

CONFERENCE REALIGNMENT APPLICATION CHECKLIST AND SUGGESTED PLANNING TIMELINE FOR SCHOOLS



This document outlines the information/documentation that will be needed to complete the conference realignment application.

This checklist is for school-use only and should not be sent to the WIAA:

- School enrollment trends and projections
- Demographics of student population that your district feels is relevant to the conference realignment application
- Discuss emerging sports at your school, discuss potential co-op changes or changes in 8/11 player football status
- Documentation of conference meetings in which conference realignment proposal was discussed
- Conference voting or position statements on proposed realignment from conference schools (does not necessarily constitute agreement). Include conference commissioners in all communications with other schools.
- Rationale statement (200 words maximum) - Why is your school seeking realignment?
- List and rank the importance of the reasons why your school is requesting realignment
- Your school's suggestion for a proposed realignment solution
- Mileage and travel time charts for current and proposed conference for your school and other schools affected by proposed change
- Multiple-sport activity/composite schedule for all of your Varsity teams from the previous school year.
- Impact statement (200 words maximum) - How would this request/proposal impact other schools?
- Obtain your school district administrator's signature on the final page of the application

SUGGESTED PLANNING TIMELINE FOR SCHOOLS

One Year Prior To Submitting Application:

- May/June/July - Discuss realignment application plans with your school district administration and coaching staff.
- Mid-July - WADA Summer Conference - Conference Realignment breakout session.
- August/September/October - Schedule conference meetings to discuss realignment proposal(s) - keep documentation.
- Early November - WADA Workshop - Conference Realignment breakout session.
- November/December/January/February - Attend conference meetings to discuss realignment proposal(s) - keep documentation. Record votes, if possible. Request position statements, if possible. Be sure to keep all Principals, Superintendents, and Conference Commissioners informed.
- March/April - Collect other needed information for application - school district data.

Same Year as Application Is Submitted:

- Mid-July - WADA Summer Conference - Conference Realignment breakout session
- July/August/September - Secure school district support/signatures for conference realignment application
- October 1 - Deadline for application to be initiated
- November 1 – Deadline for application to be submitted for review
- Early November - WADA Workshop - Conference Realignment breakout session
- November 15 - Completed and final application submitted by this date
- December-March - Attend all conference realignment task force meetings