A. PURPOSE AND SCOPE

1. To outline procedures for resolving problems in the athletics program requiring administrative (division office) consideration. (Examples: School believes it is dangerous to play a game at site indicated on the schedule [after schedule has been approved by the league]; principal wishes to protest participation of a student at another school; a league wishes to express a concern; or a school wishes to file a complaint against another city high school [not a parochial school])

2. Related Procedures:
   Administration of Athletics ................................................................. 4170
   Basic Regulations for Athletics .............................................................. 4171
   Interscholastic Athletics Program Eligibility ............................................ 4172
   Response to Violations of Athletics Rules ................................................. 4180

B. LEGAL AND POLICY BASIS


C. GENERAL

1. Originating Office. Suggestions or questions concerning this procedure should be directed to the Physical Education/Health/Athletics Department.

2. Any complaint to be filed against a school in a city league (except parochial schools) shall be in writing. The problem should be outlined concisely and completely, including an explanation of attempts made to resolve the issue. Copies shall be sent to:
   a. Physical Education/Health/Athletics Department
   b. Principal of school being accused

3. The Physical Education, Health Education and Interscholastic Athletics Director shall investigate the complaint. The Director of Athletics may convene and chair a committee that includes the following staff to render a decision:
   a. Two principals of schools not involved in the matter
   b. Two Athletic Directors of schools not involved in the matter
   c. Physical Education, Health Education and Interscholastic Athletics Director

4. If committee is not convened, the Director of Athletics shall render a decision.

5. If committee is convened, after hearing the complaint from the school bringing action and the report from the accused school, committee shall render a decision that shall be provided in writing to all participants.

6. Hearing committee decision may be appealed.
D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES
   1. CIF-SDS Constitution and Bylaws, available on the CIF-SDS website at http://cifsds.org

F. REPORTS AND RECORDS
   1. Letter from principal of school initiating accusation (Section C.2.)
   2. Committee decision (Section C.5.)

G. APPROVED BY

   [Signature]

   General Counsel, Legal Services
   As to form and legality

H. ISSUED BY

   [Signature]

   Chief of Staff