



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Curriculum Design**

SUBJECT: **Administratively Oriented Athletics Problem Resolution**

A. PURPOSE AND SCOPE

1. To outline procedures for resolving problems in the athletics program requiring administrative (division office) consideration. (Examples: School believes it is dangerous to play a game at site indicated on the schedule [after schedule has been approved by the league]; principal wishes to protest participation of a student at another school; a league wishes to express a concern; or a school wishes to file a complaint against another city high school [not a parochial school])
2. **Related Procedures:**

Administration of Athletics	4170
Basic Regulations for Athletics	4171
Interscholastic Athletics Program Eligibility	4172
Response to Violations of Athletics Rules	4180

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-2000 and F-2350.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Physical Education/Health/Athletics Department.
2. Any complaint to be filed against a school in a city league (except parochial schools) shall be in writing. The problem should be outlined concisely and completely, including an explanation of attempts made to resolve the issue. Copies shall be sent to:
 - a. Physical Education/Health/Athletics Department
 - b. Principal of school being accused
3. The Physical Education, Health Education and Interscholastic Athletics Director shall investigate the complaint. The Director of Athletics may convene and chair a committee that includes the following staff to render a decision:
 - a. Two principals of schools not involved in the matter
 - b. Two Athletic Directors of schools not involved in the matter
 - c. Physical Education, Health Education and Interscholastic Athletics Director
4. If committee is *not* convened, the Director of Athletics shall render a decision.
5. If committee is convened, after hearing the complaint from the school bringing action and the report from the accused school, committee shall render a decision that shall be provided in writing to all participants.
6. Hearing committee decision may be appealed.

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EFFECTIVE: **9-3-74**
REVISED: **10-14-14**

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. CIF-SDS Constitution and Bylaws, available on the CIF-SDS website at <http://cifsd.org>

F. REPORTS AND RECORDS

1. Letter from principal of school initiating accusation (Section C.2.)
2. Committee decision (Section C.5.)

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff