

The Sanctioning Process In The CIF San Francisco Section



What Events Require Sanctioning?

- ✓ Any interstate event involving two (2) or more schools which is co-sponsored by or titled in the name of an organization outside the school community
- ✓ Events in non-bordering states if 5 or more states are involved
- ✓ Events in non-bordering states if more than 8 schools are involved
- ✓ Any event involving two (2) or more schools that involves a team from a foreign country



New Sanctioning Instructions For Host School

- **Effective 8/1/09, all NFHS Sanctions will be completed on-line**
- **You can find the Sanction Application at www.nfhs.org. Click on Sports. Then click on Sanctioned Events and complete the on-line application.**
- **The CIF San Francisco Section recommends that your Athletic Director serves as event manager – unless you have an outside sponsor.**

How does the sanctioning process continue?

- The CIF San Francisco Section and the CIF will review the event online and either accept or reject the sanction.
 - If your event is rejected, the event manager/sponsor will be automatically notified via an e-mail.
 - If your event is approved, the event manager/sponsor is automatically notified that payment is required.

What is the Processing Fee Schedule?

- \$100 if the application is received 60 days or more prior to the event date
- \$200 if application is received 15-59 days prior to the event date (\$100 application fee plus \$100 penalty)
- \$300 penalty if the application is received less than 15 days prior to the event date plus an additional \$100 penalty for not forwarding the list of actual entries 20 days prior to the event date for a total of \$600 (\$200 application fee plus \$400 penalty)



How is payment made ?

- The sanction application payment will only be accepted by credit card or electronic check. The list of invited schools/states will not be forwarded or appear on the NFHS website until the payment is made.
- Master Card, Visa and American Express are the only credit cards accepted for payment.

What If Our School Is Traveling?

- You can see if an event you're traveling to has been sanctioned by visiting www.nfhs.org and clicking on "Sanctioned Events." Then search for Events by State and/or Sport.
- If you're traveling internationally, contact your Section Office for instructions on the current CIF and NFHS procedures and forms.

Awards & Non-Member Schools

- Schools competing in sanctioned events should familiarize themselves with the CIF's award limitations.
- Schools should also be familiar with the CIF and NFHS's rules prohibiting competition, scrimmaging and practice with any entity outside the jurisdiction of the NFHS. You may seek an international sanction to request competition, scrimmages and practices with international schools.

Financial Report



- **Financial Reports are not required. However, if the CIF San Francisco Section, any other CIF Section, or any NFHS member state association inquires about the finances of a particular event, then the event sponsor has to comply with providing the NFHS Financial Report of Sanctioned Event.**
- **NFHS staff will notify the host school/event sponsor if the financial report has been requested and will have 90 days to provide the financial report.**



**If you have any questions,
please call your CIF San
Francisco Section Office at 415-
920-5185. We hope your
sanctioned event is a
tremendous success!**