

Conference/Region/Scheduling Timeline

2018-2020 Two Year Block

Subject to Change

As of 05/23/17

Date	Task
Sept. 25, 2017	Sports Participation Survey and Oct. 1 Enrollment Survey open to membership
Oct. 6, 2017	Sports Participation Survey and Oct. 1 Enrollment Survey deadline
Oct. 10, 2017	List of schools provided to Conference Committees of the schools that would be entering or leaving their conference based on current enrollment numbers with prior year schools that successfully approved up or down suggested to remain in their current conference unless they successfully appeal.
Oct. 11 & 16, 2017	Conferences meet to set initial conference and region placements for team sports, as well as division and region placements for individual sports <ul style="list-style-type: none"> • All conferences set their master conference/region alignments which would filter into the respective sports • 1A responsible for 8-man football • 2A responsible for 11-man football and fall soccer • 3A responsible for winter soccer • 5A and 6A responsible for boys volleyball
Oct. 11, 2017	1A, 2A, 3A Conferences Meet at AIA to Set Placements
Oct. 16, 2017	4A, 5A, 6A Conferences Meet at AIA to Set Placements
Oct. 17, 2017	Initial Placements posted online
Oct. 24, 2017	Deadline for Member Schools to Appeal Conference, Division and/or Region Placement Form 8.1 Conference Region Placement Appeal Form, www.aiaonline.org/about/forms
Oct. 25, 2017 to Oct. 31, 2017	Conference Committees meet to review appeals and solidify placements
Oct. 31, 2017	Updated Placements posted on online
Nov. 7, 2017	Deadline for Member Schools to Appeal Conference Committee decision on initial appeal decision to the AIA Executive Board
Nov. 13, 2017	AIA Executive Board Meeting <ul style="list-style-type: none"> • Placement appeals heard by the Board (if applicable) • Placements Finalized
Nov. 15, 2017	Final Placements Posted
SCHEDULING CREATION FOR CONFERENCES	
Nov. 17, 2017 to Dec. 15, 2017	Conference Committees meet to generate individual sport schedules
Dec. 18, 2017 to Jan. 12, 2018	Conference Committees generate football schedules
Jan. 15, 2018 to March 2, 2018	Conference Committees can meet to generate schedules for all other team sports, both team and individual sports
March 5, 2018	Member schools have access to all remaining sports schedules within their admin with the ability to change dates/times/locations

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Conference Scheduling Information:

- Conferences will be responsible for entering in the schedules and will be provided with a complete How-To-Guide prior to scheduling beginning.
- Conferences will determine when they are ready to release schedules to the member schools within their conference.

Two Year Schedules:

- Conferences will have the ability to create schedules for both years of the two year block.
- If the conference chooses to only work on year one, they may do that, but would then have to go back and enter in year two separately. Schedules will not be flipped by the computer for year two.
- Conferences may release schedules for both years of the two year block if they so choose to
 - Conferences can release year one schedules and still keep year two schedules from being released until they are ready to release year two schedules

Member School Access:

Upon release of schedules by sport by the respective conference, the member school in that conference would then have access to their schedule.

The member school may do the following:

- Add additional games (if under the max)
- Change date, time or location of a game with mutual consent

Member schools will be responsible for ensuring they stay under the max number of games by sport.

- For example, the max number of games allowed in the AIA system for girls volleyball is 20, which could include:
 - 17 games and three (3) invitational tournaments
 - 18 games and two (2) invitational tournaments
 - 19 games and one (1) invitational tournament
 - 20 games and no invitational tournaments
- As you add games or are added to an invitational tournament, the admin will keep track of that allowing you complete control up until the max
- If you have reached the max, the admin will not allow you to add any more regular season games or be added to any additional invitational tournaments

Dropping Programs:

- If a school drops a program (Freshman, JV, Varsity, or All) during any time of the two year block, that program will be removed from competition for the two year block.

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- The school must then request the program to be brought back and be responsible for its own scheduling.

Cancelling Games Created by the School:

- Member schools have control to cancel a game (which may involve multiple games at multiple levels over multiple seasons) for which they created in their admin as long as there is mutual consent
 - This is important for out of state games and games vs. associate member schools of which do not need mutual consent, but would be automatically removed.

Cancelling a Game Created by the Conference:

- Consent to cancel is needed at all levels of competition, Freshman, JV and Varsity
- Member schools cannot cancel a game without first submitting an electronic request:
 - Step 1: School makes request to cancel game or contract (which may involve multiple games at multiple levels over multiple seasons) and selects from a drop down (not enough eligible players, travel concern, team in tournament, other) their reason with mandatory field to add comments in a type box.
 - Step 2: Opposing school receives request and may accept or deny (with comments as to why denied). If this game involves an out of state or associate member school, this step would be bypassed and go direct to Step 3).
 - If request is denied, the request is removed and the school must fill out paperwork if still seeking a cancellation, that would be subject to Board approval and fine as outlined in AIA Bylaw 11.4.
 - If school accepted, see Step 3
 - Step 3: Conference is notified and has the ability to accept or deny (with comments as to why denied).
 - If request is denied, the request is removed and the school must fill out paperwork if still seeking a cancellation, that would be subject to Board approval and fine as outlined in AIA Bylaw 11.4.
 - If conference accepted and it is prior to the lock out date for that schedule, the game would be removed
 - If conference accepted and it is after the lock out date for that schedule, see Step 4
 - Step 4: AIA receives complete game cancellation report and the AIA office removes the game

Schedule Lock within Four Week Window:

- This process will allow the school to electronically make a game change request at any time during the year, prior to or after the schedule lock, with mutual consent of the two schools or via the above as it relates to cancellations.
- The officials department can track this request electronically and:

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- Remove the game if successfully under the cancellation protocol and charge back the game change fee as applicable
- Approve the requested time, date or location change to notify the scheduled official and charge back the game change fee as applicable
- Modify the request (i.e. change a time other than what was requested after contacting the school to verify the modification would work) and charge back the game change fee as applicable
- Deny the request due to lack of official availability and add comments that will be sent back to the two schools
- Schools should contact the AIA if the request needed is immediate, i.e. weather situation.