SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 26, 2019

To: Senior High School Principals and Vice Principals; Middle School

Principals and Vice Principals; Area Superintendents

Subject: Guidance on Club Sports

Department and/or

Persons Concerned: Senior High School Principals, Vice Principals, Athletic Directors, ASB

Advisors and Club Advisors; Middle School Principals, Vice

Principals, ASB Advisors and Club Advisors

Reference: Administrative Procedure 6240

Brief Explanation:

This information circular provides guidance on governing school authorization and operation of oncampus student club sports (that may at times operate off-campus) that promote positive learning environments and support the academic, social, and emotional needs of students. Club sports are defined as athletics teams not approved by the CIF-SD Section and/or not funded by the district.

Definitions:

- 1) **ASB Club**: A group of students participating in extracurricular or extra academic activities organized and conducted under direct control of the school. School clubs are composed of students, with certificated staff serving as advising figures to maintain club functionality. Some examples include Academic League, AVID Club, GSA, Grade Level Classes, etc.
- 2) **CIF/BOE Approved Sport**: Athletic teams approved by CIF-SD Section and/or funded by the district. Some examples include Cross Country, Boys Soccer, Girls Soccer, Track & Field, etc.
- 3) **Club Sport**: Athletics teams not approved by CIF-SD Section and/or not funded by the district. Some examples include Archery, Rugby, Sailing, Surfing, etc.
- 4) **Community Affiliate School Club**: A group of students organized as a school club that receives support, financial assistance, and/or encouragement from, but which is not under control or direct influence of a community organization. Some examples include Aztec Rugby, Cesar Chavez Club, Challenged Athletes Foundation, Rotary Interact Club, etc.
- 5) **Nondistrict/School Connected Organization**: A PTA, PTSA, nonprofit organization, foundation, association or booster club that exists and operates independently of the district.

Item	ASB Club Requirements	CIF/BOE Approved Sport Requirements	Club Sport Requirements
Authority	Overseen by the	Overseen by the School/Principal	Overseen by the
	School/Principal		School/Principal
Classes	Students cannot be enrolled	Students can be enrolled in the certificated	Students cannot be enrolled in
Issuing	in the certificated coach	coach athletics class/period during the school	the certificated coach athletics
Athletic	athletics class/period during	day	class/period during the school
Credit	the school day		day

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Item	ASB Club Requirements	CIF/BOE Approved Sport Requirements	Club Sport Requirements
Club	All items need to be approved	If funds are being raised for the students by the	All items need to be approved
Paperwork	by ASB and Administration	students through the school, all club paperwork	by ASB and Administration
_	and on file at the school site:	items need to be approved by ASB and	and on file at the school site:
	1) Request to	Administration and on file at the school	1) Request to
	ASB/Administration for	site:	ASB/Administration for
	Organization	1) Request to	Organization
	2) Charter/Constitution	ASB/Administration for Organization	2) Charter/Constitution
	3) Annual Budget	2) Charter/Constitution	3) Annual Budget
	4) Club Advisor Checklist	3) Annual Budget	4) Club Advisor Checklist
		4) Club Advisor Checklist	
Collected	If funds are being raised for	If funds are being raised for the students by the	If funds are being raised for
Funds	the students by the students	students as a school club, all funds deposited to	the students by the students as
	as a school club, all funds	the school's Finance Office (district allocated	a school club, all funds
	deposited to the school's	funds follow district policies and procedures per	deposited to the school's
	Finance Office	3458)	Finance Office
Donations	The donor can choose to	The donor can choose to donate to the school	The donor can choose to
	donate to the school site or to	site or to the appropriate school club. A	donate to the school site or to
	the appropriate school club.	donation letter needs to be completed by the	the appropriate school club. A
	A donation letter needs to be	donor and kept on file at the school site.	donation letter needs to be
	completed by the donor and	Donations must be truly voluntary	completed by the donor and
	kept on file at the school site.		kept on file at the school site.
	Donations must be truly		Donations must be truly
	voluntary		voluntary
Expenditure	Student approval of	When using school club funds, student approval	Student approval of
Approval	expenditures needs to be	of expenditures needs to be documented on the	expenditures needs to be
	documented on the ASB	ASB requisition and in the accompanying	documented on the ASB
	requisition and in the	meeting minutes	requisition and in the
	accompanying meeting		accompanying meeting
E 114 EI	minutes		minutes
Facility Use	Facility use can be approved	Facility use can be approved by the Principal,	Facility use can be approved
	by the Principal, the	the Principal will decide if it is school	by the Principal, the Principal will decide if it is school
	Principal will decide if it is	sponsored or needs to go through District	
	school sponsored or needs to go through District Rentals	Rentals	sponsored or needs to go through District Rentals
Food	Adhere to district policies,	Adhere to district policies, procedures, and	Adhere to district policies,
Fees, Donations	procedures, and district	district student fees, donations, and fundraising	procedures, and district
and	student fees, donations, and	guidelines- no fees can be required for	student fees, donations, and
Fundraising	fundraising guidelines- no	participation	fundraising guidelines- no fees
1 unui aising	fees can be required for	paraopanon	can be required for
	participation		participation
Field Trips	District field trip and	District field trip and transportation policies and	District field trip and
and	transportation policies and	procedures are to be followed	transportation policies and
Transportation	procedures are to be followed	F	procedures are to be followed
Fundraisers	If funds are being raised for	If funds are being raised for the students by the	If funds are being raised for
	the students by the students as	students as a school club, Fundraising Request	the students by the students as
	a school club, Fundraising	Forms need to be completed and approved by	a school club, Fundraising
	Request Forms need to be	ASB and Administration	Request Forms need to be
	completed and approved by		completed and approved by
	ASB and Administration		ASB and Administration
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Item	ASB Club Requirements	CIF/BOE Approved Sport Requirements	Club Sport Requirements
GPA and	Minimum 2.0 GPA and	Minimum 2.0 GPA and Citizenship to	Minimum 2.0 GPA and
Citizenship	Citizenship to participate and	Participate. There is a 9 th grade athletic	Citizenship to participate and
•	whatever other requirements	probationary period application available via	whatever other requirements
	are stated in the	Site Operations Circular No. 1006	are stated in the
	charter/constitution	•	charter/constitution
Membership	School club membership	School club membership must be limited to	School club membership must
	must be limited to students	students attending the school and must be open	be limited to students
	attending the school and must	to all students who meet qualifications and	attending the school and must
	be open to all students who	standards for membership set forth in the club's	be open to all students who
	meet qualifications and	charter/constitution	meet qualifications and
	standards for membership set		standards for membership set
	forth in the club's		forth in the club's
	charter/constitution		charter/constitution
Off-Campus	May schedule off-campus	Off campus contest participation is included in	May schedule off-campus
Events	meetings/events with site	the schedule/creation approval process as well	events with site
	Principal/Administrator	as the student athlete clearance process	Principal/Administrator
	approval and the attendance		approval and the attendance of
	of the certificated faculty		the certificated faculty advisor
	advisor, or alternate staff		Walk On Coach, or alternate
	member, for the duration of		staff member, for the duration
	the meeting/event		of the event ensuring all
	ensuring all necessary paperwork has been		necessary paperwork has been completed and is on file
	completed and is on file		completed and is on the
Partnerships	When partnering with a	N/A	When partnering with a
With	community organization,	17/1	community organization, such
Community	such as a local church, the		as Aztec Rugby, the club may
Organizations	club may apply to		apply to ASB/Administration
	ASB/Administration to be a		to be a Community Affiliate
	Community Affiliate School		School Club as noted in AP
	Club as noted in AP 6240		<u>6240</u>
Publicity	If approved by	If the team is approved by CIF/SDUSD BOE,	If approved by
-	ASB/Administration, the	the team can be publicized in the school's	ASB/Administration, the Club
	ASB Club can be publicized	bulletins, newspaper, yearbook, website, etc.	Sport can be publicized in the
	in the school's bulletins,		school's bulletins, newspaper,
	newspaper, yearbook,		yearbook, website, etc.
	website, etc.		
Student	Services provided by the	Services provided by the school's Health Office	Services provided by the
Services	school's Health Office	and Athletic Trainer	school's Health Office
(Medical			
Care)	All activity is to be	Activities events at aumamicadha District	All activity is to be
Supervision	All activity is to be	-Activities, events, etc. supervised by a District Cleared Walk On Coach	-All activity is to be
of Students	supervised by a Certificated Faculty Advisor	-If funds are being raised for the students by the	supervised by a Certificated Faculty Advisor
at Events, Activities,	raculty Advisor	students as a school club, student funds and	-A District Cleared Walk On
Student		students as a school club, student funds and student fund related activities are to be	Coach can assist the
Funds, etc.		supervised by a Certificated Faculty Advisor	Certificated Faculty Advisor
r unus, etc.		supervised by a certificated raculty Advisor	with supervision of students at
			activities, events, etc.
			ucii vitios, e veitts, etc.

Item	ASB Club Requirements	CIF/BOE Approved Sport Requirements	Club Sport Requirements
Staff Salaries	Payment to staff is done via	Payment to staff is done via Extended Day Units	Payment to staff is done via
and Stipends	Extended Day Units paid by	for the season of sport and paid by the district	Extended Day Units paid by
	the school site per AP 7233,	per AP 7233. All payment must be processed	the school site per AP 7233,
	all payment must be	through District Payroll. Per AP 7232,	all payment must be processed
	processed through District	assignments should be limited to 11	through District Payroll. Per
	Payroll. Per AP 7232,	units; however, exceptions may be made subject	AP 7232, Principals may
	Principals may request	to review by the Budget Development	request approval of activities
	approval of activities not	Department. An employee may not be named to	not listed in AP 7233 which
	listed in AP 7233 which must	two or more activities simultaneously unless	must be approved by the
	be approved by the Budget	normal work hours of extended day activities	Budget Development
	Development Department,	will not conflict	Department, Finance Division,
	Finance Division, before the		before the assignment begins,
	assignment begins, all		all payment must be processed
	payment must be processed		through District Payroll.
	through District Payroll. Per		Per AP 7232, assignments
	AP 7232, assignments should		should be limited to 11 units;
	be limited to 11 units;		however, exceptions may be
	however, exceptions may be		made subject to review by the
	made subject to review by the		Budget Development
	Budget Development		Department. An employee
	Department. An employee		may not be named to two or
	may not be named to two or		more activities
	more activities		simultaneously unless normal
	simultaneously unless normal		work hours of extended day
	work hours of extended day		activities will not conflict
	activities will not conflict		
Support of	Nondistrict/School Connected	Nondistrict/School Connected Organizations	Nondistrict/School Connected
Nondistrict/	Organizations (such as	(such as Boosters, Foundations, etc.) can	Organizations (such as
School	Boosters, Foundations, etc.)	financially support the work of athletics/sports	Boosters, Foundations, etc.)
Connected	can financially support the	with the approval of the principal (such as a	can financially support the
Organizations	work of ASB Clubs with the	Football Booster Club)	work of Club Sports with the
(Foundations,	approval of the principal	*please see below for more information on	approval of the principal (such
Boosters,	(such as a Senior	Nondistrict/School Connected Organizations	as a Rugby Booster Club)
PTAs, etc.)	Class Booster Club)		*please see below for more
	*please see below for more		information on Nondistrict/
	information on		School Connected
	Nondistrict/School		Organizations
	Connected Organizations		

SDUSD club sports covered by the district's insurance for the 2019-20 school year:

Archery

Beach Volleyball

Gaelic Football

Gymnastics

Rugby

Sailing

Surfing

It is recommended that the attached waiver be used for all club sport participants. For additional best practices and if there is an application to ASB/Administration for a club sport that is not listed

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above, please contact and work with Risk Management prior to approving the club sport 858-627-7345 <u>risk-management@sandi.net</u>.

For questions about out of season CIF/BOE approved sports, please contact the Athletics Department 619-725-7126 sgiusti@sandi.net.

*For more information regarding Nondistrict/School Connected Organizations, please review:

BP 1230

AR 1230

E 1230

For questions and/or clarification, contact Stacey Seiders at 619-725-7125 or seeiders@sandi.net.

APPROVED:

Sofia Freire

Chief, Leadership and Learning

Attachment