

SECTION XI OFFICIALS

11.1 NEW MEXICO OFFICIALS ASSOCIATION – CONSTITUTION BYLAWS/ 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).

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 Bylaws. The one exception to this is the provision for the associate membership contained in the Bylaws.

E. EXECUTIVE BOARD

The elected and ex-officio officers, chairperson of each of the standing committees constitute the Executive Board of the NMOA.

F. OFFICERS

Officers of the Association include a President, Vice-President and the NMAA Executive Director who serves as the Treasurer. The President and Vice-President are elected at the annual meeting in each even-numbered year to hold offices for a two-year term, or until their successors are elected and qualified. The NMAA Executive Director, or his designee, is an ex-officio member of this Association. The fiscal operation of the NMOA is independent of the NMAA but is subject to procedural review. A financial advisor may be appointed by the NMOA Executive Board. He/she would be responsible for providing financial advice to the organization. The financial officer should be a member of the Association and have financial or accountant experience. The length of the financial advisor's tenure shall be determined by the NMOA Executive Board. If the President cannot complete his/her term, the Vice-President will fulfill the term. If the vice-presidency becomes vacant, nominations for the position are solicited from the Supervisory (nominating) Committee and the replacement for the unfilled term will be elected at the next Executive Board meeting.

G. MEETINGS

Two meetings are to be held each year. The annual meeting is held at the time and place of the annual state officials’ clinic and a mid-year meeting will be held in January of each year as determined by the Executive Board. Any other such meetings are to be determined by the NMOA Executive Board. For mass meetings, a quorum consists of those paid up members present. 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 bylaws.)

| | Committees | Year Elected |
|-----|----------------------|---------------------|
| 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/Tennis | Even |
| 9. | Volleyball | Odd |
| 10. | Wrestling | Odd |

Note: The 5-4 split in election years is due to the President and Vice-President both being elected in even numbered years.

I. ELECTION PROCESS

During the winter (January) meeting each year, the President shall notify the Supervisory Committee to act as the Nominating Committee. This Nominating Committee shall, on or before May 30 of that 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 also include the President and Vice-President. Ballots for these standing committee elections are then mailed to the membership with the pre-registration packets to the Annual State Clinic. Ballots are to be returned to the NMAA/NMOA per instructions. The person with the largest number of votes for each election is declared elected.

The President, or his appointee, a member of the Executive Board, and one at large NMOA member will count the ballots on all elections.

J. CONTENTS OF BYLAWS

Control measures, membership requirements, duties of officers, functions of standing committees, and member membership fees are covered in the Bylaws.

K. SUBSIDIARY ORGANIZATIONS

These organizations may have constitutions and bylaws. The constitution and bylaws of subsidiary organizations may not be in conflict with these provisions:

1. Regional groups have boundaries specified by the Executive Committee. For those sports that have a regional commissioner (appointed by the NMAA’s Officials Commissioners Committee), the regional commissioner is responsible for all groups within a defined area.

2. Local groups consist of officials currently registered in a specific sport. They may be formed with approval by the Executive Committee. The sports that have a commissioner or assignor are subject to and under the direct supervision of the Commissioner or assignor in that Region. Local group officers are elected annually; they may include a president, vice-president and secretary/treasurer. A supervisory committee should be in place to respond to concerns associated with group members. It has the authority to take appropriate sanctioning action.
 - 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. State Supervisory Committee concurrence or recommendation is required for these actions.
 - b. Each group must have a minimum of four members - one of which must be at the second highest rating level or higher in the specific sport.

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 is by mail ballot; returned ballots must be postmarked on or before fifteen (15) calendar days following the date issued.

II. BYLAWS

A. MEMBERSHIP

1. Membership in this Association is open to all persons who are high school graduates and/or eighteen years of age or older for varsity contests, or fifteen years of age or older for sub-varsity/junior high contests who wish to affiliate themselves with an organized athletic officials' group serving the state of New Mexico, and is mandatory for the officials (Certified, Approved, Registered, or Apprentice) who have been certified by the New Mexico Activities Association.
2. Applicants for membership must signify their willingness and demonstrate their ability to meet the requirements of the Constitution and bylaws and comply with their provisions.
3. Eligibility for membership always rests with the NMOA Supervisory Committee acting with the approval of the NMOA Executive Board.
4. Anyone who is or has been a felon must be reviewed and approved by the Executive Board prior to acceptance of membership.
5. **Active members** are those full dues-paying members actively engaged in officiating and who, through attendance at interpretation meetings and taking prescribed examinations, receive a satisfactory rating by the Supervisory Committee. Only active members may be elected to local or state offices. Officials are considered to be in "Good Standing" for the current year if the established requirements are being met, including current meeting attendance, current test completion, current active work in events, current dues paid and not under sanction.

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 that uses National Federation rules for that sport. The other 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. Associate membership is open to individuals not actively engaged in officiating. **Associate members** are entitled to full membership privileges except that they may not actively officiate as Certified, Approved, Registered, or Apprentice officials of the Association.
8. Individuals may also choose to register as **High School Sub-Varsity/Junior High** officials. Membership in this category entitles an individual to register at a reduced rate as well. Officials registered in this category are entitled to full membership privileges but may only call High School sub-varsity contests or Junior High/Middle School contests. Officials in this category are not eligible for varsity competition. Per the Board of Directors of the New Mexico Activities Association, any individual calling at sub-varsity levels must be registered with the NMAA/NMOA office.
9. Initiation Fees and Annual Dues

a. **Dues**

| Members | Dues/Sport |
|---|---|
| Active | \$50.00 (first sport), \$40 (each additional sport) |
| High School Sub-Varsity/ Junior High | \$30.00 per sport |
| Reciprocal | \$20.00 |
| Associate | \$20.00 |
| Swimming & Diving | \$20.00 |
| Track & Field | \$20.00 |
| New, Initiation | \$5.00* |

*Each new member must pay an initiation fee in addition to annual dues when he/she first applies for membership. The initiation fee is a one-time charge to new members registering in any sport. New members registering in more than one sport do not pay an additional initiation fee for each additional sport registered. The initiation fee must accompany the application with the first year's dues.

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

Football– February 1
 Soccer and Volleyball– May 1
 Basketball and Wrestling June 1
 Baseball and Softball –October 1
 Swimming & Diving – September 1
 Tennis and Track – February 1 (of same year)

- c. Dues paid are not refunded as a matter of policy, except for:

1. An official's death prior to or during the season
2. Overpayment which is verified

B. DUTIES OF OFFICERS

1. **The President** presides at meetings and is responsible for the appointment of any special ad hoc committees. Reports of standing and special committees are to be tendered 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 of Presidential duties as delegated.
3. **The Executive Director or Assistant Director/Commissioner of Officials** of the New Mexico Activities Association serves as Executive Officer of the Association and may have any or all of the Presidential duties as delegated by the Executive Board. Correspondence is handled by and through him/her. He/she is the treasurer of the Association and in this capacity keeps a full and accurate account of all monies received. He/she will disburse monies of the Association under the direction of the Executive Board and present written reports of the condition of the treasury at each Annual Meeting. The Director, at his or her discretion and with the approval of the Executive Board arranges for an annual audit of the accounts. The Director is also responsible for the correlation of effort among the 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 is a full participating member ex-officio of all standing committees.

C. DUTIES OF STATE LEVEL STANDING COMMITTEES

1. Supervisory Committee

This committee has jurisdiction to review decisions made by the local supervisory committees and the NMAA Assistant Director/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 to the New Mexico Activities Association, upon hearing of justifiable complaints by member officials against member schools, officials, or followers. Complaints must be stated in writing.

Any official may appeal a decision of the local Supervisory Committee or the Assistant Director 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 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 is a waiver of any right to appeal.

The Supervisory Committee shall also 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 selection of all-star game officials in each respective sport, if applicable, and for achieving input from the membership sport represented.

3. Special Committees

The President may appoint from time to time committees that have specifically identified responsibilities and time-frames, to study and make recommendations to the officers and Board. These may be for financial, constitutional, and other issues such as recruitment, etc.

D. DUTIES OF MEMBERS

1. Active members shall not officiate unless a written contract has been entered into prior to the contest as specified by each sport's contract practices. Changes must be recorded using the "change form" and are to be executed by the Commissioner or assignor for each sport and submitted to the NMAA at a later date. Emergency changes could be verbal between assignor/commissioner and the official, with a change form to follow.
2. Members violating any of the provisions of the constitution and bylaws, engaging in unfair practices, or conducting themselves in a manner unbecoming of an official are subject to expulsion or to such punishment or penalty as specified by the Executive Director or the Local Supervisory Committee after due hearing subject to appeal to and review by the State Supervisory Committee and the Executive Board. The State Supervisory Committee adopts and promulgates a Code of Ethics governing officials, not in conflict with this constitution and bylaws and subject to the approval of the Executive Board. Members are responsible for compliance to the code of responsibilities and ethics contained in the NMAA Sportsmanship Manual. The State Supervisory Committee may hear appeals, as may be applicable, of decisions made by the Executive Director concerning interpretations of this constitution, sanctions imposed, etc.
3. Active members shall meet or exceed the minimum requirements for their respective sport(s) to be able to officiate that sport in the upcoming year or to advance in the official rating process.
4. The commissioner or assignor may not assign nor can an official accept any contract games prior to being assigned a valid card indicating that all requirements have been met. Individuals who violate this requirement are subject to sanction by the NMAA Assistant Director/Commissioner of Officials and State Supervisory Committee.
5. Each member is responsible for submitting the number and type of contests he/she officiated during that year and the number of post-season assignments he/she officiated during that year to his/her group leader at the end of the season as specified by each individual's sport's requirements.

E. DUTIES OF GROUP LEADERS/LOCAL GROUP PRESIDENT

Group leaders, selected annually by the membership in their respective group, are responsible for conducting local meetings during the season, maintaining a meeting attendance list and reporting the following information within fifteen (15) days following the final state championship game in that sport to the NMOA. The information may vary depending on the requirements of each individual sport.

1. Meeting attendance for each member of the local association.
2. Number and type of games worked for each member of the local association.
3. Number of post-season assignments worked by each member of the local association.
4. Number and results of each official's evaluation (obtained from the regional commissioner or assignor).
5. Number of evaluations performed (obtained from the regional commissioner or assignor).

F. FOSTER OFFICIAL PROGRAM

The Foster Official Program, designed to improve training and retention of new officials, operates under the following guidelines.

1. The group leader assigns each new Apprentice official a Certified partner. The senior partner, or foster official, is responsible to assist the Apprentice in whatever capacity required in learning the officiating system. His/her responsibilities include but are not confined to the following:
 - a. Taking the Apprentice to as many of his/her contract contests as possible.
 - b. Introducing the Apprentice to the practical aspect of the Handbook, Constitution and Local bylaws as may be applicable. This also involves sitting with that person during meetings and explaining various items as may be necessary.
 - c. Making every effort to make this person familiar with the official's role and responsibilities.
 - d. Assisting in regularly evaluating the Apprentice's performance with a view toward improvement.
 - e. Scheduling time for various activities.
 - f. Introducing the Apprentice to the Director of the Officials Association (NMAA office) and Secretary/Administrative Assistant, the Regional Commissioner, school people at every opportunity, other officials, and others he/she deems pertinent. He/she also introduces the Apprentice at various gatherings, meetings and state events.
2. Each Apprentice is assigned a Foster official annually. He/she is apprenticed to a particular person for one year. The second and last year he/she is assigned by the group leader to another senior official.
3. Senior officials selected for this program must be responsible and positive role models.
4. The foster official is made a part of things and develops a positive feeling about the experience. Habits and attitudes of this person are a reflection on the senior partner.

G. ETHICS/BEHAVIOR

Each official shall conduct him/herself in an ethical manner consistent with a humane approach to his 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 Interscholastic Officials Association (NFIOA).

H. SERIES OF FINES AND SANCTIONS

1. Level I Fines (\$25)

- a. Out of approved regulation uniform.
- b. Late arrival for 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.
- f. Failure of a current registered official to register for the coming year by the due date.

2. Level II Fines (\$50 or possible suspension)

- a. The responsible official, commissioner or assignor will be subject to a fine for an individual working a varsity game or match without a current card in non-emergency situations.
- 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.
- f. Failure to attend the number and type of meetings specified in the constitution and bylaws.

3. Sanctions

- a. Reprimand
- b. Probation
- c. Temporary Suspension
- d. Permanent Suspension/Expulsion

I. 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 Assistant Director/Commissioner of Officials postmarked 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.
- 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.

J. EXECUTIVE BOARD RULES AND PROCEDURES – ATHLETIC OFFICIALS MANUAL

Supplemental policies, procedures and regulations made by the Executive Board are incorporated into the Athletic Officials Manual or an appendix to the document containing the bylaws.

K. AMENDMENTS TO THE BYLAWS

Amendments to the bylaws 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. Amendments shall be made by mail ballot and returned ballots must be postmarked on or before the 15th day following the issue.

III. ADVANCEMENT AND CERTIFICATION

A. INTERPRETATIONS AND PROCEDURES FOR ALL SPORTS

1. **Promotional Criteria:** Promotional criteria for each sport fall into two categories. Criteria accumulated during one school year apply to the next school year in which an official registers to determine rating (status, classification) of an official. The only exception is for a first-year official wherein the test score applies to both the current year and the following school year.
 - a. **Attendance/Achievement:** This process assigns minimum requirements for tests, meetings, games worked and clinics for each level. When an official for a particular level meets minimum requirements, that official is placed in that level.
 - b. **Point Promotional:** This process awards points for various levels of achievement from a wide array of sources. These accumulated points are used to determine the officiating level of each member and his/her advancement to the top level. [This is currently used in football and basketball only].
2. **New Officials:** New officials without documented previous experience start at the lowest level and proceed to advance to the highest level. To reach the highest level an official must serve a minimum of one year at each intermediate level. Thus, an official may achieve the highest level, at a minimum of *four* years. If a new official becomes a member after it is impossible to attend the minimum meeting requirements, the next year in which the official registers in that sport will be considered his/her initial year. The initiation fee will be waived the second time around and the partial year's test score(s) will apply.
3. **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. This decision is made by the NMAA. If the official is transferring from a state association that uses the National Federation tests, those scores can be used and the official can be issued a valid official's card at the appropriate level as per NMOA rules and regulations. Otherwise, the official must take the current year's test before receiving an official's card.
4. **Inactive Status:** An official can declare himself/herself inactive at anytime. If an official becomes inactive during a season because of injury, for example, the entire season will be nullified. Therefore, the next time the official registers, the inactive season will not be considered for classification and the promotional process.
5. **Interrupted Status:** If an official returns to officiate after a minimum of one year absent from that sport, the official can resume at the level he/she qualified for during his/her last two years of service. If an official did not complete some requirements during his/her

last year, the official can resume his/her officiating at least one level below that of his/her last year. If the missing requirement is a test, the official must take the current year's test before receiving a card.

If an official returns to officiate after an absence of greater than three years, that official must successfully complete the required examination(s) before receiving his/her card. In addition, if an official did not complete requirements during his/her last year, he/she can resume his officiating at a level of at least one below his/her last level.

6. **Rules Examinations:** The minimum successful passing grade for any required examinations for all sports is 70 out of 100 questions. Examinations are open book. Each sport mandates a National Federation standardized rules exam (Part I) to be successfully completed by each registered member each year. Some sports may also require a mechanics exam.

a. **Deadlines**

| | |
|-------------------|--------------|
| Baseball | March 15 |
| Softball | March 15 |
| Track & Field | April 30 |
| Football | September 15 |
| Soccer | September 15 |
| Volleyball | September 15 |
| Swimming & Diving | November 1 |
| Basketball | December 15 |
| Wrestling | December 15 |

There is a \$25 fine for each exam postmarked later than the deadline date or received in the office from a non-postal delivery after the deadline date.

b. **Exam Process**

A mandatory rules examination (commonly called Part I) must be taken and turned in by the identified deadline.

A mechanics examination (when required) must be taken and turned in by the identified deadline.

The minimum standard in sports where "rules" and "mechanics" exams are available must be met in both.

To improve a grade for any exam, a second comparable exam can be taken. The final score is the average of the two exams (Part I and Part II for example) or the result of the first exam, whichever is higher.

If an official scores less than 70% on any first exam, he/she must take the second exam and the average of the two scores must be at least 70% in order to be eligible for the applicable year.

If an official fails to successfully pass the examination(s), that official has an opportunity to qualify again for the applicable year by taking the succeeding year's test(s). However, the official will drop a level in rating. For first year officials, they will not be registered to officiate their initial year but may reapply again the following year.

7. **Meetings:** Active members must attend a minimum number of local group training meetings in their respective sport(s). The number of meetings that may be made up by performing extra credit work at the local or state level is one less than half the minimum required meetings (if 8 meetings are the minimum required then 3 could be credited; for 6

meetings minimum, it would be 2). If an official fails to meet the minimum number of local training meetings required and does not pursue any make-up work for this deficiency, that official can continue to officiate provided all of the following:

- a. The official has attended 50% or more of the minimum required meetings.
- b. The official will drop a level in the certification scale and will not be placed on the first round of official assignments. Exceptions are made for new officials, inactive officials and interrupted officials who sign up after the season has begun. If the official is a non-first or second year Apprentice official, he/she will be dropped for a minimum of one year from the Association's active official list.

- 8. **Make-Up Procedure:** In certain cases, and with documented justification, an official may request in writing to the State Commissioner the opportunity to make up a deficiency. If approved, a written make-up assignment will be issued. Credit can be allowed upon timely successful completion of the complete assignment. State clinics cannot be made up.
- 9. **Game Points:** If an official fails to submit the number of games officiated to the group leader, that official will drop a level in the certification scale. The official has until before the time the certification cards have been distributed to rectify the deficiency. Recognized college conference assignments can be counted as a varsity game credit. To receive credit, the officials must turn a copy of the schedule worked into the official's group leader.
- 10. **Requirements to be An Official in Good Standing:** Officials in good standing will have paid current annual dues, scored a minimum grade (see each individual sport) on the current written examination(s), met the requirements as specified in the bylaws for each individual sport, not have any outstanding disciplinary investigations pending and NOT owe any fines or late fees assessed by the Association or the NMAA.
- 11. **Rating Levels:** NMOA members are rated annually by the state office. Each sport has various requirements for advancement. Ratings range from two to four levels depending on the specific sport. First year officials are Apprentices. The following sport-specific sections contain the details on advancement.
- 12. All outstanding fines, make-up work, or other deficiencies must be received in the NMAA office no later than June 30th of the current year.

B. BASEBALL

- 1. **Rating Levels:** There are three rating levels from *Apprentice* (lowest), to *Registered*, then *Approved* (highest).

Minimum Requirements for Each Level:

| Classification | Test Score | Clinics | Local Meetings | Game Points | Points |
|----------------|------------|-------------|----------------|-------------|--------|
| Approved | 85 | 1 each year | 6 | N/A | N/A |
| Registered | 80 | 1 each year | 6 | N/A | N/A |
| Apprentice | 70 | 1 each year | 6 | N/A | N/A |

- 2. **Definitions and Conditions:**
 - a. Apprentice officials are those who have never held a Baseball officials card in the NMOA or who choose not to advance to the Registered level after the first year.
 - b. Apprentice officials may not officiate District/Regional/State Tournaments.

- c. Registered officials may not officiate State Tournaments but can work District/Regional events.
- d. Only Approved officials in good standing for the current year are eligible to officiate State Tournaments.
- e. **Post Season Assignments:** Officials assigned to the State Tournament for two consecutive years will be ineligible for the following year of registration.

C. BASKETBALL

1. **Rating Levels:** There are four in each sport from *Apprentice* (lowest), then *Registered*, then *Approved* and finally *Certified* (highest).

Minimum Requirements for Each Level:

| Classification | Test Score | Clinics | Local Meetings | Points |
|----------------|------------|-----------------|----------------------------|--------|
| Certified | 85 | 3 of 4 (2 yrs.) | 8 | 100 |
| Approved | 80 | 3 of 4 (2 yrs.) | 8 | 90 |
| Registered | 75 | 1 each year | 8 | 60 |
| Apprentice | 70 | | 8 (10 1 st yr.) | 0 |

2. **Examinations (Tests):** A mechanics exam is mandatory. The mechanics exam may be valid for more than a one-year period (usually mechanic procedures/manuals are issued every other year). If an official registers on the alternate year of issue and had not registered the previous year, that official must take the mechanics exam.
3. **Meeting points:** No points are awarded for required meetings. Points are awarded for the number of meetings attended above the minimum number of required meetings. See following table:

| Number of Meetings Above Minimum | Points Received for Excess Meetings |
|----------------------------------|-------------------------------------|
| 5 & above | 15 |
| 4 | 12 |
| 3 | 9 |
| 2 | 6 |
| 1 | 3 |

To receive any points for less than the required mandatory meetings, a member must have been excused from attendance at the required minimum by the state office (NMAA) and provide a valid reason to the Assistant Director or follow the Delinquent Procedures in the General Requirements. Attendance at local meetings must be for a minimum of one hour per session.

Meeting attendance for members is maintained and provided to the NMAA by the local group leader or designee at the end of the season.

4. **Game points:** The maximum number of game points that can be used for determining the classification of officials is **eighty (80) points from varsity games and thirty (30) points from sub-varsity games for Certified officials. Approved officials may obtain sixty (60) points from varsity games and forty (40) points from sub-varsity games. For Registered officials, a maximum of thirty (30) points from varsity games and forty (40) points from sub-varsity games may be used for classification purposes.**

| Game Level | Points Per Game |
|---|-----------------|
| Jr. High & 7 th /8 th | 1 |
| JV | 2 |
| Varsity | 5 |

5. Bonus Points:

- a. **District or Regional Play-off:** Two (2) points per game.
- b. **State Tournament Selection:** Five (5) points per tournament.
- c. **Group Leaders and state officers** receive five (5) points each. One to five points may be awarded for meritorious service upon recommendation by the Regional Commissioner and/or Executive Director. No official may receive more than ten (10) points in any one sport season from this category.
- d. **Evaluator Points:** If an official evaluates another official and submits the proper form to the Regional Commissioner, that official will be credited with one (1) promotional point for each separate evaluation turned in. A maximum of five (5) points can be credited from this source.

6. Post-Season Eligibility: Only Approved and Certified officials in good standing for the current year are eligible for consideration to call District/Regional tournaments. Only Certified officials are eligible for consideration to call the State Tournaments.

7. Movement Between Rating Levels: Upward movement is determined by the previously defined point promotional system. No official may move upward or downward by more than one level in any two year period. If an official does not qualify to maintain the classification from the previous year, that official will drop one level regardless of whether the official qualified for that lower level or not.

D. FOOTBALL

1. Rating Levels: There are four in each sport from *Apprentice* (lowest), then *Registered*, then *Approved* and finally *Certified* (highest).

Minimum Requirements for Each Level:

| Classification | Test Score | Clinics | Local Meetings | Points |
|----------------|------------|-----------------|----------------------------|--------|
| Certified | 85 | 3 of 4 (2 yrs.) | 8 | 100 |
| Approved | 80 | 3 of 4 (2 yrs.) | 8 | 90 |
| Registered | 75 | 1 each year | 8 | 60 |
| Apprentice | 70 | | 8 (10 1 st yr.) | 0 |

2. Examinations (Tests): A mechanics exam is mandatory. The mechanics exam may be valid for more than a one year period (usually mechanic procedures/manuals are issued every other year). If an official registers on the alternate year of issue and had not registered the previous year, that official must take the mechanics exam.

3. Meeting Points: No points are awarded for required meetings. Points are awarded per the number of meetings attended above the number of required meetings per the table below:

| Number of Meetings Above Minimum | Points Received for Excess Meetings |
|----------------------------------|-------------------------------------|
| 5 & above | 15 |
| 4 | 12 |
| 3 | 9 |
| 2 | 6 |
| 1 | 3 |

To receive any points for less than the required mandatory meetings, a member must have been excused from attendance at the required minimum by the state office (NMAA) and provide a valid reason to the Assistant Director or follow the Delinquent Procedures in the General Requirements. Attendance at local meetings must be for a minimum of one hour per session.

4. **Game points:** The maximum number of game points that can be used for determining the classification of officials is **eighty (80) points from varsity games and thirty (30) points for sub-varsity games for Certified officials. Approved officials may obtain sixty (60) points from varsity games and forty (40) points from sub-varsity games. For Registered officials, a maximum of thirty (30) points from varsity games and forty (40) points from sub-varsity games may be used for classification purposes.**

| Game Level | Points Per Game |
|-----------------|-----------------|
| Jr. High & YAFL | 2 |
| JV | 4 |
| Varsity | 8 |

5. **Bonus Points:**

- a. **Playoff:** Two (2) points per game.
- b. **Championship:** Five (5) points per game.
- c. **Group Leaders and State Officers** receive five (5) points each. One to five points may be awarded for meritorious service upon recommendation by the Regional Commissioner and/or Executive Director. No official may receive more than ten (10) points in any one sport season from this category.
- d. **Evaluator Points:** If an official evaluates another official and submits the proper form to the Regional Commissioner, that official will be credited with one (1) promotional point for each separate evaluation turned in. A maximum of five (5) points can be credited from this source.

6. **Post-Season Eligibility:** Only Approved and Certified officials in good standing for the current year are eligible to call District/Regional football playoffs. Only Certified officials are eligible to call State Football Championships.

7. **Movement Between Classifications:** Upward movement is determined by the previously defined point promotional system. No official may move upward or downward by more than one level in any two year period. If an official does not qualify to maintain the level from the previous year that official will drop one level regardless of whether the official qualifies for that lower level or not.

E. SOCCER

1. **Rating Levels:** There are three levels from *Apprentice* (lowest), then *Registered*, then *Approved* (highest).

Minimum Requirements for Each Level:

| Classification | Test Score | Clinics | Meetings | Game Points | Varsity Games | Points |
|----------------|------------|-------------|----------|-------------|---------------|--------|
| Approved | 80 | 1 each year | 6 | N/A | N/A | N/A |
| Registered | 75 | 1 each year | 6 | N/A | N/A | N/A |
| Apprentice | 70 | 1 each year | 6 | N/A | N/A | N/A |

2. **Definitions and Conditions:**

- a. Apprentice officials are those who have never held a Soccer officials card in the NMOA or who choose not to advance to the Registered level after the first year.

- b. An Apprentice official must attend a minimum of 6 NMOA approved local group meetings to advance.
- c. A Registered official must attend a minimum of 6 NMOA approved local group meetings to advance.
- d. Only Approved officials in good standing for the current year are eligible to officiate State Tournaments.

F. SOFTBALL

1. **Rating Levels:** There are three rating levels from *Apprentice* (lowest), to *Registered*, then *Approved* (highest).

Minimum Requirements for Each Level:

| Classification | Test Score | Clinics | Meetings | Game Points | Varsity Games | Points |
|----------------|------------|-------------|----------|-------------|---------------|--------|
| Approved | 85 | 1 each year | 6 | N/A | N/A | N/A |
| Registered | 80 | 1 each year | 6 | N/A | N/A | N/A |
| Apprentice | 70 | 1 each year | 6 | N/A | N/A | N/A |

2. **Definitions and Conditions:**

- a. Apprentice officials are those who have never held a Softball officials card in the NMOA or who choose not to advance to the Registered level after the first year.
- b. An Apprentice official must attend a minimum of 6 NMOA approved local group meetings to advance.
- c. A Registered official must attend a minimum of 6 NMOA approved local group meetings to advance.
- d. Only Approved officials in good standing for the current year are eligible to officiate State Tournaments. Each official may only work two tournaments in a three year period.

G. VOLLEYBALL

1. **Rating Levels:** There are four classifications from *Apprentice* (lowest), to *Registered*, to *Approved* and finally *Certified* (highest).

Minimum Requirements for Each Level:

| Classification | Test Score | Clinics | Meetings | Game Points | Varsity Games | Points |
|----------------|------------|-----------------|----------|-------------|--------------------|--------|
| Certified | 85 | 3 of 4 (2 yrs.) | 8 | N/A | 12 matches | N/A |
| Approved | 80 | 1 each year | 5 | N/A | 10 matches | N/A |
| Registered | 75 | 1 each year | 5 | N/A | 8 matches (4 V) | N/A |
| Apprentice | 70 | | 5 | N/A | 6 matches (3 V/JV) | N/A |

2. **Definitions and Conditions:**

- a. Apprentice officials are those who have never held a Volleyball officials card in the NMOA or who choose not to advance to the Registered level after the first year.
- b. Apprentice and Registered officials may not officiate District, Regional or State Tournaments.
- c. To advance to the Registered level, an Apprentice official must officiate a minimum of six NMAA sanctioned matches (regular season and/or invitational

tournament matches), three of which must be of the high school level (Varsity or Junior Varsity only) during the current season. (NMAA sanctioned matches include only member schools' matches, Junior High or Senior High.)

- d. Certified officials must serve at least *one year* at the Approved level.
- e. Only Certified officials in good standing for the current year are eligible to officiate the State Tournament.

3. Match Assignment Process

- a. Schools are responsible for obtaining officials for regular season matches and invitational tournaments unless they choose to use the selected match assignor in their area.
- b. Officials for varsity high school matches must possess a current official's card (Apprentice, Registered, Approved or Certified).
- c. Schools are required to hire two (2) officials for all high school varsity matches.
- d. The schools in the district select the official for their District Tournament (Approved or Certified officials only).
- e. The host district selects the officials for their Regional Tournament (Approved or Certified officials only).
- f. The NMAA Director of Officials selects the State Tournament officials from the list of Certified Officials.

I. WRESTLING

- 1. **Rating Levels:** There are two classifications in wrestling: *Registered* and *Approved*.

Minimum Requirements for Each Level:

| Classification | Test Score | Clinics | Meetings | Game Points | Varsity Games | Points |
|----------------|------------|-----------------|----------|-------------|---------------|--------|
| Approved | 80 | 3 of 4 (2 yrs.) | 6 | N/A | N/A | N/A |
| Registered | 70 | 1 each year | 6 | N/A | 10 matches | N/A |

2. Definitions and Conditions:

- a. First year officials are not required to attend State or District clinics.
- b. Only Approved officials in good standing for the current year are eligible to officiate State Tournaments.

I. 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 registered in the specific sport affected. Amendments shall be made by mail ballot and returned ballots must be postmarked on or before the 15th day following the issue.

11.2 OFFICIALS COMMISSIONER SYSTEM

11.2.1 Purpose

This system has been implemented to facilitate the scheduling, evaluation and assignment of officials to Senior High School sports, inclusive of varsity football and basketball and other sports where applicable, for member schools.

11.2.2 Selection of Commissioners and Duties

Five regional commissioners are selected by and serve on a year-to-year basis contract at the discretion of the Director. On an annual basis, Regional Commissioners are evaluated and affirmed by the State Commissioner as delegated by the Director. Each regional commissioner is responsible to the State Commissioner, as delegated by the Director, and is responsible for supervising his/her region utilizing policies and procedures established through the Officials Commissioners Committee by the Director.

11.2.3 Rating and Evaluation of Officials

A school may designate up to 5% of the officials in each region of the state as a #3 (“will not use”) on the preferential list which is due in the NMAA office on or before June 1st; however a coach must provide a narrative statement within the context of one or more of the “Categories for Justification of Exclusion” in order for the exclusion to be considered. Once this document is received by the NMAA office, a Review Committee will examine the nature of the concerns and will determine whether or not the exclusion has been accepted or denied. A letter will then be sent from the NMAA office notifying the coach of the acceptance/denial of exclusions.

Any head coach or athletic director may appeal the denial of an exclusion to the Director, in writing, within ten (10) calendar days of date of receipt.

Varsity Regional Assignors, under the direction of the State Commissioner, manage an evaluation system for the maintenance and improvement of officiating. Officials are evaluated by an observer assigned by the Varsity Regional Assignor. This procedure has a direct impact on post-season/playoff/tournament assignment consideration.

11.2.4 System Financing

The system is partially financed by an assessment to participating schools (applies to each sport as declared for participation by the member school) which pays 75% of the cost, along with a contribution from the officials' organization (which covers 25% of the system cost). See Section 5.1.4 of Handbook.

11.2.5 Reporting

Several reports are required of schools as part of this system. They include preferential/rating lists, submission of schedules in advance, and returned officials contracts. The deadlines for these are listed in the Bylaws. (As directed by the Board of Directors, electronic filing of report information will be implemented, replacing the paper-based forms system.)

11.2.6 Meetings

The committee meets twice a year, at a time and place determined by the Director. Members may receive mileage, per diem or meal allowance for attending meetings, subject to approval of the Director.

11.2.7 Commissioner System Fees

The Officials Commissioner plan, involves an assessment against each member school, (applies to each sport as declared for participation by the member school) to pay 75% of the system's cost. The balance of the cost is borne by the Officials Association. Specific amounts are determined annually by the Board upon recommendation from the Director.

The dues/service fees shall be assessed annually in conjunction with the Association dues.

11.3 OFFICIALS CONTRACTS AND GUARANTEES

11.3.1 State Tournament Officials Criteria

Officials selected for the respective state tournaments must meet the NMAA/NMOA requirements as well as be in good standing with the NMAA.

- A. Officials for State Tournaments/Championships must have achieved the highest rating in their sport in accordance with NMAA/NMOA requirements and be in good standing with the NMAA prior to receiving the game/event/tournament assignment.
- B. Officials for District/Regional Basketball Tournaments and other applicable sports must be in good standing and are assigned by the Commissioners with approval of the NMAA.
- C. State Basketball Tournament officials are selected from the ranked lists compiled from ratings by the schools. Football play-off officials are selected by the Commissioners using the master list of recommended officials with input from and final approval of the NMAA.
- D. Officials for the State Tournaments in Soccer, Volleyball and Wrestling are selected from the ranked lists compiled from ratings by the schools and with the approval of the NMAA. Input from officials groups and the NMAA are taken into consideration for any assignments awarded to post-season events.

NOTE: See the Officials Association Bylaws for additional officiating requirements in all sports.

11.3.2 Officials Contracts

Game officials for all levels of competition shall be contracted in writing.

- A. The contract shall provide for a forfeiture fee if either party fails to carry out the conditions of a signed contract.
- B. The contract shall indicate game fees, mileage and per diem, as well as guarantees if applicable.

Basketball and Football officials shall notify the Regional Commissioner of acceptance or rejection of the contract, who then notifies the State Commissioner. Officials in other sports notify the school and/or match/game/meet assigner (whichever is appropriate). In all cases, the contract must be returned to the appropriate person(s) immediately and is subject to the final approval of the NMAA.

11.3.3 Officials Assignor Fee Schedule

| SPORT | HIGH SCHOOL ASSIGNOR'S FEE | MIDDLE SCHOOL ASSIGNOR'S FEE |
|------------|---|---------------------------------|
| BASEBALL | \$112.50 | \$50.00 |
| BASKETBALL | \$150.00 <i>Boys & Girls - JV & C</i> | \$75.00 (Boys & Girls) |
| FOOTBALL | No change | \$50.00 |
| SOCCER | \$225.00 <i>Boys & Girls - Varsity, JV & C</i> | \$75.00 |
| SOFTBALL | \$112.50 | \$50.00 |
| VOLLEYBALL | \$112.50 <i>Varsity, JV, C</i> | \$50.00 |
| WRESTLING | \$75.00 | \$40.00 |

Note: Assignment of varsity contests for basketball and football are paid by the schools to the NMAA through their membership dues. The Varsity Regional Assignors in those sports are then paid by the NMAA.

Schools with additional levels of play (i.e., 9th grade & C-team) should pay the assignor \$37.50 per each gender/level of competition.

Schools without a level of play (i.e., no C-team) should deduct \$37.50 from the assignor's fee per each gender/level they do not have.

11.3.4 Officials Fees

- A. **Regular Season** - Officials are paid the following fees plus gross receipts tax and mileage at **\$.405** per mile round trip:

| | VARSIITY | JUNIOR VARSIITY | JUNIOR HIGH |
|---------------------------------|---|--------------------|----------------|
| Baseball (All Classes) | \$51.00 | \$36.00 | \$25.00 |
| Basketball (All Classes) | \$51.00 | \$36.00 | \$25.00 |
| Football (All Classes) | \$62.00 | \$44.00 | \$30.00 |
| Soccer (All Classes) | \$51.00 | \$36.00 | \$25.00 |
| Softball (All Classes) | \$45.00 | \$32.00 | \$25.00 |
| Swimming (All Classes) | See swimming fee schedule on reverse side | | |
| Track (All Classes) | See track fee schedule on reverse side | | |
| Volleyball (All Classes) | \$45.00 | \$32.00 | \$25.00 |
| Wrestling (All classes - Duals) | \$45.00 | \$32.00 | \$25.00 |

*\$3.50 per match for varsity regular season tournaments
\$2.50 per match for JV/C regular season tournaments*

- B. **Post Season** - Officials are paid the following fees plus gross receipts tax and mileage at **\$.405** per mile round trip:

| | <u>BASEBALL</u> | <u>SOFTBALL</u> | <u>BASKET- BALL</u> | <u>FOOTBALL</u> |
|-------------------------------------|-----------------|-----------------|-------------------------|-----------------|
| District | \$57.00 | \$50.00 | \$57.00 | N/A |
| Round of 12 (FB) | N/A | N/A | N/A | \$64.00 |
| Quarterfinal | N/A | N/A | N/A | \$66.00 |
| Semifinal | N/A | N/A | N/A | \$71.00 |
| Championship | N/A | N/A | N/A | \$75.00 |
| State (incl. 1 st Round) | \$62.00 | \$54.00 | \$62.00 | N/A |

| | <u>SOCCER</u> | <u>VOLLEYBALL</u> | <u>WRESTLING</u> |
|-------------------------------------|---------------|-------------------|------------------|
| District | \$57.00 | \$50.00 | \$4.00/match |
| State (incl. 1 st Round) | \$62.00 | \$54.00 | \$4.50/match |

Officials' expenses for regular season and play-off games/matches in baseball, basketball, football, soccer, softball, volleyball and wrestling:

- (1) Reimbursement of an official's expenses (meal or per diem) is based on one-way mileage intended to reach the site of a game/match/event is as follows:

51 miles to 150 miles=one meal @ \$10
Over 150 miles=two meals = \$15

- (2) Per diem (where applicable) is \$75 per day providing the official spends the night.
 (3) Mileage is paid (where applicable) at the rate of **\$.405** per mile round trip from the official's home group.
 (4) A rider fee of \$10 is paid to officials who are riding (non-drivers only) on trips of 51 miles or more.

The swimming referee fee schedule is as follows:

\$38.00 per meet Referee

\$27.00 per meet Stroke & Turn Judges

The track referee fee schedule is as follows:

| | |
|--|---|
| \$80.00 | All day meet, preliminaries and finals, track and field events for boys and girls |
| \$53.00 | Half day meet, finals only, both track and field events for boys and girls |
| \$69.00 | All day meet, preliminaries and finals, both track and field for boys OR girls |
| \$53.00 | All dual, triangular and quadrangular meets |
| \$53.00* | Track referee only – all day meets as described above |
| \$53.00* | Field referee only – all day meets as described above |
| <i>* - Must hire both track and field referees if this format is used.</i> | |
| \$53.00 | Additional for pre-meet seeding, heating, etc. optional if school/referee so agree) |
| \$91.00 | Two-day meet (afternoon or evening day one, morning day two), both track and field for boys and girls |
| \$64.00 ea. | Track referee and field referee – same format as above |

All fees are in addition to mileage and per diem rates as apply in other sports.

