



ATHLETIC DEPARTMENT

INTEGRITY ♦ HONOR ♦ EXCELLENCE

Dear Students and Parents,

Welcome to Christian Brothers High School! Transferring schools is an involved process; please know we are here to assist you in your transition. The purpose of this letter is to help you understand athletic eligibility as it relates to transfer students. Christian Brothers High School is a member of the California Interscholastic Federation (CIF), and the Sac-Joaquin Section (SJS). We are bound by policies and bylaws by both entities, one of which is transfer eligibility.

First, **all students regardless of participating in sports in their previous school must complete required paperwork before being allowed to participate at Christian Brothers High School.**

Below are rules and required forms to be submitted to the SJS. If the change is deemed 'athletically motivated', or for disciplinary reasons the student will be denied eligibility for one school year. If the student is academically ineligible by CIF standards at the time of transfer that student will remain ineligible until the next grading period at Christian Brothers. All eligibility guidelines set forth by the CIF and SJS will be adhered to.

The transfer process includes the following steps:

- 1st required paperwork filled out completely by student and parents and submitted to the Athletics Department
- 2nd paperwork will be sent by the Athletics Department to the SJS Office.

Types of Transfer as recognized by the SJS

1. **Valid Change of Residence** – (must include the entire family unit moving from one school boundary to another.) Form 206 'Verification of Valid Change of Residence'. Documentation of new residence must be submitted to Christian Brothers High School.
2. **Transfer without a valid change of residence** – Form 207 'Athletic Transfer Eligibility Application' and form 510 'Pre-enrollment contact affidavit. There are four options for eligibility:
 - a. **Limited Eligibility:** Upon section approval the student can participate in a non-varsity sport immediately, but cannot be moved to a varsity level that season including playoffs.

- b. **Sit Out Period of Ineligibility:** Upon approval the athlete is approved to practice with the varsity team, but cannot participate in any competition until prescribed dates set by the section. This is only available on the initial transfer of high schools since the initial enrollment in the 9th grade.
- c. **Hardship:** If extenuating circumstances exist as outlined under ‘Hardship Circumstances’ please send forms with appropriate documentation. If approved the athlete can participate in varsity level sports without delay.
- d. **Denied:** The athlete cannot participate in the sport they participated in at the previous school for 1 year.

3. **Foreign Exchange –**

- a. For Foreign Exchange Students from a CIF approved Foreign Exchange Program Submit Form 510 and ‘Foreign student request for athletic eligibility’ along with an appeal to SJS for hardship waiver provided by the exchange representative of Christian Brothers High School.
- b. For Foreign Exchange Students from a CIF Non-approved Foreign Exchange Program Submit Form 207 ‘Athletic Transfer Eligibility Application’ and form 510 ‘Pre-enrollment contact affidavit. Upon approval the athlete is subject to ‘Sit Out Period of Ineligibility’. If extenuating circumstances exist as outlined under ‘Hardship Circumstances’ please send forms with appropriate documentation.

Transfer eligibility is an involved process. Please contact the athletic administration with questions or if you are in need of assistance.

Again, we welcome you to Christian Brothers High School!

Respectfully,

Melissa Flowers
Athletic Director



CIF/SJS ELIGIBILITY RULES

A Summary of Eligibility & Transfer Rules



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.

Please review these rules carefully. Questions can be directed to your school principal, athletic administrator or athletic director. This document has been developed to give only basic information concerning athletic eligibility at a CIF member school. For complete information concerning specific bylaws, individuals should review the actual bylaw in the SJS Constitution and General Bylaws located at the SJS website: www.cifsjs.org or http://www.cifsjs.org/about_cif-sjs/constitutions_and_bylaws

I. TRANSFER STUDENTS

All transfers must:

- a. Reinforce the principle that students attend school to receive an education first; athletic participation is secondary.
- b. Protect the opportunities to participate for students who meet the established standards.
- c. Provide a fundamentally fair and equitable framework in which interscholastic athletic competition can take place.
- d. Adhere to uniform standards for all schools to follow in maintaining athletic competition.
- e. Serve as a deterrent to students who transfer schools for athletic reasons and to individuals who recruit student-athletes.
- f. Maintain an ethical relationship between high school athletic programs and others who demonstrate an interest in high school athletes.
- g. Support the principles of "Pursuing Victory with Honor."

II. INITIAL RESIDENTIAL ELIGIBILITY

- a. A student has residential eligibility upon initial enrollment in the ninth grade, or the 10th grade of any CIF high school from ninth grade of a junior high school. {CIF Bylaw 206.A}

III. ENROLLMENT STANDARD ESTABLISHING STUDENTS AS A TRANSFER (CIF Bylaw 207)

Students will be considered to be a transfer student when:

- a. The student has attended class at their former school. (School "A")
- AND/OR
- b. The student has played in an athletic contest for their former school.
 - c. The student has tried out for or practiced with a team prior to the beginning of the school year for five days or more.
- AND
- d. Changes school. (School "A" to School "B")

IV. TWO TYPES OF TRANSFERS

1. CIF 206 - Full family move as defined by CIF bylaws

Valid change of residence (complete Form 206 on CIF Home) - When a student and their entire immediate family changes residence, the student may be granted unlimited eligibility allowing him/her to play all sports at any level at the new school. The following parameters apply:

- a. A valid residence is defined as the location where the student's family (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location as a residence.
- b. Requires that the former residence be vacated with permanent intent.
- c. A valid change of residence must be made from a residence located in the public high school 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 attendance area.
- d. There may not be any violation of CIF 510, undue influence or athletic motivation, and no disciplinary action in place or pending at the former school. All transfers are initially ineligible and may apply for residential eligibility as allowed by CIF rules. (CIF Bylaw 206)
- e. Other parameters apply.

2. CIF 207 - Not a full family move as defined by CIF

Transfer without a valid change of residence (complete Form 207 on CIF Home) – Any student transferring WITHOUT a CIF defined valid change of residence as define by CIF Bylaw 206 is a transfer without a valid change of residence. All transfers are initially ineligible and may apply for residential eligibility as allowed by CIF rules. The following eligibility levels are available; students/parents should select the least restrictive eligibility option:

- a. **Non-Participation** > Application for non-disciplinary transfer with no participation in any sports at any level in the previous 12 months, regardless of the number of schools the student has attended. (CIF Bylaw 207.B.3)
- b. **Limited Eligibility** > Student is limited to sub-varsity competition for one calendar year from the date of enrollment at School "B" (new school) in any sport(s) the student participated in the previous 12 calendar months prior to enrollment at School "B" (new school). This generally applies to a student who has transferred multiple times. (CIF Bylaw 207.B.5.a)
- c. **Sit Out Period (SOP)** > First time transfer that applies to any sport(s) that student participated in the 12 calendar months prior to enrollment at School "B" (new school). (CIF Bylaw 207.B.5.b)
- d. **Hardship** > Application for transfer hardship, which if approved would grant immediate unlimited eligibility. The following hardship circumstances are the ONLY hardships allowed: Court Ordered Transfer, Children of Divorced Parents, Individual Student Safety Incident, Discontinued Program, Foster Children, Military Service (of a student), Married Status (of a student), Board of Education Ruling Changing attendance boundaries and Open Enrollment Act (low achieving schools). Hardships are reviewed by the SJS Commissioner and there is no appeal for denial (CIF Bylaws 207.B.5.c & 207.B.5.d)

V. UNDUE INFLUENCE AND/OR ATHLETIC MOTIVATION

Every year a small group of transfers are denied some level of athletic eligibility because their transfer is considered, based on the circumstances of the transfer and CIF rules, to be a transfer where the student has been unduly influenced to attend the new school, or the student is transferring for athletic purposes. Every transfer is reviewed by Sac-Joaquin Section administrative staff for such violations. It is highly recommended that before transferring from a school that the student/family discuss the student's eligibility with their current school athletic director or principal. If the student/family make a decision to transfer the following may be considered a violation of CIF Bylaw 510 resulting in a denial of eligibility:

- a. Failure of the student/family and/or school to report pre-enrollment contact with individuals associated with the athletic program of the new school, defined by CIF Bylaw 510.
- b. Following a former coach to a new school.
- c. Transferring to a school where either a student's club coach is coaching or one or more members of a student's club team are a student at the new school.
- d. Recruitment by the new school as outlined by the CIF bylaws and interpretations.
- e. Accepting material or financial inducement to attend a CIF member school, regardless of the source.
- f. Transferring to a school after participating on a non-school athletic team, camp or clinic associated with the school.
- g. Multiple transfers to the same school in the same sport.

VI. OTHER POLICIES

- a. **Eligibility for Participation** - Only 9th through 12th grade students may practice with or compete on a high school team. (CIF Bylaws 201 & 503)
- b. **Accurate Information** - CIF requires that all information provided in regard to any aspect of the eligibility of a student must be true, correct, accurate and complete. (CIF Bylaw 202)
- c. **Age Requirement** - No student, whose 19th birthday is on or before June 14, is eligible. (CIF Bylaw 203)
- d. **Eight Consecutive Semester Rule** - A student who first enters the ninth grade of any school following the student's completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive semesters following the initial enrollment in the ninth grade of any school, and said eligibility must be used during the student's first eight consecutive semesters of enrollment at that school or any school. (CIF Bylaw 204)
- e. **Scholastic Eligibility** - In order to be eligible, any student entering from the eighth grade into a CIF four-year high school, a junior high, must have achieved a 2.0 grade-point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period. The governing board of each school district, private school, or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve the above requirement in the previous grading period to remain eligible to participate in interscholastic athletics during a probation period. (Partial CIF Bylaw 205)
- f. **Minimum Requirements** – A student is scholastically eligible if: Student is currently enrolled in at least 20 semester credits of work; passing the equivalent of at least 20 semester credits of work at the completion of the most recent grading period; maintaining minimum progress, as determined by the principal, toward meeting the governing boards prescribed high school graduation requirement.

QUESTIONS

It is always best to discuss transfer questions with the principal or athletic director at your current school prior to transferring. IF you need to talk with the new school, you should talk only with the principal and/or athletic administrator. Talking with a coach or another individual associated with the new school may be considered undue influence, recruiting and/or athletic motivation and may prevent a student from becoming eligible at the new school.

INFORMATION IS AVAILABLE AT THE SAC-JOQUIN SECTION WEBSITE

http://www.cifsjs.org/coaches_and_administrators/transfer_eligibility



ALL TRANSFERS MUST BE COMPLETED ONLINE. NO PAPER COPIES WILL BE ACCEPTED! SCHOOLS WILL UPLOAD THIS SIGNED DOCUMENT TO THE CASE FILE IN CIFSJS HOME.

1) Student _____ M F _____ Date of Birth _____ Grade _____ Area Code/Home Phone _____

2) Current Address _____ House Number and Street Name _____ City/State/Zip _____

PUBLIC SCHOOL DISTRICT YOUR CURRENT ADDRESS IS IN _____ SPECIFIC PUBLIC H.S. YOUR CURRENT ADDRESS BELONGS TO _____

NOTE: ONLY FILL OUT ITEM 3 IF YOUR ENTIRE FAMILY UNIT HAS MOVED OUT OF YOUR CURRENT SCHOOL ATTENDANCE AREA INTO A COMPLETELY DIFFERENT ATTENDANCE AREA. IF YOU HAVEN'T MOVED, SKIP TO ITEM 4. (CIF Bylaw 206)

3) Former Address _____ House Number and Street Name _____ City/State/Zip _____

PUBLIC SCHOOL DISTRICT YOUR FORMER ADDRESS WAS IN _____ SPECIFIC PUBLIC H.S. YOUR FORMER ADDRESS BELONGED TO _____

NOTE: INCLUDE ALL HIGH SCHOOLS STUDENT HAS ATTENDED SINCE STARTING THE 9TH GRADE. IF THIS IS YOUR FIRST TRANSFER SINCE STARTING 9TH GRADE, YOU WILL ONLY NEED TO FILL OUT THE 1ST LINE OF ITEM 4.

4) Transfer From: _____ Name of Former High School _____ Enrolled from: _____ to _____ Date MM/DD/YY _____ Date MM/DD/YY _____

5) Within the last calendar year, what sport/s did the student play (during the official high school season) at your former school/s? List sports played at EVERY level (frosch-soph, JV, and/or varsity).

FALL SEASON: _____
WINTER SEASON: _____
SPRING SEASON: _____

NOTE: BELOW YOU WILL SIGN ITEM 6 OR ITEM 7. DO NOT SIGN BOTH SECTIONS. READ CAREFULLY.

CERTIFICATION OF APPLICATION: I authorize any former school/s and the current school to release all records/requests made by the CIF and to discuss enrollment and/or extra curricular participation with the CIF. I authorize the CIF to use that information in making its determination. I am authorized to execute 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 athletic eligibility application, it is discovered that this approval was granted on false, erroneous, inaccurate or incomplete information, severe penalties affecting the future eligibility of this student-athlete may result. (CIF Bylaw 202.B)

By signing this affidavit, I certify that no person/s connected with the athletic department of the new school (School "B") or is part of the booster club of School "B", including anyone acting on their behalf, has had 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", and 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 new school (School "B"). (*See Bylaw 510 for definition of a non-school athletic team). I also certify that at the time of transfer there was no disciplinary action in place or pending and that there was no verbal or written disagreement with any member of the former school's coaching staff, anyone associate with the athletic department or any school administrator in the 12 months prior to the student's transfer.

**Definition of Associated: 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.

6) IF THE ABOVE STATEMENTS (UNDER CERTIFICATION OF APPLICATION) ARE TRUE SIGN BELOW. YOU WILL NOT NEED TO PROCEED TO ITEM 7. IF YOU CANNOT CERTIFY THE ABOVE STATEMENTS, DO NOT SIGN ITEM 6. SKIP TO ITEM 7 BELOW AND SIGN THERE.
PARENT SIGNATURE _____ DATE _____ STUDENT SIGNATURE _____ DATE _____

OR

7) I AM UNABLE TO CERTIFY THAT SOME OR ALL OF THE ABOVE STATEMENTS ARE TRUE. THEREFORE, AS REQUIRED, I AM SUBMITTING A COMPLETE WRITTEN DISCLOSURE OF THE SPECIFICS. (ATTACH A WRITTEN EXPLANATION TO THIS FORM).
PARENT SIGNATURE _____ DATE _____ STUDENT SIGNATURE _____ DATE _____