



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4183

PAGE: 1 OF 3

CATEGORY: **Instruction, Basic Programs**

EFFECTIVE: **7-01-62**

SUBJECT: **Athletic Awards**

REVISED: **12-27-02**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing awards to athletes and athletic teams. This procedure applies to grades 9-12.
2. **Related Procedures:**

Banquets, dances, and parties .....	6240
Release of student information .....	6525
School clubs, general .....	6240

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy F-2350.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Athletics/Physical Education Office, Institute for Learning.
2. **Individual Awards**
  - a. **Letters**
    - (1) Each student shall receive only one type of letter per year. Such letters shall remain property of the school as long as the student attends.
    - (2) Varsity and junior varsity teams may receive letters. Junior varsity letters are to be made smaller than varsity letters, with colors reversed.
    - (3) Full block letters shall be reversed for interschool awards. Interlocking letters shall be five inches in height; if piping is used, overall dimensions shall not be used as a background of the letter.
    - (4) "MGR" may be affixed permanently to letters awarded to managers.
    - (5) Other than the letters "MGR," only an insignia designating the sport or classification shall be allowed on a letter.
    - (6) Seniors who have been out for a team for three years may be awarded letters on the basis of reduced requirements.

- b. **Special awards** by persons or groups other than school organizations are not to be solicited by schools.
  - c. **Arm stripes** are not to be worn.
  - d. **Jackets for boys**
    - (1) Jackets or other identifying apparel, except those of lettermen or other similar school organizations, are not to be worn on school grounds, in organized rooting sections at football contests, or in school gymnasiums at athletic games.
    - (2) Jackets are the official garment upon which boys' athletic letters are to be worn.
    - (3) Emblems of any kind, other than the letter and authorized league and CIF patches, shall not be allowed on the jacket.
  - e. **Approved garments for girls.** Sweaters, blazers, or other school-approved garments shall be worn as the official garment for letter girls.
  - f. **Penalty for illegal letters and garments.** A student who flagrantly disregards regulations of the league regarding wearing or displaying award letters, stripes, and emblem may be declared ineligible.
3. **Team Awards**
- a. **Team trophies** will not be awarded for all-league meets and tournaments.
  - b. **School shall not purchase** for itself a team trophy that is not sanctioned by the league.
4. **Championship Awards**
- a. **School may make individual awards**, but trophies may not be awarded unless authorized by the league.
  - b. **CIF-SD.** See CIF-SD constitution for detailed rules covering awards in each sport.

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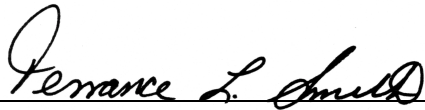
**D. IMPLEMENTATION**

**E. FORMS AND AUXILIARY REFERENCES**

1. Constitution of the City Conference, CIF-San Diego Section
2. CIF-SD Constitution, Bylaws and Rulings
3. Interscholastic Athletic Program Handbook, City Conference

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education