

# SECTION I GENERAL AND BASIC INFORMATION

## 1.1 PREFACE

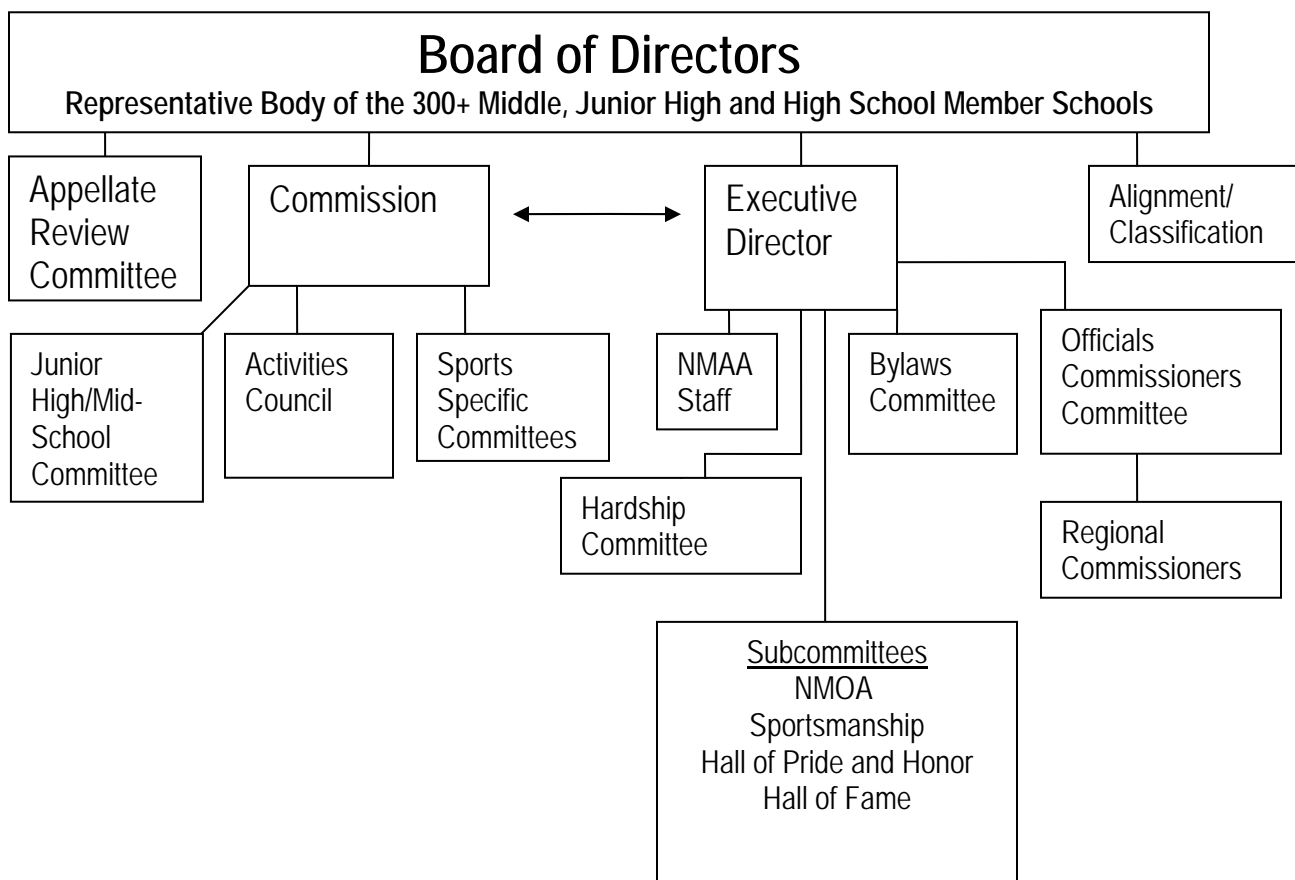
This Handbook serves as the official publication of the New Mexico Activities Association; hereafter referred to as “the NMAA” or “the Association,” and is designed to assist school administrators, coaches and advisors with the everyday implementation of interscholastic activity programs.

The Handbook includes the Association’s Constitution, bylaws and general information pertaining to overall membership and responsibilities for interscholastic/performance activity educators.

School administrators are expected to make the information contained in this handbook available to those responsible for conducting the various interscholastic programs, who in turn are asked to review all rules and regulations with the participants in their respective programs. All identified responsibilities/sanctions/roles contained in this Handbook are required and, by rule, subject to penalty for non-compliance.

If you have any questions about a rule or any NMAA published document, communication should take place immediately with the NMAA office.

## 1.2 NMAA ORGANIZATIONAL FLOW CHART



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**1.3 HOW THE NMAA WORKS**

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**A. WHAT IS THE NMAA?**

The New Mexico Activities Association was formed in 1921 as a private/non-profit organization whose principle purpose is the regulation, direction, administration and supervision of interscholastic activities in the State of New Mexico. The NMAA prides itself in its leadership, providing educational and social experiences for the students and communities of New Mexico. The NMAA has taken a leadership role nationally in several areas, including sportsmanship, media relations, coaches' preparation, and interscholastic activities.

The NMAA is a membership led organization. Member schools have an active voice in establishing all rules and regulations in regards to interscholastic activities and athletics. Alignment and classification and finance issues are the purview of the Board of Directors.

**B. WHO MAKES UP THE NMAA?**

The New Mexico Activities Association is comprised of New Mexico public and private middle/junior high and senior high schools. Each senior high member school is placed into a competitive district according to their enrollment and geographic location for the purpose of conducting and managing NMAA sanctioned events within that district.

**C. WHEN THE NMAA MEETS**

The Board of Directors (hereafter referred to as "the Board") has a minimum of four regularly scheduled meetings each year, while others may be called as deemed necessary by the Director and/or the Board President. These meetings are open to the public with "Roberts Rules of Order" used as procedure. The Association's mandatory Annual Meeting of the schools is held each October. Official voters and school administrators come together to hear reports and discuss general business.

**D. HOW SCHOOLS ARE ALIGNED AND CLASSIFIED**

Member schools are divided into classifications for athletic purposes. Placement into classifications is based on the eightieth (80<sup>th</sup>) day's enrollment in grades 9 through 12 in the first year of each two-year block for the subsequent two-year block. Each classification of schools is then organized into districts, when applicable, in order to conduct interscholastic sports. When establishing classifications/districts, procedures and criteria established by the Board are followed.

**E. HOW THE PROGRAM OF THE NMAA IS ADMINISTERED**

The Board is composed of thirteen voting members who direct the overall business of the NMAA. They are elected or appointed as follows:

- Two superintendents/private school chief executive officers or headmasters are elected from each geographical region (A, B, C, D) of the NMAA alignment of schools. Four of these individuals are elected to represent the small schools in each area, and four are elected to represent the large schools.
- The Board also includes two appointed members, one from each of the two public school districts with the largest K-12 student enrollment in the state.
- One member is appointed by the State School Boards Association for a one-year term and affirmed by the Board at its yearly January meeting.
- One member serves as an at-large representative and is appointed for a three-year term by the NMAA Board President and affirmed by the Board at the January meeting.
- The Chairperson of the Commission also serves as a member of the Board..

The Commission is responsible for the oversight of sanctioned athletics/activities statewide, subject to the authorization granted by the Board. The Commission advises and recommends changes or amendments to NMAA policies, rules, regulations and operating procedures. Its' membership is composed of fifteen voting members who are elected or appointed as follows:

- One member is elected from each area of the NMAA alignment of small schools.
- One member is elected from each area of the NMAA alignment of large schools.
- One member is elected from the non-public schools of the Association.
- One member is appointed by the National Association of Secondary School Principals, New Mexico Division.
- One member is appointed by the State High School Athletic Directors Association.
- One member is appointed by the New Mexico State High School Coaches Association.
- One member is appointed by the NMAA Activities Council.
- One member is appointed by the State Officials Association.
- One member is appointed by the State School Boards Association.

The Activities Council, Junior High/Middle School Committee, Bylaws Committee, and Sports Specific Committees are responsible for evaluating NMAA rules, regulations and procedures, providing input, and making recommendations involving their area to the Commission.

#### **F. HOW THE NMAA IS FINANCED**

Member dues, tournament revenues, and corporate sponsorships make up the revenue base of the NMAA.

Financial reports of the Association are audited every two (2) years by a Certified Public Accountant. Copies of the audited financial statements are provided to the State Education Agency.

#### **G. HOW THE NMAA KEEPS THE SCHOOLS AND STATEWIDE COMMUNITY INFORMED**

The NMAA has mandated that all member schools submit roster information for varsity and sub-varsity (if applicable) athletic teams. The mandate also includes the submission of schedules, scores and team photos for all varsity athletic teams (see 3.9.3).

The NMAA website ([www.nmact.org](http://www.nmact.org)) includes the most up to date information pertaining to interscholastic activities in New Mexico. Users can find information regarding the association, its' member schools, bylaws, and other important information.

#### **H. THE NMAA OFFICE AND STAFF**

The NMAA office is located at 6600 Palomas Avenue NE, Albuquerque, New Mexico 87109. The Board employs the Director who is supported by Associate Directors, Assistant Directors, and various other support staff to assist in the administration of the Association.

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### **1.4 REGULATIONS OF THE STATE EDUCATION AGENCY**

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#### **A. RECOGNIZING THE NEW MEXICO ACTIVITIES ASSOCIATION, MAY 1960**

Resolved that the State Education Agency recognizes the New Mexico Activities Association as the organization to supervise and regulate all activities participated in/on an interschool system basis in elementary and/or secondary schools.

Resolved that beginning with the 1961-62 school year all interscholastic activities be part of the New Mexico Activities Association and subject to its supervision and regulation on the basis of such regulatory measures as may be devised by the NMAA. Membership in the New Mexico Activities Association is optional for schools which operate interscholastic activities solely within their own system.

Resolved that the State Education Agency be officially represented at all New Mexico Activities Association meetings by the Director of Secondary Education or his/her designated representative.

**B. REGULATION NO. 76-6: GOVERNING PARTICIPATION IN INTERSCHOLASTIC SPORTS**

No officer, agent, or employee of any school subject to the jurisdiction of this Board shall subject any person to discrimination based on sex in any interscholastic sport.

**C. REGULATION NO. 77-6: GOVERNING THE TRANSPORTATION OF SCHOOL CHILDREN PARTICIPATING IN SCHOOL SPONSORED ACTIVITIES**

The purpose of this regulation is to provide for the safety and welfare of any students participating in school sponsored activities by prescribing the qualifications and periods of on-duty service of those persons who operate motor vehicles involved in the transportation of such students, to establish vehicle requirements, and to require school districts to adopt local regulations designed to guarantee the health and welfare of such students.

**NOTE:** See compilation of State Education Agency regulations for complete text of 76-6 and 77-6.

**D. REGULATION NO. 95-10: GOVERNING REGULATION - NEW MEXICO ACTIVITIES ASSOCIATION**

1. **AUTHORITY:** This regulation is adopted by the State Education Agency pursuant to Sections 22-2-1 and 22-2-2, NMSA 1978. Revised 11-3-95, 10-15-97, 01-15-99, 12-29-00.

2. **APPLICABILITY:** This regulation governs the process by which rules promulgated by the New Mexico Activities Association are rules considered by the State Education Agency for approval or disapproval pursuant to Section 22-2-2R, NMSA 1978, and the process for the review of decisions made by the governing board or officials of the New Mexico Activities Association pursuant to Section 22-2-2S.

3. **PURPOSE:** Interscholastic activities are an integral and essential component of New Mexico youth and the curricula within New Mexico schools. In order to provide such opportunities for students, their activities must be organized, supervised, and regulated in a fair, open, and consistent manner. Effective programs require that the State Education Agency and the New Mexico Activities Association work in a cooperative and supportive partnership for the benefit of students. The purpose of this regulation is to establish a procedure by which the State Education Agency and the New Mexico Activities Association can accomplish their respective roles in the regulation of interscholastic activities.

4. **REQUIREMENTS:** The following requirements are applicable to the regulation of interscholastic activities by the New Mexico Activities Association:

a. The New Mexico Activities Association may establish rules for the organization, regulation and enforcement of interscholastic activities for its member schools, subject to the approval or disapproval of said rules by the State Education Agency. The State Education Agency, however, shall have no power or control over the rules or regulations or bylaws governing the administration of the internal organization of the New Mexico Activities Association.

- b. The rules established by the New Mexico Activities Association for the organization, regulation and enforcement of interscholastic activities shall support equal educational opportunities for every student.
- c. The New Mexico Activities Association shall establish a process for the proposed adoption or amendment of rules by its member schools. A majority vote of eligible member schools affected by the proposed process shall be required before the proposed process is presented to the State Education Agency for approval or disapproval. The proposed process shall be presented to the State Education Agency no later than its June, 1996 meeting. The State Education Agency may also promulgate its own regulations governing interscholastic activities in accordance with the provisions of the Public School Code.
- d. The New Mexico Activities Association shall compile all existing rules having been voted upon by the affected member schools and submit them to the State Education Agency for approval or disapproval. All newly proposed rules or amendments to existing rules shall thereafter be submitted to the State Education Agency for approval or disapproval. If the State Education Agency disapproves a proposed rule(s) or amendment to an existing rule, the State Education Agency, or its designee(s), will consult with the New Mexico Activities Association regarding potential alternatives.
- e. The New Mexico Activities Association shall provide the State Education Agency with an annual performance and financial audit.

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**1.5 THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS (NFHS)**

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The National Federation is an organization of the fifty autonomous state high school athletic and/or activities associations and the association of the District of Columbia. Additionally, the nine interscholastic associations from the Canadian Provinces of Alberta, British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, Quebec, Prince Edward Island, and Saskatchewan are affiliated with the National Federation as are the associations of St. Croix and St. Thomas-St. John.

Collectively, the associations through their common commitment to high school athletic/activities programs form the National Federation. These organizations have established the National Federation as a means of maintaining cooperative, reciprocal relationships among all of the member associations. As the mechanism for maintaining these relationships, the National Federation provides a common forum for administering high school activities, through a democratic governance process, by all who direct these programs.

Through its national office, the National Federation has established an administrative entity to coordinate and support the functions of the organization. The administrative office is a conveyor of a large number of meetings and committees for the promulgation of rules, publisher of extensive media materials to support the operation of the organization, and is a resource for and a repository of information/data for high school activities programs.

As stipulated in the National Federation Constitution, the National Council is the legislative body of the organization which annually elects a specified number of members to staggered terms on the Board of Directors, the administrative entity which conducts the business and day-to-day operations of the organization through the director and administrative staff.

The National Federation is committed to diversity and inclusiveness in the administration of the organization. This commitment is achieved by providing opportunity for any National Council member to serve on the Board of Directors.

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**1.6 CODE OF ETHICS FOR SCHOOL PERSONNEL**

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The following are professional and ethical standards which school employees or contractors associated with interscholastic activities are expected to follow while performing their roles. Failure to adhere to the following standards may subject that school/employee to disciplinary action. (PED State Statutes 6.60.9.8)

We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, encouragement of scholarship, and promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code:

- Commitment to the Student
- Commitment to the Community
- Commitment to the Profession
- Commitment to the Professional Employment Practices

Conduct that berates, intimidates, or threatens, has no place in interscholastic activities. Member schools and school district personnel who choose to act in this manner will be subject to penalty as determined by their local school district in conjunction with the approval of the Executive Director.

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**1.7 CODE OF ETHICS FOR STUDENT PARTICIPANTS AND GENERAL PUBLIC**

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**1.7.1 Pursuing Victory with Honor**

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal: pursuing victory with honor. The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture. In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely. The main principles are as follows:

- Promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the “Six Pillars of Character”: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.
- Conduct sports programs in a manner than enhances the mental, social, and moral development of athletes and teaches positive life skills that will help them become personally successful and socially responsible.
- Consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.

- The highest administrative officer of the organization must maintain ultimate responsibility for the integrity and quality of those programs, and must assure that education and character-development responsibilities are not compromised. This officer must strive to ensure that the sports performance goals of the organization are achieved and that the desires and pressures to win are never placed above the academic, emotional, physical, and moral well-being of the participants.
- Prominently discuss the importance of character, ethics, and sportsmanship in promotional and descriptive materials, and specifically determine that the athlete has or will develop the character to succeed.
- The leadership of sports programs at all levels must ensure that coaches, whether paid or voluntary, are competent to coach in three areas: 1) character-building and sportsmanship, 2) first-aid and the physical capacities and limitations of the age group coached, and 3) coaching principles and rules and strategies of the sport.

Conduct that berates, intimidates, or threatens, has no place in interscholastic activities. Participants, students, and members of the general public who choose to act in this manner will be subject to penalty as determined by their local school district in conjunction with the approval of the Executive Director.

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**1.8    UNDUE INFLUENCE**

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The use of any of the following inducements constitutes undue influence:

- A.** Participant living with coach, principal, teacher, or school official without legal guardianship
- B.** Any inducement to get parents or students to change residence for athletic/activity purposes
- C.** Offer or acceptance of money
- D.** Reduction or remission of regular tuition (other than need-based financial aid available to all applicants)
- E.** Offer or acceptance of board, room, or clothing
- F.** Offer or acceptance of money for work in excess of amount regularly paid
- G.** Transportation to school by any school official
- H.** Offer or acceptance of school privileges not normally granted to other students
- I.** Free or reduced rent for parents
- J.** Offer for payment of moving expenses for parents
- K.** Any communication with student athletes or their parents by school personnel that might be construed as inducement for them to attend a particular school.