



## The CIF Bylaw 510 Guidelines

### Introduction

The CIF Bylaw 510 Guidelines are written to assist CIF Member Schools regarding the many nuances that encompass “undue influence.”

### CIF Principles

The CIF and its member schools strives to be associated with entities and messages that:

- Promote the CIF Mission: Equity, Quality, Character and Academic Development.
- Reinforce the principle that students attend school to receive an education first; athletic participation is secondary.
- The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six (6) core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character”;
- It’s the duty of school boards, superintendents, school administrators, parent(s)/guardian(s)/caregiver and school sports leadership (including coaches, athletic administrators, program directors and game officials) to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”

- To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible;
- Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character;
- School boards, superintendents, school administrators, parent(s)/guardian(s)/caregiver and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parent(s)/guardian(s)/caregiver and spectators;
- All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules;
- The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parent(s)/guardian(s)/caregiver;
- School boards, superintendents, school administrators, parent(s)/guardian(s)/caregiver and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed;
- School boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win;
- All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school;
- Everyone involved in competition including parent(s)/guardian(s)/caregiver, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations; School boards, superintendents and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of:
  - (1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character;
  - (2) The physical capabilities and limitations of the age group coached as well as first aid; AND
  - (3) Coaching principles and the rules and strategies of the sport.

- Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities;
- To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs;
- Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors;
- The profession of coaching is a profession of teaching. Along with the mental and physical dimensions of their sport, coaches, through word and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
- Support diversity, gender equity, nondiscrimination, physical fitness, student-athlete health and safety, youth development, sportsmanship, ethical conduct, academic standards, student-athlete welfare and amateurism.
- Enhance the overall value of educational institution and must be balanced and emphasize the total school experience.
- Do not violate the fundamental principles and specific guidelines contained in this document.

## **CIF Bylaw 510**

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

- A. The use of undue influence by any person(s) to secure or retain a student or their parent(s)/guardian(s)/caregiver as residents may cause the student to be ineligible for high school athletics for a period of one (1) year and shall jeopardize the standing of that high school in the CIF.

Undue influence is any act, gesture or communication (including accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition regardless of the source) which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his or her parent(s)/guardian(s)/caregiver, by or on behalf of, a member school, to enroll in transfer to, or remain in, a particular school for athletic purposes.

- B. A student shall become ineligible for CIF competition and shall be penalized according to Bylaw 212 for accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition, regardless of the source.
- C. Pre-enrollment contact or an athletically motivated transfer may be considered prima facie (sufficient evidence) evidence that the student enrolled in that school in whole or in part for athletic reasons (See Bylaw 200 and 206.C.) and cause the student to be ineligible for participation those sports in which the student participated at the former school. Athletically motivated pre-enrollment contact of any kind by anyone from, or associated with [see D.(2) below], 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 (sufficient evidence) case of undue influencing/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one (1) calendar year from the date of the student's enrollment in the new school in all sports in which the student participated at any school in the last 12 months and/or the sport with which the coaches referenced herein is associated, unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

**D. Pre-Enrollment Contact**

Pre-enrollment contact may include, but is not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/guardian(s)/caregiver, relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic or similar events by anyone associated [see D.(2) below] with the school to observe the student; participation by the student in programs supervised by the school or its associates before enrollment in the school.

**(1) Requirement to Disclose Pre-Enrollment Contact**

All transfer students shall submit a completed CIF Pre-Enrollment Contact Affidavit [CIF Form - (please use local CIF Section Form)] with appropriate transfer application(s) as required by their respective Section under Bylaw 207. Any and all pre-enrollment contact of any kind whatsoever that a student or anyone associated with the student, has had with a person associated with the new school must be disclosed by the student, parent(s)/guardian(s)/caregiver and the new school to the Section office on a complete CIF Pre-Enrollment Contact Affidavit [CIF Form - (please use local CIF Section Form)].

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

**(2) Definition of Being Associated with a School**

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

## E. **Athletically Motivated Transfers**

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

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

Students may be determined by their respective CIF/Section Office or the CIF to have made an athletically motivated transfer or change in schools if one (1) or more of the following circumstances are determined to have contributed in any way to the transfer or change in schools:

### **(1) Transferring to a School after Participating on a Non-School Athletic Team, Camp or Clinic Associated with the School**

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

### **(2) Transferring to a School Where a Former High School Coach Has Relocated**

The student at any grade level transfers to a new school within one (1) calendar year of the relocation of his/her school or club coach to the student's new school of enrollment with or without a corresponding change in residence; AND/OR

### **(3) Other factors that may be considered in support of evidence of athletic motivation:**

- a. Evidence the student's transfer or change of schools is because of the student's previous association with an outside agency that uses the facilities or personnel of the student's new school (School B); AND/OR
- b. Evidence that multiple students have transferred or changed schools to participate in a particular sports program at one (1) school.

(Revised May 2002 Federated Council/Revised May 2007 Federated Council/Revised May 2008 Federated Council/Revised May 2009 Federated Council/Revised February 2013 Federated Council/Revised April 2017 Federated Council)

### Specific Examples

	SITUATION	MAY	MAY NOT
1.	How to advertise your athletic program	<ul style="list-style-type: none"> <li>• School website</li> <li>• Flyers distributed by Athletic Directors to Main Office of feeder middle school</li> <li>• Any school advertising in print or electronic media including video and television must be balanced and emphasize the total school experience.</li> <li>• Send school information for the following school year in the spring to enrolled students, or students matriculating from the 8th grade.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct email, phone calls, letters, etc., to students not currently attending your school</li> <li>• Newspaper, website, billboards, etc. that emphasize the athletic programs instead of the total athletic experience</li> </ul>
2.	Social Media	<ul style="list-style-type: none"> <li>• Post results, accolades, schedules and other general information about the school's programs</li> <li>• Celebrate student achievements</li> <li>• Promote high school camps, clinics, and other on campus opportunities</li> </ul>	<p>Coaches and/or persons associated with the school*:</p> <ul style="list-style-type: none"> <li>• follow, subscribe to, or "friend" students/parents not currently attending your school.</li> <li>• directly / indirectly initiate contact with students/parents not currently attending your school.</li> <li>• publicize playing opportunities within your program for students not currently attending your school.</li> </ul>

3.	Open Houses and/or meetings at high schools with middle school students and/or middle school parents	<ul style="list-style-type: none"> <li>● General Open House: Academics, Student Life, etc.</li> <li>● Athletics can be one component of the total school program at school-wide Open House</li> <li>● Current high school students and coaches may participate in the Open House</li> </ul>	<ul style="list-style-type: none"> <li>● Sport specific Open House or meeting for middle school students and/or middle school parents</li> <li>● Athletics only Open House or meeting for middle school students and/or middle school parents</li> <li>● Invitation only “Open House” or meeting for middle school students and/or middle school parents</li> </ul>
4.	Student(s) and parent(s) schedule an appointment to meet with school administration to discuss enrollment	<ul style="list-style-type: none"> <li>● Meeting with a school administrator or guidance counselor.</li> <li>● Including in any meeting the athletic director.</li> <li>● Student(s) and parent(s) may seek information on any aspect of the school, curricular and co-curricular programs.</li> </ul>	<ul style="list-style-type: none"> <li>● Include specific athletic sport coaches.</li> <li>● Include visitation to practices or games by the school.</li> <li>● Include any procedures that could be construed as undue influence as defined by CIF 510.</li> </ul>
5.	Direct contact with Middle School students: phone, email, letters, social media, etc.	<ul style="list-style-type: none"> <li>● Contact after May 1st, if that student has registered for classes and, in the case of private schools, paid a non-refundable registration fee.</li> </ul>	<ul style="list-style-type: none"> <li>● Coaches cannot contact middle school students prior to May 1st.</li> </ul>
6.	Visitations to middle schools by high school staff for purposes of conducting an athletic interest meeting only.	<ul style="list-style-type: none"> <li>● Athletic Directors and Administrators</li> <li>● Discuss the entire athletic program</li> </ul>	<ul style="list-style-type: none"> <li>● Coaches and students cannot visit middle schools</li> <li>● Parents/Alumni cannot be involved in these visits</li> </ul>

7.	How to hold camps/clinics for under high school age students	<ul style="list-style-type: none"> <li>● Can be run by high school coaches as a fundraiser</li> <li>● Have school name, nickname, school contact information, etc.</li> <li>● May involve school athletes during the season of sport</li> <li>● Must have principal permission</li> <li>● School athletes may be involved with camps or clinics during the CCS defined season of sport or summer period.</li> </ul>	<ul style="list-style-type: none"> <li>● Have camps for under high school age students to practice or play games with the high school program</li> <li>● Include school athletes outside the season of sport or Sundays.</li> <li>● Students may not be involved with camps or clinics outside the season of sport.</li> </ul>
8.	Shadowing	<ul style="list-style-type: none"> <li>● Students may be paired with current students based on like interests.</li> </ul>	<ul style="list-style-type: none"> <li>● May not attend practices or be invited to attend any athletic event as part of the shadow program.</li> </ul>
9.	“Pop Warner Nights”, community athletic programs, etc. (Students are given free admission to high school sporting events if they wear their jerseys; students are recognized in pre-game and/or halftime ceremonies, etc.)	<ul style="list-style-type: none"> <li>● Invite the entire student body of a feeder middle school, or schools, and host a Middle School Night at a high school sporting event.</li> </ul>	<ul style="list-style-type: none"> <li>● Host “Pop Warner Nights” or other community athletic programs because the invitations are specifically directed to targeted athletes, who are being given benefits and recognition not available to other potential high school students because of their participation in a youth athletic organization.</li> </ul>



<p><b>10.</b></p>	<p>Attendance at Pop Warner, NJB, AYSO, etc. games by high school coaches, school athletes</p>	<ul style="list-style-type: none"> <li>● Attend as a spectator, not as a representative of your high school promoting your athletic program(s)</li> <li>● May speak at such event as a private citizen</li> </ul>	<ul style="list-style-type: none"> <li>● Athletic Directors, high school coaches and athletes should not make contact with under high school age students and parents as a representative of the high school</li> <li>● Wear school identification clothing if speaking</li> </ul>
<p><b>11.</b></p>	<p>High school staff members coaching under high school age students on club teams, youth teams, etc.</p>	<ul style="list-style-type: none"> <li>● Coach under high school age students</li> </ul>	<ul style="list-style-type: none"> <li>● High schools may only conduct programs for grade 9-12 students. Any high school coach engaged in coaching activities for pre-high school students may not influence students concerning the activities of the high school they are associated with and may not wear school identification clothing while practicing or coaching during contests.</li> <li>● Use high school facilities for practice, games or meetings without securing facilities like any other private citizen</li> </ul>
<p><b>12.</b></p>	<p>Parents of prospective students; incoming 9th graders or potential transfer students, contacting a high school coach to get information on the school's sports program and/or information on how to transfer</p>	<ul style="list-style-type: none"> <li>● Refer all parents to the school administration; athletic director, assistant principal of athletics, etc. for information on specific sports programs and/or transfer</li> </ul>	<ul style="list-style-type: none"> <li>● Speak directly with parents, or meet parents of students who are not currently attending your school. The only appropriate response, verbal or written, is that you may</li> </ul>

	schools	information with no additional comments	not address their questions and refer them to the proper school administrator.
13.	School posts on the school website an interactive document that allows potential students to complete contact information	<ul style="list-style-type: none"> <li>Schools may post as part of their school's efforts to identify potential students an electronic information form that is collected by the assigned non-athletic administrator where information or contact may be made by the school.</li> </ul>	<ul style="list-style-type: none"> <li>The use of such forms are not legal and considered contact outside a school Open House, Junior High school visit or School Fair. Schools may not use such tactics to collect contact information of potential student-athletes.</li> </ul>
14.	School Fairs	<ul style="list-style-type: none"> <li>May include student-athletes as selected representatives of the school.</li> <li>May include alumni who may be former athletes from the school.</li> </ul>	<ul style="list-style-type: none"> <li>The school fair is not an opportunity to use athletics as a recruiting tool. Coaches should not be involved in such event.</li> </ul>

### Frequently Asked Questions

QUESTION: What are the guidelines for advertising your school and its programs?

ANSWER: If a school chooses to publicly advertise their offerings, advertisements (i.e.: TV, newspaper, billboard etc.) should emphasize a total school environment (academics, student life, co-curricular activities). Advertisements should not have their primary emphasis on athletic programs.

QUESTION: Is it within the rules for the parents of an eighth grade student who is interested in attending a public/private school to contact the principal of that school to learn about the course of study, tuition charges, transportation and other school matters?

ANSWER: Such a contact initiated by a parent would not be in violation of existing rules.

QUESTION: Is it legal for a member of a private or public school's booster club to initiate contact with the parents of an eighth grade student for the purpose of informing them about the school?

ANSWER: A student's interscholastic athletic eligibility would be jeopardized by such action on the part of a booster club member.

QUESTION: A member of a booster club of a public/private school is contacted by the parents of an eighth grade student who is interested in information pertaining to the scholastic and athletic program at the public/private school. What may a booster club member do in response to such a request?

ANSWER: The booster club member should advise the parent to contact the principal of the high school for information pertaining to the school.

QUESTION: Student "A" will graduate from the eighth grade in two weeks. Would it be a violation of the rule if the student was personally contacted by a private or public high school coach to play on a summer league basketball team?

ANSWER: Such action by a public or private high school coach in personally contacting an eighth grade student to participate on a summer league basketball team would be in violation of the recruiting rule.

QUESTION: What contact may a coach have with a parent contemplating enrolling children at his/her high school?

ANSWER: The coach should refer ALL parent contact with reference to the high school athletic program and enrollment to the appropriate school administrator. Prior to enrollment, all parent contact must be handled by school administration, not members of the coaching staff.

QUESTION: Are schools or anyone acting on a school's behalf allowed to make direct or indirect contact with any students who are not currently attending said school (i.e. elementary, middle, and/or high school students) regarding their athletic programs (this includes high school camps, high school summer programs, etc.)?

ANSWER: No. Schools may not directly or indirectly contact elementary, middle, and/or high school students until May 1st of that student's 8th grade year. Contact can only be made with those students who are registered for classes at the high school and, in the case of private schools, students who have also paid a non-refundable registration fee. Examples of direct/indirect contact may include but are not limited to mail, email, phone calls, social networking, etc.

QUESTION: May eighth graders participate in Spring practice or tryouts?

ANSWER: No. Only students currently attending a member school (grades 9-12) may participate in spring practice/tryouts. Eighth graders do not become ninth graders until after they have completed the 8th grade.

QUESTION: What may high school representatives do as far as having contact with 8th grade students is concerned?

ANSWER: Because a graduate of a middle school may enter any high school in California and be residentially eligible in accordance with CIF Central Coast Section rules, contact by senior high school representatives is regulated. Individual coaches cannot visit or initiate contact with middle school students, students, until May 1st of that student's 8th grade year. Contact can only be made with those students who are registered for classes at the high school and, in the case of private schools, students who have also paid a non-refundable registration fee. Examples of direct/indirect contact may include but are not limited to mail, email, phone calls, social networking, etc. but it would be permissible for the vice-principal or athletic director (not the coach) of a senior high school to visit the middle school campus for the purpose of informing students about the total athletic program of the high school.

It is legal for a high school coach to be part of a total open house and/or school orientation (academics, activities and athletics) where a student is part of a general gathering of students on the high school campus and such activity has the approval of the high school and middle/elementary school principal.

This would also include a clinic; open to the entire community, provided approval of the respective schools is received. It is legal for a high school coach to coach such students for a recreational or semi-recreational organization such as AAU, YMCA, Church, City Recreation or similar organizations.

QUESTION: Are schools permitted to host "Athletic Information Nights" where ALL sport offerings are represented and highlighted?

ANSWER: NO! It is not permissible for schools to host a full athletic information night. Individual coaches cannot host parent/student meetings for students not currently attending your school.

QUESTION: Would it be acceptable for schools to invite athletes from their feeder schools to attend athletic contests?

ANSWER: NO! It is not permissible for member schools, booster club representatives, coaches or other agents or school personnel to invite potential student-athletes to attend contests or practices. It would be acceptable for the Principal to invite the entire student body of a feeder school to an individual athletic contest. The invitation must be open to every student of the feeder school.

NOTE: The foregoing examples are intended to be just that, and in no manner are intended to constitute an exclusive list. If questions arise as to the propriety of intended activities, it is advisable to secure an advance opinion from the Office of the Commissioner.

QUESTION: What are the guidelines for high school camps and camps for under high school aged students?

ANSWER: See “Guideline to Understanding Bylaw 510-Undue Influence” chart

QUESTION: Who may participate in high school summer athletic programs approved by the principal?

ANSWER: Only students registered for the upcoming school year in grades 9 through 12. Additionally, it would be a violation to allow students that are not part of the aforementioned students to participate in summer high school programs/leagues. For students registered in more than one school, all summer practice and competition must be confined to one school.

QUESTION: Can a transfer student (who is currently attending the high school they plan to leave) play for a club team coached by members of the coaching staff affiliated with the student’s new high school?

ANSWER: Once the current school year ends for both the former school and new school, the transfer student can play for the club; not before.