

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 on-campus 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 School/Principal	Overseen by the School/Principal	Overseen by the School/Principal
Classes Issuing Athletic Credit	Students cannot be enrolled in the certificated coach athletics class/period during the school day	Students can be enrolled in the certificated coach athletics class/period during the school day	Students cannot be enrolled in the certificated coach athletics class/period during the school day

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Club Paperwork	All items need to be approved by ASB and Administration and on file at the school site: 1) Request to ASB/Administration for Organization 2) Charter/Constitution 3) Annual Budget 4) Club Advisor Checklist	If funds are being raised for the students by the students through the school, all club paperwork items need to be approved by ASB and Administration and on file at the school site: 1) Request to ASB/Administration for Organization 2) Charter/Constitution 3) Annual Budget 4) Club Advisor Checklist	All items need to be approved by ASB and Administration and on file at the school site: 1) Request to ASB/Administration for Organization 2) Charter/Constitution 3) Annual Budget 4) Club Advisor Checklist
Collected Funds	If funds are being raised for the students by the students as a school club, all funds deposited to the school's Finance Office	If funds are being raised for the students by the students as a school club, all funds deposited to the school's Finance Office (district allocated funds follow district policies and procedures per 3458)	If funds are being raised for the students by the students as a school club, all funds deposited to the school's Finance Office
Donations	The donor can choose to donate to the school site or to the appropriate school club. A donation letter needs to be completed by the donor and kept on file at the school site. Donations must be truly voluntary	The donor can choose to donate to the school site or to the appropriate school club. A donation letter needs to be completed by the donor and kept on file at the school site. Donations must be truly voluntary	The donor can choose to donate to the school site or to the appropriate school club. A donation letter needs to be completed by the donor and kept on file at the school site. Donations must be truly voluntary
Expenditure Approval	Student approval of expenditures needs to be documented on the ASB requisition and in the accompanying meeting minutes	When using school club funds, student approval of expenditures needs to be documented on the ASB requisition and in the accompanying meeting minutes	Student approval of expenditures needs to be documented on the ASB requisition and in the accompanying meeting minutes
Facility Use	Facility use can be approved by the Principal, the Principal will decide if it is school sponsored or needs to go through District Rentals	Facility use can be approved by the Principal, the Principal will decide if it is school sponsored or needs to go through District Rentals	Facility use can be approved by the Principal, the Principal will decide if it is school sponsored or needs to go through District Rentals
Fees, Donations and Fundraising	Adhere to district policies, procedures, and district student fees, donations, and fundraising guidelines- no fees can be required for participation	Adhere to district policies, procedures, and district student fees, donations, and fundraising guidelines- no fees can be required for participation	Adhere to district policies, procedures, and district student fees, donations, and fundraising guidelines- no fees can be required for participation
Field Trips and Transportation	District field trip and transportation policies and procedures are to be followed	District field trip and transportation policies and procedures are to be followed	District field trip and transportation policies and procedures are to be followed
Fundraisers	If funds are being raised for the students by the students as a school club, Fundraising Request Forms need to be completed and approved by ASB and Administration	If funds are being raised for the students by the students as a school club, Fundraising Request Forms need to be completed and approved by ASB and Administration	If funds are being raised for the students by the students as a school club, Fundraising Request Forms need to be completed and approved by ASB and Administration

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GPA and Citizenship	Minimum 2.0 GPA and Citizenship to participate and whatever other requirements are stated in the charter/constitution	Minimum 2.0 GPA and Citizenship to Participate. There is a 9 th grade athletic probationary period application available via Site Operations Circular No. 1006	Minimum 2.0 GPA and Citizenship to participate and whatever other requirements are stated in the charter/constitution
Membership	School club membership must be limited to students attending the school and must be open to all students who meet qualifications and standards for membership set forth in the club's charter/constitution	School club membership must be limited to students attending the school and must be open to all students who meet qualifications and standards for membership set forth in the club's charter/constitution	School club membership must be limited to students attending the school and must be open to all students who meet qualifications and standards for membership set forth in the club's charter/constitution
Off-Campus Events	May schedule off-campus meetings/events with site Principal/Administrator approval and the attendance of the certificated faculty advisor, or alternate staff member, for the duration of the meeting/event ensuring all necessary paperwork has been completed and is on file	Off campus contest participation is included in the schedule/creation approval process as well as the student athlete clearance process	May schedule off-campus events with site Principal/Administrator approval and the attendance of the certificated faculty advisor, Walk On Coach, or alternate staff member, for the duration of the event ensuring all necessary paperwork has been completed and is on file
Partnerships With Community Organizations	When partnering with a community organization, such as a local church, the club may apply to ASB/Administration to be a Community Affiliate School Club as noted in AP 6240	N/A	When partnering with a community organization, such as Aztec Rugby, the club may apply to ASB/Administration to be a Community Affiliate School Club as noted in AP 6240
Publicity	If approved by ASB/Administration, the ASB Club can be publicized in the school's bulletins, newspaper, yearbook, website, etc.	If the team is approved by CIF/SDUSD BOE, the team can be publicized in the school's bulletins, newspaper, yearbook, website, etc.	If approved by ASB/Administration, the Club Sport can be publicized in the school's bulletins, newspaper, yearbook, website, etc.
Student Services (Medical Care)	Services provided by the school's Health Office	Services provided by the school's Health Office and Athletic Trainer	Services provided by the school's Health Office
Supervision of Students at Events, Activities, Student Funds, etc.	All activity is to be supervised by a Certificated Faculty Advisor	-Activities, events, etc. supervised by a District Cleared Walk On Coach -If funds are being raised for the students by the students as a school club, student funds and student fund related activities are to be supervised by a Certificated Faculty Advisor	-All activity is to be supervised by a Certificated Faculty Advisor -A District Cleared Walk On Coach can assist the Certificated Faculty Advisor with supervision of students at activities, events, etc.

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

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

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:

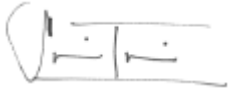
[BP 1230](#)

[AR 1230](#)

[E 1230](#)

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

APPROVED:

A handwritten signature in black ink, appearing to read 'Sofia Freire', written over a faint horizontal line.

Sofia Freire
Chief, Leadership and Learning

Attachment