

CAA

Gold Book

THE GOSPEL SPIRIT OF FREEDOM AND LOVE

2013

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Section One: Philosophy Statement

The Catholic school pursues the cultural goals and the natural development of youth to the same degree as any other school. What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love. It tries to guide the adolescent in such way that personality development goes hand in hand with the development of the 'new creature' that each one has become through baptism.

In keeping with the spirit of this statement from the *Declaration on Christian Education*, members of the Catholic Athletic Association recognize the great value of interscholastic sports programs to Catholic school communities. These programs serve to bring the school community together in celebratory rituals, to counteract feelings of alienation by creating a sense of belonging to a group, and to heighten the appreciation of the public demonstration of values as evidence on the court and playing field.

At the same time, the members of the Association understand that the athletic program of a school is only one vehicle in the development of the student. Catholic education is concerned with the whole person of the student who, in the critical and formative years of adolescence, must become proficient in intellectual skills, reflective about all things moral, adept at interpersonal relationships, appreciative of physical attributes, committed to a Christian lifestyle, and dedicated to resolve the social issues that confront them.

We do not proclaim that the interscholastic sports program is the panacea for the social injustice of racism, classism, and sexism. However, Catholic educators--including parents and coaches--are conscious that a strong, Christian-values based athletic program can provide the context in which students of all races, socio-economic classes, and of both genders can learn to value, respect and appreciate the talents, skills and efforts of their peers--no matter the athlete's school affiliation.

The CAA acknowledges that the Gospel spirit of freedom and love is spelled out in the particular charism of each of its member schools. The various perspectives our schools bring to the education of our students the rich, diverse composition of the Association. From this diversity, emerges our common intention to promote in our student athletes:

1. The consciousness that they publicly demonstrate the Christian value of the joy of play;
2. Their willingness to articulate their appreciation of the efforts of their team mates, their coaches, the officials, and the members of the other school's team and staff;
3. The recognition of the contributions of parents and of the school's administration that make possible the sports program;
4. The practice of self-discipline that enables the athlete to properly control emotions during periods of stress, and to remain committed to the sport despite the difficulties that may arise during a season;
5. The knowledge that to be a representative of the school in the area of athletics is only one aspect of Christian witness to the community and as a service does not support self-promotion.

Section Two: By-Laws

Article I – Name

The name of the association is the Catholic Athletic Association of the Archdiocese of Los Angeles.

Article II – Office

The principal office for the transaction of the business of the association is located at the Department of Catholic Schools, 3424 Wilshire Blvd., Los Angeles, CA 90010.

Article III – Role of the Superintendent

The Superintendent of Secondary Schools for the Archdiocese of Los Angeles shall be notified of all transactions of the Association.

Article IV – Purpose

The specific and primary purpose for which the association is formed is to direct and control the interscholastic athletic activities of member schools in accordance with the policies of the Archdiocese of Los Angeles and the regulations of the California Interscholastic Federation Southern Section (CIF-SS).

The Catholic Athletic Association (CAA) has the following general powers and purposes:

1. Coordinate the inter-league relations of member schools and to resolve such inter-league problems as may arise.
2. Act, through the Executive Committee of the association, as the re-leaguings body for member schools.
3. Act as liaison between member schools and the CIF in all matters, except those specifically exempted by the by-laws.
4. Promote a favorable public image of the Catholic high school athletic program.

Article V – Members

The Association members are:

- The Superintendent of Secondary Schools for the Archdiocese of Los Angeles is an ex-officio member of the association.
- The Principal of every Catholic secondary school in the Archdiocese of Los Angeles currently competing in the Parochial Geographic Area.
- The Principal of any other secondary school currently competing in the Parochial Geographic Area.
- Any new member to the CAA must be approved by a two-thirds majority of the Executive Committee and the Superintendent of Secondary Schools for the Archdiocese of Los Angeles.

The members' powers are:

- Make final decisions on policies, regulations, and sanctions (except in such matters delegated to the Executive Committee by the association by-laws).
- Offer proposals on matters concerning the interscholastic athletic program. Proposals may be submitted by any member school; proposals must be presented in writing to the Executive Committee before any action may be taken by the association. Proposals approved by the Executive Committee for consideration will be disseminated

electronically to the members one month before any vote on the proposal.

The duties of the members are:

- Attend all association meetings.
- Vote on matters put to the membership.
- Respond in writing to association questionnaires, surveys, etc.
- Know and abide by association policies, regulations and sanctions.
- Attend and participate in league meetings. During a league meeting league principals will elect a president for their respective league. The Principal President will represent his/her league on the Executive Committee and will serve as the league CIF-SS representative.

Article VI – Executive Committee

The Executive Committee members are:

- League presidents
- Three member principals elected by the members as at-large representatives (three year term)
- CIF Southern Section Executive Committee representative
- Area Re-leaguing Chair
- Superintendent of Secondary Schools for the Archdiocese of Los Angeles (or his/her representative)

Association officers are elected by and from the Executive Committee members. The officer positions are:

- President
- Vice-President
- Secretary

Article VII – Executive Committee Duties

The Executive Committee is responsible for carrying out the mission of the association. Toward this end the Executive Committee has the following duties:

- a. Provide leadership in the area of Christian values as they relate to interscholastic athletics.
- b. Support Catholic schools in their endeavor to create the proper balance between their sports programs and academic goals.
- c. Provide a structure and system for the equitable placement of schools in athletic leagues.
- d. Be an impartial problem-solving body for schools and leagues.
- e. Serve as a body to oversee conformity with CIF-SS policies and rules.
- f. Provide service to the membership by coordinating releguing process as directed by CIF.
- g. Oversee and uphold the code of ethics for interscholastic sports.
- h. Provide in-service education in the area of sports programs to principals new to the CAA.

- i. Present the membership's concerns to the Department of Catholic Schools.
- j. Serve as a clearing-house for league issues and positions as they relate to the committee member' vote at CIF-SS meetings.
- k. Serve as an advocating body for member schools in their appeal to CIF-SS, should such a situation arise.

Article VIII – Executive Committee Officers: Term, Vacancies, Removal

Terms and Vacancies

- The President, Vice-President and Secretary are elected for one-year terms at the first meeting of the Executive Committee in the fall of each academic year. These officers may serve in the same position for no more than three consecutive years.
- One year prior to the beginning of the re-leaguings cycle the Executive Committee will select a CAA principal to serve as Area Re-leaguings Chair. This person is an ex officio member of the Executive Committee.
- Should a vacancy occur in any of these offices during the annual term, the Executive Committee selects one committee member to complete the term of office.

Removal

An officer of the Executive Committee may be removed from office by a simple majority vote of the Committee members for one of the following reasons:

- Engaging in public behavior unbecoming an officer of the Association.
- Failing to attend two or more Executive Committee meetings.

The Executive Committee member being subject to removal has the right to present his/her case to the Committee prior to the vote.

Article IX – Meetings

The entire Association membership meets at least once a year.

The Executive Committee meets at least three times each academic year. The Executive Committee may also hold meetings as necessary to respond to emergency situations that require immediate action.

Article X – Policies, Regulations and Sanctions

The CAA formulates policies, regulations, and sanctions governing the interscholastic athletic programs of its member schools. The membership agrees to the policies, regulations, sanctions the Association has published in its handbook which is titled The Gold Book. These policies and regulations are binding on all members of the Association. The membership agrees to abide by the sanctions, which may be imposed on its members by the Executive Committee.

Association policies are published in this Gold Book.

Association policies are reviewed annually by the members, modified if necessary, and changes approved by the membership.

Article XI – Amendment of the Gold Book

The Gold Book may be amended by the unanimous vote of the Executive Committee or by a majority vote of the members of the CAA.

Section Three: Policies

Schools are encouraged to publish appropriate sections of these guidelines, e.g. in the student parent handbook, and in every way possible to make these policies know by all school shareholders.

The principal must take full responsibility for all aspects of the athletic program. To do so the principal must become thoroughly familiar with and involved in enforcement of CAA and CIF rules, regulations and guidelines.

The guidelines for each responsible school public are delineated in the following sections.

Article I – Athletic Director

- Supervises the conduct of coaches and team participants.
- Develops a school athletic policy and procedures handbook which includes the school's statement of ethics and guidelines for the implementation of these ethics.
- Ensures all Catholic varsity athletic events begin with a prayer led by a school official or designee over the public address system. If there is no public address system, the two Catholic schools are encouraged to meet before the event to pray together.
- Develops facility and crowd control plans for athletic events in cooperation with the appropriate administrators.
- Assigns competent individuals as chain crew, scorers, timers, etc., who know how to do their job in accordance with CIF guidelines.
- Chooses game/event announcers who are mature individuals. Instructs them to perform their duties in a reasonable, non-partisan and professional manner.
- Supports all sports officials.
- Insists that coaches and other members of the school community involved in the athletic program adhere to the rules, regulations and guidelines promulgated by the CAA (*Play Like a Champion Today*) and the CIF (*CIF Operating Principles/Pursuing Victory with Honor, Blue Book, Article 1, 12*).
- Communicates the Christian expectations for participants and spectators to all visitors including elementary school and public school students.
- Alerts the visiting school to special circumstances surrounding the event, e.g., homecoming, dedications, special award nights, pre-game and half-time ceremonies, etc.
- Establishes cooperative and effective relationships with local law enforcement.
- Encourages local businesses to participate in and to promote the school's athletic program.
- Refrains from recruiting activities designed to lure coaches away from other schools. Announcements of job openings may be published and sent to schools.
- Removes spectators from athletic events who display unsportsmanlike behavior.
- Reports such behavior to the principal so appropriate disciplinary action may be taken.

Article II – Coaches

- Work with administrators, staff and faculty to educate students regarding activity rules and the appropriate Christian behavior of players and spectators.

- Serve as good Christian role models for their players. The coach's behavior on and off the field must be exemplary toward players from other schools, their coach, and the event officials.
- Develop a positive collegial relationship with opposing coaches, e.g. avoid "running up the score", welcome opposing coaches to game facilities, introduce self to opponents, shake hands after games, give clear explanations of game management issues, interact professionally at all events including league meetings.
- Establish a positive relationship with members of their own team. While insisting on reasonable standards of discipline, coaches may never physically or verbally abuse or degrade team members under the guise of maintaining discipline or achieving maximum performance.
- Are positive in their remarks to event officials. Badmouthing officials sets a poor example for players and frequently results in adverse rulings, which may hurt the individual or the team. Coaches should consider that "badmouthing" another team, school, coach or official reveals their own lack of discipline and immaturity.
- Remove a participant who displays unsportsmanlike conduct. Undesirable activity on the part of a player(s) should be reported to the principal so that appropriate disciplinary action can be taken.
- Are good hosts to opponents. Treat them as guests. Be a good guest at other schools. Treat them as hosts.
- Adhere to CIF and CAA rules and regulations regarding undue influence.

Article III – Players

- Serve as a positive example by exercising self-control and good sportsmanship. Players are encouraged to shake hands with players on the other team at the conclusion of a game.
- Accept both victory and defeat with pride and good sportsmanship in accord with CAA expectations (*Play Like a Champion Today*) and CIF guidelines (*CIF Operating Principles/Pursuing Victory with Honor, Blue Book, Article 1, 12*).
- Accept seriously the responsibility and privilege of representing your school community.

Article IV – Faculty and Staff

- Communicate the philosophy of the Catholic high school interscholastic athletic program to players, coaches, faculty, staff, parents and spectators.
- Hold appropriate student assemblies to emphasize and explain guidelines for behavior for the coming season.
- Place strong emphasis on implementing the athletic philosophy during the new student orientation programs.
- Discourage activities that denigrate an opposing school and its programs.
- Make appropriate reminders to students of the spirit and letter of the athletic code prior to events where problems may occur.
- Use announcements and posters to promote school spirit and good sportsmanship at events.
- Ensure signs and posters are positive and approved by the appropriate staff member at

the school.

- Involve all of the school staff in support of the CIF (*CIF Operating Principles/Pursuing Victory with Honor, Blue Book, Article 1, 12*) and CAA ethics codes (*Play Like a Champion Today*).
- Encourage the presence of members of the school staff and faculty at athletic events.
- Select and employ teachers and coaches who accept and believe in the school's philosophy in reference to athletics. Ensure that coaches' employment agreement contain a clause requiring adherence to the spirit and letter of the athletic code.
- Develop a carefully planned supervision and security schedule for all athletic events.
- Encourage support activities that promote school spirit and community pride, like band, drill team, pep or spirit groups, cheerleaders.
- Ensure pep bands adhere to CIF guidelines.
- Prohibit students from taunting the other school's players.
- Encourage athletes to become involved in school and community service.

Article V – Students

- Promote pre-game interest and activity so that the athletic program is shared by all, not just athletes. Give positive support at all rallies.
- Be a good host or guest to the other school. Treat them as you would wish to be treated. Be respectful during the playing of the national anthem, pre-game ceremonies, half-time activities and the singing of the Alma Mater.
- Follow the directions of cheerleaders and security personnel. Stay away from the visiting school's rooting section and avoid any provocative activity. Students involved in unauthorized activity at athletic events should be subject to disciplinary action.
- Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will subject the student to severe disciplinary action.
- Stay out of playing areas.

Article VI – Spirit Squads

- Encourage positive support. Refrain from negativity.
- Choose the appropriate cheers at the right time, insuring that cheering is positive and does not inflame or incite rooting sections and spectators. Do not use cheers which use the other school's name, colors, symbols, mascots, coaches or players' names. Do not use cheers which are aimed at game officials. Booming is never an expression of good sportsmanship.
- Do not conduct cheers at the same time as the visiting cheerleading squad. Discourage all behavior designed to deliberately distract a player.
- Adhere to all CAA and CIF regulations on the use of noisemakers and musical instruments at athletic events.
- Keep pep rallies positive. Build skits around your team, not the opposing team. Never belittle, degrade or put down the other school. Posters, banners, etc., used at rallies and games must follow the same guidelines. Do not use provocative words such as "kill", "bury", and "cripple", etc.

- Work cooperatively with the other school's team and cheerleading squad.

Article VII – Parents

- Insist that their sons and daughters adhere to the high standards of good sportsmanship on and off the playing field as athletes and/or spectators.
- Support the school athletic program through participation in booster clubs, security programs, and by attendance at athletic events.
- Set a good example by their positive behavior at athletic events.

Article VIII – Game/Event Announcers

- Present in an impartial and objective manner (without personal and/or editorial comments) the facts of the game; he/she is not a play-by-play announcer.
- Remind spectators of proper sportsmanlike behavior.

Article IX – Media

School personnel who deal directly with media personnel must be sensitive to conveying anything that could be construed by the media as an attempt to influence or censor their reporting. Therefore, the school representative:

- Encourages the media to report events in a responsible manner. This includes acknowledging good sportsmanship.
- Makes the media aware that the school community appreciates responsible reporting.
- Encourages the media to refrain from editorializing about the quality of officiating, the judgment of coaches and/or player competency.

Section Four: Procedures, Regulations, Sanctions

Article I – Contact with CIF

- Contact with the CIF should be made only by the Principal or his/her designate.
- Before contacting the CIF Southern Section or State Office, the CAA President must be notified by the member school principal in the following cases:
 - Matter of protest, complaint or eligibility question regarding another school's student athlete.
 - Inquiry regarding a matter which may be the basis for a later protest/complaint.

Article II – Protests

1. All protests are to be handled by the Principals of the schools involved according to the rules of their league constitution.
2. For schools within the same league, within two weeks of an incident, either Principal may present the matter to the league for resolution if the Principal believes progress toward solution is not being made. If the CAA member schools do not belong to the same league, they may appeal directly to the CAA Executive Committee. The league may assume jurisdiction over the matter if notoriety or if harm to other members of the league may result.
3. A Principal may appeal a league decision to the CAA Executive Committee.
 - a. Five weeks after the incident, at the request of the league or CIF-SS, the matter not having been resolved, the CAA takes jurisdiction over the dispute or protest.
 - b. The president, vice-president and secretary of the CAA Executive Committee constitute the Protest Hearing Board. The Board may give a decision or refer the protest to the full Executive Committee.
 - c. If one of the CAA officers is Principal of an involved school, the president shall appoint any member of the CAA Executive Committee to the Protest Hearing Board.
4. A Principal may appeal the CAA decision to the CIF Southern Section.

Article III – Rule Violations

A rule violation refers to the breaking of CAA Gold Book and CIF Blue Book regulations not covered in a game protest.

- A Principal who becomes aware of a rule violation is expected to discuss the alleged violation with the Principal of the offending school.
- If the reporting Principal is not satisfied with the discussions, he/she is expected to report the alleged violation to the appropriate league officials.
- The league is to refer their decisions to the CAA Executive Committee.
- In cases of major violations, a reporting Principal may go directly to the CAA Executive Committee.
 - The CAA officers (president and vice-president) are to ascertain if a reasonable cause exists for the CAA to pursue an investigation into the alleged violations. They may also refer the matter back to the schools or to the league.
 - Upon the CAA officers' decision the president may appoint a Violation Investigation Committee. The Committee reports to the CAA Executive

Committee.

- The time requirement mentioned in Article II – Protests, #2 & #3 also applies for violations.

Article IV – Recruiting Regulations/Undue Influence

The use of "undue influence" (as defined by CIF Blue Book, Section 510) by a high school to secure the attendance of a student is forbidden by the CIF by-laws and contrary to the principles of the CAA. Therefore:

- Preferential treatment of athletes in any admission policy or procedure is forbidden.
- High schools are forbidden by the CAA and the CIF to recruit students on the basis of athletic ability.
- No athletic scholarship may be offered by any person, group or school. To approach a girl or boy with the invitation to participate in athletics and have her or his tuition and/or any other expenses paid for is considered an athletic scholarship.
- Tuition assistance to a student is offered on the basis of verifiable financial need only. High schools are forbidden to offer preferential tuition assistance to students on the basis of athletic ability.
- No member of a staff, or any member of an organization connected with a school, may visit, write or telephone the home of a prospective athlete to induce her or him to attend a particular school. Neither student athletes nor their parents nor other relative may be contacted by coaches or booster club members, nor by anyone else formally or informally representing the school.
- Any contact initiated by prospective student athletes and/or parents is to be handled by the Principal or other appropriate members of the administrative staff.
- Catholic high school administrators may inform Catholic elementary schools about their programs and facilities. The high school Principal or other members of the administrative staff may visit elementary schools to inform groups of students and/or parents about the high school programs.
- A school may hold a general open house, information program, scholastic tournament or sports camp for the purpose of promoting interest in its school. A sport/athletic specific open house is not permitted.
- Coaches may not have pre-enrollment contact with students or their parents as per Section 510 of the CIF Blue Book.
- In the case of transfer students, the Principal of a school to which a student has applied should contact the Principal of the school of attendance to ascertain that there has been no indication of "undue influence".

Penalties for illegal recruiting may include:

- The athlete involved is ineligible at the school in question according to CIF regulations.
- Any school personnel involved may be subject to suspension or dismissal;
- The school is reprimanded publicly, put on probation and excluded from play-offs; or suspended from interscholastic athletics.

Elementary school principals or others who wish further clarification of these regulations may contact their local Catholic high school Principal or the president of the CAA.

Article V – Sanctions

Violations of the spirit or the letter of policies and regulations put forth in the Gold Book or the Blue Book may incur sanctions by appropriate authorities. Sanctions may be imposed by the Principal, by the league, or by the CIF Southern Section.

- By the Principal:
 - Written reprimand to be placed in the file of the individual school administrator, coach, and/or student athlete concerned.
 - Suspension from coaching duties for a specified period of time.
 - Suspension of student athlete(s) from participation in sport(s) for a specified period of time.
 - Placement of coach/student athlete on probationary status.
 - Termination of coaching employment agreement.
 - Expulsion of student athlete(s) from school.
 - Forfeiture of one or more athletic contests.
 - Any combination of the above.
- By the League (when sufficient action is deemed not to have been taken by the Principal):
 - Written reprimand to the school(s) concerned, to be retained in league files.
 - Written reprimand to Principal, athletic director, coach, and/or student athlete(s) involved, through appropriate channels.
 - Forfeiture of specified athletic contest(s).
 - Placement of school(s) on probation for a specified period of time, either by individual sport or entire sports program. Could be combined with denial of league championship and/or play-off representation.
- By the CAA (when sufficient action is deemed not to have been taken by the Principal and or the league):
 - Written reprimand to league, school, Principal, athletic director, and/or coach through appropriate channels.
 - A recommendation to the CIF that the school:
 - be placed on probation (by sport or program) for a specified period of time;
 - forfeit appropriate athletic contests
 - be suspended from engaging in league competition by sport or season.
- By the CIF Southern Section under Section 510 of the CIF Blue Book.

N.B. Action taken at any level against an individual, school or league may be appealed through established procedure to the next level.

Article VI – Elementary School Tournament Regulations

To ensure that elementary school tournaments hosted by member schools are under proper supervision, and to avoid any appearance of "recruiting" in the staging of such events, the following regulations are to be followed by member schools.

Schools may provide the following:

- Facility (gym, fields, locker rooms, etc.)
- Concessions (high school keeps monies received)
- Officials

As to other areas of concern, the following apply:

- All guidelines contained in CIF Blue Book Section 510 regarding undue influence must be adhered to.
- The Tournament Director must be a person not affiliated with the hosting member school.
- The Agency that is conducting an activity at a member high school must be either an elementary school, service club or organization such as Boys club, Lions club, Rotary, YMCA, Knights of Columbus, NJB, etc.
- All checks for tournament fees must be made out to the outside agency **not** to the member high school.
- All literature pertaining to the tournament must come from the outside agency and must refer to the member high school only as a place where the games are going to be played.
- Booster Club participation is limited to providing operational assistance at an athletic event, such as parking, door control, ticket takers, concession stand operators, etc. Boosters are also considered as an extension of the high school program and in no way may sponsor or be directly in charge of the athletic event.

These policies and guidelines apply to all member schools of the CIF Southern Section.

Article VII – Re-leaguing

The listed policies will be followed for re-leaguing in the Parochial Schools Geographic Area:

1. The re-leaguing process will be conducted according to the written policies received from the CIF Southern Section and those contained in this Gold Book.
2. The role of the Executive Committee is to facilitate the re-leaguing process in accordance with the CIF-SS guidelines (Appendix A) and the guidelines delineated in this Gold Book.
3. The Executive Committee will provide each member school with a School Profile Form and the criteria for re-leaguing. The Executive Committee shall be responsible for the distribution of the completed School Profile Forms to all member schools.
4. All re-leaguing meetings will be conducted in compliance with the Brown Act.
5. The facilitator schedules and runs all re-leaguing meetings.
6. The Executive Committee will propose candidates to the membership for consideration for the roles of facilitator, parliamentarian and secretary.
7. The membership will vote to select the facilitator, parliamentarian and secretary. The membership may determine that this vote will be taken by means of snail mail, fax or email.
8. The concept of collegiality and not parliamentary procedure will govern the conduct of the re-leaguing meetings.

9. Voting members are the member school principal or one person designated by the member school principal. Written documentation of said designation must be on file with the CAA President and the Area Re-leaguings Chair.
10. All schools will be leagued according to the criteria established by the CIF Southern Section: enrollment, geography and competitive equity.
11. Two sets of leagues will be formulated: one for football and one for all other sports. Only voting members of schools with football will vote on football re-leaguings proposals.
12. Re-leaguings proposals submitted must:
 - a. Be proposed by a CAA principal in writing to the Area Re-leaguings Chair and be received by voting members at least seven calendar days before a vote is taken. The Area Re-leaguings Chair is responsible for assigning a number to each proposal and ensuring each member has received a copy at least seven calendar days prior to the vote.
 - b. Include all schools in the Parochial Schools Geographic Area.
 - c. Be supported with a written rationale for the proposal.
13. A proposal, once distributed to all member schools in accordance with the guidelines stated above, is considered as having been placed before the membership for a vote.
14. The author of each proposal is given five minutes before the assembled membership to present his/her proposal. After the author's presentation each principal, designated person or member of the public is permitted to speak for no more than three minutes on the author's proposal. Then the original author is given one minute to speak to make clarifications.
15. Proposals may not be amended during the re-leaguings meeting.
16. All votes taken during re-leaguings meetings must be public roll call votes. All roll call votes are taken alphabetically by school. Consequent roll call votes are taken alphabetically beginning with the second school, then the third, etc.
17. Procedures for adopting a proposal are listed in the tables below:

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| <p>If only one proposal has been submitted:</p> <ul style="list-style-type: none"> • After any discussion per #14 above, the membership moves immediately to a public roll call vote. • If the proposal receives a simple majority, it is adopted. • If the proposal does not receive a simple majority, the process detailed in #12 above begins anew. |
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| <p>If only two proposals have been submitted:</p> <ul style="list-style-type: none"> • After any discussion per #14 above, the membership moves immediately to a public roll call vote. • Each of the two proposals is voted on individually only after the full presentation of both proposals. • If neither proposal receives a simple majority, the process detailed in #12 above begins anew. • If only one of the two proposals receives a simple majority on the first public roll call vote, that proposal is adopted. |
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- If both proposals receive a simple majority, a second public roll call vote is taken for one proposal only; the proposal receiving a simple majority is adopted. If neither receives a simple majority on the second public roll call vote (because of the number of abstentions), the process detailed in #12 above begins anew.

If three or more proposals have been submitted:

- After any discussion per #14 above, the membership moves immediately to a public roll call vote.
- Each of the proposals is voted on individually only after the full presentation of all proposals.
- On the first public roll call vote, only proposals receiving a simple majority will go forward to the second ballot. If no proposal receives a simple majority, the process detailed in #12 above begins anew.
- If only one of the proposals receives a simple majority, it is adopted.
- If two proposals receive a simple majority, a second public roll call vote is taken for one proposal only; the proposal receiving a simple majority is adopted. If neither receives a simple majority on the second public roll call vote (because of the number of abstentions), the process detailed in #12 above begins anew.
- If three or more proposals have received a simple majority on the first public roll call vote, the voting members move to a second vote. On the second public roll call vote each member votes for three proposals. (If there are only three proposals, the voting process moves to the next step.) The top three proposals are moved forward to the next ballot. If there is a tie for the third proposal, a public roll call vote is taken between the two tied proposals to choose the third proposal.
- On the next public roll call vote, each member votes for one proposal only. If any of the three proposals receives a simple majority, the proposal is adopted.
- If none of the proposals receives a simple majority and time remains to schedule another re-leaguering meeting, the members may vote to adjourn and schedule a future meeting; in this case the process detailed in #12 begins anew.
- If the members reject the proposal to schedule another meeting or if time does not permit another meeting, the members proceed to the following step.
- The proposal receiving the fewest votes in the last public roll call vote is eliminated. If there has been a tie for the second and third proposal (based on number of votes), a public roll call vote is conducted to determine the second proposal.
- The proposal receiving the most votes on the next public roll call vote is adopted.

The Area Re-leaguings Chair has the responsibility to submit the Parochial Schools Geographic Area league configurations to the CIF Southern Section for final approval.

APPENDIX A

CIF-SS GUIDELINES FOR RE-LEAGUING

The purpose of this manual is to provide releguing chairpersons with procedures to following leading their geographic area in the development of a final releguing proposal. This manual will attempt to give the area re-leaguings chairperson the tools to lead the group of schools in arranging the schools into leagues that provide for the best athletic experience possible within the bounds of the CIF rules and reality.

OBJECTIVE

The objective of the area re-leaguings committee is to produce a proposal for league placement of all schools in the geographic area that has the approval of a majority of the current leagues in that geographic area.

DEFINITIONS

Area Placement: The process that places a school in a geographic area.

Area Releaguings Committee: This committee is made of representatives of each school in a geographic area (e.g. Small Schools Releaguings Committee).

CIF Southern Section Council: The legislative body of the Southern Section made of representatives elected by any representing leagues.

CIF Southern Section Executive Committee: The executive body of the Southern Section made of representatives elected by and representing the geographic areas.

Geographic Area: A group of schools usually grouped by geographic proximity. Exceptions are the Small Schools Area and the Parochial Area. There are ten geographic areas.

Re-leaguings: The process in which the schools in a particular geographic area divide themselves into leagues.

Re-leaguings Committee: This committee is made of the chairs of each Area Releaguings Committee. This committee receives the releguing proposals from each geographic area and hears appeals from schools. It sends releguing proposals to the Council for final approval.

Re-leaguings Criteria: The basis of decisions placing schools into leagues. The Blue Book recommends three unweighted criteria; competitive equity, geography and enrollment.

BACKGROUND

Re-leaguings is the process the section goes through periodically to rearrange league compositions in order to provide for leagues that best serve schools and their student teams. The releguing process is in two parts, the first of which must be completed before the second part can be accomplished.

The first part is called Area Placement. Area Placement is the operation of establishing which schools belong to each geographic area. During the Area Placement process schools may desire to change their geographic area placement.

The second part is called Re-leaguings. Re-leaguings is the process whereby, through a mutually agreed upon process, the schools assigned to a geographic area arrive at a list of leagues which accommodate all the schools in the geographic area. This process balances the needs of

the individual schools with the needs of schools as a group, resulting in league configurations. Because there are many schools, administrators, athletic directors and coaches involved with varied opinions regarding what are the best league configurations, there is the potential for widely divergent views, some of which are strongly held. It is a necessary process and it is very important that it is done in a manner acceptable to the representatives of the schools.

BLUE BOOK SECTIONS

Article 32.5 – Area Placement and Releaguings

Article 512 – League Realignment Cycle

BROWN ACT

The Council, Executive Committee, Releaguings Committee, each Area Re-leaguings Committee and leagues are all subject to the Brown Act state law, which provides for open meetings. This legislation provides, among other things, requirements relative to agendas, meeting procedures and who is able to attend and participate.

Decisions by covered bodies may be invalidated if Brown Act regulations are not followed.

PARTICIPANTS

Area Re-leaguings Chair: Appointed by the Commissioner, leads his/her geographic area in developing a releaguings proposal and serves on the Re-leaguings Committee

Parliamentarian: Chosen by the Area Re-leaguings Committee to serve as a procedure resource. The parliamentarian serves as a resource to the Chair on parliamentary and procedural matters. The Chair is not obliged to follow the advice of the Parliamentarian. The Parliamentarian gives an opinion; the Chair gives the ruling. The Chair is the only officer authorized to decide questions of order or make rulings.

Secretary: Chosen by the Area Re-leaguings Committee to prepare minutes of all meetings.

Committee members: Committee members shall be one person authorized to vote from each school in the geographic area.

Documentation of that authorization must be on file in the Section office. Those not authorized to vote are observers.

VOTING

All votes must be by roll call and counted. Minutes must reflect the count of yeas, nays and abstentions for every vote taken and records of each roll call vote must be attached to the minutes when sent to the CIF-SS office. Voting is by authorized representatives of schools. However, it should be kept in mind that the final vote of the Council will be by current leagues in the geographic area.

A quorum is a majority of schools in the geographic area. Motions shall be passed by a majority of authorized voters present providing there is a quorum.

Majority vote is over half the votes cast by the quorum present. Two-thirds vote is over two-thirds votes cast by the quorum present. Those not voting are not counted in deciding whether it is a majority, two-thirds or unanimous vote.

A tie vote is lost. The Chair may vote to break or make a tie.

Secret ballots are prohibited.

OUTCOME

The procedures for developing an area releaguings proposal should be in writing and provide for the following:

1. A process that allows all parties to have input into the process
2. Brown Act compliance.
3. Reasonable application of accepted criteria
4. Leagues that are balanced relative to competitive equity.
5. Leagues that minimize travel time to contests
6. Authentic consideration of the needs of the minority.

MEETINGS

Organizational Meeting. Authorized representatives from each school in the geographic area should meet to agree on re-leaguings procedures. Re-leaguings procedures must contain releaguings criteria as well as the weighting of each criteria the group will use. These procedures and criteria will be used when evaluating appeals. A two-thirds majority vote is needed to accept procedures different from those provided in this manual.

The number of meetings required to accomplish re-leaguings depends on circumstances and the will of the group. It is possible that a final proposal can be produced in one meeting. Some area releaguings committees may require multiple meetings.

A meeting may not be conducted unless a quorum is present.

STANDARD PROCEDURES

Mailings: Mailing labels may be obtained from the Section office. The Section will pay for postage.

Notification: All schools must be notified by mail with an agenda at least 7 days before a meeting. An agenda for the meeting must be publicly posted at the school of the chairperson at least 72 hours prior to the meeting.

The chairperson should open the meeting at the time appointed. The chairperson should welcome attendees, lead introductions, and explain the charge to the committee.

The chair should entertain a motion to adopt the procedures agreed upon by the league representatives. Second is required. Amendments may be made and approved with a two-thirds vote. Amended or alternate procedures may be approved by a two-thirds vote.

Anyone authorized to vote may present a releaguings proposal.

The chair/facilitator should alternate discussion between individuals pro and con.

The chair/facilitator may number the proposals for clarity.

Observers may speak to proposals but may be limited in time (three minutes).

Debate may be ended and a vote taken immediately with a motion to consider the "Previous Question". A two-thirds vote is required. Call out "Question" or "call for the Question" is not the same as moving the "Previous Question". It merely indicates that person's readiness to vote, but does not stop debate.

The chair (CAA Re-leaguings Representative) should prepare, or have prepared a copy of the final proposal and present same to the Commissioner promptly.

APPEALS

The CIF-SS Releaguings Committee will hear first level appeals relative to process and criteria.

The CIF-SS Executive Committee will hear second level appeals relative to process and criteria.

The Council will hear third level appeals relative to process only. The Chair will be asked to present the final proposal to the Council for approval.