longer afford to send my son to a private school. I want my son to return to the public school of attendance and compete at the varsity level. Is that allowed?*

*Answer: Under certain circumstances a hardship waiver of the transfer penalty may be granted because of financial situations. However, there must be evidence of an unforeseeable, unavoidable, and uncorrectable circumstance that necessitated the transfer. The Section will need evidence to show that a hardship circumstance occurred. The Section will require evidence the family attempted to address the situation with the private school and that aid or assistance by the private school was insufficient to address the hardship. Increases in tuition or additional costs at the private school are considered foreseeable and, therefore, do not meet the criteria.*

### **Transportation Considerations**

*Question: My son is enrolled in a school outside the public school attendance area. It is becoming more and more difficult to travel this distance. If we transfer, will he still be eligible for varsity competition?*

Answer: Generally, no. Transportation problems are foreseeable, as are instances of difficulty because of weather or changes in carpools.

*Question: The price of gas has skyrocketed and limited our ability to transport our daughter to our school of choice. We are considering changing to a school closer to our home. If we transfer, will she still be eligible for varsity competition?*

Answer: Generally, no. The student may be given “limited eligibility” at her new school. Fluctuations in gasoline prices, as with most transportation issues, are foreseeable and must be considered when making your initial choice of schools.

### **Divorce or Change of Guardianship**

*Question: We are divorced (or divorcing) and my son will be moving to live with his father. Will he be eligible at his new school at the varsity level?*

Answer: A student who moves without the parent(s)/guardian(s)/caregiver with whom he established residential eligibility is ineligible for varsity competition. However, a hardship waiver may be requested that documents why the student must move to a new parent(s)/guardian(s)/caregiver. In the case of a divorce decree that requires the student to transfer to a new school and live with a parent(s)/guardian(s)/caregiver different from the one with whom he/she established initial eligibility, a copy of the court order must accompany the hardship request. Other changes of custody, if out of the control of the parent(s)/guardian(s)/caregiver or student, may be the basis for a hardship waiver of the bylaw. In transfers made as a result of a change of legal guardianship, determined by a court having jurisdiction to do so, the request may be approved provided that the student has changed his/her residence to that of the new legal guardian.

**NOTE:** Affidavits of responsibility outside the purview of a court do not meet the criteria of this policy.

(See also Bylaw 206.B.(7))

*Question: What does court-appointed change of guardianship mean?*

Answer: The Section will look for documentation that the student has changed from one parent to another or to a guardian(s)/caregiver. Such proof of this type of transfer is a court document transferring physical custody from one parent to another. This is not a modification of custody rights; it recognizes that parent(s)/guardian(s)/caregiver with whom the student resides.

### **Discontinued Programs**

*Question: The school my daughter attends has discontinued a program in which she participated. Can a hardship waiver be granted if she transfers to a school that offers the same program?*

Answer: When a transfer is made as a result of a school discontinuing a particular program in which the student had previously been enrolled or participated, the student may request a waiver of the transfer rule. Proof of the student’s enrollment in the program at the new school should be submitted at the time of the request.

### **Student Emergencies**

*Question: My son changed schools because of a medical condition. Will he be allowed to compete at his new school at the varsity level?*

Answer: Transfers based upon medical considerations may be approved, provided that Medical Doctor/Doctor of Osteopathy substantiates the need for such a transfer as an integral part of medical therapy of prevention or aggravation of an existing condition serious enough to warrant a compelling need to transfer. The Section Commissioner may deny the request if it is established that the diagnosis was made for the purpose of establishing athletic eligibility at the new school.

**NOTE:** Letters/notes from a psychologist, nurse, or social worker will not be considered for medical emergencies and/or conditions.

### **Student Social Issues**

*Question: My daughter is having trouble making friends at her school of choice. She wants to transfer to a school where she has friends and the course offerings will be better for her. Will she be eligible at the varsity level at her new school?*

Answer: It is reasonable to expect that there may be social adjustment problems or scholastic problems when a student chooses to attend a school outside of the neighborhood or a school that has a rigorous curriculum. Such circumstances do not satisfy the criteria for a hardship.

*Question: I want my son to attend a different school because the scholastic program is better at that school. He also feels he will fit in better at that school. Will he be eligible at the varsity level?*

Answer: Defining a “better” school scholastically or socially is subjective. Parent(s)/guardian(s)/caregivers are urged to research schools prior to enrollment. Transfers for these reasons do not meet the hardship criteria.

*Question: Can my daughter apply for a hardship waiver if she has been subject to a disciplinary action?*

Answer: Transfers as a result of disciplinary action or pending disciplinary action by a school do not meet the criteria for consideration.

*Question: The school my son attends is not a safe environment and I want to transfer him to another school. Will this transfer limit his athletic eligibility?*

Answer: Any hardship waiver request MUST be substantiated with documented evidence. In a claim of an unsafe school environment, there must be documented school reports of incidents involving the student that makes remaining on that campus a dangerous situation that is beyond the control of the student.

*Question: What if these incidents occurred in the community and not at school?*

Answer: Any hardship waiver request MUST be substantiated with documented evidence. If something happened in the community, the Section would require police documentation and/or reports that would substantiate that the incident occurred in the community and was beyond the control of the student. Additionally, school officials may be required to provide letters and documentation affirming knowledge of the circumstances.

## **DEFINITION OF TERMS**

**Hardship** — A hardship is defined as an unforeseeable, unavoidable, and uncorrectable act, condition or, event, that causes the imposition of a severe and non-athletic burden upon the student or his/her family.

**Hardship Waiver** — The CIF recognizes that in certain circumstances students may transfer from one school to another due to a compelling need or situation beyond a student’s control. In such cases the Section may waive the “Limited Eligibility” imposed on a student when the case meets the criteria. Consideration will be given to those situations in which there is no evidence of athletic motivation, undue influence, pending disciplinary action, or falsification of information. For more detailed information and a question and answer guide, please refer to Bylaw 208.

**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.

**Transfer Eligibility** — Once a student enters high school and then changes schools, he/she is considered a transfer student. There are several types of transfer students.

- A student and his/her immediate family complete a valid change of residences as explained above. In most cases, this student will be eligible for all sports at the new school if the student meets all CIF scholastic standards and other rules and regulations.
- **9th-grader transferring before the start of the sophomore year without a valid change of residence.**  
A family decision to transfer the student during his/her 9th grade year or immediately upon the completion of 9th grade and/or no later than the first day of the third consecutive semester (typically the first semester of the sophomore year) may be eligible to compete in sports, at all levels, at the new school of choice if he/she meets CIF scholastic standards and all other rules and regulations.
- **10th, 11th, 12th-grader transferring without a valid change of residence.**

A family decision to transfer the student during his/her 10th, 11th or 12th grade year without a valid change of residence may have limited eligibility to participate in athletics at the new school. A student who changes residence and resides with someone other than his/her immediate family with whom he/she first established residential eligibility may have limited eligibility to participate in athletics at the new school.

**Valid Residence** — Where the student and his/her immediate family reside when the student entered high school for the first time (See Initial Residential Eligibility). A valid residence is further defined as the location where the student's parent(s)/guardian(s)/caregiver live with that student and thereby have the use and enjoyment of that location. A student (with the student's parent(s)/guardian(s)/caregiver with whom eligibility has been established) may have only one valid residence at a time.

**Valid Change of Residence** — A family makes a valid change of residence into a new school boundary when the student's immediate family relocates and takes with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain more than one valid residence. A subsequent move by the family (or other family members) during that same school year will result in the student being declared ineligible until cleared for competition by the Section Commissioner. CIF rules and regulations will require the new school to document and verify a Valid Change of Residence. Evidence that a valid change of residence has occurred may include:

- Telephone and utility service operative 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;
- Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);
- Proof of entering a long-term lease;
- Court documents indicating a change of residence;
- Property tax receipts;
- Rent payment receipts;
- Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver;
- Bank account statements
- Credit card statements
- Other documentation that a Section or school district may require that establishes that a person is living at the new address.

No single document listed above, or combination thereof, establishes residency. The Section Commissioner and/or school has the discretion to request additional documents that he/she deems necessary to confirm residency.

## **210. DISCIPLINE, EXPULSION AND TRANSFER FOR DISCIPLINARY REASONS**

### **A. Expulsion**

A student who is expelled by a public school district in the State of California pursuant to the provisions of Education Code Section 48900 et seq., or from a public school from any other State, or any private or parochial school or district, shall be ineligible to practice, or compete with any CIF team or individual sport program that is under the jurisdiction of the CIF for the period of the expulsion.

### **B. Suspended Expulsion**

A student who has been expelled and has the expulsion suspended by the school board or board of directors and remains at his/her current school may be eligible so long as all other CIF and Section requirements are met. The conditions under which this student may be eligible will be determined by the local school board or board of directors. If the student is deemed eligible to participate, the conditions of his/her eligibility must be sent to the appropriate Section office.

### **C. Disciplinary Transfer**

- (1) If a student transfers from any public or private school when a disciplinary action is in place or pending that contributes in any way to the decision to transfer, that student shall be ineligible for competition in all sports for one year from the date of the transfer to the new school.

- (2) A student, permitted by the principal to return to the school compelling the disciplinary transfer, may be granted unrestricted athletic eligibility by the Section if the student did not participate in any athletic program at the transfer school; compete for the transfer school; and, at the time of the transfer, conditions for return were established by the school administration that include, but are not limited to:
- a. Satisfactory attendance criteria;
  - b. Applicable behavior standards;
  - c. Academic performance standards; and,
  - d. Principal's approval of the return based upon documented evidence provided by the transfer school that the student satisfactorily complied with all conditions for return.

(Revised May 2005 Federated Council)

**510. UNDUE INFLUENCE, PRE-ENROLLMENT CONTACT, FAILURE TO DISCLOSE PRE-ENROLLMENT CONTACT AND ATHLETICALLY MOTIVATED TRANSFERS**

- a. The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both parent(s)/guardian(s)/caregiver of a student 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 the high school in the CIF.
- b. Transferring and enrolling in a school, in whole or in part, for athletic reasons may jeopardize a student's eligibility.

NOTE: 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.

**A. Pre-Enrollment Contact**

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 to the 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.

**B. Athletically Motivated Transfers**

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 cause the student to be ineligible for participation in high school athletics for a period of one year from the date of enrollment at the new school in all 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 an athletically motivated move 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 those sports in which the student participated at the former school (See also "C." and "D.") unless sufficient proof is presented to the satisfaction of the Section

Commissioner that rebuts or disproves the presumption that the move was athletically motivated.

**C. Failure to disclose Pre-Enrollment Contact**

A failure to disclose pre-enrollment contact may be considered prima facie evidence ("sufficient evidence") of recruiting or undue influence to attend the school and may cause the student to be ineligible for high school athletics and shall jeopardize the standing of the high school in the CIF.

When there is failure to disclose pre-enrollment contact, the student shall be ineligible under the provisions of Bylaw 202 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 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. Transferring to a School after Participating on a Non-School Athletic Team Associated with the School

A transfer of a student 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 previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.) that is associated\* with (See definition in "A.") 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 transfers may be considered prima facie evidence ("sufficient evidence") that the student enrolled in that school in whole or in part for athletic reasons. 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 "A."), 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 influence/recruiting exists, the student shall be ineligible to participate in interscholastic competition for one calendar year from the date of enrollment in the new school in all sports in which the student participated at the former school 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.

E. Transferring to a School Where a Former High School Coach has Relocated

A student at any grade level who transfers to a new school within one calendar year of the relocation of his/her high school coach to that school with or without a corresponding 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.

When a prima facie case ("sufficient evidence") of undue influence/recruiting exist, 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 the former school 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.

F. A student shall become ineligible for CIF competition and shall be penalized according to Bylaw 213 for accepting material or financial inducement to attend a CIF-member school for the purpose of engaging in CIF competition, regardless of the source.

G. All transfer students shall submit a completed CIF Pre-Enrollment Contract Affidavit (CIF Form 510) with the appropriate transfer application(s) as required by their respective Section under Bylaw 207 and/or Bylaw 209.

*\* 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.*

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

(Revised May 2009 Federated Council)