



**CITY CONFERENCE MINUTES  
ATHLETIC DIRECTORS & ADMIN DESIGNEES  
TUESDAY, AUGUST 21, 2018 – 8:30 AM  
CLAIREMONT HIGH SCHOOL, ACADEMY OF BUSINESS BUILDING**

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

CALL TO ORDER .....Scott Giusti, President  
Meeting was called to order at 8:09 AM

SDCC MEMBERS PRESENT: ..... Listed by sign-in order  
S. Walten, A. Koczon, D. Smola, V. Carrington, E. Williams, M. Diaz, R. Nixon, K. Butcher, V. Stahley, J. Sachs, P. Conway, D. Phillips, S. Delgado, R. Jackson, E. Sullivan, R. Lardizabal, E. Leszynski, J. Palacios, T. McNair, C. Clark, A. Van Heuven, K. Lowry, B. Fontenot, T. Wilson, J. Parra, J. Pisapia, M. Stephenson, D. Asuncion, S. Giusti, S. Seiders and S. Garibay  
Schools not in attendance: Francis Parker, Gompers Prep, LJ Country Day, OLP, Santa Fe Christian, St. Augustine, Torrey Pines

1. CIF Message ..... Jerry Schniepp, CIFSDS Commissioner
  - Reminder, CIF Symposium is scheduled on September 13<sup>th</sup>. SDCC membership pays for two people per site to attend.
  - Each sport now has one date, September 22<sup>nd</sup>, to update schedules and scores on CIF Home for fall sports. Schools who do not have schedules and scores entered into CIF Home by the September 22<sup>nd</sup> deadline, will be fined \$100 and the team will not be permitted to host a playoff game in the 1<sup>st</sup> round. Second deadline different for each sport, reference the CIF Memo.
  - CIF will be forming committees to address issues and concerns, if you have an interest in joining a committee please let Jerry know.
  
2. President’s Message ..... Scott Giusti, City Conference President
  - a. Email summary of CIF items
  - Introductions, Coach Morales will be visiting sites throughout the year to work on different projects for the SDUSD Athletics Department.
  - Thanks to Manny for hosting today’s San Diego City Conference Meeting.
  - Verify eligibility before playing students. Any issues or concerns, contact S. Giusti.
  - Chargers Grant link will go live soon, make sure to apply.
  - If you have a Doctor on your sideline volunteering their time, make sure to go through the correct district volunteer process. Doctors cannot be promoting their business. All Doctors not volunteering should be going through Strategic Sourcing for contracts.
  - Shared City Pools closure issues discussed.
  - San Diego Unified District Athletics will be going through a Title IX audit.
  - Email S. Giusti any district transportation issues.
  
3. Approve City Conference Meeting Minutes from 5/30/18 ..... Scott Giusti, City Conference President
  - R. Nixon moved to approve the meeting minutes from 5/30/18, seconded by A. Koczon, no discussion, the minutes were approved as given.

**PRESIDENT AND DIRECTOR’S INFORMATION ITEMS ..... (ITEMS 4-19)**

4. 2018-19 Athletic Director Sport Assignments  
*Confirming assignments and that everyone is clear on their sport and the responsibilities of the assignment.*
  - Reviewed assignments for pre and post season meetings.
  
5. 2018-19 SDCC Website  
*Please review and use as a reference for items such as:*
  - a. Agendas, Blue Book, CIF Seeding and Leagues Reps, Leagues, Minutes, Schedules, etc.
  - San Diego City Conference website has been updated.
  - If your information is not there, let S. Giusti know.
  - Shared names of schools who are missing pictures. Please email them to S. Giusti.

6. 2018-19 Blue Book

*A reminder that it has been posted and discussion.*

- a. Blue Book Appendix E last bullet point
- b. No cut off drop date for teams
- The updated Blue Book has been posted.
- The Game Change form process has changed and should now be completed and signed by each school's Administrator and Athletic Director and kept on file at the school sites. They no longer come to the District Athletics Office. If there are any issues with date/time it will be reverted to what was originally scheduled on the league schedule.

7. Cheerleading

*Information and updates.*

- a. Status of SDUSD for 2018-19 and future status
- b. Mandatory meeting for SDUSD Cheerleading (coach or rep) will be scheduled
- SDUSD schools have to have a cheer coach or rep present at the mandatory cheerleading meeting, email will be sent once the meeting is scheduled.
- You have to have two tryouts that include all cheerleaders, one for sideline cheer and one for competitive cheer and need to be treated as two different teams.
- Shared names of schools and their levels for 2018-19.

8. Calendar and Schedules

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

- a. 2018-19 SDUSD and City Conference Interscholastic Athletic Calendar
- 2018-19 calendar is posted.
- b. Fall Deadlines to Enter Schedules and Scores
- Deadline to enter schedules and scores on website is September 22<sup>nd</sup>.
- c. Spring leagues
- Approving Spring Leagues at Athletic Council in October.
- d. Spring schedules
- Plan to post draft schedules until they can be approved by SDCC.

9. Athletic Physicals

*Feedback from SDUSD.*

- a. SDUSD issues or concerns
- Issues and concerns were shared.
- June 6<sup>th</sup> athletic physical deadline will be tabled to another meeting to discuss.
- b. SDUSD ADs thoughts on same June release date
- June 6<sup>th</sup> athletic physical deadline will be tabled to another meeting to discuss.
- c. SDUSD feedback on free mass physical event
- 2017-18 athletic physical event at Hoover HS was a success per V. Stahley.

10. HR Getting Your Coaches Hired

*2018-19 staffing process.*

- a. Coach clearance prior to start date
- Shared names of schools who have football coaches pending to be cleared via Heads Up Football.
- ADs need to check the status of their coaches.
- b. Previously provided the quick reference process sheet via email on 5/11, which included walk-on coach requirements and volunteer walk-on coach requirements
- c. Any issues or concerns should be reported to the Director of Athletics

11. Football

*Information and updates.*

- a. Multi Football Games
- b. Football schedules
- We have all of the football schedules.
- c. 2018 Alex Spanos All Star Classic
- R. Lardizabal shared information.

- d. Status of Heads Up Football training for 2018-19
  - e. Create a plan for ASB Card sales that can be utilized for games that happen prior to orientation
  - Work with your ASB Advisor and verify there is a plan in place for ASB card sales.
    - f. SDUSD Director of Athletics will be making visits to school sites
  - S. Giusti will be visiting sites to verify equipment inventory.
12. VNN Athletic Websites
- Status update.*
- a. SDUSD make sure SB 1349 is posted on school's athletic website, still missing: Hoover, Kearny, San Diego
  - Make sure SB 1349 is posted on your athletic website.
  - Shared the names of schools missing SB 1349 on website.
    - b. SDUSD site website utilization
    - c. SDUSD missing cutout pictures
    - d. SDUSD support from VNN- Crystal Olson [colson@vnnsports.net](mailto:colson@vnnsports.net)
  - Email Crystal pictures to add to your athletic website.
13. Fall Sports Team Offerings for 2018-19 Grid
- Providing the grid that includes what Fall Coaches shared was being offered for 2018-19.*
- a. Discrepancies from ADs
  - b. Process for cancelling a team prior to or mid-season- Blue Book section 2.14.6
  - Reviewed fall sports offering sheet.
  - Review and email S. Giusti any changes and/or if you are good.
  - Follow Blue Book rule when canceling a team.
14. Coaching Education
- If there is a need in addition to the dates below, contact Ron Lardizabal.*
- a. Tuesday, 8/28, 10/2, 10/16, 10/30, 1/15, 1/22, 1/31, 5/8, 5/16 at Madison HS, Rm 1002, 4pm
  - Working with R. Lardizabal to schedule classes later in the evening next summer to accommodate coaches who work.
15. 2018-19 Season Issues, Concerns and Resolutions
- Review and discuss the fall preseason items that were submitted by coaches.*
- a. Field Hockey start times Varsity 3:30pm JV 4:45pm, current schedules state Varsity 3:30pm JV 5:15pm (K. Jackson)
  - b. Boys' Water Polo scheduling games on Fridays- tournaments (R. Nixon)
  - Shared issue/concern from Field Hockey, have a conversation with your Field Hockey coach.
  - Shared issue/concern with Boys' Water Polo games on Fridays.
16. Criteria for All League Teams and Players of the Year
- a. Postseason meeting issues
  - b. Were submitted at the fall preseason meeting
  - Made it mandatory to have criteria.
17. Financial Items
- Discussion of next steps and impacts for the following financial items.*
- a. SDCC Fall Preseason Coaches Meeting Attendance, absences: Mira Mesa Girls Golf, Hoover Girls Tennis, Francis Parker Boys' Water Polo, La Jolla Country Day Boys' Water Polo, Santa Fe Christian Boys' Water Polo
  - Preseason meeting, reviewed schools absent for the meeting.
    - b. SDCC 2018-19 tournaments (handouts will be distributed at the meeting)
  - Tournament financials will be available on the next meeting.
    - c. SDCC membership fees have increased and now include tournament billing
  - Includes registration fees to the CIF Symposium, HSSA, etc.
    - d. SDCC 2017-18 fines will be included on the invoice for 2018-19 membership fees
    - e. Management and monitoring of athletic budgets
  - S. Giusti will be meeting with Finance regarding overages.
    - f. Know the amount and create a budget that matches
    - g. SDUSD athletics federal program monitoring (FPM)
  - FYI

- h. SDUSD gate recaps for Football, Basketball and ASB Cards- new Salary Benefits Calculator & Football Recap Report emailed on 8/10
- Football, Basketball and ASB Card gate recaps and calculator were emailed on August 10<sup>th</sup>. You need preapproval to go outside of what are the allowable expenses on game recaps, if not pre-approved, expenses will be denied.
  - i. SDUSD ArbiterPay- emailed new amount calculation tool to be used for fall, winter and spring and officials sign up guide on 8/10
- S. Seiders reviewed the calculation tool.
- Consider roll over balance when preparing pre-fund amounts.
- Names of schools with low balances were shared, they need to send checks ArbiterPay asap.
  - j. SDUSD extended day unit timecard matching extended day unit grid
- Extended Day units need to match units on timecards.
- Extended Day grids need to be submitted to S. Giusti.
- Reminder to ensure that the coach and principal sign the agreement with the units assigned.
  - k. SDUSD status of verifying appropriate funds are allocated to match the sports schools offer in 2018-19
- Review your athletic budget, if you see a decrease, let S. Giusti know immediately, it should be slightly higher due to salaries.
  - l. SDUSD BSN agreement and data from the non-exclusive agreement
- BSN agreement data was shared.
- Crawford had the highest rebate amount.

18. Misc.

- a. CSADA Conference in San Diego April 3-7<sup>th</sup>, 2019
- Reminder of this opportunity.
  - b. Hot Weather- email sent from CIF Commissioner on 8/9, SDUSD email sent on 8/6
- Email with Hot Weather procedures was sent during the summer to share with coaches.
  - c. NFHS Pixellot Cameras- Mission Bay HS example
- We hope to have all school sites with cameras by the end of the year.
  - d. SDUSD CIF Bylaw 600.2 Sports Operating Outside Their Season of Sport
- Still working on this.
  - e. SDUSD Schools Utilizing the Athletic Periods During the School Day for Certificated Coaches
- Reminder.
  - f. SDUSD Schools Utilizing the Multi-Campus Agreement
- Reminder.
  - g. SDUSD 9<sup>th</sup> Grade Probationary Period
- 9<sup>th</sup> grade students participating in sports should have an Athletic Probationary Contract on file and emailed to S. Giusti before they play in a game.
  - h. SDUSD Aquatics Plans
- Shared names of schools missing an Aquatic Plan for 2018-19.
- Email a copy to S. Garibay for approval.
  - i. SDUSD 2018-19 Grading Periods
- Grading Periods available on website.
  - j. SDUSD Media Handbook for Athletic Directors and Coaches emailed on 7/18
  - k. SDUSD School Police Expectations at Athletic Events
- School Police Expectations were emailed to principals.
- Review expectations for your athletic events.
  - l. SDUSD Process for Signing CIF 2 Year Contracts (most commonly used for football)
- We will need them in December, hold onto them until you receive an email asking for them.
  - m. SDUSD Concussion Protocol
- Reminder to follow protocol.

19. Roundtable

**CONFERENCE COMMITTEE REPORTS .....(ITEM 20)**

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

**ACTION ITEMS .....(ITEMS 21-22)**

21. Vote to Recommend Spring Leagues for 2018-19

- 1<sup>st</sup> D. Smola, 2<sup>nd</sup> by R. Lardizabal

Baseball, no discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

Boys Lacrosse, discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

Girls Lacrosse, discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

Softball, no discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

Boys Tennis, discussion

**Vote: Ayes- 20      Nos- 1 (Mira Mesa)      Abstain-0      Motion Approved**

Boys Volleyball, no discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

Badminton, discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

Boys Golf, discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

Swim, no discussion

**Vote: Ayes- 19      Nos- 2 (Lincoln & Morse)      Abstain-0      Motion Approved**

Track, no discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

22. Vote to Approve the 2018-19 San Diego City Conference Budget

- Handout was provided and reviewed.
- 1<sup>st</sup> by A. Koczon, 2<sup>nd</sup> by R. Lardizabal, no discussion

**Vote: Ayes- 21      Nos- 0      Abstain-0      Motion Approved**

**ANNOUNCEMENT OF NEXT MEETING/ADJOURNMENT**

23. Tuesday, November 6, 2018 at the Serra HS Media Center at 8:30am

- City Conference meeting will be in the Library/Media Center at Serra High School.

24. Meeting adjourned at 10:55 am

**PRE AND POST MEETING TRAININGS:**

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

11:00am-12:00pm- Lunch Provided by City Conference

12:00-1:00pm- Mandatory SDUSD Athletic Trainer Hours Process Training