

## **SECTION XII AFFILIATED ORGANIZATIONS**

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### **12.1 NEW MEXICO HIGH SCHOOL COACHES ASSOCIATION CONSTITUTION**

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#### **ARTICLE I - NAME AND OBJECTIVES**

##### **Section 1**

The name of this organization will be the "New Mexico High School Coaches Association," and is organized under the laws of the State of New Mexico and particularly under New Mexico Statutes Annotated, 1953 Edition (1957 Supp.), Article 14, Sections 51-14-20 to 51-14-40, inclusive.

##### **Section 2**

The objectives of this Association shall be:

- A.** To foster by study, publication and teaching the knowledge of sports skills, the psychology of coaching, ethics of coaching and sportsmanship by conducting coaching schools and by offering the training coaches need to become licensed;
- B.** To foster the study of physical education and encourage the personal and professional development of young coaches;
- C.** To encourage research and preparation of publications devoted to enhancing the skills of coaches in New Mexico;
- D.** To support activities that will help provide higher education opportunity for the youth of New Mexico;
- E.** To help maintain the highest possible standards in athletics and the coaching profession, and to work together for the improvement of conditions in New Mexico high school athletics.
- F.** To secure a better understanding of the problems of high school coaching. and to place sources of information at the disposal of members.
- G.** To endeavor to improve all sports in all phases by aiding the coaches in securing a more thorough understanding of the various sports.
- H.** To have a representative group of coaches to which may be referred athletic problems of general interest in the hope of creating better relationships between schools.
- I.** To promote good fellowship and social contacts among coaches.
- J.** To cooperate with the New Mexico Activities Association in making athletics an integral part of the complete educational program.

##### **Section 3**

This Association shall exist for a period of 100 years (December 4, 1958 to December 3, 2058).

## **ARTICLE II - GOVERNMENT**

### **Section 1**

**Constitution** -- The government of the Association shall be vested in a Board of Directors as provided in the Bylaws.

### **Section 2**

The Bylaws of the Association shall be adopted by the accredited and qualified members of the Association in good standing, and may be amended, changed or repealed by a majority vote of such members. Such Bylaws, when adopted, shall be the governing rules of procedure and operation of the Association subject only to this Constitution, the Constitution and Bylaws of the New Mexico Activities Association, and the Laws of the State of New Mexico.

## **ARTICLE III - MEMBERSHIP**

### **Section 1**

Membership shall include only athletic Coaches and Athletic Directors of elementary, junior high school/middle school and high schools in the State of New Mexico. A student membership will be available to undergraduates that are seeking a career in the profession of athletic coaching. A student member will have voting privileges but may not hold office. In the case of the Athletic Directors membership is available only to those whose administrative duties are directly connected with athletics.

### **Section 2**

An associate membership shall be available to applicants who have an interest in furthering the objectives of the association, but associate member shall not be coaches or athletic directors residing within the State of New Mexico. Associate memberships shall be approved by the Board of Directors and such members shall not be eligible to vote or hold office.

## **ARTICLE IV - AMENDMENTS**

### **Section 1**

This Constitution may be amended by an affirmative vote of the majority of members present at the Annual Meeting of the Association, provided that a notice setting forth the proposed amendment or amendments shall have been posted in a prominent place at least two days in advance of said vote at the site of the Annual Meeting.

## **BY - LAWS**

## **ARTICLE I - BOARD OF DIRECTORS**

### **Section 1**

The Board of Directors shall consist of the President, President-Elect/Vice President, and Immediate Past President, ten Regional Directors to be elected and three additional Directors, one to be appointed by the President of the Association, one appointed by the President of the New Mexico High School Athletic Directors Association and one by the Executive Director of the New Mexico Activities Association.

### **Section 2**

- A. Ten Directors, two from each region, shall be elected at the regional meetings held at the Coaches Clinic each year. Election of the Regional Directors shall be made by members of the Association who coach in each respective region. The regions shall be Northwest, Northeast, Southwest, Southeast and Central, including schools of all classifications therein. Designation of which

schools are to be included in each region shall be made by the Board of Directors. Candidates shall be members of the Association and employed as an athletic coach.

- B.** After the first year of its existence, a region will elect one Director for a one year term and one for a two-year term. They will be replaced in subsequent elections for two-year periods as their terms expire.
- C.** The president of the Association shall appoint one member of the Association to the Board of Directors. The appointed Director shall be a voting member of the Board, a member of the Association and employed as an athletic coach or director. He/she shall serve as the Association's appointment to the New Mexico Activities Association's Athletic Council, Commission and/or Board of Directors
- D.** The President of the New Mexico High School Athletic Director's Association shall appoint one member of the Board to a one-year term. The appointed Director shall be a voting member of the Board, a member of the Association and employed as an Athletic Director. He/she shall serve as the Association's liaison with the New Mexico High School Athletic Director's Association.
- E.** The Executive Director of the New Mexico Activities Association shall appoint one member of the Board to a one year term. The appointed Director shall be a voting member of the Board.

### **Section 3**

Should a Board member elected from one region move to another region, leave the State, or resign from all coaching responsibilities, he/she shall be replaced and his term completed by a coach from that region appointed by the President of the Association.

### **Section 4**

Should an officer of the Board leave the high school coaching profession in the State of New Mexico, his/her office shall be filled by appointment by the Board. The order of succession to the Presidency shall be President-Elect and then the Senior Regional Director. Should there be Directors with equal seniority, the selection shall be determined by the flip of a coin.

### **Section 5**

The Board of Directors shall have complete control and management of the affairs, funds and property of the Association.

### **Section 6**

At the end of the fiscal year, the Board of Directors shall cause an annual review of the financial statement of the Association to be made by a committee of no less than three (3) members, who need not be members of the Board of Directors, appointed by the President. The fiscal year of the Association shall be from October 1st to September 30th, inclusive. The report on the review shall be made at the spring meeting of the Board of Directors. The Executive Secretary shall send the report to the President, the Immediate Past President and the New Mexico Activities Association and it shall be available to the general membership upon request.

### **Section 7**

All expenses of the Association, Coaching Training and Clinic and All-Star Games shall be paid out of the Association funds by the Executive Secretary, as directed from time to time by the Board. All records of financial transactions shall be made available to the President and the Board.

## **Section 8**

A majority of the Board of Directors present at a meeting shall constitute a quorum.

## **ARTICLE II - OFFICERS**

### **Section 1**

A President-Elect/Vice President shall be elected annually by the members of the Association at the Annual Meeting. In order to be eligible for the office of President-Elect/Vice President, the member must have served at least one year on the Board of Directors and employed as an athletic coach. The office of President-Elect/Vice President shall rotate between a member from the northern, central and southern parts of the State. Boundaries will be defined as follows:

**Northern** will be the northwest and northeast regions;

**Central** will be the central region;

**Southern** will be the southwest and southeast regions.

### **Section 2**

The Executive Secretary/Treasurer shall be appointed by the Board of Directors. The Executive Secretary/Treasurer need not be either a member of the Association or employed as an athletic coach or director. The Board of Directors shall determine the annual compensation for the Executive Secretary/Treasurer, determine the maximum annual allowance allocated for mileage, per diem and operation of his/her office and supplemental allowances per year to secure outside clerical and professional services

### **Section 3**

Nominations for the officers shall be made by a Nominating Committee of Board members or from the floor in open meeting. The Nominating Committee is to be composed of the immediate Past President, who will serve as Chairman, or a Senior Director appointed by the President in the event the Past-President is disqualified, and the Senior Directors from each of the five regions.

### **Section 4**

The election shall be under the direction of the Chairman of the Nominating Committee.

### **Section 5**

The candidate for each office who receives the majority of votes cast for any office shall be declared elected.

### **Section 6**

In the event that the office of President-Elect becomes vacant, the senior Regional Director shall fill this office.

### **Section 7**

It shall be the duty of the President to appoint all committees and to fill all vacancies on committees and on the Board of Directors that occur during his/her term of office. The President shall call meetings of the Board of Directors and preside at all meetings of the Board and of the Association, and shall have general power and supervision of the Association, and shall execute, on behalf of the Association, all papers, contracts, agreements and other evidences in writing only when authorized by the Board of Directors.

## **Section 8**

The President-Elect shall be present at all meetings of the Association and the Board of Directors and, in the absence of the President, perform the duties and exercise the power of the President, and perform such other duties as may be delegated by the Board of Directors.

## **Section 9**

The Executive Secretary shall attend all meetings of the Association and perform any duties designated by the Board of Directors. The Executive Secretary shall be bonded for \$10,000.00, shall sign all checks for the Association and have them countersigned by the President or his designee.

## **Section 10**

Mileage and per diem shall be paid to the officers and members of the Board attending regular and called meetings at a rate to be set from time to time by the Board. Officers or members of the Board that are either at the meeting site at the expense of their school or reside in the city in which the meeting is held shall not be paid mileage and per diem.

## **ARTICLE III - MEMBERSHIP AND DUES**

### **Section 1**

The qualifications for membership are defined in the Constitution.

### **Section 2**

The amount of the Annual Membership Dues will be set by the Board of Directors and shall include the amount necessary for individual membership in the National High School Athletic Coaches Association. Student memberships will be available at a fee to be set by the Board which will be less than a regular membership. Associate memberships annual dues shall be set from time to time by the Board of Directors. Membership fees will not be prorated during the year and all membership shall expire on May 31 of each year.

### **Section 3**

The fee for the Annual Coaches Training and Clinic shall be set by the Board of Directors with the option of charging additional amounts to New or Not-Current members, Non-Members of the Association and for Late Registration.

### **Section 4**

Any member may be suspended with cause by a two-thirds vote of the Board of Directors.

### **Section 5**

At the annual meeting only current members shall be eligible to vote. A current -member is defined as one whose dues have been paid for the current Association year (June 1 through May 31).

## **ARTICLE IV - MEETINGS**

### **Section 1**

The regular meetings of the Association Board of Directors, open to all Association members, shall be at the Annual Coaches Training and Clinic and the State Track Meet, or, at such other times as determined by the Board. The President may call a special meeting at any time he/she determines such a meeting is necessary or when a majority of the Board requests, in writing, such a special meeting be called.

## **Section 2**

The Annual Meeting of the Association shall be during the week of the Annual Coaches Clinic.

## **Section 3**

A quorum shall consist of the current members attending the annual meeting. There must be due notice of the meeting having been given in writing.

## **ARTICLE V - AMENDMENTS**

### **Section 1**

Any proposed amendment to the Bylaws shall be submitted by a member in writing to a member of the Board of Directors no later than twenty-four hours before the next regular annual meeting of the Association.

### **Section 2**

The proposed amendment, together with opinion of the Board of Directors, shall be read at a regular annual meeting of the Association. An affirmative vote of a majority of the members present shall be necessary for the adoption of any such amendment or amendments.

## **ARTICLE VI - GRIEVANCE**

### **Section 1**

A current member shall have the right to appeal a decision, action or policy made by the members, Board of Directors, Officers, or by the Executive Secretary.

### **Section 2**

The procedure of appeal shall be established by the Board of Directors.

## **ARTICLE VII - DISSOLUTION OF ASSOCIATION/TRANSFER OF ASSETS**

### **Section 1**

Upon the dissolution of the Association, the board of Directors shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all assets of the Association in a manner consistent with the overall purposes of the Associations, including without limitation the transfer thereof to another organization (or organizations) organized and operated exclusively for charitable, literary, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 and/or to an exempt organization under Section 501(c)(4) (or the corresponding provision of any amendments thereto) as the Board of Directors may determine. As to any assets not so disposed as provided herein, any director of the Association may petition the applicable court in the State of New Mexico having jurisdiction over the matter for the purposes of having the court enter an order directing the disposal of such assets to such exempt or organizations as contemplated by the provisions as herein or as otherwise deemed appropriate by the court.

## **ARTICLE VIII - INDEMNIFICATION OF DIRECTORS, OFFICERS, AND ASSOCIATION STAFF**

### **Section 1**

The Association shall, to the extent legally permissible, indemnify each person who may serve or has at any time served as a director, officer, or staff employee of the Association, or who at the request of the Association may serve or any time has served as a director, officer, or employee of the Association, against all expenses and liabilities (including attorney fees, judgments, fines, penalties, or amounts payable in settlements) reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, lawsuit, or other proceeding, whether civil, criminal, administrative or investigative, in which he/she may have been involved by reason of his/her serving or having served in such capacity (other than a proceeding voluntarily initiated by such person unless he/she is successful in the merits, or any proceeding authorized by the Association in which the Association seeks declaratory relief regarding such person's conduct); provided, however no indemnification shall be provided for any person with respect to any matter as to which he/she shall have been finally adjudicated in any proceeding to have acted with willful or malicious intent, or in the intentional belief that his /her action was not in the best interest of the Association; and provided, further, that as to any matter disposed of by a compromise or settlement payment by such person, pursuant to a consent decree or otherwise, then any such payment or indemnification thereof must be approved by the Board of Directors of the Association, which approval shall not be unreasonably withheld, or approved by a court of competent jurisdiction.

Such indemnification shall include payment by the Association of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding (upon receipt of an undertaking by the person indemnified to repay such payment if he/she shall be adjudicated not to be entitled to indemnification under this Article, which undertaking may be accepted without regard to the financial ability of such person to make such repayment).

Any indemnification of advance of expenses under the Article shall be paid promptly, and any event within 30 days after receipt by the Association of a written request therefore for the person to be indemnified, unless with respect to a claim to indemnification the Association shall have determined that the person is not entitled to indemnification. If the Association denies the request or if payment is not made within 30 days, as provided herein, then the person seeking to be indemnified may at any time thereafter seek to enforce his/her rights under in a court of competent jurisdiction, and if successful in whole and part, shall also be entitled to reimbursement for the expenses incurred in prosecuting such action. Unless provided by law, the burden of proof that the person is not entitled to reimbursement or indemnification shall be upon the Association.

The right of indemnification under this Article shall be a contract right and inure to the benefit of the directors, officers and staff employees of the Association and other persons entitled to be indemnification hereunder, and no amendment or repeal of this Article shall be adverse by effect right of such directors, officer or staff employee of the Association existing at the time of such subsequent amendment or repeal.

All indemnification and reimbursement obligations herein shall insure to the benefit of the heirs, executors, administrators, and assigns of any director, officer, or staff employee entitled to indemnification hereunder.

The right of indemnification under this Article shall be in addition to and not exclusive of any other rights to which such director, officer, or staff employee of the Association may be entitled. Nothing contained in this Article shall affect any rights of indemnification to which said persons may otherwise entitled to by contract or by law beyond that which is provided herein.

The Association may maintain insurance, at its expense, to protect itself and any director, officer, or staff employee of the Association against any expense, liability, loss, or exposure herein, whether or not the Association would have the power to indemnify such person against such expense, liability, or loss under the New Mexico Non-Profit Corporation Act.



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## **12.2 NEW MEXICO HIGH SCHOOL ATHLETIC DIRECTORS ASSOCIATION CONSTITUTION**

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### **ARTICLE I - NAME**

The name of this organization shall be the New Mexico Athletic Directors Association.

### **ARTICLE II - PURPOSE**

The purpose of this organization shall be:

1. To preserve, nurture and perpetuate interscholastic athletics and its educational aspects in perspective to the integrity of the total curriculum.
2. To improve athletic understanding and relationships throughout the State of New Mexico.
3. To establish unity and fellowship among all members.
4. To promote uniformity in athletic policies throughout the State of New Mexico.
5. To cooperate with the administrative head while remaining cognizant that he/she is held ultimately responsible in all matters related to interscholastic activities involving his/her school.
6. To establish closer working relationships with related professional groups.
7. To assist and cooperate with the New Mexico High School Coaches Association, the New Mexico High School Officials Association, and the New Mexico Activities Association in maintaining their goals and objectives.
8. To promote the professional growth and image of interscholastic athletic administrators.

## **ARTICLE III - MEMBERSHIP**

### **Section 1 - Active Membership**

The Association shall be limited to all athletic directors and all others who have athletic administrative responsibilities in the State of New Mexico.

### **Section 2 - Associate Membership**

Associate membership shall be open to other interested parties, such as school administrators, retired athletic directors, university students in the field of sport administration, and others as approved by the NMADA Board of Directors.

### **Section 3 - Dues**

The NMADA Board of Directors establishes annual dues.

### **Section 4 - Voting Privilege**

Only those active Association members present at the meeting are eligible to cast a vote.

### **Section 5 - Association Year**

The Association year shall begin July 1 and end June 30.

## **ARTICLE IV - OFFICERS**

### **Section 1 - Officers**

The officers shall be the Past President, President, Vice-President, and Secretary-Treasurer.

### **Section 2 - Duties of the President**

The President shall preside at all meetings of the NMADA as the Chief Executive Officer. The president shall also preside at all meetings of the NMADA Board of Directors. The president shall have the power to appoint special committees for the purpose of improving the objectives of the Association. The president shall serve as the NMADA representative on the NMAA Commission.

### **Section 3 - Duties of the Vice President**

The vice president shall assume the duties of the president in his/her absence or in his/her inability to act. He/she shall assist the president in any matters necessary. The vice president shall be the president-elect and automatically move into the presidency. The vice president shall serve as the NMADA representative on the New Mexico High School Coaches Association Board of Directors.

### **Section 4 – Secretary-Treasurer**

The secretary-treasurer shall be the chief corresponding officer responsible for all such records and proceedings of the NMADA. The secretary-treasurer shall be responsible for notices, publications, reports and other items necessary for proper operation of the NMADA. The secretary-treasurer shall have primary responsibility for membership development, records, etc. The secretary-treasurers shall give a financial report as a routine order of business at all meetings of the NMADA.

**Section 5 – Past President**

The past president shall consult, advise, and assist the officers in the leadership functions of the NMADA. The past president shall conduct meetings in the absence of the president and the vice president.

**ARTICLE V – BOARD OF DIRECTORS**

**Section 1 - Officers**

All elected officers of the NMADA serve on the board of directors.

**Section 2 – Classification Representatives**

Classification (A-AA-AAA-AAAA-AAAAA) representatives (one north, one south for each classification) are (appointed by the president) and serve two year staggered terms on the board of directors.

**Section 3 – Additional members**

The New Mexico NIAAA Leadership Training Program coordinator, the New Mexico NIAAA Liaison, and the NMADA Executive Director shall serve on the Board of Directors.

**Section 4 - Quorum**

A quorum shall consist of two-thirds of the membership of the Board of Directors and any action taken will be based on simple majority vote.

**ARTICLE VI - MEETINGS**

**Section 1 - NMADA Meetings**

The NMADA shall have three meetings each year. Generally, they shall be held during the New Mexico High School Coaches Association Clinic, the NMADA annual conference, and the NMAA Boys State Basketball Tournament. Meetings may be scheduled at other times at the discretion of the president.

**Section 2 – Board of Directors Meetings**

The Board of Directors shall meet as often as deemed necessary to administer their business. Meetings shall be called by the president. Notice of at least one week should be given to all members as to the time, place and agenda.

**ARTICLE VII - ELECTIONS AND APPOINTMENTS**

**Section 1 - Election of Officers**

Election of officers shall be at the conclusion session of the July meeting.

**Section 2 - New Officers**

All newly elected officers shall take office at the meeting of the Board of Directors following the July meeting. Transfer of offices or officers should be made as orderly as possible. Incoming officers should be advised of current business of that office in writing, submitted with all records on election.

**Section 3 - Election of Officers**

The president shall serve a one-year term and not be eligible for re-election. The vice president shall succeed to the office of president in order to retain organizational stability. The secretary-treasurer shall succeed the office of vice president. The secretary-treasurer will be elected by the members of the NMADA at the July meeting.

**Section 4 – Elections and Vacancies**

The Board of Directors of the NMADA shall serve as the nominating committee for all general elections and all vacancies on the Board of Directors.

**Section 5 - Special Awards**

There shall be one major award presented annually to a member of the Association: The New Mexico Athletic Director of the Year Award. This award will be presented at the July meeting to the outgoing president of the NMADA. The recipient of this award shall also receive the New Mexico State Award of Merit from the NIAAA.

**ARTICLE IX - ORGANIZATIONAL RELATIONSHIPS**

**Section 1 - Relationships**

Group organizational relationships shall exist with all educational and administrative groups.

**Section 2 - Correlation**

The constitution and proceedings of the NMADA shall be consistent with the fundamental purpose of the New Mexico Activities Association.

**Section 3 – Appeal process**

The Board of Directors of the NMADA shall serve as the review board for all appeals.  
Supplement – Mission and Core Values - The following mission and core values were adopted by the general membership on March 8, 2007

**NMADA MISSION AND CORE VALUES**



**NMADA MISSION:**

The NMADA is committed to the individual and organizational development of interscholastic athletics leaders in the state of New Mexico.

**NMADA CORE VALUES:**

- I. To promote professional growth, image, unity, and fellowship of all members.
- II. To support academic excellence, the educational integrity of interscholastic athletic programs, and cooperate with the administrative head in the administration of those programs.

- III. To assist and cooperate with state organizations (NMAA, NMHSCA, NMOA, etc.) in maintaining their goals and objectives and to promote uniformity in athletic policies in New Mexico.
- IV. To improve athletic understanding and relationships throughout the state of New Mexico, especially through close working relationships with related organizations.

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**12.3 NEW MEXICO OFFICIALS ASSOCIATION CONSTITUTION/BYLAWS/ADVANCEMENT CERTIFICATION**

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**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 by-laws. The one exception to this is the provision for the associate 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.

**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 office 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 for 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.

	<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 / Tennis	Even
9.	Volleyball	Odd
10.	Wrestling	Odd

**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 BY-LAWS**

Control measures, membership requirements, duties of officers, functions of standing committees, and member membership fees are covered 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 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 shall be by mail or email ballot and returned ballots, if sent via hard copy, must be postmarked on or before fifteen (15) calendar days following the date issued. Emailed ballots must be date/time stamped by midnight on the due date.

## II. BY-LAWS

### 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 high school sub-varsity/junior high contests wishing 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 by-laws 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. 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. 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.

<b>Members</b>	<b>Dues/Sport</b>
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 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 – June 1
- Swimming and Wrestling – September 1 (of same year)
- Baseball and Softball – October 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 correct.

## **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 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** 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 moneys received. He will disburse moneys of the Association under the direction of the Executive Board and presents 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 Assistant Executive Director 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 membership 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 or the official has been assigned via The Arbiter 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 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 by-laws 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 all requirements are met. Individuals who violate this requirement are subject to sanction by the Assistant Director 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**

1. 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.
  - a. Meeting attendance for each member of the local association.
  - b. Number and type of games worked for each member of the local association.
  - c. Number of post-season assignments worked by each member of the local association.
  - d. Number and results of each official's evaluation (obtained from the regional commissioner or assignor).
  - e. Number of evaluations performed (obtained from the regional commissioner or assignor).
2. The process for the selection of group leaders and local assignors, 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. If no local association by-laws exist, the NMAA office will appoint someone to fill the position.

**F. FOSTER OFFICIAL PROGRAM**

1. The Foster Official Program, designed to improve training and retention of new officials, operates under the following guidelines.
  - a. 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:
    - 1) Taking the Apprentice to as many of his/her contract contests as possible.
    - 2) Introducing the Apprentice to the practical aspect of the Handbook, Constitution and Local by-laws as may be applicable. This also involves sitting with that person during meetings and explaining various items as may be necessary.
    - 3) Making every effort to make this person familiar with the official's role and responsibilities.
    - 4) Assisting in regularly evaluating the Apprentice's performance with a view toward improvement.
    - 5) Scheduling time for various activities.
    - 6) 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.
  - b. 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.
  - c. Senior officials selected for this program must be responsible and positive role models.
  - d. 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**

Officials shall conduct themselves 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 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 by-laws.

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 Assistant Director 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 by-laws.

**K. 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 by mail or email ballot and returned ballots, if sent via hard copy, must be postmarked on or before fifteen (15) calendar days following the date issued. Emailed ballots must be date/time stamped by midnight on the due date.

### 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 officiating at a level of 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 their 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
Football	September 15
Soccer	September 15
Volleyball	September 15
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 by-laws 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 30<sup>th</sup> 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	3 of 4 (2 yrs.)	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 <sup>st</sup> 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 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 & 7 <sup>th</sup> /8 <sup>th</sup>	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 <sup>st</sup> 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.

5. **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

6. **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.
7. **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.
8. **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 in each sport 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.
- e. 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.

2. **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 (must be Approved or Certified officials).
  - e. The host district selects the officials for their Regional Tournament (must be Approved or Certified officials).
  - f. The NMAA Director of Officials selects the State Tournament officials from the list of Certified officials.

## H. 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 voting in the specific sport affected. Voting on amendments shall be by mail or email ballot and returned ballots, if sent via hard copy, must be postmarked on or before fifteen (15) calendar days following the date issued. Emailed ballots must be date/time stamped by midnight on the due date.