



ADMINISTRATIVE PROCEDURE

CATEGORY: Instruction, Basic Programs

SUBJECT: Athletic Awards

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing awards to athletes and athletic teams. This procedure applies to grades 9-12.
2. **Related Procedures:**
 - Banquets, Dances, and Parties 4370
 - School Clubs, General 6240
 - Release of Directory-Type Student Information 6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy F-2350.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Physical Education, Health and Athletics Department.
2. **Individual Awards:**
 - a. **Letters:**
 - (1) Each student shall receive only one (1) type of letter per year. Such letters shall remain property of the school as long as the student attends.
 - (2) Varsity and junior varsity teams may receive letters. Junior varsity letters are to be made smaller than varsity letters, with colors reversed.
 - (3) Full block letters shall be reversed for interschool awards. Interlocking letters shall be five (5) inches in height; if piping is used, overall dimensions shall not be used as a background of the letter.
 - (4) "MGR" may be affixed permanently to letters awarded to managers.
 - (5) Other than the letters "MGR," only an insignia designating the sport or classification shall be allowed on a letter.
 - (6) Schools and coaches must set their lettering criteria prior to the school year and inform parents at the preseason parent meeting. Seniors who have participated on a team for three (3) years may be awarded letters on the basis of reduced requirements.
 - b. **Special awards** by persons or groups other than school organizations are not to be solicited by schools.
 - c. **Arm stripes** are approved with permission of site administration.
 - d. **Approved garment for boys:**

- (1) Jackets are the traditional official garments upon which boys' athletic letters are to be worn.
 - (2) Jackets or other identifying apparel, except those of lettermen or other similar school organizations, are not to be worn on school grounds, in organized rooting sections at football contests, or in school gymnasiums at athletic games.
 - (3) Non-sports related emblems of any kind, other than the letter, authorized league and CIF patches, All Academic teams, Hall of Champions awards, and Union Tribune honors shall not be allowed on the school approved jacket.
- e. **Approved garments for girls:** jackets, sweaters, blazers, or other traditional administration and school-approved garments shall be worn as the official garment for letter girls.
 - f. **Penalty for illegal letters and garments:** a student who flagrantly disregards regulations of the league regarding wearing or displaying award letters, stripes, and/or emblems may be declared ineligible.
3. **Team Awards:**
 - a. Team trophies will not be awarded for all-league meets and tournaments.
 - b. A school shall not purchase for itself a team trophy that is not sanctioned by the league.
4. **Championship Awards:**
 - a. School may make individual awards, but trophies may not be awarded unless signed by the league.
 - b. CIF-SD. See CIF-SD Constitution for detailed rules governing awards in each sport (CIF-SD Bylaws 800, 801, 802, 803, 804, 805, pages 40-41).

D. IMPLEMENTATION

E. FORMS AND AUXILIARY REFERENCES

1. Constitution of the City Conference, CIF-San Diego Section
2. CIF-SD Constitution, Bylaws and Rulings
3. Interscholastic Athletic Program Handbook, City Conference

F. REPORTS AND RECORDS

SUBJECT: **Athletic Awards**

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EFFECTIVE: **7-1-62**

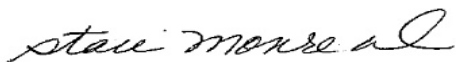
REVISED: **12-6-13**

G. APPROVED BY

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General Counsel, Legal Services
As to form and legality

H. ISSUED BY

A handwritten signature in black ink, appearing to be 'Steve Moore' or similar, written in a cursive style.

Chief of Staff