



REALIGNMENT PROCESS & PROCEDURE 2017-2021

1. Realignment of schools into conferences will be done every four years, with the alignment process taking place in the third year of the current realignment, according to NCHSAA by laws. The next alignment is for the period 2017-21.
2. The Realignment Committee will include an overall chairperson, an Eastern co-chair, a Western co-chair, and eight superintendents representing each of the eight regions. The membership nominated additional members of the committee (one per region) at balloting during the appropriate NCHSAA Regional Meeting. Also represented on the committee will be the state Department of Public Instruction, the North Carolina Coaches Association, the North Carolina Athletic Directors Association and the North Carolina Schools Boards Association. Each of those organizations will select their representatives to the committee.
3. Members of the committee will be confirmed prior to the beginning of the realignment process.
4. Realignment will be done into four classifications. Classification will be for all sports. Schools will play in classification in playoffs, except where NCHSAA policy dictates otherwise.
5. Classification is to be guided, but not bound, by the Average Daily Membership figures averaging the daily membership in grades nine through 12 for the first month, as submitted to the state Department of Public Instruction. Non-boarding parochial schools and other special circumstances (schools run by Bureau of Indian Affairs, etc.) will submit their numbers directly to the NCHSAA since they do not submit to DPI.
6. Schools will submit a **Declaration of Intent** form to the NCHSAA by the appropriate deadline, outlining their desire to participate in realignment, if they are seeking conference affiliation, and what other schools (see examples below) may be part of their realignment numbers.

In addition, schools may express their desire to remain in their current conference if the classification allows, or other potential conference configurations, with a **Conference Declaration of Intent** form.
7. Schools must note adjustments in their ADMs due to special circumstances on the Declaration of Intent form, which must be submitted by the designated process.
 - if there are early college or middle college students that would be assigned to a school, but go to those schools that have no athletic program; their numbers should be included with the school's numbers since they can be eligible to participate at the base school; those situations should be identified on the Declaration.
 - if there are separate schools that all play together for the purposes of athletics, such as Big City High School of Technology, Big City High School of the Arts, etc.; they may have separate school numbers but still field one athletic team; those situations should be identified on the Declaration.
 - if there are special programs housed at the school which should not count toward the ADM but those students will be in the numbers; those situations should be identified on the Declaration.
8. Schools that have not yet opened but will be included in realignment as member schools must submit their projected ADM, as well as the impact it may have on existing schools. The superintendent or his/her designee in the LEA customarily submits the information, and it is certified by their Board of Education.
9. Use ADM numbers provided by DPI for the first month of the appropriate school year. When classifying schools projected to open in the first year of realignment, enrollment will be established using projections provided by the LEA, superintendent and certified by the Board of Education. For schools with special circumstances (schools

within a school, middle colleges, early colleges, Gates Foundation money, etc), those separate “schools” are combined together when they are playing under one name for athletic purposes and don’t have their own separate athletic programs.

10. Schools will NOT be listed in order from largest to smallest ADM numbers in initial posting, since numbers could change. Information from the Declarations of Intent as well as new school projections are added to the list of schools and numbers adjusted as appropriate. Schools are required to check for accuracy of their ADM. Questions and/or concerns should be addressed immediately.

11. After figures are posted and following the appropriate deadline, the figures are set and final; football playing schools will then be listed largest to smallest and divided into four groups for classification purposes, based on 20% of the schools in 4-A, 30% in 3-A, 30% in 2-A and 20% in 1-A. Once the lines are drawn, there will be no further changes for any reasons.

12. Process for dividing the schools in classifications:

--Non-football playing schools, and those requesting independent status, will be temporarily removed; then the member schools are divided by the appropriate percentage to make the four classifications. If the divided number is a fraction, half or more is rounded up.

--The lines are drawn from the top down, so the process starts with the largest school and works down to the dividing line, then the next class, etc. If the dividing line comes between two schools with the exact same ADM, those schools will all be placed in the higher classification.

--After the lines are drawn, non-football playing schools and those requesting independent status, will be re-inserted into the appropriate classification, based on their ADM number

13. No three-classification split conferences will be permitted. There must be at least two schools of a particular class in a split conference and it is highly recommended that there be at least three. The classifications must be adjacent; e.g. 1A/2A, 2A/3A, or 3A/4A.

14. The initial draft of conferences will be prepared for consideration by the membership, using a combination of computer analysis, school input and staff involvement. After classifications are established, ADM numbers are not considered when putting together the conferences within a classification.

15. A draft of the initial plan will be distributed to member schools by posting on the NCHSAA web site.

16. By the appropriate deadlines before all succeeding meetings, schools should submit in writing to the NCHSAA concerns or adjustments desired in any draft, so they may be collected prior to the meetings. This includes suggestions for conference affiliations or agreements among schools that have agreed to be in a conference together, etc. (See Timeline for all dates.)

--If a school submits suggestions that affect other schools, it should always let those affected schools know of their inclusion in an alternative plan, especially those to be discussed at one of the regional meetings.

17. Schools are required to attend either the East or West realignment meetings to react to the second draft.

18. Schools must respond with concerns or suggestions to the second draft by the appropriate deadline.

19. The Realignment Committee meets according to all established deadlines and meeting dates, hears appeals and can make adjustments to conferences.

20. April 13 will be the final appeal meeting of the Realignment Committee. Any final appeals must be received in writing at NCHSAA by April 1. The final draft will be sent to the NCHSAA Board of Directors.

21. During the May Board Meeting of the realignment year, the NCHSAA Board of Directors may consider appeals based on procedural errors after it has received the plan from the Realignment Committee. The Board then finalizes realignment.

22. The NCHSAA Board of Directors reserves the right to place a school up or down in classification in cases where the Realignment Committee believes there is an extreme geographic hardship and there is no negative affect on other schools. If request is approved, the Board of Directors has the right to recommend appropriate restrictions for the school(s) involved. **Note:** NCHSAA By-laws give the Board of Directors the authority to use other factors that may apply, to transfer schools to another classification.

23. Schools have a chance to meet after the realignment has been finalized, during the fourth year of the current alignment, to establish conference by-laws, appropriate schedules, etc, prior to when the new alignment period actually begins.

24. In August of the appropriate academic year, the new alignment begins with schools in those conferences and classifications.