



**CITY CONFERENCE MINUTES
ATHLETIC DIRECTORS & ADMIN DESIGNEES
TUESDAY, NOVEMBER 6, 2018 – 8:30 AM
SERRA HIGH SCHOOL, LIBRARY/MEDIA CENTER**

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

CALL TO ORDERScott Giusti, President
Meeting was called to order at 8:34 AM

SDCC MEMBERS PRESENT: Listed by sign-in order
S. Walten, D. Smola, V. Carrington, E. Williams, M. Diaz, R. Nixon, K. Butcher, V. Stahley, J. Sachs, P. Conway, D. Fai, D. Phillips, R. Peters, M. Stutz (for R. Jackson), E. Sullivan, R. Lardizabal, J. Palacios, T. McNair, M. Shin, A. Gonzalez, C. Clark, A. Van Heuven, K. Lowry, J. Blied, T. Wilson, J. Parra, J. Pisapia, M. Stephenson, A. Villalobos, J. Labeta, D. Asuncion, S. Giusti, S. Seiders and S. Garibay
Schools not in attendance: Francis Parker, Gompers Prep, LJ Country Day, Santa Fe Christian and Torrey Pines

1. CIF Message John Labeta, SDCIF Assistant Commissioner
 - a. Winter Deadlines to Enter Schedules and Scores
 - January 5, 2019 is the deadline to enter schedules and scores in MaxPreps.
 - b. Brief review of items from Coordinating Council
 - New Bylaw revision coming out soon regarding continuation schools.
 - Sudden Cardiac Arrest Bill will be required to be in the emergency plan and posted.
 - Coaches are required to take Heat Illness Prevention course every year, every two years for football coaches.
 - c. Review 2019-20 CIF Master Calendar draft
 - Handout was provided, any questions can be shared with J. Labeta.
2. President’s Message Scott Giusti, City Conference President
 - a. High Tech High discussion
 - High Tech High has applied to be part of several conferences and have been denied.
 - Meeting with CIF on November 15th to discuss High Tech High regarding their situation.
 - Discussed everyone’s thoughts and input on the situation.
3. Approve City Conference Meeting Minutes from 8/21/18 Scott Giusti, City Conference President
 - R. Lardizabal moved to approve the meeting minutes from 8/21/18, seconded by T. McNair, no discussion, the minutes were approved as given.

PRESIDENT AND DIRECTOR’S INFORMATION ITEMS (ITEMS 4-21)

4. 51st CSADA Conference in San Diego April 3-7, 2019
Roles, responsibilities and funds for SDUSD.
 - SDUSD Athletics Department will pay for the CSADA Conference registration fee for SDUSD ADs.
 - Sites are responsible for substitute expenses.
 - Email S. Giusti by November 30th if you are interested in attending.
5. Coaching Education
If there is a need in addition to the dates below, contact R. Lardizabal.
 - a. Tues 1/15, 1/22, Thurs 1/31, Wed 5/8, Thurs 5/16, Tues 6/4 at Madison HS, Rm 1002, 4pm
 - R. Lardizabal is trying to schedule three classes before each season.
6. Administrative Scheduling, Changes and Supervision of Athletic Contests
Reminder of responsibilities for admin supervision for winter sports per the 2018-19 Blue Book.
 - a. SDUSD school sites should confirm School Police coverage for the upcoming league basketball season
 - Reminder to review Blue Book for administrative supervision responsibilities with site administration.
 - Administrative staff is required at all athletic events that start at 5:30pm or later.
 - If administrative staff is unable to attend an event, they need to assign an administrative designee. Reference page 17 2.15 and take this section to your admin meeting.
 - Schools are to communicate with each other and come up with a plan for Saturday games.

- Check the posted schedule for dates and times. If making changes to the schedule, use the change game form and follow the process.
 - Message from Police Chief Marquez states that there will be changes to services next school year however there are no changes to the services provided this school year.
7. Athletic Meeting Attendance
Status update on all parties attending the appropriate meetings.
- a. 2018-19 SDCC fall and winter preseason coaches meeting attendance
 - Shared attendance tracking sheet and viewed fall and winter preseason meeting attendance.
 - Seasonal members are required to attend meetings.
 - b. 2018-19 SDCC meeting attendance
 - Shared attendance tracking sheet and viewed SDCC meeting attendance.
 - Seasonal members are not required to attend.
 - Athletic Council attendance will be added in the future to show ADs if Principals or designee are attending the meetings.
 - It's important for ADs to share beliefs with principals to let them know the importance.
8. Resources
A reminder of available resources to reference when needed.
- a. [San Diego City Conference \(SDCC\) Website](#)
 - b. [SDCC Blue Book](#)
 - c. [CIF Website](#) & [Green Book](#)
 - d. [SDUSD Athletics Website](#)
 - Reminder of available resources.
9. SDUSD NFHS Pixellot Cameras on Facilities
Update and next steps.
- a. Madison HS and Mission Bay HS cameras are up and running
 - Shared status of Madison and Mission Bay.
 - b. Managing the installation
 - Athletic Directors are going to need to work with the District and NFHS to manage the camera installation at their sites. It will take some management, leadership and coordination.
 - J. Palacios shared his experience with getting cameras installed.
 - c. Next schools
 - Mira Mesa, Crawford, La Jolla and Clairemont.
 - University City and Henry are also on the list however there are some wiring conflicts. S. Giusti will work with the district to find solutions.
 - S. Giusti will reach out to the schools next week.
10. Football
Discussion of next steps and impacts for the following items.
- a. SDUSD 2019-20 Heads Up Football status
 - All football coaches will need to be Heads Up certified.
 - Heads Up certification is by calendar year, certification can start in January.
 - S. Giusti will communicate the date with ADs.
 - b. SDUSD Reconditioning Process for helmets and shoulder pads via Riddell
 - Riddell is scheduled to pick up football equipment (helmets and shoulder pads) two different dates, once in November and the 2nd time in December, for schools who are playing in an all-star game. After this school sites will be responsible for paying if equipment was not available for pick up.
 - Shoulder pads classified as unusable (unusable means not deemed safe for any student), then it should not be picked up to be reconditioned by Riddell. They should be kept at the school site, Coach Morales will pick up at a later date.
 - Once inventory is complete, S. Giusti will email give Coach Morales the ok to pick up equipment that is not needed/usable at school site but can be used at a different site.
 - For students that purchased their own helmet/shoulder pads, the district will recertify them and this information needs to be emailed to S. Giusti prior to pick up.
 - ADs should be involved and have a pick up process in placed.
 - c. SDUSD New purchase of helmets and shoulder pads
 - Central office purchase of new items is based on: rejected equipment, level of teams offered, amount of players in program, investments into your own program, etc.

- d. SDUSD discarded shoulder pad pick up
 - Coach Morales will create a plan for pickup when football season is complete.
 - Picked up will be scheduled after Riddell has made their general pickup but before they return reconditioned equipment.
 - Coach Morales will also pick up three (3) of your helmet logo stickers for the Athletics Office.
 - All helmet and shoulder pads including those not used this year, but not including unusable shoulder pads, will need to be picked up by Riddell and re-certified.
 - e. SDUSD Football Game Recaps
 - Funds from 2017-18 football game recaps have been dropped into site athletic budget 96100 resources.
 - The 2018-19 football game recaps are due December 6th.
 - Athletics Department will analyze and look for any trends.
 - f. Moving to a freshmen schedule of 6 games for 2019-20 (4 league games plus 2 non-league)
 - Discussed and received input regarding the six (6) freshmen games.
 - Benefits include time to build and practice, less forfeits, retain 9th grade finances.
 - g. Discussion about impacts of forfeits and fielding multiple levels of football
 - Discussed the impact it has on schools when a game is forfeited or canceled.
 - Recommendations received from several were to have a set date to notify weather you have a team or not.
 - It was shared that there needs to be process on how games are confirmed.
 - Adding two items to discuss with football coaches during the preseason meeting, using Arbiter to verify schedules and communication between sites when canceling games.

11. Calendar and Schedules

Discussion of scheduling, calendars, and concerns for athletic seasons.

- a. "Schedule Checks" email sent Mon 10/8 5:15pm
 - Handout was provided and discussed.
 - b. "Basketball Schedules Clarification" email sent 9/13 8:16pm, creation process clarification and impacts
 - Handout was provided and discussed.
 - c. LAX will use Max Preps now that LAX Power is not being utilized
 - d. Spring league changes, City Conference vs. Athletic Council vote "Athletic Council Agenda- Voting on M. LAX" email sent 10/2 5:34pm
 - The reason this change was made was because it had not gone to Athletic Council and was not approved.
 - e. 2018-19 SDUSD and City Conference Interscholastic Athletic Calendar
 - Calendar can be used as a resource and available through City Conference website.

12. Budget

Discussion of next steps and impacts for the following items.

- a. Clarification that free admittance with ASB Cards only applies to home, league basketball games
- b. SDCC 2018-19 tournament budgeting process
 - Hand out was provided and reviewed.
 - Seasonal members are pending to be billed for tournaments.
 - c. SDUSD athletics federal program monitoring (FPM)- website language
 - More information to come.
 - d. SDUSD BSN agreement and data from the non-exclusive agreement
 - Handout was provided and reviewed.

13. Grade Check Presentation

R. Lardizabal presents a new way to check grades.

- Handout was provided.
- R. Lardizabal shared a process to verify grades through PowerSchool.

14. SDUSD HR Process for Getting Your Coaches Hired

2018-19 staffing process.

- a. Fall: Payment and the Athletic Extended Day Grid
 - Timecards processed should only be for coaches noted on the Athletic Extended Day Grid.
 - b. Winter: Band-Aid (Coach cleared prior to start date)
 - Human Resources shared a Google Sheet noting all coaches for winter sports.
 - Only coaches that are marked cleared are allowed to work with students.

- Principals are meeting with HR in December to have a process in place for new and volunteer coaches in the spring.
- Krista Conn is the HR contact person if there are any questions.
 - c. Spring: Principals meeting on December 7th, new hire process
- Principals meet on Dec. 7th to create a district policy for hiring and processing coaches.
- S. Giusti asked for volunteers to be part of the process.
 - d. Reminder that extended day unit timecard matches extended day unit grid
- All timecards processed for coaches should match the Extended Athletic Grid.

15. SDUSD VNN Athletic Websites

Status update.

- a. Missing cutout pictures
- Shared the names of the schools who are still pending to submit cutout pictures.
 - b. Site website utilization
- Shared the names of the schools pending use of VNN.
 - c. Making sure SB 1349 is posted on school's athletic website for those still missing it
- Shared the names of the schools that still needed to address this.
 - d. Support from VNN- Crystal Olson colson@vnnsports.net

16. Winter Sports Team Offerings for 2018-19 Grid

Providing the grid that includes what Winter Coaches shared was being offered for 2018-19.

- a. Discrepancies from Ads
- S. Seiders shared a document and asked for ADs to initial confirming the information.
 - b. Communication about lower level games (football: Saints/Lincoln/MMHS)
- Referenced email sent on Monday, October 8th at 5:15pm.
- A reminder that game changes should always follow the SDCC Blue Book process.
 - c. Process for cancelling a team prior to or mid-season- Blue Book section 2.14.6
- Reminder to follow the SDCC Blue Book process.

17. Cheerleading

Information and updates.

- a. Status update on all SDCC cheerleading programs
- Current cheerleading levels were shared.
 - b. City Conference sign-ups for CIF December tournament: 2 schools
- Shared the names of the schools who are representing SDCC at the CIF championships.

18. SDUSD Athletics Office Daily Update

Athletics Administrative Assistant compiles daily list of outstanding items.

- Reviewed pending items.

19. Status of SDUSD Schools Utilizing the 9th Grade Probationary Period

Discussion of next steps in regards to support and accountability.

- Handout was provided as a DRAFT.
- 9th Grade Probationary Period check off form will be emailed to Athletic Directors to complete and return to S. Giusti.
- Read names of schools that have N/A noted on probationary period handout, we were unable to verify grades in the system.

20. SDUSD Athletic Physicals

Agenda item tabled from the August meeting.

- a. SDUSD issues or concerns
- No issues or concerns.
 - b. SDUSD ADs thoughts on same June release date
- Input can be shared with S. Giusti.

21. Misc.

- a. SDUSD Summary of Schools Utilizing the Athletic Periods During the School Day for Certificated Coaches
- Reviewed the grid which shows some schools with no athletic periods, others with as many as eight.
- For more information or to review the grid, contact S. Giusti.

- b. SDUSD Schools Utilizing the Multi-Campus Agreement
 - One charter school is utilizing the multi-campus agreement; the student is playing at Patrick Henry.
 - Atypical schools are also utilizing the multi-campus agreement and are noted on the district athletics website.
 - c. SDUSD Finalized 2018-19 Grading Periods for Athletic Eligibility Dates
 - The Athletic Eligibility Grading Period Dates for 2018-2019 were shared.
 - d. SDUSD Process for Signing CIF 2 Year Contracts (most commonly used for football)
 - SS&C said they would revisit in December for 2017-18 ratification and 2018-19 so stand by for a request from them.
 - e. SDUSD Concussion Protocol
 - Reminder that the district concussion protocol is approved by the district doctor and posted on the website.
 - f. SDUSD Middle School Intramurals- Cross Country 11/28 accepting school entries now, Potentially Soccer, Track

CONFERENCE COMMITTEE REPORTS(ITEMS 22-23)

22. Committees as Directed by Athletic Council- nothing to report at this time

23. Other Committee Reports

Reports from committees that SDCC members are serving on.

- a. CIF 510 Committee Report (D. Smola, M. Stephenson, T. McNair, S. Giusti)
 - Issues were shared.
 - b. CIF Transfer Committee Report (K. Lowry, J. Babineau, R. Lardizabal, S. Giusti)
 - Decided it was not necessary to meet again.
 - c. CIF Conference/League Alignment Committee Report (K. Butcher, A. Gonzalez, S. Giusti)
 - Only issue outstanding is HTH, otherwise they won't be meeting again
 - d. HSSOC Officials Associations Committee Report (M. Stephenson, S. Giusti)
 - Officials increase will have an impact on school sites budgets.

ACTION ITEMS(ITEM 24)

24. Vote on the 2018-19 Spring Schedules

We will vote on the following schedules, all of which were sent to league reps and ADs with the opportunity for feedback.

- 1st by K. Lowry and 2nd by J. Pisapia, discussion

Badminton, no discussion

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Baseball, discussion

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Boys Golf, discussion

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Boys Lacrosse, discussion, Ron shared schedule changes.

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Girls Lacrosse, discussion, Ron shared schedule changes

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Softball, discussion, Ron shared schedule changes, no questions

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Swim, discussion, Ron shared change of games to Friday dates, no questions

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Boys Tennis, discussion, Ron shared schedule changes, no questions

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Track, no discussion

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

Boys Volleyball, no discussion

Vote: Ayes-All Nos- 0 Abstain-0 Motion Approved

ANNOUNCEMENT OF NEXT MEETING/ADJOURNMENT

25. Tuesday, January 8, 2019 Serra HS, Library/Media Center at 8:30am

26. Roundtable

27. Meeting adjourned at 11:36 am