



New Mexico Public Education Department

School Athletics Equity Act Data Submission Instructions

INTRODUCTION

The *School Athletics Equity Act* (SAEA) (Section 22-13-1 through 6, NMSA 1978) was passed in 2009 and amended in 2012. The Act requires each public school that has an athletic program for grades seven (7) through twelve (12) to submit prescribed data and a Title 9 Assurance Form document, annually, to the New Mexico Public Education Department (PED). In order to comply with the Act, schools that have an athletic program must collect and input data annually for submission to PED (See also 6.13.4 NMAC (Governing Gender Equity in Participation in Interscholastic Sports)). This rule can be accessed at the following link:

<http://www.nmcpr.state.nm.us/nmac/parts/title06/06.013.0004.htm>.

The SAEA data requirements include (see SAEA Data Point Descriptions):

1. Beginning August 31, 2011, and each year afterward, the SAEA requires the Public Education Department (PED) to collect data from schools with athletics programs in grades seven (7) through twelve (12) concerning total enrollment, enrollment by gender, number of students participating in athletics, athletic participation by gender, number of boys and girls teams by sport and by competition level and specific information pertaining to athletic directors, coaches and other athletic program staff.
2. Beginning August 31, 2012, and each year afterward, the SAEA requires PED to collect from schools with athletics programs in grades nine (9) through twelve (12) a detailed accounting of the funding sources that are used to support the schools' athletic programs and how those funds are allocated. Schools must include information related to benefits and services to each athletic program including information regarding uniforms, practice and game schedules, and facilities.

In 2012, House Bill 161 was signed into law which amended the SAEA. Those amendments are reflected on the **SAEA Data Submission Form**

(<https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>). Specifically the SAEA was amended as follows:

- The reporting for total enrollment was changed to reflect an average of the second and third reporting dates;
- "Other school personnel" was eliminated from the reporting requirements and replaced with "other athletic program staff;"
- "Seasonal" coaches was eliminated and replaced with "volunteer" coaches;
- The "other athletic staff-to-athlete ratio" was eliminated from reporting requirements;
- Grades seven (7) and eight (8) were eliminated from the requirements for accounting of funding sources;
- Expenditures from "individual teams" was changed to expenditures from "athletic programs" for each school;
- Equipment and supplies were eliminated from the reporting of replacement schedules; and
- "Assistance in obtaining scholarships" was eliminated from the required data.

DATA SUBMISSION:

Note: There will NO LONGER be a separate submission form for NMAA member schools.

All schools with students in grades 7, 8, 9, 10, 11 and/or 12 must submit a School Athletic Equity Act Data Submission (SAEA) Submission Form. If the school does not have an Athletics Program it is only required to fill out and submit the second tab “School Information” of the SAEA Data Submission Form. Schools with Athletics Program are required to complete all tabs of the SAEA Data Submission Form:

- Tab 1. SAEA Submission Instructions – no data required
- Tab 2. School Information (All middle and high schools complete regardless if there is an Athletics Program)
- Tab 3. General Information (all schools with Athletics Program complete)
- Tab 4. Coaches Information (all schools with Athletics Program complete)
- Tab 5. Coach to Athlete Ratio (all schools with Athletics Program complete)
- Tab 6. Accounting of Funding (only school with Athletics Program in grades 9, 10, 11 or 12 complete)
- Tab 7. Benefits and Services (only school with Athletics Program in grades 9, 10, 11 or 12 complete)

In order to submit the SAEA Data Submission Form:

A. Create an Account--Contact Brian Salter at brian.salter@state.nm.us or 505-827-6535 to create an account for uploading this document and other SAEA data documents to the Public Education Department. Once your account is created a folder with your <District(Charter)_School Name> will be set up on the SAEA Data Submission upload web page.

B. Go to the SAEA Data Submission upload web page:

<https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>

C. Download and complete the SAEA Data Submission Form.

D. Complete data requirements for all tabs.

E. Save your SAEA Data Submission Form as: <District_SchoolName_SAEA>

F. Upload your SAEA Data Submission Form and all related attachments to your schools folder at the SAEA Data Submission upload page:

<https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>

DISCLAIMER: *The New Mexico School Athletics Equity Act (SAEA) is not required by the federal Title IX Act of the Educational Amendments of 1972 that bans sex discrimination in schools. Compliance with the SAEA does not mean the school is in compliance with the Title IX. School districts and charter schools are strongly encouraged to seek the advice of their legal counsel concerning Title IX issues.*

SAEA DATA POINTS DESCRIPTIONS

Note: *The School Athletics Equity Act does not provide definitions for the data points required for reporting. The Legislative Education Study Committee (LESC) has established a work group to develop a manual that will assist schools in submitting SAEA data (this manual is scheduled for completion in the Fall 2012).*

The SAEA data submission is due every Fall for the previous school year

The following are provided simply as guidance as you prepare your SAEA data submission.

Tab 2: School Information		
Data Point #	Data Point on SAEA Data Submission Form	Descriptor
1	District Name	Indicate district name if State Chartered Charter School leave blank
2	School Name	Type school name
3	Does your school have an athletics program in any of the following grades: 7, 8th, 9, 10, 11, or 12?	<p>Indicate Yes or No</p> <p>If “Yes” continue inputting your schools data in the Athletic Equity Act Data Form by clicking on each tab and completing the data elements required for each tab.</p> <p>If “No” save this document as <SchoolName_SAEA> and upload it to your school named folder at: https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx</p>

Tab 3: General Information

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
1	School Athletic Director Name and Gender	Name of the School's Athletic Director. If the school does not have an Athletic Director, put the name of the district's Athletic Director here. Indicate Male (M) or Female (F)
2	Other Program Staff Name and Gender	This includes any other adults that work with the team (e.g., Athletic Trainer). List the name of each "Other Program Staf" here. Indicate Male (M) or Female (F)
3	Number of <u>Female</u> Students enrolled in the school based on the average second and third reporting dates	These two data points reflect a total of the entire schools enrollment broken down by gender. This number should reflect the average enrollment from the second and third reporting dates.
4	Number of <u>Male</u> Students enrolled in the school based on the average second and third reporting dates	
5	Total School Enrollment based on the average second and third reporting dates: (add answer 1 and 2 above):	Should equal the sum of the two data points above reflecting total enrollment of the entire school. This number should reflect the average enrollment from the second and third reporting dates.
6	Total Number of Students Participating in Athletics Programs	Out of the total school enrollment, what is the total number of students participating in athletics programs?
7	Number of Boys' Teams	The total number of interscholastic boys teams inclusive of all interscholastic sports and all competition levels (e.g., C-Team, Junior Varsity, and Varsity).
8	Number of Girls' Teams	The total number of interscholastic girls teams inclusive of all interscholastic sports and all competition levels (e.g., C-Team, Junior Varsity, and Varsity).

Tab 4: Coaches Information

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
1	Athletic Teams	Teams must be listed separately and by competition level (e.g., C-Team, Junior Varsity, and Varsity). These teams must compete in interscholastic competition. Do NOT list names of intramural teams.
2	Coach Name	List the name of each coach next to the athletic team. If the coach coaches multiple levels of the same interscholastic sport, please repeat the coach's name next to each team he/she coaches (e.g., coaches both boys and girls track).
3	Title of Coach	This could include: Head Coach, Assistant Coach, Volunteer Coach, etc.
4	Gender of Coach	Indicate Male (M) or Female (F) for each coach.
5	Employment Status of Coach	See below for options
	Full-Time	If the coach is paid a full time salary (not a stipend) to coach or work with the team (e.g., a full time football coach) identify this person as Full-Time (FT).
	Part-Time	If the coach is paid a stipend to coach or work with the athletics program (e.g., a part-time football coach) identify this person as Part-Time (PT).
	Volunteer	If the coach volunteers their time to coach identify this person as Volunteer (V).
6	Employment Status - Contractual	Regardless of Full- or Part-Time status – if the coach is not an employee of the school/district (e.g., teacher) and is paid via a contract to coach or work with the athletic team identify this person as a Contractual employee (C). If the coach is also an employee of the school/district (e.g., teacher) leave this blank.
7	Stipend or Other Compensation for Coaching	List amount of stipend or other compensation for coach.

Tab 5: Coach to Athlete Ratio

Must be done separately for coach. Must be listed separately and by competition level (e.g., C-Team, Junior Varsity, and Varsity)

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
1	Name of Team by Competition Level	Include each team on a separate line. Include competition level (e.g., C-Team boys basketball, JV boys basketball, V boys basketball).
2	Number of Coaches	Number of coaches for each of the teams identified in #1
3	Number of Male Athletes on Team	Number of males participating in each team identified in #1.
4	Number of Female Athletes on Team	Number of females participating in each team identified in #1.
5	Total Number of Athletes on Team	Sum of data point 3 and 4 by each identified in #1.
6	Coach to Athlete Ratio	Type as <Data Point 2 : Data Point 5>

Tab 6: Accounting of Funding Sources –Expenses

This part of the Athletics Equity Act data requirement only applies to Athletics Programs for grades 9, 10, 11, or 12. **Athletics Programs in grades 7 or 8 do NOT need to complete the requested data points below.**

This includes an accounting of the expenses that were used to support the school's Athletics Programs including: capital outlay, travel, equipment, uniforms, facilities, facilities improvement, publicity, awards, banquets, insurance and other expenses.

If there are existing documents that identify the information requested in the SAEA Data Reporting Form, by Athletics Programs, you can upload the document into the school folder at: <https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>. Indicate in the appropriate column "document uploaded".

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
1	Name of Athletics Program	Team regardless of the competition level (e.g., boys basketball is one 'Program' that includes C-team, JV and Varsity boys basketball teams).
2	Capital Outlay Expenditures	<p>Capital expenditures are used to acquire assets or improve the useful life of existing assets. An example of a capital expenditure is the funding to construct a gym. Include any capital expenditures by which teams benefit from the expenditure (e.g., if a gym is built).</p> <p>If all Athletics Programs have use of the capital expenditure put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the capital expenditure only benefits some programs, put the expenditure next to the name of each program in which it benefits (e.g., a storage facility for football and track equipment – this amount would go in Column 2 next to football, boys track, and girls track).</p>
3	Travel Expenses	This includes costs for transportation, meals, and overnight accommodations. This is a total amount by Athletics Program and does not have to be broken down.
4	Equipment Expenses	Items (equipment) purchased in order for participation in the Athletics Program/team.
5	Uniforms Expenses	Clothing, including headgear, purchased for participation in the Athletics Program/team.

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This includes an accounting of the expenses that were used to support the school's Athletics Programs including: capital outlay, travel, equipment, uniforms, facilities, facilities improvement, publicity, awards, banquets, insurance and other expenses.

If there are existing documents that identify the information requested in the SAEA Data Reporting Form, by Athletics Programs, you can upload the document into the school folder at: <https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>. Indicate in the appropriate column "document uploaded".

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
6	Facilities Expenses	<p>Include expenses for maintenance of facilities that are not capital or improvement expenses.</p> <p>If all Athletics Programs have use of the facilities these expenses were incurred on put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the expenditure only benefits some programs, put the expenditure next to the name of each program in which it benefits.</p>
7	Facilities Improvements Expenses	<p>Include any expenses to improve an interscholastic sports facility that was not included in Capital Outlay Expenditures.</p> <p>If all Athletics Programs have use of the facilities improvement expenses were incurred on put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the facility improvements only benefits some programs, put the expenditure next to the name of each program in which it benefits.</p>

Tab 6: Accounting of Funding Sources –Expenses

This part of the Athletics Equity Act data requirement only applies to Athletics Programs for grades 9, 10, 11, or 12. **Athletics Programs in grades 7 or 8 do NOT need to complete the requested data points below.**

This includes an accounting of the expenses that were used to support the school's Athletics Programs including: capital outlay, travel, equipment, uniforms, facilities, facilities improvement, publicity, awards, banquets, insurance and other expenses.

If there are existing documents that identify the information requested in the SAEA Data Reporting Form, by Athletics Programs, you can upload the document into the school folder at: <https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>. Indicate in the appropriate column "document uploaded".

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
8	Publicity Expenses	<p>Include any expenses to provide information that concerns an Athletics Program that is disseminated through various media to attract public notice.</p> <p>If all Athletics Programs benefit from the publicity expenses put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the publicity expenses only benefits some programs, put the expenditure next to the name of each program in which it benefits.</p>
9	Awards Expenses	<p>Include any expenses to provide awards to athletes in the Athletics Programs.</p> <p>If all Athletics Programs benefit from the award expenses put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the publicity expenses only benefits some programs, put the expenditure next to the name of each program in which it benefits.</p>
10	Banquets Expenses	<p>Include any expenses to provide Athletics Program banquets.</p> <p>If all Athletics Programs benefit from the banquet expenses put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the banquet expenses only benefits some programs, put the expenditure next to the name of each program in which it benefits.</p>

Tab 6: Accounting of Funding Sources –Expenses

This part of the Athletics Equity Act data requirement only applies to Athletics Programs for grades 9, 10, 11, or 12. **Athletics Programs in grades 7 or 8 do NOT need to complete the requested data points below.**

This includes an accounting of the expenses that were used to support the school's Athletics Programs including: capital outlay, travel, equipment, uniforms, facilities, facilities improvement, publicity, awards, banquets, insurance and other expenses.

If there are existing documents that identify the information requested in the SAEA Data Reporting Form, by Athletics Programs, you can upload the document into the school folder at: <https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>. Indicate in the appropriate column "document uploaded".

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
11	Insurance Expenses	<p>Include any expenses incurred for insurance.</p> <p>If all Athletics Programs benefit from the publicity expenses put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the publicity expenses only benefits some programs put the expenditure next to the name of each program in which it benefits.</p>
12	Other Expenses Incurred	<p>Include any expenses incurred that were not identified in any other column.</p> <p>If all Athletics Programs benefit from the publicity expenses put <u>ALL</u> in Column 1: Name of Athletics Program and the amount in Column 2. If the publicity expenses only benefits some programs put the expenditure next to the name of each program in which it benefits.</p>

Tab 6a: Accounting of Funding Sources - Income

This part of the Athletics Equity Act data requirement only applies to Athletics Programs for grades 9, 10, 11, or 12. **Athletics Programs in grades 7 or 8 do NOT need to complete the requested data points below.**

This includes an accounting of the funding sources that are used to support the school's Athletics Programs including: state funding, federal funding, fund raising or booster clubs, game and concession receipts, gate receipts, cash or in-kind donations, grants, and any other sources.

If there are existing documents that identify the information requested in the SAEA Data Reporting Form, by Athletics Programs, you can upload the document into the school folder at: <https://eui.ped.state.nm.us/sites/nmae/Athletics%20Equities/Forms/AllItems.aspx>. Indicate in the appropriate column "document uploaded".

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
1	Name of Athletics Program	Team regardless of the competition level (e.g., boys basketball is one 'Program' that includes C-team, JV and Varsity boys basketball teams).
2	State Funding	Funding received from a State Appropriation for Athletic Programs.
3	Federal Funding	Federal funds utilized for Athletic Programs such as a Federal Grant (do not include these in the Grant category).
4	Funding Raising or Booster Club	Any income that was generated via funding raising or through booster clubs.
5	Game and Concession Receipts	Any income that was generated from concessions and novelty itemizes sold at an athletic event (e.g., t-shirt sales).
6	Gate Receipts	Income generated from admission to an athletic event.
7	Cash or In-Kind Donations	Income generated by a group or individual cash or in-kind donation not included in fund raising or booster clubs.
8	Grants	Funding generated via grants (not federal) such as foundation grants.
9	Other Sources of Income	Include any income generated that were not identified in any other column.

Tab 7: Benefits and Services to Each Athletics Program

Upload as attachments into school folder.

Data Point #	Data Point on SAEA Data Submission Form	Descriptor
1	Replacement schedule for uniforms	The timeline for replacement of uniforms for each Athletics Program.
2	Practice and game schedules	Written schedules for practices and games by Athletics Program.
3	Schedules for locker rooms; weight rooms; and practice, competitive, and training facilities	Written schedules for use of facilities by Athletics Program.