

Scheduling Committee

19 September 2012

Meeting Minutes

Meeting Called to Order: 9:30 a.m.

Members Present:

- Derek Fahleson, AIA Executive Board, Chair
- Eldon Merrell, Duncan HS, 1A Conference
- Donna Antonio, San Carlos HS, 2A Conference (phone/computer)
- Jacob Holiday, Monument Valley HS, 3A Conference (phone/computer)
- Joseph Paddock, Amphi Public Schools, 4A Conference
- Kevin Gettings, Cibola HS, 5A Conference
- Corey Newland, West Valley, 5A Conference
- Steve Hogen, East Valley, 5A Conference

AIA Staff Present:

- Brian Bolitho, Director of Business Media
- Harold Slemmer, Ed.D., Executive Director
- David Hines, Tournament Coordinator
- Ron Halbach, Tournament Coordinator

Discussion Items (Topics Discussed, full minutes below):

- a) Number of Sections in Each Sport
- b) How Games Should be Computer Scheduled
- c) Filling the Rest of a Schools Schedule
- d) Timelines
- e) Recommendation was made to send to the AIA Executive Board for approval

Next Meeting: TBD

Meeting Adjourned: 11:45 a.m.

Full Meeting Minutes:

The process for the 2013-2015 computer scheduling program will be as follows:

1. After Divisions are finalized, the computer will generate sections for each sport within each division, based on the target number of schools for each section by division and sport.
2. The computer scheduling committee will convene to review sections to meet the optimal number of schools per section.
3. The sections will then be released to the member schools.
4. After sections are finalized by the AIA Executive Board, the computer will then generate the schedules for each section by sport (see each sport for specifics) and assign dates to those games working from the end of the season to the beginning of the season.
5. Schools can then view their computer scheduled games in their AIA School Login.

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- Schools can the request additional games through their Region Chair to be brought to the Conference/Division Scheduling Committees. Requests should be made in writing via email to the Region Chair.
- Conference/Division Committees will then meet to fill the remainder of schedules for the schools.
- Lower level schedules will then be generated to mirror varsity schedules.
- Schedules will then be presented to the AIA Executive Board for approval and made available to the schools through their school login page.
- Schools will be able to edit the games for home or away, date, time, and location (the opponents must remain the same).

The Target for Number of Schools that will make up each Section within each Division by Sport:

Sport	Division I	Division II	Division III	Division IV	Division V	Division VI
Badminton	6					
Baseball	7	7	10	10		
Basketball (Boys)	7	7	10	10		
Basketball (Girls)	7	7	10	10		
Football (D-I to D-V)	6 to 7	6 to 7	6 to 7	6 to 7	6 to 7	
Football (D-VI)						6 to 7
Soccer-Fall (Boys)				8		
Soccer-Fall (Girls)				5		
Soccer-Winter (Boys)	7	7	8			
Soccer-Winter (Girls)	7	7	8			
Softball	7	7	10	10		
Tennis	6	6	6			
Volleyball (Girls)	7	7	10	10	10	
Volleyball (Boys)	7					

- The number of sections in each sport will be determined based on reaching the optimal number of schools in each section (for example, in football, Division I might have nine sections of seven schools, and Division III might have eight sections of seven schools)
- A section may have one more or less than the optimal number based on total number of schools within a section and/or geographical reasons

How Schedules will be Created by Sport

In each sport, the computer will only assign games to schools within your division, within your section (for example: If your school is in Division I Section III, the computer will assign all games for you against Division I Section III schools).

How games are schedule varies by division, and is outlined under each sport:

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Badminton:

AIA Bylaws permits a maximum number of 12 games, not including invitational games.

Division I

- The number of sections will be based on the optimal number of six (6) schools per section, although some sections may have one more or one less than this number
- The computer will schedule two games vs. each school within your section, one home and one away
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Baseball, Basketball (Boys & Girls) and Softball:

AIA Bylaws permits a maximum number of 18 games, not including invitational games.

Division I & Division II

- The number of sections will be based on the optimal number of seven (7) schools per section, although some sections may have one more or one less than this number
- The computer will schedule two games vs. each school within your section, one home and one away
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Division III & Division IV

- The number of sections will be based on the optimal number of 10 schools per section, although some sections may have one more or one less than this number
- The computer will schedule one game vs. each school within your section, a home or an away game
- The computer will assign home and away games as equal as possible per sport (for example, if you play 9 different opponents, you will have either 5 home games and 4 away games, or 4 home games and 5 away games assigned by the computer)
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Football:

AIA Bylaws permits a maximum number of 10 games.

Division I, II, III, IV, V, and VI

- The number of sections will be based on the optimal number of six (6) to seven (7) schools per section, although some sections may have one more or one less than this number
- The computer will schedule one game vs. each school within your section, a home or an away game

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- The computer will assign home and away games as equal as possible per sport (for example, if you play 5 different opponents, you will have either 3 home games and 2 away games, or 2 home games and 3 away games assigned by the computer)
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Soccer (Fall):

AIA Bylaws permits a maximum number of 12 games, not including invitational games.

Division IV Girls

- The number of sections will be based on the optimal number of five (5) schools per section, although some sections may have one more or one less than this number
- The computer will schedule two games vs. each school within your section, one home and one away
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Division IV Boys

- The number of sections will be based on the optimal number of eight (8) schools per section, although some sections may have more or less than this number
- The computer will schedule one game vs. each school within your section, a home or an away game
- The computer will assign home and away games as equal as possible per sport (for example, if you play 7 different opponents, you will have either 4 home games and 3 away games, or 3 home games and 4 away games assigned by the computer)
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Soccer (Winter):

AIA Bylaws permits a maximum number of 12 games, not including invitational games.

Division I & Division II

- The number of sections will be based on the optimal number of seven (7) schools per section, although some sections may have one more or one less than this number
- The computer will schedule one game vs. each school within your section, a home or an away game
- The computer will assign home and away games as equal as possible per sport (for example, if you play 5 different opponents, you will have either 3 home games and 2 away games, or 2 home games and 3 away games assigned by the computer)
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Division III

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- The number of sections will be based on the optimal number of eight (8) schools per section, although some sections may have one more or one less than this number
- The computer will schedule one game vs. each school within your section, a home or an away game
- The computer will assign home and away games as equal as possible per sport (for example, if you play 7 different opponents, you will have either 4 home games and 3 away games, or 2 home games and 3 away games assigned by the computer)
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Tennis:

AIA Bylaws permits a maximum number of 14 games, not including invitational games.

Division I, II & III

- The number of sections will be based on the optimal number of six (6) schools per section, although some sections may have one more or one less than this number
- The computer will schedule two games vs. each school within your section, one home and one away
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Volleyball (Girls):

AIA Bylaws permits a maximum number of 17 games, not including invitational games.

Division I & Division II

- The number of sections will be based on the optimal number of seven (7) schools per section, although some sections may have one more or one less than this number
- The computer will schedule two games vs. each school within your section, one home and one away
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Division III, IV and V

- The number of sections will be based on the optimal number of 10 schools per section, although some sections may have one more or one less than this number
- The computer will schedule one game vs. each school within your section, a home or an away game
- The computer will assign home and away games as equal as possible per sport (for example, if you play 9 different opponents, you will have either 5 home games and 4 away games, or 4 home games and 5 away games assigned by the computer)
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

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Volleyball (Boys):

AIA Bylaws permits a maximum number of 17 games, not including invitational games.

Division I

- The number of sections will be based on the optimal number of seven (7) schools per section, although some sections may have one more or one less than this number
- The computer will schedule two games vs. each school within your section, one home and one away
- The remaining games will be scheduled by Conference/Division committees, that the schools can make requests for based on the game request process (outlined within this document)

Game Request Process:

1. After the initial schedules are released to the schools, with dates, schools may then start working on the game request process.
2. To request a specific game, a school would contact the region chair of any specific opponents they would like to play in that sport.
3. The region chairs would bring that to each Conference/Division Scheduling Meeting.
4. The Conference/Division Committees will assign the games based on the requests and to help fill other school schedules, and enter them into the computer schedule system.
5. The game would then be able to be viewed by the school within the School Login page immediately after it is added.

Editing Games:

1. The host school may only edit games for home or away, date, time, and location and the current away school would approve the change in order for it to be processed (the opponents must remain the same).

Lower Level Games

1. Freshman and JV schedules will be generated to mirror Varsity schedules
2. School can remove freshman and JV games within the computer schedules link for one of three reasons: do not have program, inter-district scheduling or, district travel restrictions

Rules that are particular to Days and Matchups that can be played and where:

- Football
 - Do not schedule Brophy and Saint Mary's to have home games on the same date
 - Schedule only one game per week
- Volleyball (Girls) and Badminton
 - Do not schedule the volleyball (girls) or badminton teams to play at home on the same date
- Basketball (Boys & Girls)

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- Do not schedule the boys teams and girls teams to play at home on the same date with the exception of Division IV:
 - Division IV: schedule the boys and girls teams at home on the same date vs. the same opponent, whenever possible.
- When the boys team is scheduled at home against an opponent, schedule the girls team away against the same opponent on the same date/time, when applicable
- Baseball & Softball
 - When the baseball team is scheduled at home against an opponent, schedule the softball team away against the same opponent on the same date/time, when applicable
- Soccer (Boys & Girls)
 - Do not schedule the boys teams and girls teams to play at home on the same date
 - When the boys team is schedule at home against an opponent, schedule the girls team away against the same opponent on the same date/time, when applicable
- Tennis (Boys & Girls)
 - When the boys team is scheduled at home against an opponent, schedule the girls team away against the same opponent on the same date/time, when applicable

Blackout Dates:

- Blackout Major Holidays Only as listed below:
 - Thanksgiving:
 - 11/28/13 to 11/30/13
 - 11/27/14 to 11/29/14
 - Week between Christmas and New Years:
 - 12/23/13 to 1/04/14
 - 12/22/14 to 1/03/15
 - Easter:
 - 3/29/13 to 3/31/13
 - 4/18/14 to 4/20/14
 - Rosh Hashana:
 - 9/04/13 to 9/05/13
 - 9/24/14 to 9/25/14
 - Yom Kippur:
 - 9/13/13 to 9/14/13
 - 10/03/14 to 10/04/14
- Do not assign computer scheduled games on Mondays
- For Division I and II, do not assign computer scheduled games on Saturdays