



**CITY CONFERENCE MINUTES
ATHLETIC DIRECTORS & ADMIN DESIGNEES
TUESDAY, AUGUST 22, 2017 – 8:00 AM
CLAIREMONT HIGH SCHOOL, ACADEMY OF BUSINESS BUILDING**

PRELIMINARY FUNCTIONS..... (ITEM 1-3)

CALL TO ORDERScott Giusti, President

Meeting was called to order at 8:02 AM

SDCC MEMBERS PRESENT:Listed by sign-in order

A. Koczon, D. Smola, D. Beezer, M. Diaz, P. Hornbrook, R. Nixon, J. Ross, V. Stahley, J. Sachs, B. Allen, T. Meeks, G. Smith, M. Desjardins, R. Jackson, R. Peters, R. Lardizabal, M. Landau, J. Palacios, M. Shin, A. Gonzalez, C. Clark, A. Van Heuven, K. Lowry, C. Lugo, T. Wilson, M. Lawson, J. Pisapia, J. Arguilez, B. Josten, M. Paredes, R. Price, V. Carrington, S. Giusti, S. Seiders and S. Garibay
Schools not in attendance: Francis Parker, Gompers Prep, LJ Country Day, Santa Fe Christian, St. Augustine, Torrey Pines

1. Approve San Diego City Conference Meeting Minutes from 6/6/17Scott Giusti, SDUSD City Conference President
 - R. Lardizabal moved to approve the meeting minutes from 6/6/17, seconded by D. Smola, no discussion, the minutes were approved as given.
2. CIF MessageJerry Schniepp, SDCIF Commissioner
 - Reminder that the CIF Symposium is scheduled on August 31st at the Scottish Rite Center. Invitations were sent to Principals.
 - Reminder of the two deadlines for schedules and scores. Everything needs to be entered into CIF Home. When entering the information, it will communicate with Max Preps. Reminder that if schedules and scores aren't entered into CIF Home by the first deadline, schools will be fined \$100 and the team will not be permitted to host a playoff game in that sport during that season.
 - Title IX training is in October; it is important to attend.
 - City Conference President has advisory meeting dates; it is important the City Conference reps attend the meetings.
 - Notifications of changes to 2018-19 bylaws.
 - Refer to bylaw 1206 for changes to maximum contacts.
 - Pay special attention to changes to bylaw 510.
 - Clarification from the CIF Commissioner: since girls are the underrepresented gender in high school athletics, girls can tryout for boy sports. Boys are not underrepresented therefore they cannot try out for a girl's sport. This is referenced in Title IX language not CIF, it is a law.
 - Lynn Ryan is the San Diego Unified School District's Title IX coordinator.
 - A reminder that safety plans are due.
 - A reminder for Finance Clerk information to be entered into CIF Home.
3. President's MessageScott Giusti, SDUSD City Conference President
 - Welcome and introduction of all attendees.
 - City pool closures (handout provided): if there are issues you can email the City Conference President.
 - Title IX (handout provided provided): two resources available for you. Possibility that the district and CIF will hold trainings later on.
 - Fall officials' fees for 2017-18 (handout provided) so ADs can budget (and plan accordingly for ArbiterPay).
 - Media Handbook for ADs and Coaches will be emailed with the ArbiterPay Officials Guide this week so it can be distributed to coaches.
 - Message from Transportation: Transportation price structure for local travel remains the same as last year. Due to Transportation reductions, no out of town travel coach buses will be approved for this year and yellow buses will be limited. If you have out of town sports scheduled, submit those bus requests to transportation ASAP and follow up. If you have problems, let the SDUSD Director of Athletics know via email.
 - Conference Presidents meeting notes were emailed to you yesterday, if you have feedback/questions let the City Conference President know.
 - 2018-19 items: Review bylaw 1206 maximum contact (games/matches).

PRESIDENT AND DIRECTOR'S INFORMATION ITEMS (ITEMS 4-17)

4. 2017-18 Athletic Director Sport Assignments
 - Fall sports are set and there were no issues or changes reported with the winter or spring sports assignments.
 - Responsibilities include overseeing the pre and postseason meetings and making sure we have all documentation we need from those meetings.
5. 2017-18 SDCC Website
 - Use SDCC and SDUSD Athletics website as a reference for items such as: Agendas, Blue Book, CIF Seeding and Leagues Reps, leagues, minutes, schedules, etc.
 - sdcityconference.com

- sduathletics.com
- The more the websites are utilized, the more they can be improved to meet needs.
- 6. Cheerleading
 - a. Status of SDUSD for 2017-18 and future status
- Cheer is a CIF sport and SDUSD is considered CIF #1 (sideline cheer) as a District. Schools can choose to go #2 or #3 but are responsible for funding and will need to follow CIF rules.
- Principals have to email the SDUSD Director of Athletics notification of moving from #1 to #2 or #3.
 - b. Provided a recap of mandatory meeting for SDUSD Cheerleading (coach or rep) on August 10th
- 7. Calendar and Schedules
 - a. 2017-18 SDUSD and SDCC Interscholastic Athletic Calendar
- Provided a copy of the athletic calendar to help plan. Please share with staff at the school sites.
- The calendar is posted on the SDCC website and the SDUSD Athletics website.
 - b. Impacts with regards to the SDUSD start date of 2018-19 via Calendar Committee recommendation
- Researching this to get more information.
 - c. Fall deadlines to enter schedules and scores
- From CIF: please ensure coaches meet their deadlines.
- Enter scores to Home Campus and it will automatically go to Max Preps. Inputting on Max Preps is not good enough.
- Enter games after they are played.
 - d. 2018-19 football start date
- T. McNair and R. Jackson provided an update.
- 8. Football
 - a. Status of Heads Up Football training for 2017-18
- Check on the status of your coaches and if you have questions, reach out to the Athletics Office Administrative Assistant.
 - b. Create a plan for ASB Card sales that can be utilized for games that happen prior to orientation
- Have a plan for ASB card sales if you have a game this Friday. Consult with the ASB Advisor and VP.
- 9. VNN Athletic Websites
 - a. Make sure SB 1349 is posted on your new athletic website
- This is not the same thing as the CIF census that is filled out and sent to state CIF.
- Make sure it is posted to your school's athletic website.
 - b. Sites utilizing the website
- There will be Varsity News Network (VNN) website training today and are available for 1:1 training at your school site tomorrow.
- Sites usage status (handout provided).
- 10. Athletic Trainers
 - a. Internal process for checking hours on invoices and staying within the allotted amount of hours
- Training on the invoicing is scheduled this afternoon.
- Athletic Directors sign off on the hours and take to the Principal to sign off. Create a plan and do not go over budget. Reminder to get June invoices submitted ASAP, nine schools are currently pending.
- All sites will have trainers by the first day of school.
- 11. Fall Sports Team Offerings for 2017-18 Grid
 - a. Discrepancies from preseason coaches meeting
- Reviewed by all schools in SDCC.
- Write name and school on the handout and submit it to the City Conference President if there are any changes.
- SDUSD Director of Athletics will send this to District Finance for appropriate funding.
 - b. Process for cancelling prior or mid-season
- A temporary process has been created since the Blue Book does not have a current process at this time. The process for when a team folds during the season (not prior to the season) is:
 - Notify SDCC President of the sport and level being cancelled and share the reason.
 - School AD and Coach should notify Arbiter that they are no longer fielding a team.
 - AD should notify CIF and the opposing school's Athletic Directors on their schedule.
- 12. Coaching Education
 - a. Tuesday, 10/10, 10/24, 11/7, 1/9, 1/23, 2/6, at Madison HS, Rm 1003, 4 PM
- The goal is to schedule three classes prior to each season. If R. Lardizabal has to change a date he will let everyone know. Spring leading into summer dates are not scheduled, R. Lardizabal will get those out soon.
- Cheer coaching education is 8/22 (today) so coaches can attend this as well.
- 13. 2017-18 Season Issues, Concerns and Resolutions

- Field Hockey preseason concerns, B. Josten as the AD who oversaw the meeting shared that schedules were not done in a timely fashion. R. Lardizabal shared there was a conflict with the JV schedule when compared to football schedule, he had to switch the schedule. Field hockey rep can contact R. Lardizabal.
- Reminder of the new Appendix E – Fees and Fines.

14. Financial Items

- a. Management and monitoring of athletic budgets
- Reminder for to create a budget and monitor it accordingly.
 - b. Know the amount and create a budget that matches
- Reminder to know and monitor athletic budgets.
 - c. Gate recaps from Football, Basketball and ASB Cards
- New football recaps will be emailed out as soon as they are updated by District Finance.
 - d. ArbiterPay- districtwide master agreement will be ratified by the BOE on 9/12, there will be 1 SDUSD account with sub accounts for each of the 16 schools
- Met with the officials associations to make them aware.
- We need to act quickly, get trained today, pre-fund the account and pay officials ASAP.
 - e. 2017-18 Athletic Funding: no second drop, no changes in units, ATC supply funding
- Reminder that there is no second drop, no changes in units and supply funding has changed.
 - f. Extended day unit timecard matching extended day unit grid
- Athletics Office Administrative Assistant will check every timecard at the end of the season vs your athletic extended day grid.
- Reminder to ensure the principal has everyone sign that they are entering into the agreement.
 - g. Researching new funding model from 2017-18 data
- Looking at a universal form that can be used for all sports and will work with CIF as a model.
 - h. Status of verifying appropriate funds are allocated to match the sports you offer in 2017-18
- Need accurate information which is why sports offerings are being verified in agenda item #11.
 - i. Redistributing funds that were pulled back from schools not offering sports they intended to
- Shared that this is the goal.
 - j. BSN agreement and data from the non-exclusive agreement from 2016-17
- Provided handout showing which schools are utilizing the agreement.
 - k. What finance trainings are desired by Athletic Directors
- Training can be arranged for anything you may need.
- Clairemont and Hoover expressed interest.

15. HR Getting Your Coaches Hired

- a. Previously provided the quick reference process sheet walk-on coach requirements and volunteer walk-on coach requirements
- All the handouts that cover the requirements were shared. Fingerprinting is now handled by Human Resource (HR), once they receive clearance they will notify the site within 48 hours.
 - b. Any issues or concerns should be reported to the Director of Athletics

16. Misc.

- a. CSADA Conference in San Francisco April 18th-22nd, 2018
- Reminder of this opportunity.
 - b. Status of SDUSD Schools Utilizing the 9th Grade Probationary Period
- Reminder of this opportunity.
- Reminder that students utilizing this need to be supported and monitored.
 - c. Status of SDUSD Schools Utilizing the Athletic Periods During the School Day for Certificated Coaches
- Reminder of this opportunity.
 - d. Status of SDUSD Schools Utilizing the Multi-Campus Agreement
- Reminder of the agreement.
- Documents were distributed to the schools that have students utilizing the Multi-Campus Agreement (handouts to specific schools were provided).
- Go to the SDUSD Athletic website to see what schools are covered under the Multi-Campus agreement.
 - e. SDUSD 2017-18 Grading Periods
- Grading Period handout also available on the website.
 - f. SDUSD Middle School Flag Football Intramurals and Playing Games at the High School Sites
- Will share information as soon as it is finalized.
- Potentially looking to add basketball or soccer games this year.
 - g. SDUSD School Police Expectations at Athletic Events
- Reviewed handout for School Police expectations at athletic events.
- These expectations were also shared with Principals.

h. SDUSD Process for Signing CIF 2 Year Contracts (most commonly used for football)

- Sites can now have principals sign 2-year football contracts, make sure your school has them completed. They should be sent to SS&C once completed and they will be ratified by BOE.
- Contracts are not needed for games between SDCC members (league or non-league).

i. SDUSD Concussion Protocol

- SDUSD Concussion Protocol is on the SDUSD Athletics website. District protocol may not be the same as other Districts, read it and make sure your coaches know the District Concussion Protocol.

17. Roundtable

- Meeting handouts will no longer be printed; all handouts will be available electronically.
- Anyone interested in forming a committee to write a proposal in regards to CIF power ranking, contact R. Lardizabal.

CONFERENCE COMMITTEE REPORTS (ITEMS 18-19)

18. Committees as Directed by Athletic Council- this will be reviewed and discussed at the next SDCC meeting

- Looking for feedback and input on this.

19. Any Other Committee Reports

- No other committee reports.

ACTION ITEMS (ITEM 20-22)

20. Westview Badminton Application to Become a SDCC Seasonal Member and Join the Eastern League

- Conference President shared that this has the support of CIF and our badminton coaches and they are ready to place them in a league.
- **Motion** to approve Westview Badminton Application to become a SDCC Seasonal Member and join the Eastern League. **1st**. =D. Smola, **2nd** =R. Lardizabal, **Discussion**= Biggest concern is transportation, request for all going away schedule at our sites, a membership with conditions for them to travel to our sites.

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

21. Vote to Recommend Spring Leagues for 2017-18

- **Motion** to approve Spring Leagues. **1st** = A. Koczon, **2nd** = T. McNair, **Discussion**= Best way is to go through each league.

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

- **Motion** to approve Baseball Leagues. **No Discussion**

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

- **Motion** to approve league proposal for Boys Lacrosse and add Lincoln as new member. **No Discussion**

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

- **Motion** to approve Girls Lacrosse with two leagues. **Discussion**= Girl's Lacrosse requested via the notes from the postseason meeting a minimum of five teams in each league. SDCC was unable to accommodate this request. SDCC can add Lincoln as the fifth team and go with a combo and go with two leagues.

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

- **Motion** to approve four Softball Leagues and switch PL to Western and Clairemont to Eastern League. **Discussion**= Softball, per Blue Book, if making a recommendation at the meeting, a request form needs to be submitted. Point Loma and Clairemont did submit a request to switch, Point Loma to Western League and Clairemont to the Eastern League.

Vote: Ayes-26 Nos-Morse Abstain-0 Absent-6 Motion approved

- **Motion** to approve Boys Tennis. **No Discussion**

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

- **Motion** to approve Boys Volleyball. **Discussion**= M. Desjardins asked M. Diaz if he wanted to move up, M. Diaz did not. R. Lardizabal asked about seasonal members in the San Diego City Conference. City Conference President will add this to the November Agenda.

Vote: Ayes-26 Nos-Lincoln Abstain-0 Absent-6 Motion approved

- **Motion** to approve Badminton Western and Eastern League. **No Discussion**

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

- **Motion** to approve Boys Golf minus Hoover, out of the eastern league. **Discussion**=V. Stahley, Hoover shouldn't be listed in eastern league as Hoover is not offering.

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

- **Motion** to approve Swim. **Discussion**= Bishops moved to Western League. R. Nixon, has a concern about the amount of teams on Western and Eastern League, too many teams on Western League but can share that concern during schedule creation. M. Desjardins, swim doesn't have power rankings.

Vote: Ayes-26 Nos-Coronado Abstain-0 Absent-6 Motion approved

- **Motion** to approve Track. **No Discussion**

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

22. Vote to Approve the 2017-18 SDCC Budget

- SDCC budget was reviewed.
- The budget will adjust as the year goes on as this budget and needs of conference are fluid.

- **Motion** to approve 2017-18 SD SDCC Budget. **No Discussion**

Vote: Ayes-27 Nos-0 Abstain-0 Absent-6 Motion approved

ANNOUNCEMENT OF NEXT MEETING/ADJOURNMENT

23. Tuesday, November 7, 2017, Serra High School, Room 400 at 8:30AM

- Philosophy of conference regarding amount of teams in leagues
- Track meet discussion

24. Meeting adjourned at 1:15PM

OPTIONAL PRE AND POST MEETING TRAININGS:

7:30-8:00 AM - Emergency Action Plan Training (if needed)

10:00 AM.-12:00 PM - Blue Book Training

12:00-12:30 PM - Lunch Provided by SDCC

12:30-1:00 PM - Athletic Trainer Hours Process Training

1:00-1:30 PM - ArbiterPay Training

1:30-2:00 PM - VNN Website Training

2:00-3:00 PM - Lab Time with VNN