

Dear Parent(s) or Legal Guardian(s):

The member schools of the Delaware Interscholastic Athletic Association have adopted a set of bylaws for the purpose of preserving the educational values of interscholastic athletics, promoting fair and equitable competition, and protecting the physical well-being of the participants. Special circumstances will, at times, indicate that an exception to the established rules and regulations is appropriate. To accommodate such situations, the DIAA has adopted a waiver procedure.

The principal or headmaster of your child's school has initiated this procedure on your behalf by submitting a waiver request form. It is incumbent on you, with the assistance of school personnel, to provide sufficient documentation so that the DIAA Board of Directors can render an informed decision on your petition without further investigation. **The completed petition and supporting materials must be received by the Executive Director at least three weeks prior to the DIAA Board meeting at which your waiver request will be heard (a scheduling letter will be sent to the school and to you).** Any item that you believe will support your child's petition should be included. Copies of your child's transcripts from 6th grade to the present must be submitted. Please keep in mind that opinions and recommendations must be properly documented. For example, you must do more than merely tell the DIAA Board what your child's physician said or what his/her guidance counselor recommended. Supporting materials could include standardized test results, course descriptions, IEPs, income tax returns, medical reports, court orders, etc. depending on the nature of the request. The aforementioned documents do not comprise an exhaustive list. Any materials relevant to your child's petition would be appropriate for the DIAA Board's consideration.

Copies of your completed petition and supporting documents will be forwarded to each member of the DIAA Board. The Executive Director will notify you and your child's principal or headmaster of the location of the DIAA Board meeting and the approximate time at which your child's waiver request will be reviewed. A representative of the school is not required to be present; however, you and your son/daughter must attend the meeting. You may present your child's waiver request in either open or closed session. If you choose the latter, the proceedings will be closed to the public.

Please be advised that it is your responsibility, with the assistance of school personnel, to provide the DIAA Board with all pertinent information. If your documentation is inadequate you could weaken your petition. You should not assume that any doubts will be resolved in your child's favor. At the conclusion of the hearing, the DIAA Board will render a decision on your waiver request.

You should consult the current DIAA Official Handbook or contact your schools administration if you require additional assistance.

Sincerely,

Kevin F. Charles

Kevin Charles
Executive Director