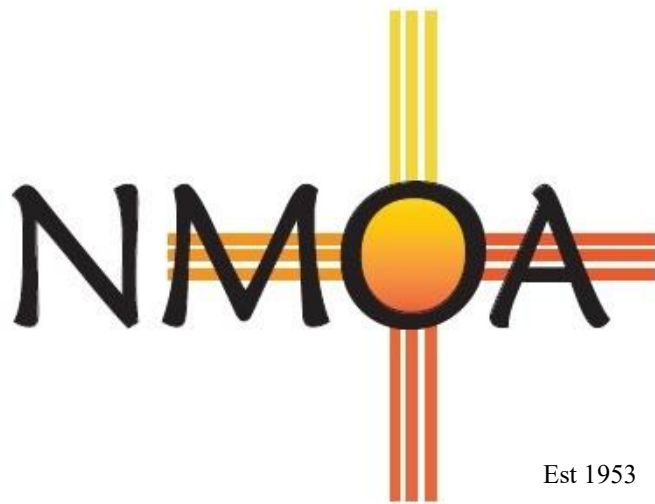


# **New Mexico Officials Association**



## **Constitution By-Laws Advancement & Certification Criteria**

Revised July 2025

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## **NEW MEXICO OFFICIALS ASSOCIATION - CONSTITUTION/BY-LAWS/ADVANCEMENT & CERTIFICATION**

### **I. CONSTITUTION**

#### **A. NAME**

This association is known as the New Mexico Officials Association (NMOA).

#### **B. PURPOSE**

The purpose of this association is to promote a high, uniform standard of athletic officiating in school athletic contests and events in the state of New Mexico.

#### **C. AFFILIATION**

The New Mexico Officials Association is affiliated with and sanctioned by the New Mexico Activities Association (NMAA). The fiscal responsibility and budget of the NMOA falls under the auspices of the NMAA. The NMAA/NMOA follow the contest rules established by the National Federation of State High School Associations (NFHS).

#### **D. MEMBERSHIP**

Membership in this association is limited to officials who are willing and able to meet the requirements and maintain the standards provided in the By-laws. The one exception to this is the provision for reciprocal membership contained in the By-laws.

#### **E. EXECUTIVE BOARD**

The elected and ex-officio officers, chairperson of each of the standing committees constitute the Executive Board of the NMOA. A standing committee for each individual sport selects one of its members to represent that sport on the Executive Board. The Executive Board is the body that is responsible for acquiring input from the membership in the sport represented and receives proposals from individual NMOA members or NMOA Standing Committee members for revisions to the governing documents of the NMOA.

#### **F. OFFICERS**

Officers of the association include a President, Vice-President, Secretary, and the NMAA Executive Director, NMAA Director of Officiating Services, or NMAA Commissioner of Officials, who serves as the liaison between the NMAA and NMOA. The President and Vice-President are elected each even-numbered year, and the Secretary is elected each odd-numbered year, each to hold office for a two-year term or until their successors are elected and qualified. The NMAA Executive Director, NMAA Director of Officiating Services or NMAA Commissioner of Officials is an ex-officio member of this association. If the President cannot complete his/her term, the Vice-President will assume the role of President and fulfill the term, and the Secretary will assume the role of Vice-President. If the Secretary becomes vacant, nominations for the position are solicited from the Supervisory Committee and the replacement for the unfilled term will be elected at the next Executive Board meeting.

**See Appendix A for the NMAA/NMOA Structure and Chain of Command**

#### **G. MEETINGS**

Four meetings will be held each year, with the format and date determined by the NMAA Commissioner of Officials. Meetings will take place in January, April, July and October each year. Other related meetings are to be determined by the NMOA Executive Board. For Executive Board meetings, a quorum consists of a majority of the Board.

#### **H. STANDING COMMITTEES**

The following standing committees are provided for; duties are outlined in the By-laws.

	<b>Committees</b>	<b>Year Elected</b>
1.	Baseball	Even
2.	Basketball	Even

- |     |  |      |
|-----|--|------|
| 3.  | Football   | Odd  |
| 4.  | Soccer   | Even |
| 5.  | Softball   | Odd  |
| 6.  | Supervisory  | Odd  |
| 7.  | Swimming & Diving  | Even |
| 8.  | Track & Field  | Even |
| 9.  | Volleyball   | Odd  |
| 10. | Wrestling  | Odd  |
| 11. | Representative of the New Mexico High School Coaches' Association, appointed by the Executive Director of the NMHSCA |      |

I. ELECTION PROCESS

The Supervisory Committee shall, on or before May 30 of each year, nominate at least two officials in good standing from each region for each standing committee to be elected during that year. During even-numbered years this will include the President and Vice-President and odd-numbered years will include the Secretary. Ballots for standing committee elections are emailed to the membership. Ballots are to be returned to the NMAA/NMOA per instructions. The person with the greatest number of votes for each election is declared elected to each committee with vacancies. The NMAA Commissioner of Officials or his/her designee will count the ballots for all elections and notify those elected. The NMAA office will use electronic methods of collecting votes. **See Appendix B for a detailed explanation of the election process.**

J. CONTENTS OF BY-LAWS

Control measures, membership requirements, duties of officers, functions of standing committees, and membership fees are outlined in the By-laws.

K. SUBSIDIARY ORGANIZATIONS

These organizations may have constitutions and By-laws. The constitution and By-laws of subsidiary organizations may not conflict with these provisions:

1. Regions have boundaries specified by the NMAA. The regional assigning Coordinator is responsible for all groups within a defined area.
2. Local groups consist of officials currently registered in a specific sport. Groups may be formed with the approval of the Executive Board. Local groups must develop By-laws pertaining to the election of local officers, to include a President, Vice-President and Secretary/Treasurer. In the absence of local By-laws, the NMOA By-laws will be adopted by the group and utilized.
  - a. A local group may be dissolved or suspended by action of the Executive Board, when it is deemed to have become too small to effectively serve its membership or for other just cause. The State Supervisory Committee concurrence or recommendation is required for these actions.
  - b. Each group must have a minimum of six members - one of whom must be at the second highest rating level or higher in the specific sport.
3. A Supervisory Committee shall be created within the local association By-laws to respond to concerns associated with group members. The Supervisory Committee has the authority to take appropriate sanctioning action. In the absence of a local supervisory committee, matters will be referred to a regional Supervisory Committee. This is to ensure that an official has the same number of levels of due process as an official in a group with a local Supervisory Committee.

L. AMENDMENTS

Amendments to this Constitution may be proposed by the Executive Board or upon the signed request of twenty-five percent of the membership and must be ratified by a two-thirds majority of those voting.

Voting on amendments shall be collected electronically/online. Officials have 15 calendar days from the date on which ballots were sent out to cast their votes. Note: Any editorial change that does not create a contextual change to the Constitution may be completed by the Secretary in consultation with the NMOA Board, without the voting process to approve.

## II. BY-LAWS

### A. MEMBERSHIP

1. Membership in this association is open to all persons who are seventeen (17) years of age or older for varsity contests in the sports of basketball, football, spirit, swimming and diving, track and field or wrestling **OR** sixteen (16) years of age or older for varsity contests in the sports of baseball, soccer, softball or volleyball. Members must be fifteen (15) years of age or older for high school sub-varsity/junior high contests in all sports.
2. Applicants for membership must signify their willingness and demonstrate their ability to meet the requirements of the Constitution and By-laws and comply with all provisions.
3. Eligibility for membership is determined by the NMAA. The final determination of an individual's eligibility rests with the NMAA Executive Director, and/or NMAA Director of Officiating Services, and/or the NMAA Commissioner of Officials.
4. Individuals with a felony arrest record must be reviewed and approved by the NMAA Executive Director, NMAA Director of Officiating Services, and NMAA Commissioner of Officials, in consultation with the NMOA Supervisory Committee, prior to acceptance of membership.
5. **Members in Good Standing (MiGS)** are those full dues-paying members who are actively engaged in officiating, have current dues paid, complete annual sports specific pre-season POEs and Rules meetings, and complete an additional in-depth rules meeting, and are not under sanction. Only MiGS may be elected to local or state offices.
6. **Reciprocal members** are reduced dues-paying members who are non-residents of New Mexico, actively engaged in officiating and are registered in another state. This state must grant reciprocity to members in good standing from New Mexico. Determination of eligibility shall be made by the NMAA. These members are not eligible for post-season events, nor do they have voting privileges.
7. Annual Dues

Members	Dues/Sport
All sports – all levels	\$80.00 first sport, free second sport, \$20 each additional sport
Reciprocal	\$20.00 each sport

Annual dues for officials are determined by the Executive Board. Any official registered for the current year in a sport may be assessed a \$25 late fee if he/she registers for the coming year in that sport after the deadline date. Deadline dates are as follows:

Football, Soccer, and Volleyball - June 1

Basketball, Powerlifting, Spirit, Swimming & Diving and Wrestling – September 1

Baseball, Softball, and Track & Field - December 1

### B. DUTIES OF OFFICERS

1. The President presides at meetings and is responsible for the appointment of any special task committees. Reports of standing and special committees are to be presented to the President. The President may delegate his duties to the Vice-President and (or) to the Executive Director. The President is a full participating member ex-officio of all committees.

2. The Vice-President acts as alternate for and executes all duties of the office of President when the President is absent or when the duties are delegated. He/She acts as Assistant to the President and may have any or all Presidential duties as delegated.
3. The Secretary shall keep an accurate record of the minutes of all meetings of the Association and the Executive Board. The Secretary shall complete the pertinent correspondence as directed by the President and/or the Executive Board and shall distribute the minutes of the meetings to all concerned. In the absence of the President and Vice-President, the Secretary may have any or all Presidential duties as delegated.
4. The NMAA Executive Director, NMAA Director of Officiating Services or NMAA Commissioner of Officials serves as Executive Officer of the Association and may have any or all Presidential duties as delegated by the Executive Board. Correspondence is handled by the NMAA Executive Director, NMAA Director of Officiating Services and/or the NMAA Commissioner of Officials. The director is also responsible for the coordination of effort between various standing committees and acts as the Association's contact and liaison officer with other similar organizations and with the New Mexico Activities Association. The Executive Director, NMAA Director of Officiating Services or Commissioner of Officials is a full participating member ex-officio of all standing NMAA committees.

#### C. DUTIES OF STATE LEVEL STANDING COMMITTEES

1. **Supervisory Committee**  
This committee has jurisdiction to review decisions made by the local and/or regional Supervisory Committees and the Commissioner of Officials regarding offenses by members of this Association, subject to final appeal to the Executive Board. This committee makes recommendations through the Executive Director, NMAA Director of Officiating Services or Commissioner of Officials to the New Mexico Activities Association, upon hearing of justifiable complaints by member officials against member schools, officials, or followers. Complaints must be made in writing. Electronic communication is acceptable.

Any official may appeal a decision of the local or regional Supervisory Committee or the Commissioner of Officials to the State Supervisory Committee.

Decisions of the State Supervisory Committee may be appealed to the NMOA Executive Board. In both cases, the appeal must be made by a letter (or email) from the official. This letter must be sent to the New Mexico Activities Association office within five (5) days after notification of determination is received from that committee. Failure to appeal within the time specified invalidates the right to appeal.

The Supervisory Committee shall act as the Nominating Committee for election purposes.

2. **Sports Committees**  
A standing committee for each individual sport is responsible for selecting one of its members to represent that sport on the Executive Board. This committee is responsible for securing input from the membership in the sport represented.
3. **Special Committees**  
The President may appoint committees that have specifically identified responsibilities and timeframes, to study and make recommendations to the officers and Board. Committees may be for constitutional review, and other issues including recruitment, etc.

#### D. DUTIES OF MEMBERS

1. Members shall not officiate without registering with the NMAA, with MiGS status, and assigned via the registration system through an NMAA-approved local assignor prior to the contest as specified by each sport's contract practices.
2. Members violating any of the provisions of the Constitution and By-laws, engaging in unfair practices or conducting themselves in a manner unbecoming of an official are subject to expulsion or such punishment or penalty as determined by the NMAA Executive Director, NMAA Director of Officiating Services, the NMAA Commissioner of Officials, or the Local/Regional Supervisory Committee after due hearing, subject to appeal to and review by the State Supervisory Committee and the Executive Board. The State Supervisory Committee may hear appeals, as applicable, of decisions made by the Executive Director regarding interpretations of this constitution, sanctions imposed, etc.
3. Members shall meet or exceed the minimum requirements for their respective sport(s) to be eligible to officiate that sport for the upcoming year or to advance in the official rating process.
4. The assigning Coordinator may not assign, nor can an official accept any contract games prior to obtaining MiGS status, indicating all requirements are met. Individuals who violate this requirement are subject to sanction by the Commissioner of Officials and/or State Supervisory Committee.

E. DUTIES OF VARSITY REGIONAL ASSIGNING COORDINATORS

Work collaboratively with their respective local assignors. Responsible for the assignment of officials for all varsity contests in his/her region. Review schedules from member schools and assign all varsity games in his/her region in the registration system. Confirm assignments with officials and schools. Help with professional development opportunities for and education of officials. Handles all turn-back and schedule changes. Serves as a liaison between the NMAA, the NMOA and NMAA member schools. Serves as an independent contractor to the Association and member schools. Report directly to the NMAA Commissioner of Officials. If there is an issue the Commissioner cannot resolve, it can be escalated to the NMAA Executive Director.

F. DUTIES OF GROUP LEADERS/LOCAL GROUP PRESIDENT

1. Group leaders, selected through the processes established in local group By-laws, are responsible for conducting local meetings during the season, maintaining a meeting attendance list, and submitting the attendance list within thirty (30) days following the final state championship game in that sport to the NMAA.
2. The process for the selection of group leaders, inclusive of the method of selection and terms of office, is to be determined by each local association and should be contained within the local association's By-laws.

G. NMOA MENTOR PROGRAM

1. The NMOA Mentor Program, designed to improve training and retention of new officials, operates under the following guidelines.
  - a. The group leader assigns a new official to a veteran official. The senior partner is responsible for assisting the new official in whatever capacity is required to learn the officiating process. Responsibilities include, but are not limited to the following:
    - 1) Accompanying the new official to as many of their contract contests as possible.
    - 2) Introducing the new official to the practical aspects of the Handbook, Constitution and Local By-laws, as applicable. The veteran official must accompany the new official to meetings, explain meeting issues, as necessary.

- 3) Make every effort to ensure a new official is familiar with all roles and responsibilities.
- 4) Assist in routinely evaluating the new official's performance with the goal of continuous improvement.
- b. Each new official is assigned to a veteran partner for one year.
- c. Senior officials selected for this program must be responsible and positive role models.

#### H. ETHICS/BEHAVIOR

Officials shall conduct themselves in an ethical manner consistent with a humane approach towards fellow officials, coaches, players and spectators. This shall include but is not limited to refraining from making public and/or private comments about officials or game situations except as requested by the Supervisory Committee. The official will honor and abide by the "Officials Code of Ethics" as specified by the National Federation (NFHS).

#### I. NMOA SEXUAL HARASSMENT & SEXUAL DISCRIMINATION POLICY

Sexual harassment is unwelcome conduct of a sexual nature. It constitutes a form of sexual discrimination and is a form of misconduct. All NMOA officials must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. It is the intent of the NMOA to protect all officials from inappropriate behavior.

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical, visual, or written conduct of a sexual nature. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature that interferes with the work of its victims.

Sexual discrimination involves treating someone differently because of that person's sexual orientation. Mirroring a 2003 New Mexico state law, officials are not to be discriminated against based on sexual orientation, gender, or gender identity. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII.

##### 1. **Reporting of Sexual Harassment/Sexual Discrimination**

Any official who believes that sexual harassment or sexual discrimination has occurred should immediately report the incident to the NMAA Commissioner of Officials in writing (via mail or email). The NMOA takes these matters very seriously and will conduct a prompt investigation. Any member of the NMOA found to have engaged in any form of sexual harassment or discrimination will be subject to appropriate disciplinary action up to and including expulsion from the Association.

The NMOA will not tolerate retaliation against any official for filing a complaint or bringing inappropriate conduct to management's attention. Absolute confidentiality cannot be guaranteed, but every effort will be made to handle all complaints and investigations with as much discretion and confidentiality as circumstances permit.

#### J. CONFLICT OF INTEREST POLICY

Officials shall not work contests for teams/schools with whom they have a close affiliation or relationships without prior permission from the NMAA. Examples of this affiliation would be family members on the coaching staff, family members who play on the team, official is a booster of a particular school or any other close relationship that would lead to accusations of a conflict of interest. It is the responsibility of the official to notify the NMAA and his/her assigning coordinators of any schools/teams with which conflict of interest exists. Failure to disclose these relationships will lead to penalties in concert with the NMOA's series of sanctions.



#### K. SERIES OF SANCTIONS

1. **Level I Sanctions - Written Reprimand, Placement on Probationary Status, depending on severity of act) - These violations are under the auspices of the local association and suspensions are levied by the local group leader and/or the local/regional Supervisory Committee. Individuals who commit violations of this nature must take the NFHS Online Course prescribed by the NMAA Commissioner of Officials and are subject to the sanctions as stated above.**
  - a. Out of approved regulation uniform.
  - b. Late arrival for a game or at game site without a valid excuse.
  - c. Failure to report incidents involving officials, spectators, teams and/or schools by the specified time.
  - d. Failure to reply to the State Commissioner or State Supervisory Committee when investigating an incident by the specified time.
  - e. Failure to submit examinations by the due date.
2. **Level II Sanctions (Temporary Suspension or Expulsion, based upon the severity of the act) - These violations are under the auspices of the NMOA, and suspensions are levied by the NMAA Commissioner of Officials or the local, regional, or State Supervisory Committees. Individuals who commit violations of this nature must take the NFHS Online Course prescribed by the NMAA Commissioner of Officials and are subject to the sanctions as stated above.**
  - a. The responsible official or assigning Coordinator will be subject to a sanction for an individual working a varsity game or match who is not registered and in good standing with the NMAA.
  - b. Unprofessional conduct or unethical conduct and practices.
  - c. Failure to fulfill contracts except when given an approved release.
  - d. Soliciting games, sitting in on local and state meetings for the purpose of politicizing the assignment of games or officials unless so sanctioned by the school principal, and/or otherwise meddling in the affairs rightly the duty of the NMAA and/or school officials.
  - e. Dereliction of duty or falsification of reports or records. Dereliction of duty may include rules misapplications during contests.
  - f. Engaging in behavior contrary to the tenets of the NMAA's Compete with Class Initiative.

#### L. RIGHT OF APPEAL

1. Any decision of the NMOA Executive Board by which an official is aggrieved may be appealed through the New Mexico Activities Association process.
2. Appeals must be initiated by a letter from the petitioning official. The letter must request the decision be reviewed and must be sent to the NMAA Commissioner of Officials postmarked or timestamped within ten (10) calendar days of the date of mailing of the Executive Board's decision. Failure to appeal within the time specified constitutes a waiver of any rights to appeal. Appeals can be sent electronically or via hard copy mail.
3. Evidence and testimony at meetings/hearings is informal but follow generally accepted rules and procedures for ensuring due process. New evidence is not allowed unless not in existence at the time of the decision of the Executive Board, or which although in existence at that time, was not discovered.

#### M. AMENDMENTS TO THE BY-LAWS

Amendments to the By-laws may be proposed by the Executive Board or upon written signed request of twenty-five percent of the membership and must be ratified by a simple majority of those voting. Voting on amendments shall be collected electronically. Officials will have 15 calendar days from the date on which ballots were sent out to cast their votes. Note: Any editorial change that does not create

a contextual change to the By-laws may be completed by the Secretary in consultation with the NMOA Board, without the voting process to approve.

### III. ADVANCEMENT AND CERTIFICATION

#### A. INTERPRETATIONS AND PROCEDURES FOR ALL SPORTS

1. **Eligibility:** Two levels of eligibility exist – Registered and Post-Season Eligible.
  - a. Registered status minimum requirements - Member in Good Standing (MiGS), prior to working a contest in that sport season:
    - i. Dues are current.
    - ii. Pre-season sport specific POEs and rules meeting completed annually.
    - iii. Completion of an additional in-depth rules meeting completed annually by designated deadlines.
    - iv. No existing sanctions, discipline, or background check issues
  - b. Post-Season Eligibility minimum requirements, prior to working a contest in that sport post season:
    - i. Meet all MiGS requirements.
    - ii. Minimum score of 80% on the current season NFHS exam
    - iii. Actively working varsity contests in the current season
  - c. Post-Season Selection - Additional Considerations
    - i. School ratings
    - ii. Exam scores higher than 80%
    - iii. Supplemental camps, clinics, meetings or state conferences
    - iv. Favorable observations
    - v. Coordinator recommendations
2. **Transfer Officials:** Officials transferring from other state high school associations to this association (NMOA) may be placed at a level comparable to the originating state and test scores may be transferred. This decision is made by the NMAA Commissioner of Officials.
3. **Rules Examinations:** The minimum successful passing grade for any required exam is 80% for Post-Season Eligibility. Exams are open book.
4. **Post-Season Assignments (All Sports):** The selection of officials for post-season contests is ultimately under the authority of the New Mexico Activities Association. Officials **with Post-Season Eligibility** are given first consideration to work post-season contests. Registered officials may work post-season only with permission of the NMAA Commissioner of Officials. Factors such as coaches' input, exam scores, attendance at camps, clinics, meetings, or state conferences, favorable observations by NMAA approved observers, and feedback from local group leaders, local assignors, and regional assigning Coordinators may be considered in making the selection for post-season officiating staff. The final decision for the selection of post-season officials falls under the authority of the NMAA Executive Director, NMAA Director of Officiating Services, NMAA Commissioner of Officials, and NMAA Sport Director.

#### DEFINITIONS/CONDITIONS COMMON TO ALL SPORTS:

- Officials Ratings will be kept internally at the NMAA office and will be disseminated to regional assigning Coordinators and athletics directors prior to post-season selection meetings.
- **Registered** officials may work post-season only with the permission of the NMAA Commissioner of Officials.
- **Post-Season Eligible** officials in good standing for the current season are eligible to officiate the State Tournament in all rounds.

### **POWERLIFTING OFFICIALS' CRITERIA:**

- Head Judges and Platform Judges must register online in the NMAA approved registration system, attend the annual Powerlifting rules clinic, and view the NMAA Powerlifting Tutorial video accessed in their profile in the registration system.
- Head Judges must score at least 80% on the NMAA Powerlifting Rule Book exam and complete the Meet Directors Tutorial. These are also accessed in their profile in the registration system.

### **SPIRIT OFFICIALS' CRITERIA:**

- Spirit judges must register online in the NMAA approved registration system.
- Judges can register in any of the following categories: Cheer Judge, Dance Judge or Tech Judge. Judges can register in more than one category.
- Spirit judges are required to attend an NMAA-sanctioned spirit judges' training each year.
- Spirit judges are assigned through the NMAA Spirit Judges' Coordinator but spirit judges do not have local associations.

### **SWIMMING & DIVING OFFICIALS' CRITERIA:**

- All officials must attend annually the NMAA Swimming & Diving Rules Clinic, in addition to the NMOA Swimming & Diving Officials Training. These trainings will take place either in-person regionally OR online statewide. The format is determined by the NMAA Office.
- Nominations for Starter and Referee shall be reviewed and approved by the NMOA's Swimming & Diving Committee. Any concerns shall be addressed to the Chairperson of the Swimming & Diving Committee who shall review with the committee members and with NMAA's Commissioner of Officials.
- Only Approved Officials in good standing for the current year are eligible to officiate the State Championship meet. Selection will include input and recommendations from the regional assigning Coordinators and Referees, shall to the greatest extent possible include officials from each Region; and have the overall goal to advance swimming in New Mexico by providing a qualified and complete officiating deck.

### **TRACK & FIELD OFFICIALS' CRITERIA:**

- Individuals wishing to serve as NMAA Track & Field Meet referees must register online in the NMAA approved registration system.
- Track and Field Meet referees must attend the NMAA Track & Field Rules Clinic each year, in addition to the NMOA Track & Field Officials Training.
- Track and Field officials are assigned by Varsity Regional Track & Field Assigning Coordinators, but the sport of track and field does not have local associations.
- Meet referees may be coaches who are certified track officials via the NMAA/NMOA as long there are at least three coaches from three different schools at the meet who are NMOA certified and all three must agree to certify/verify the results of the meet.

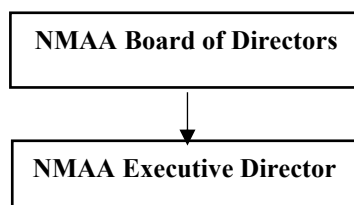
#### **M. AMENDMENTS TO THE ADVANCEMENT AND CERTIFICATION REQUIREMENTS**

Amendments to the Advancement and Certification Requirements may be proposed by the Executive Board or upon written signed request of twenty-five percent of the membership and must be ratified by a simple majority of those voting in the specific sport affected. Voting on amendments shall be collected electronically. Officials will have 15 calendar days from the date on which ballots were sent out to cast their votes. Note: Any editorial change that does not create a contextual change to the Amendments to the Advancement and Certification Requirements may be completed by the Secretary in consultation with the NMOA Board, without the voting process to approve.

### **APPENDICES (informational only)**



#### **Appendix A - NEW MEXICO OFFICIALS ASSOCIATION STRUCTURE & CHAIN OF COMMAND**





## I Have A Problem – Where Do I Go?

Problem/Issue	Contact First	Contact Second	Contact Third
Questions about registrations, rulebooks, membership rating	NMAA Commissioner of Officials	NMAA Director of Officiating Services	NMAA Executive Director
Problems with assignments/schedule	Regional or local assigning coordinator (depending on level) first	NMAA Commissioner of Officials	NMAA Executive Director
Proposals for changes to the NMOA governing documents	Written proposal to the NMOA Executive Board to be sent to the Commissioner of Officials	N/A	N/A
Problems with NMAA staff	NMAA Executive Director	NMAA Board of Directors	N/A
Interpretations or questions about NMOA Constitution or NMOA policies	NMAA Commissioner of Officials	NMAA Executive Board Members	N/A
Problems with fellow officials	Local group leader, local supervisory (in that order)	NMOA Supervisory/NMAA Commissioner of Officials	NMOA Executive Board
Not getting paid by a school	NMAA Commissioner of Officials (send the game date, time, site via email)	NMAA Director of Officiating Services (to be informed by Commissioner of Officials)	NMAA Executive Director
Sport rules interpretations	NMAA Director of each sport (see attached directory-final page)	N/A	N/A
Submission of Incident Reports (ejections, fan behavior, sportsmanship)	NMAA Office – Assistant Director, Chris Kedge ( <b>Do NOT submit complaints about behavior directly to AD's</b> )	N/A	N/A
Complaints/Concerns about NMAA member schools	NMAA Commissioner of Officials	NMAA Director of Officiating Services	NMAA Executive Director

This chart is not meant to be all-inclusive, but it does encompass many of the common issues brought to our office. If you do not know who to talk to, please contact Carl Vigil at [carl@nmact.org](mailto:carl@nmact.org) or 505-923-3286 or Zac Stevenson at [zac@nmact.org](mailto:zac@nmact.org) or 505-923-3277 or and they will point you in the right direction!





## Appendix B

### NMAA Staff Directory (relative to officials) & NMOA Leadership

#### NMAA Staff

**NMAA Executive Director**

Dusty Young  
505-923-3267  
[dusty@nmact.org](mailto:dusty@nmact.org)

**NMAA Associate Director**

*Wrestling and Powerlifting Rules Interpreter*  
Scott Owen  
505-923-3273  
[s.owen@nmact.org](mailto:s.owen@nmact.org)

**NMAA Director of Officiating Services**

*Basketball and Soccer Rules Interpreter*  
Zac Stevenson  
505-923-3277  
[zac@nmact.org](mailto:zac@nmact.org)

**NMAA Commissioner of Officials**

Carl Vigil  
505-923-3286  
[carl@nmact.org](mailto:carl@nmact.org)

**NMAA Assistant Director**

*Football and Baseball Rules Interpreter*  
Tyler Dunkel  
505-923-3268  
[tyler@nmact.org](mailto:tyler@nmact.org)

**NMAA Assistant Director**

*Volleyball and Golf Rules Interpreter  
Ejection/Incident Reports*  
Gary Allison  
505-923-3276  
[chris@nmact.org](mailto:chris@nmact.org)

**NMAA Assistant Director**

*Track & Field, Cross Country, and Swim & Dive Rules  
Interpreter*  
Jackie Martinez  
505-923-3281  
[jackie@nmact.org](mailto:jackie@nmact.org)

**NMAA Assistant Director**

*Spirit and Tennis Rules Interpreter*  
Julie Sanchez  
505-923-3278  
[julie@nmact.org](mailto:julie@nmact.org)

**NMAA Assistant Director**

*Softball Rules Interpreter and Bookkeeper*  
Annette Castillo  
505-923-3296  
[annette@nmact.org](mailto:annette@nmact.org)

#### NMOA Leadership

**President**

David Briseno  
505-238-6812  
[sixbrisenos@mac.com](mailto:sixbrisenos@mac.com)

**Vice-President**

Walt Sanchez  
575-636-5368  
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**Recording Secretary**

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Basketball

Swim & Dive

Supervisory

### **Appendix B - NMOA ELECTION PROCESS**

- **ELECTION PROCESS (Standing Committees):** If there is a vacancy for any NMOA standing committees (Baseball, Basketball, Football, Soccer, Softball, Swimming & Diving, Track & Field, Volleyball, Wrestling or Supervisory), the following process is followed:
  - An email is sent out to the NMOA Supervisory Committee and the NMOA membership, soliciting nominees. This takes place after the April Executive Board Meeting. Members of the Supervisory Committee can submit nominees and/or officials can contact the NMAA office, if they would like to be placed on the ballot. Supervisory Committee members can only nominate officials from his/her own region. Once nominations cease, 10 days after the email is sent out, the ballot is prepared.
  - This ballot is then sent out via email to the officials in each sport with vacancies and officials vote for candidates within their own regions (Central for Central, Northeast for Northeast, etc).
  - Whomever receives the most votes in each region represents the sport committee for that region. These individuals, each representing their own regions, then select their chair to serve on the Board via a ballot.
  - In most cases, there are five people voting – one from each region – and they rank the committee members from 1-5, with “5” being the most preferred. This is the only time an official can vote out of region, and they have to place a value next to each member so that an accurate calculation is obtained. Whomever has the most points from the chair selection from the regional representatives serves on the Board, representing that sport. Please note the following:
    - Basketball has six regions with six members voting for chair.
    - Swimming & diving and track & field each have three regions, with three members voting for chair.
  - Note that for the Supervisory Committee, the process is essentially the same, but the ballot is sent out to officials in all sports.
- **ELECTION PROCESS (President, Vice President, and Secretary):** For President, Vice-President, and Secretary, the process is done much the same way.
  - The Supervisory Committee submits names for those positions and/or officials can ask to be placed on the ballot. A combination of the Supervisory Committee nominees and officials who have asked to be placed on the ballot are included for consideration. The Supervisory Committee members can ONLY submit names from his/her own region.
  - The ballot is sent out to all officials and the officials vote for the individuals in their respective regions for those positions (Central votes for Central only, Northeast for Northeast only, etc.).
  - The top vote getters from each region in both the President and Vice-President positions are sent back to the Supervisory Committee for selection to those positions. This is done so that there is no advantage to a larger region or disadvantage to a smaller region. The Supervisory Committee ranks the candidates from 1 to 5, with “5” being the most preferred. Again, there are five people in most cases (one from each region) voting in this process so that all five regions are represented, and no weight is given to one region over the other.

- The officials with the highest point total from the Supervisory Committee in each position are then sent to the NMOA Executive Board for approval/ratification.
- **WRITE-IN CANDIDATES:** For all positions, officials can also write-in candidates for the vacant slots (from their own regions).



## **Appendix C - STANDARD UNIFORMS FOR MEMBERS OF THE NEW MEXICO OFFICIALS ASSOCIATION**

The following represents the standard required uniforms for officials in the New Mexico Officials Association. Any modification to or deviation from these uniform standards must be petitioned, in writing, to the NMAA Executive Board through the NMAA Commissioner of Officials. Some modifications for members of a local association (i.e., American flags on uniforms or commemorative patches) may be approved via written request to the NMAA Commissioner of Officials.

### **BASEBALL**

1. **Shirt:** Clean, pressed, collared shirt. New Mexico allows umpires to wear umpires' shirts in the following colors: light blue, navy blue, black and cream.

The NFHS navy blue pullover, or black pullover or black with white piping on the shoulders are also allowed for cold weather games. All umpires on the same crew must wear the same style and color of shirt for a given game. A navy, light blue or black turtleneck may be substituted for a shirt when wearing a coat.

For all shirts except navy blue, umpires will wear a black undershirt. For navy blue shirts, umpires will wear a navy blue undershirt.

A navy blue or black sweater (worn on bases only), blazer, windbreaker or wind shirt worn over the appropriate shirt is acceptable. Long-sleeved shirts worn underneath the collared shirt are not acceptable except for umpires who have medical conditions which require the use of long-sleeves. This must be approved in advance by the NMAA office.

Umpires are also permitted to wear baseball shirts with the side panel down the side of the shirt and its sleeve (long and short sleeved, sky blue and black). Same color restrictions as above. All umpires on the crew must wear the same color and style of shirt.

2. **Pants:** Clean and pressed heather gray or charcoal gray slacks. Because different manufacturers have different colors of "heather" gray, any manufacturer's heather gray color will suffice.
3. **Hats:** Black hats with the NMOA logo are to be worn with all shirts except the navy blue shirt. When wearing navy blue shirts, umpires must wear a navy blue hat with the NMOA logo. ***Hats with logos are mandatory.*** Hats may be purchased through vendors at any of the links below:

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/nmoa-logo-umpire-hats>

MT Needles Embroidery:

<https://www.mtneedlesembroidery.com/showrooms.htm>

4. **Shoes:** Shoes must be all black or black with white trim.
5. **Belts:** Belts must be all black.

6. **Ball bags:** Black ball bags should be used with all shirts except navy blue. Navy blue ball bags should be used with navy blue shirts and navy-blue hats.
7. **Socks:** Socks may be navy-blue or black.
8. **Accessories/Protective Equipment:** The plate umpire needs to have a ball and strike indicator, a small whisk broom, a protective supporter and cup, ball bag (may be black, or navy), lineup cards and a pen or pencil for lineup changes. A chest protector, sturdy mask (with a mandatory throat protector) and shin guards are standard equipment for a plate umpire.

## **BASKETBALL**

1. **Shirt:** Black and white vertically striped, short sleeved official's shirt. Shirt shall be V-neck (no collar). The shirts with the wide side panel, all-black sleeves may be used (NCAA Men's Shirt) or grey body with white pin stripes and black sleeves (NCAA Women's) may be used, provided that all officials on the crew are wearing the same shirt.
2. **Pants:** Black pants with no flares.
3. **Socks:** Black socks.
4. **Shoes:** Entirely black shoes with black laces.
5. **Whistle:** Black whistle and black lanyard are required. It is recommended that officials carry a spare whistle with them.
6. **Jacket:** ***solid black, athletic, zip jackets, with the NMOA logo on the left sleeve are required for all basketball referees.*** No other logo or adornment may be placed on the jacket. These jackets may be purchased through vendors at any of the links below:

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/nmoa-smitty-stand-up-collar-referee-jacket>

Officials Gear Outlet:

<https://officialsgearoutlet.com/collections/basketball-referee-jacket/products/nmoa-smitty-stand-up-collar-referee-jacket>

Officials Timeout:

<https://theofficialtimeout.com/collections/utah-hs/products/nmoa-smitty-stand-up-collar-referee-jacket>

MT Needles Embroidery:

<https://www.mtneedlesembroidery.com/si/753594685/bks232m/smitty-black-jacket-with-knit-cuff>

## **FOOTBALL**

1. **Shirt:** Black and white vertically striped, long or short-sleeved knit shirt shall be worn. ***2 ¼-inch striped shirts are mandatory with the American flag above the pocket. The flag must go above the pocket (that is the most common for manufacturers), with white piping (if a patch) or sublimated directly onto the shirt.*** All officials in a given game are to wear the same type shirt (i.e., short or long sleeves).
2. **Pants:** Football officials must wear black pants with a white stripe. Pants may be worn with either long-sleeved shirts or short-sleeved shirts (or jackets) and black socks must be part of the uniform.



- Football officials may wear black shorts at any level, with the approval of the local association. Each local association is given the authority to choose whether they will utilize black shorts or if they will not allow the use of shorts at all.
3. **Belt:** A black leather belt 1 ¼ to 2 inches wide with a plain buckle shall be worn (either with pants or shorts).
  4. **Socks:** Solid black socks are worn with black pants and short black socks will be worn with shorts.
  5. **Shoes:** Black football shoes with black laces are required. Shoes should be shined before each game.
  6. **Hat:** Black baseball-style cap with white piping is required. The Referee shall wear a solid, white baseball-style cap. Caps must be fitted.
  7. **Jacket:** For inclement weather games, officials may also wear a black and white vertically striped jacket.
  8. **Accessories:** All officials must have the proper equipment, including a whistle, penalty marker, blue or white bean bag (all officials on the crew must have the same color), game card, pencil and rubber bands/down marker. The penalty marker shall be a light gold flag (15 x 15 inches) with a middle pouch weighted with sand or beans, etc. The linesman shall furnish a clipping device for use in measuring first downs. The line judge / back judge shall have a countdown timer.

#### **POWERLIFTING**

1. Black Polo
2. Black Slacks (no sweats)
3. Primary Black Shoes
4. No Headwear

#### **SOCCER**

1. **Shirt:** Officials must wear a soccer official's shirt in red, yellow, blue, black, or green. The shirts may be long-sleeved or short-sleeved. All officials on the crew must wear the same color shirt with the same sleeve length.
2. **Shorts:** Black shorts. Long black pants are permissible by NFHS rule for inclement weather.
3. **Shoes and Socks:** Predominantly black shoes and black stockings with white stripes.
4. **Accessories:** Two whistles, flags, yellow card, red card, two stop watches, flipping coin, pencil, and scorecard.
5. **Hat:** If worn, a hat must be solid black.

#### **SOFTBALL**

1. **Shirt and Slacks** – Shirts and slacks shall be clean, wrinkle free and not faded or stained. All members of the crew shall wear the same uniform combination. Umpires shall wear one of the following uniform combinations:
  - Sky Blue pullover shirt with Black panels and Charcoal Gray slacks.
  - Other shirt color options that may be worn with the Charcoal Gray slacks are Charcoal Gray with Black side panels or Black with Charcoal Gray side panels.
2. **Undershirt** – Undershirts shall be clean and not faded.
  - Undershirts shall be solid White or Black and shall not be imprinted with any designs.
  - It may be short or long sleeve.

- Members of the crew may wear a combination of short or long sleeve, but all members shall wear the same color undershirt.
3. **Belt** – A belt shall be worn. The belt shall be clean, shined, and free of tears or cracks.
    - The belt shall be black.
    - The belt shall have a small unadorned buckle.
    - A Patent Leather belt is optional provided it meets the requirements above.
  4. **Socks:** Black socks that are at least mid-calf in length shall be worn. They shall be clean, unadorned, and not faded.
  5. **Shoes:** Shoes, plate and base, shall be solid black and unadorned with black shoes strings. Shoes shall be clean and shined.
    - Plate umpire's shoes should offer the maximum protection with a hard shell or steel reinforced toe and steel or reinforced tongue.
    - Soles should provide good traction.
    - Patent Leather shoes, plate and base, are optional provided they meet the requirements above.
  6. **Hat** – The hat shall be fitted and clean and free of stains.
    - A Black hat with the NMOA logo shall be worn when wearing Charcoal Gray slacks.
    - Hats may be purchased through vendors at any of the links below:

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/nmoa-logo-umpire-hats>

Officials Time Out:

<https://theofficialstimeout.com/collections/utah-hs/products/nmoa-logo-black-umpire-hat>

MT Needles Embroidery:

<https://www.mtneedlesembroidery.com/showrooms.htm>

- The hat shall never be worn backwards.
7. **Ball Bag** – A ball bag is mandatory for the Plate Umpire. Base Umpires shall not wear a ball bag. The ball bag shall be clean, wrinkle free and not faded.
    - A Black ball bag shall be used when wearing Charcoal Gray slacks.
    - The ball bag should be able to hold two softballs, and two ball bags are recommended.
  8. **Additional Upper Body Items** – Outerwear, jackets, is optional dependent upon the weather. It shall be clean, wrinkle-free and free of stains.
    - The jacket may be a short zipper pullover or a full zipper jacket.
    - It shall have a Navy-Blue body with Light Blue and White stripes on the shoulders.
  9. **Protective Equipment and Accessories** – The following items are additional items and shall be kept clean and in working order:
    - A black colored face mask with a throat protector, either through the extension of the mask or attached is required. The exterior visible portion of the padding should be black. A sun shield that is attached to the mask is allowed.
    - The chest protector, which fits comfortably under the shirt, is strongly recommended.
    - The leg guards, which fit comfortably under the slacks, are strongly recommended.
    - Each umpire shall have a ball/strike indicator.

- Each umpire should carry a bat ring.

## **SPIRIT**

1. **Shirt:** Black polo shirt, with grey striping down the side and Compete with Class Logo on the left chest (available for order through the NMAA).
2. **Pants:** The required polo shirt should be worn with slacks or skirts so that judges are professional and uniform in appearance while serving our member schools.
3. **Jacket:** ¾ zip pull-over with NMOA logo.

## **SWIMMING**

1. **Shirt:** White, short-sleeved, collared polo shirt. Women may wear a white, sleeveless collared shirt as an option as well. ***The Meet Referee may designate alternate official uniforms for those meets conducted using a preliminary/final format.***
2. **Pants:** Navy blue pants, shorts, or skirt. Sweatpants, jeans, leggings and tights are not permitted.
3. **Shoes:** White shoes are recommended, although sandals or flip-flops are permitted, due to exposure to water.

## **VOLLEYBALL**

1. **Shirt:** White short-sleeved, collared polo shirt. The shirt may or may not have a pocket. By state adoption, officials may wear a long-sleeved white polo shirt or a long-sleeved white sweater. The sweater must be a pullover (not a sweatshirt and not a cardigan) and must not have buttons or zippers. When wearing the sweater, the short or long-sleeved polo must be worn under the sweater with the collar pulled out over the collar of the sweater. **OPTIONAL: Officials have the option to wear the Cyan Blue or Grey Polo Shirt with the NMOA Logo if the entire crew wears the same color and logoed shirt.**

MT Needles Embroidery:

<https://www.mtneedlesembroidery.com/showrooms.htm>

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/new-mexico-nmoa-logo-volleyball-shirts>

2. **Pants:** Black slacks. If the slacks have belt-loops, wear a black belt. Jeans and/or sweatpants are not permitted. By state adoption, officials may wear shorts while officiating NMAA sanctioned matches. If shorts are worn, both Referee 1 and Referee 2 must wear them, so we advise that officials contact their partners prior to matches to ensure you are wearing the same uniform. If officials choose to wear shorts, they must wear unadorned white shoes with white socks. Shorts **WILL NOT** be allowed for post-season competitions, beginning with the district tournaments.
3. **Shoes and Socks:** Solid black athletic shoes and black socks.
4. **Accessories:** For the referee, a whistle and lanyard. The whistle and lanyard may be either black or white. A set of yellow and red cards, a coin, and a chain to measure the net are also required. For the umpire, a whistle, lineup card, pen/pencil, a set of yellow and red cards and a coin. It is recommended that officials also have a set of flags for line judges, however, these are not mandatory.

## **WRESTLING**

1. **Shirt:** Short-sleeved gray shirt with black pinstripes. ***The shirt must have a sublimated NMOA logo on the left chest.*** Shirts can be purchased through vendors at any of the links below:  
Purchase Officials Supply:  
<https://purchaseofficials.com/collections/new-mexico/products/nmoa-logo-dye-sublimated-grey-v-neck>  
Officials Timeout:

MT Needles Embroidery:

<https://www.mtneedlesembroidery.com/si/113594903/usa-205nm/smitty---wrestling-short-sleeve-shirt-with-flag>

2. **Pants:** Full-length black trousers.
3. **Belt:** Black belt, if worn.
4. **Shoes and Socks:** Black socks and black wrestling/gym shoes.
5. **Accessories:** A red armband on the left wrist, a green armband on the right wrist, a two-colored disk, a black lanyard, a black whistle (preferably not a hand-whistle) and a kit to conduct the random draw.



#### **Appendix D - New Mexico Officials Association Social Media Policy**

Social media such as Facebook, SnapChat, Instagram, LinkedIn and Twitter can be great tools for reconnecting with old friends, staying in touch with family and even networking with colleagues. While there is so much positive that can come out of these sites, we also must be mindful of their very public nature. Here are some guidelines for sports officials who use social media (chat rooms, forums, and social media pages):

#### **DO'S**

- 1) Do use social media as a means for sharing information with members of your local association. Some local groups in New Mexico have created Association pages and have their group members on their friend lists. This can be a great mechanism for information dissemination and can also be a page for recognition of group members and to give potential new members a first look at becoming an official.
- 2) Do use social media as a recruitment tool. Given the median age of most users of social media, it can be a great means of getting new members into the vocation.
- 3) Do remember to keep things positive if you post information on these sites. If you come home from a game wherein everything went smoothly, it is okay to generically post about it. For example, you could say, "I had a great softball game tonight. Both teams displayed great sportsmanship. Reminds me why I umpire." Try to avoid posting specifics about your schedule.
- 4) Do be aware that posts on social media are visible to the public. Even if you limit access to your page to friends, it is likely that your post will be viewed by someone beyond the circle of people you intended to see it.

#### **DON'TS**

- 1) Do not post any disparaging comments about players, coaches, schools, fans, or fellow officials online. Someone will see what you said, and you will only cause problems for yourself. Even if the person at whom your remark is intended does not read it, someone who knows him/her will. You cannot un-ring the bell. Once it is in writing, it can and will come back to haunt you.
- 2) Do not advertise where you are officiating at any time. We appreciate the pride that you have in being an official, but we discourage you from saying where you are officiating and when (i.e., "Joe Official is excited to be officiating tonight between School A and School B). If everyone knows where you are working, it opens the door for undue influence and perceptions that undue influence existed. If you post about your games after the fact, pictures are fine and recognizing your crew is fine but do not talk specifically about the teams and/or coaches involved in the contest.
- 3) DON'T post anything relating to the schools you have worked at or will work. It calls your objectivity into question.
- 4) Do not be a "cheerleader" for any school, team, coach, or player on these sites. Remember that perceptions of bias are dangerous for officials. If you post a picture of yourself wearing the shirt of your alma mater online and then call a game for that school the following week, you may be setting the stage for allegations of bias by that school's opponent.
- 5) Do not post specifics about games, whether good or bad. If you want to give kudos to a team, send the information to the NMAA office so we can properly commend them. If you post something about a team or

a coach by name, it can again lead to perceptions of favoritism toward or bias against that team in future games. If you feel like what you are going to say may be inappropriate, it probably is.

- 6) Do not start posting online after you have had a rough game. Emotions may start to flow a little too much and it is better to cool off before you start venting your frustrations online. If you have had a rough game, talk to your spouse, call a friend, call your mentor or call our office. Do not let it all out on your Facebook page.
- 7) Do not use social media to criticize state or local association policies, assigning practices, etc.

Take a commonsense approach to posting information on these sites and always be mindful that what you post in a public arena, whether positive or negative, is out in cyberspace for the world to see. Conduct yourself in the same ethical manner that you would in any other venue and remember that you are representing yourself, your local association and the NMOA.

***NOTE: Any violation of the NMOA social media Policy will fall under the Level II Fines/Sanctions in the NMOA Constitution and By-Laws (unprofessional conduct or unethical conduct and practices) and the offending official will be subject to a possible suspension, as determined by the NMAA Commissioner of Officials.***

#### **Appendix E - NFHS Officials Code Of Ethics**

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence, and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall avoid the use of alcohol and tobacco products beginning with the arrival at the competition site until departure following the completion of the contest.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches, and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during competition.

Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.