



DIAA Waiver Request Guidelines

The Delaware Interscholastic Athletic Association has developed a set of regulations 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. **In addition to the guidelines below, please refer to [DIAA Regulation 1020](#) Section 9.0 Waiver of DIAA Rules and Regulations while preparing your waiver request.**

General Guidelines:

- Waiver requests should be filed promptly when it becomes apparent to the student, parent(s), principal, headmaster, or other affected party that a waiver will be required. It is recommended that the school and the student and parent(s) work together to complete the Waiver Request Form. The school should submit the completed waiver on behalf of the student. ***If a waiver request does not include all of the required documentation, it will be deemed incomplete and will not be processed by DIAA.***
- The Waiver Request Form must be signed by the principal or headmaster of the school requesting the waiver and must include a letter from the principal or headmaster indicating whether the school supports the waiver request.
- The waiver request shall contain all facts pertaining to the case. It is incumbent on the student and parent(s), with the assistance of the school, to provide sufficient documentation so that the DIAA Board can render an informed decision. Opinions and recommendations must be properly documented. Supporting materials could include medical reports, court orders, standardized test results, etc. depending on the nature of the request. **It is not the duty of the Executive Director or the DIAA Board to produce or collect information.** School personnel may call the DIAA office for assistance in completing the Waiver Request Form or for information about required supporting documentation.

Requirements for Eligibility Rule Waiver Requests

For waiver requests for eligibility rules (1008-2.0 & 1009-2.0), a complete waiver request includes the waiver form and the following required documentation:

- Official transcripts (6th Grade – current school year) ;
- Most recent report card or grade report (if not included on transcripts)
- Attendance records (past 2 years);
- Letter from Principal or Head of School of the requesting school either supporting or not supporting the waiver request;
- Any documentation specifically required by the rule;
- School Withdrawal documents from the sending school;
- Acceptance letter to the receiving school;
- School Choice Program Documents (enrollment and withdraw);
- School calendar when school days must be determined;
- Medical records (if applicable);
- Legal documentation (if applicable);
- IEP (if applicable);
- Any documentation or evidence to substantiate a hardship or extenuating circumstance exist; and
- Parent and student athlete explain in detail in a letter the circumstances for requesting a waiver.

Requirements for Non-Eligibility Waiver Requests

For waiver requests of non-eligibility rules, the request must be in the form of a written letter or memorandum and signed by the principal or headmaster of the school. The letter or memorandum must contain sufficient data to make it possible for the DIAA Board to reach a decision without further investigation, including:

- the rule at issue;
 - why the school is requesting a waiver of the rule; and
 - the positions of other member schools that would be affected if the Board granted the request.
- The Waiver Request Form must be received by the Executive Director **at least 30 calendar days** before the next regularly scheduled meeting of the DIAA Board and include all required documentation in order to be placed on the agenda for that meeting.

2022 – 2023 DIAA Board Meeting Dates and Waiver Deadlines

Meeting Date	Deadline to Submit Waiver Request
July 14, 2022	June 14, 2022
August 11, 2022	July 12, 2022
September 8, 2022	August 9, 2022
October 13, 2022	September 13, 2022
November 10, 2022	October 11, 2022
December 8, 2022	November 8, 2022
January 19, 2023	<i>NO WAIVER HEARINGS</i>
February 9, 2023	January 10, 2023
March 9, 2023	February 7, 2023
April 13, 2023	March 14, 2023
May 11, 2023	April 11, 2023
June 8, 2023	May 9, 2023

- Once all information is received and reviewed in the DIAA Office, a hearing in front of the DIAA Board may be scheduled. The school and student will receive a scheduling letter that includes written notification of the date and time of the hearing. **The student and parent(s) must attend the meeting. A representative of the school is not required to attend but welcomed.**
- Waiver hearings shall be conducted in an informal manner that affords all parties the opportunity to present all information and all relevant arguments. The **burden of proof rests on the applicant** (the student, his/her parents or guardians, principal, headmaster, or other affected party) to ***show extenuating circumstances warranting a waiver.***
- The DIAA Board shall consider the entire record of the case in reaching its final decision. Typically, a decision will be made on a waiver request at the hearing and shall be effective immediately.