



PROTOCOL FOR ADDING A SPORT AFTER SCHEDULING IS COMPLETE

1. A request to add a sport after scheduling is complete must be made prior to the start of practice for that sport. (Verify sport specific dates)
2. Email Amy Richmond, AIA Staff Accountant at arichmond@aiaonline.org for invoice of participation fees. (For Varsity competition only)
3. Email Brian Bolitho, Director of Business Development and Robyn Bingham, AIA Systems Analyst to be placed into a Division, bbolitho@aiaonline.org ; rmbingham@aiaonline.org
4. School A.D. must arrange for schools to be added to their schedule. For inclusion in the State Tournament, the school must schedule the minimum number of contests, for that sport.

Schools can go over one to accommodate filling a schedule, as long as the school requesting to go over one contest, appeals the AIA Executive Board for approval and is approved. Both schools must sign return the below form to Robyn Bingham (rmbingham@aiaonline.org) and Tayler Coady (tcoady@aiaonline.org) to request to exceed.

<https://aiaonline.org/files/17646/form-114-e-request-to-addexceed-contest.pdf>

Arizona Interscholastic Association

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