

# SECTION III STRUCTURE (BYLAWS)

## 3.1 NMAA GOVERNANCE STRUCTURE

### NMAA Small School Governance Structure

#### Classes A & AA

Each Area Elects a Member to the Commission and the Board of Directors on a 3-Year Rotation

Area A	Area B	Area C	Area D
Acad. Tech/Classics	Bataan Military Academy	Alamo-Navajo	Capitan
Cimarron	Bosque School	Animas	Carrizozo
Clayton	Clovis Christian	Cliff	Clouderoft
Coronado	Dora	Dulce	Corona
Des Moines	East Mountain	Gallup Catholic	Eunice
Desert Academy	Elida	Lordsburg	Gateway Christian
Escalante	Estancia	Magdalena	Hagerman
Evangel Christian	Floyd	Navajo Pine	Hondo
Jemez Valley	Foothill	Navajo Prep	Jal
Maxwell	Fort Sumner	Pine Hill	Las Cruces Catholic
McCurdy	Grady	Quemado	Lake Arthur
Mesa Vista	House	Ramah	Loving
Monte del Sol	Logan	Rehoboth	Mescalero
Mora	Melrose	Reserve	Mesilla Valley
Moreno Valley	Menaul	Shiprock Northwest	Mountainair
Mosquero	San Jon	Tse'Yi'Gai	Tatum
NMSD	Santa Rosa		Tularosa
Pecos	Texico	<b>16</b>	Valley Christian
Peñasco	Tucumcari		Vaughn
Questa			
Roy	<b>19</b>		<b>19</b>
Santa Fe Prep			
Santa Fe Waldorf			
Springer			
Temple Baptist			
To'Hajiilee			
Victory Christian			
Wagon Mound			
Walatowa			

29

Area A:	29
Area B:	19
Area C:	16
Area D:	19
<b>Total</b>	<b>83</b>

<b>Total Schools</b>	
Small Schools:	83
Large Schools	76
<b>Total</b>	<b>159</b>



**NMAA Large School Governance Structure**

**Classes AAA, AAAA & AAAAA**

Each Area elects a member to the Commission on a 3-year rotation.

Each Area, excluding APS and Las Cruces as they have automatic representation, elects a member to the Board of Directors on a 3-year rotation.

<u>Area A</u>	<u>Area B</u>	<u>Area C</u>	<u>Area D</u>
Atrisco Heritage	Artesia	Alamogordo	Albuq. Academy
Albuquerque High	Carlsbad	Chaparral	Belen
Aztec	Clovis	Cobre	Bernalillo
Bloomfield	Dexter	Deming	Capital
Cibola	Goddard	Deming	Del Norte
Cleveland	Hobbs	Gadsden	Eldorado
Crownpoint	Lovington	Hatch	Española
Cuba	NMMI	Hot Springs	Highland
Farmington	Portales	Las Cruces	Hope Christian
Gallup	Roswell	Mayfield	La Cueva
Grants	Ruidoso	Oñate	Los Alamos
Kirtland	<b>11</b>	Santa Teresa	Los Lunas
Laguna-Acoma		Silver	Manzano
Miyamura		Socorro	Moriarty
Newcomb		<b>13</b>	Pojoaque
Piedra Vista			Raton
Rio Grande			Robertson
Rio Rancho			Sandia
Shiprock			Sandia Prep
Thoreau			Santa Fe
Tohatchi			Santa Fe Indian
Valley			St. Michael's
Volcano Vista			St. Pius
West Mesa			Taos
Wingate			Valencia
Zuni			West Las Vegas
<b>26</b>			<b>26</b>

  

Area A:	26
Area B:	11
Area C:	13
Area D:	26
<b>Total</b>	<b>76</b>

  

<b>Total Schools</b>	
Small Schools:	83
Large Schools	76
<b>Total</b>	<b>159</b>



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**3.2 STATEWIDE STANDING COMMISSION/COUNCILS/COMMITTEES**

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The Association has established five major statewide standing bodies through which specific issues are discussed. They are the Commission, Activities Council, Junior High/Middle School Committee, Sports Specific Committees, and Bylaws Committee.

**3.2.1 Commission****A. Purpose and Authority**

The Commission is responsible for making recommendations to the Board pertaining to Association policies, rules, regulations, and operating procedures.

**B. Qualifications, Term of Office, and Vacancies**

Commission members must be employed by a member school district in good standing or be an elected member of a member school board or board of directors. This membership may include district associates and/or assistants, athletic or activity directors, or school principals/headmasters or principal/headmaster associates and/or assistants. In order to serve on the Commission, a person must be serving in an administrative capacity in the member state organization represented (School Boards Association, Athletic Directors Association, High School Coaches Association, and Officials Association).

- 1. Terms:** Commission members are eligible for an unlimited number of consecutive terms provided that all other Commission qualifications are satisfactorily met. The term of office commences on January 1<sup>st</sup> following the Annual Meeting election.
- 2. Vacancies:** The Commission Chairperson, with the concurrent approval of a majority of members, shall fill, by appointment, any vacancy which occurs on the Commission. Such appointed Commission members serve until a successor is elected to fill the unexpired term.
- 3. Service on Commission and Board:** With the exception of the Chairperson, members of the Commission are not eligible to serve concurrently on the Board. With the exception of the Activities Council representative to the Commission, members of the Commission are not eligible to serve concurrently on the Activities Council.

**C. Composition**

The Commission consists of fifteen (15) members as follows:

- 1.** Four (4) members from the Small Schools, with one representative elected from each geographical area of the Alignment of Member Schools.
- 2.** Four (4) members from the Large Schools, with one representative elected from each geographical area of the Alignment of Member Schools.
- 3.** One (1) member elected from the Non-Public School membership.
- 4.** One (1) member appointed by the National Association of Secondary School Principals, New Mexico Division.
- 5.** One (1) member appointed by the State School Boards Association.
- 6.** One (1) member appointed by the State Athletic Directors Association.

7. One (1) member appointed by the State Coaches Association.
8. One (1) member appointed by the State Officials Association.
9. One (1) member appointed by the Activities Council.

The eight Small School and Large School members and the non-public school member shall be elected at the Annual Meeting on a term rotation basis. The terms of elected members are three years. One-third of the elected Commission members are elected each year during the Annual Meeting. The presidents and/or the board of directors of the respective associations shall determine the selection of their representative on the Commission.

#### **D. Governance Structure**

##### **1. Chairperson**

- a. **Election:** The Chairperson is elected from the Commission membership to serve two consecutive years. The nominating process involves receiving nominations from the floor during the first Commission meeting after July 1st in a given Commission office election year. Election of the Chairperson is completed through a one person/one vote process of the majority of Commission members present.
- b. **Term of Office:** The elected Chairperson assumes the duties of the office immediately upon election by the Commission members.
- c. **Duties and Responsibilities:** The elected Chairperson reports directly to the President of the Board. The Chairperson of the Commission presides at meetings and schedules special meetings. With the assistance from the Director, the Chairperson prepares agendas, expedites Commission business, and performs other duties delegated by the Board.

##### **2. Vice-Chairperson**

- a. **Election:** A Vice-Chairperson is elected from the Commission membership to serve two consecutive years. The nominating process involves receiving nominations from the floor during the first Commission meeting after July 1st in a given Commission office election year. Election of the Vice-Chairperson is completed through a one person/one vote process of the majority of members present.
- b. **Term of Office:** The elected Vice-Chairperson assumes the duties of the office immediately upon election by the Commission members.
- c. **Duties and Responsibilities:** The Vice-Chairperson performs the executive duties in the absence of the Chairperson and other duties as may be delegated by the Board of Directors.

#### **E. Voting**

Decisions are made by a majority of members voting. A quorum is constituted by individual members representing a majority of the Commission and as such may make decisions and transact business at any meeting.

## **F. Meetings**

### **1. Meeting Schedule**

Meetings are held on a regularly scheduled basis through a published calendar to the member schools/districts to facilitate the work of the Association as representatives of its member school districts. The Commission meets a minimum of four times during each school year.

### **2. Special Meetings**

The Commission Chairperson, upon consultation with the Board President, may call a special meeting to address an immediate need of the Association. An announcement of the special meeting is communicated to the member schools/districts fourteen (14) calendar days prior to the actual meeting date. An agenda is published with the special meeting notice.

## **G. Standing Subcommittees**

### **1. The following committees report to the Commission:**

Activities Council  
Jr. High/Middle School  
Sports Specific

### **2. The following committees report to the Commission through the Director:**

Bylaws  
Hall of Pride and Honor  
New Mexico Officials Association (NMOA)  
Sportsmanship  
Hall of Fame

## **3.2.2 Activities Council**

**A. Purpose:** To represent the Activities/Academic/Spirit components within the NMAA. The Committee will review, evaluate and counsel on all areas of activities as well as provide input and recommendations to the Commission relating to extracurricular, co-curricular and Spirit activities.

### **B. Committee Composition**

The Activities Council membership consists of individuals representing each of the organizations identified below and approved by the Director. Each organization has one representative to the Council. The Council also includes an Activities Director representative as well as a Jr. High/Middle School Committee representative.

**NOTE:** In the event sanctioned organizations exceed twenty five (25), the NMAA may cluster organizations according to type for Council membership purposes.

### **C. Activity Organization Representatives**

#### **1. Member Activity Organizations**

Each of the following organizations has one voting member; Bowling, Business Professionals of America, Career and Technical Service Organization, Chess, Drama-One Act Play, Future Farmers of America, Journalism, JROTC, Music, NM Mock Trial,

NMHS Rodeo Association, Science Fair/Olympiad, Speech/Debate, Skills USA, Spirit, and Student Council.

## **2. Selection**

Representatives to the Council from each identified organization shall be selected by the respective organization prior to August 1.

Member organization selection will be identified by the member organization through a process of its choice. New terms begin September 1.

An individual elected to the Council may not concurrently serve on the Commission or Board, other than what is provided in the Constitution/Bylaws.

## **3. Term of Office**

Representatives of the member organizations are elected for a two-year term and may be re-elected.

# **D. Governance Structure**

## **1. Chairperson**

### **a. Election**

A Chairperson is elected from the membership of the Activities Council for a two year term in each even numbered year; re-election is permissible. The elected Chairperson assumes the duties of the office immediately upon election by the Council members.

### **b. Duties and Responsibilities**

The Chairperson of the Council presides at meetings and schedules special meetings. The Chairperson, with the assistance from the Director and staff, prepares agendas, expedites Council business, and performs other duties delegated by the Commission. Documents are to be processed, distributed, and maintained in the NMAA office.

## **2. Chairperson-Elect**

### **a. Election**

A Chairperson-Elect is elected from the Council membership to serve a two-year term staggered with that of the Chairperson; re-election is permissible. The Chairperson-Elect assumes the duties of the office immediately upon election by members.

### **b. Duties and Responsibilities**

The Chairperson-Elect performs the executive duties in the absence of the Chairperson and other duties as may be delegated by the Chairperson of the Commission.

## **3. Voting**

Decisions are made by a majority of the Council members voting. A quorum is constituted by a majority of individual Council members present representing a majority

and as such may make decisions and transact business at any Activities Council meeting. Decisions and business transactions of the Council are completed through a one-person/one-vote process of the majority of the Council present.

#### **E. Regular Meetings**

Meetings are held on a regularly scheduled basis through a calendar published to the member schools to facilitate the work of the Association. The number of meetings is determined by the Council, not exceeding two per year. The first meeting is held during the fall of each school year, while the second meeting is held in the winter of the same school year.

#### **F. Special Meetings**

The Council Chairperson, upon consultation with the Commission Chairperson, may call a special meeting to address an immediate need of the Council.

#### **G. Ad Hoc Committee Procedures**

The Council may establish ad hoc committees, which may be used to review, evaluate, and receive counsel on areas of activities. These committees have a specific title and set of performance goals. Membership of the committee is based on criteria to accomplish the set of performance goals of the committee. A specific time table will be implemented for task completion, and upon completion of the set of performance goals, the ad hoc committee will be dissolved.

### **3.2.3 NMAA Sport Specific Committees – Administrative Policy**

#### **A. Purpose**

1. To consider issues that are brought to it and to appropriately refer those issues along with recommendations for resolution through appropriate channels (i.e. state tournament manager, NMAA staff, NMAA Commission, NFHS, etc.).
2. To communicate with schools and represented associations regarding meetings, recommendations, and resolutions (NMAA website, etc.).

#### **B. Committee Membership**

1. NMHSCA – one representing each classification and gender; an at large representative may be added for regional or diversity representation.
2. NMADA – two representatives, not from the same region.
3. NMOA – one representative.
4. NMATA – one representative (optional as deemed appropriate).
5. NMAA staff – one member to chair and facilitate (w/voting privileges).
6. NMHSCA, NMADA, NMOA, NMATA representatives are appointed by respective association president; NMAA staff by executive director.
7. NMHSCA, NMADA, NMOA, NMATA representative are appointed to a 4 year term.
8. Representatives may be dropped from the committee following 2 consecutive unexcused absences from committee meetings.
9. Appointments shall be made with consideration for total committee make-up (diversity and regional representation).

**C. Meetings**

1. Committees shall meet a minimum of once yearly following that respective sport's state championship, but before August 1<sup>st</sup> of the next school year.
2. No travel expenses are to be paid by the NMAA or the respective represented associations.

**3.2.4 Junior High/Middle School Committee**

- A.** Purpose: To represent the Junior High/Middle School division of the NMAA; to consider the total programs of the Junior High/Middle School level; and to give input to the Bylaws Committee and/or Commission. Recommendations for referenda relating to this division may also be made to the Director.
- B.** Committee Composition: The statewide committee is composed of ten representatives, two from each of the identified regions. Eligibility is limited to employees of member schools in good standing serving in an administrative capacity.
- C.** Representatives are appointed by the Director.
- D.** Chairperson: The Chairperson is appointed by the Director.
- E.** Meetings: The committee meets twice a year, once during Week 11 and once during Week 36 at a time and place determined by the Director.
- F.** Voting: Decisions are made by a majority vote of those voting. Members have one vote each.

**3.2.5 Bylaws Committee**

- A.** Purpose: To give input and make recommendations for changes to the Bylaws/Handbook.
- B.** Committee Composition: The statewide committee is composed of an equal amount of administrators from small and large schools, both public and non-public. An attorney appointed by the Director will also serve on the committee.
- C.** Representatives are appointed by the Director.
- D.** Meetings: The committee meets at least once a year. Frequency of meetings is determined by the Director with recommendations from the Board of Directors.
- E.** Voting: Written recommendations to the Commission are made by a majority of those voting.

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**3.3 REQUIREMENTS FOR COACHES, SPONSORS AND ADVISORS**

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**3.3.1 Coaching License Requirement**

Coaches/sponsors must have a coaching license issued by the State Education Agency and be an employee or have a contractual relationship with that particular school/district (this applies to both voluntary and paid individuals). Cheer/dance/drill or spirit coaches/sponsors and athletic coaches (or those who fulfill the responsibilities attached to these groups or teams) in grades 7 through 12 are required to hold a current coaching license.

**3.3.2 Activity Advisor Requirements**

Local Activity Advisors for a member organization must be employees (under agreement of conditions as specified and available through the NMAA) of that particular school system.

### 3.4 FIVE YEAR CALENDAR OF WEEKS

NMAA events are scheduled by week number. This table provides a five-year schedule of those numbered weeks.

**NOTE: Week #1 includes July 1.**

<u>Week</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
1	Jun 29-Jul 5	Jun 28-Jul 4	Jun 27-Jul 3	Jun 26-Jul 2	Jul 1-7
2	Jul 6-12	Jul 5-11	Jul 4-10	Jul 3-9	Jul 8-14
3	Jul 13-19	Jul 12-18	Jul 11- 17	Jul 10-16	Jul 15-21
4	Jul 20-26	Jul 19-25	Jul 18-24	Jul 17-23	Jul 22-28
5	Jul 27-Aug 2	Jul 26-Aug 1	Jul 25- 31	Jul 24-30	Jul 29-Aug 4
6	Aug 3-9	Aug 2-8	Aug 1-7	Jul 31-Aug 6	Aug 5-11
7	Aug 10-16	Aug 9-15	Aug 8-14	Aug 7-13	Aug 12-18
8	Aug 17-23	Aug 16-22	Aug 15-21	Aug 14-20	Aug 19-25
9	Aug 24-30	Aug 23-29	Aug 22-28	Aug 21-27	Aug 26-Sep 1
10	Aug 31-Sep 6	Aug 30-Sep 5	Aug 29-Sep 4	Aug 28-Sep 3	Sep 2-8
11	Sep 7-13	Sep 6-12	Sep 5-11	Sep 4-10	Sep 9-15
12	Sep 14-20	Sep 13-19	Sep 12-18	Sep 11-17	Sep 16-22
13	Sep 21-27	Sep 20-26	Sep 19-25	Sep 18-24	Sep 23-29
14	Sep 28-Oct 4	Sep 27-Oct 3	Sep 26-Oct 2	Sep 25-Oct 1	Sep 30- Oct 6
15	Oct 5-11	Oct 4-10	Oct 3-9	Oct 2-8	Oct 7-13
16	Oct 12-18	Oct 11-17	Oct 10-16	Oct 9-15	Oct 14-20
17	Oct 19-25	Oct 18-24	Oct 17-23	Oct 16-22	Oct 21-27
18	Oct 26-Nov 1	Oct 25-31	Oct 24-30	Oct 23-29	Oct 28-Nov 3
19	Nov 2-8	Nov 1-7	Oct 31-Nov 6	Oct 30-Nov 5	Nov 4-10
20	Nov 9-15	Nov 8-14	Nov 7-13	Nov 6-12	Nov 11-17
21	Nov 16-22	Nov 15-21	Nov 14-20	Nov 13-19	Nov 18-24
22	Nov 23-29	Nov 22-28	Nov 21-27	Nov 20-26	Nov 25- Dec 1
23	Nov 30-Dec 6	Nov 29-Dec 5	Nov 28-Dec 4	Nov 27-Dec 3	Dec 2-8
24	Dec 7-13	Dec 6-12	Dec 5-11	Dec 4-10	Dec 9-15
25	Dec 14-20	Dec 13-19	Dec 12-18	Dec 11-17	Dec 16-22
26	Dec 21-27	Dec 20-26	Dec 19-25	Dec 18-24	Dec 23-29
27	Dec 28-Jan 3	Dec 27-Jan 2	Dec 26-Jan 1	Dec 25-31	Dec 30-Jan 5
28	Jan 4-10	Jan 3-9	Jan 2-8	Jan 1-7	Jan 6-12
29	Jan 11-17	Jan 10-16	Jan 9-15	Jan 8-14	Jan 13-19
30	Jan 18-24	Jan 17-23	Jan 16-22	Jan 15-21	Jan 20-26
31	Jan 25-31	Jan 24-30	Jan 23-29	Jan 22-Jan 28	Jan 27-Feb 2
32	Feb 1-7	Jan 31-Feb 6	Jan 30-Feb 5	Jan 29-Feb 4	Feb 3-9
33	Feb 8-14	Feb 7-13	Feb 6-12	Feb 5-11	Feb 10-16
34	Feb 15-21	Feb 14-20	Feb 13-19	Feb 12-18	Feb 17-23
35	Feb 22-28	Feb 21-27	Feb 20-26	Feb 19-25	Feb 24-Mar 2
36	Mar 1-7	Feb 28-Mar 6	Feb 27-Mar 5	Feb 26-Mar 3	Mar 3- 9
37	Mar 8-14	Mar 7-13	Mar 6-12	Mar 4-10	Mar 10-16
38	Mar 15-21	Mar 14-20	Mar 13-19	Mar 11-17	Mar 17-23
39	Mar 22-28	Mar 21-27	Mar 20-26	Mar 18-24	Mar 24-30
40	Mar 29-Apr 4	Mar 28-Apr 3	Mar 27-Apr 2	Mar 25-31	Mar 31-Apr 6
41	Apr 5-11	Apr 4-10	Apr 3-9	Apr 1-7	Apr 7- 13
42	Apr 12-18	Apr 11-17	Apr 10-16	Apr 8-14	Apr 14-20
43	Apr 19-25	Apr 18-24	Apr 17-23	Apr 15-21	Apr 21-27
44	Apr 26-May 2	Apr 25-May 1	Apr 24-30	Apr 22-28	Apr 28-May 4
45	May 3-9	May 2-8	May 1-7	Apr 29-May 5	May 5-11
46	May 10-16	May 9-15	May 8-14	May 6-12	May 12-18
47	May 17-23	May 16-22	May 15-21	May 13-19	May 19-25
48	May 24-30	May 23-29	May 22-28	May 20-26	May 26-Jun 1
49	May 31-Jun 6	May 30-Jun 5	May 29-Jun 4	May 27-June 2	Jun 2-8
50	Jun 7-13	Jun 6-12	Jun 5-11	June 3-9	Jun 9-15
51	Jun 14-20	Jun 13-19	Jun 12-18	June 10-16	Jun 16-22
52	Jun 21-27	Jun 20-26	Jun 19-25	June 17-23	Jun 23-29

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### 3.5 CALENDAR OF MAJOR EVENTS BY WEEK

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WEEK	EVENT
1	<i>no events</i>
2	<i>no events</i>
3	<i>no events</i>
4	NMASC Leadership Workshop
4	NMOA State Officials Clinic
4	NMOA Executive Board Meeting
5	NMAA/Athletic Directors Meeting
5	NMHSCA Coaches Training Clinic
5	State Athletic Directors Association Meeting
6	<i>no events</i>
7	Fall Sports Practice Begins
8	Alternate State Athletic Directors Meeting
9	Director's Cup Application Deadline
10	Golf Competition Begins
10	Activities Council Fall Meeting
11	NMAA Spirit Summit
11	NFHS Section VI Meeting
12	NMAA Commission Meeting
12	NMAA Submission Deadline (Membership Contract, Fees)
13	<i>no events</i>
14	NMAA Board of Directors Meeting
15	<i>no events</i>
16	Jr. High/Middle School Basketball Practice Begins
16	NMAA/NMADA Annual Meeting
17	NMOA Alternate State Clinic
17	Soccer Selection/Seeding Meeting
17	Wrestling Weight Manage Workshop
18	NMCTSO Fall Conference
18	Volleyball District Tournaments A/AA
18	Soccer Pool Play
18	6-Man Football Semifinals
18	8-Man & A-AA Football Selection/Seeding Meeting
18	Cross Country District Meets
18	NMMEA All-State Auditions
19	3A-5A Football Selection/Seeding Meeting
19	One Act Play
19	6-Man Football Finals

WEEK	EVENT
19	8-Man/A Football Quarterfinals
19	AA Football 1 <sup>st</sup> Round
19	Cross Country State Championships
19	State Soccer Tournament
19	Swimming & Diving Competition Begins
19	Wrestling/Basketball Practice Begins
19	Jr. High/Middle School Wrestling/Basketball Practice Begins (see week 16 if split season)
19	State Volleyball 1 <sup>st</sup> Round A/AA
19	Volleyball District Tournaments 3A/5A
20	State Football 1st Round 3A-5A
20	3A-5A Volleyball At Large Selection Meeting
20	8-Man/A Football Semifinals
20	AA Football Quarterfinals
20	State Volleyball Tournament
20	Golf and Tennis Fall Season Ends
21	NMAA Commission Meeting
21	3A-5A Football Quarterfinals
21	8-Man/A Football Finals
21	AA Football Semifinals
22	3A-5A Football Semifinals
22	AA Football Finals
23	3A-5A Football Finals
24	NMAA Board of Directors Meeting
25	<i>no events</i>
26	<i>no events</i>
27	<i>no events</i>
28	NMMEA All State Music Festival & In-Service Conference
29	NMAA Commission Meeting
29	Activities Council Spring Meeting
30	Golf Workshop
31	NMAA Board of Directors Meeting
31	NMOA Executive Board Meeting
32	Baseball ,Softball and Track and Field Practice Begins
33	Jr. High/Middle School Baseball, Softball, Track & Field Practice Begins
33	NMASC Annual State Conference
33	Tennis and Golf Competition Begins
34	Mock Trial Regionals
34	Basketball Varsity Assignors Meeting

WEEK	EVENT
34	National FFA Week
34	State Swimming & Diving Championships
34	State Wrestling Championships
34	State Science Olympiad
35	Basketball District Tournaments
35	State Choir Contest
35	NMAA Commission Meeting
35	State DECA Conference
36	3A-5A Basketball Selection/Seeding Meeting
36	A-5A Basketball 1st Round
36	Speech and Debate State Tournament
36	State Bowling Championships
37	NMAA Board of Directors Meeting
37	A/AA Basketball Seeding Meeting
37	State Basketball Championships
38	Mock Trial State Finals
39	Skills USA State Competition
40	State Spirit Competition
40	New Mexico Science and Engineering Fair
41	State Chess Tournament
42	FCCLA State Competition
42	NMJROTC State Competition
42	Football Preferential Lists due to NMAA
43	Athletic Trainers Challenge
43	NMAA State Concert Band Festival
44	Tennis District Tournaments
44	Track & Field District Meets (All Classes (09-10))
45	Tennis Selection/Seeding Meeting
45	3A-5A Baseball Selection/Seeding Meeting
45	Baseball 1 <sup>st</sup> Round for All Classes
45	State Tennis Individual and Team Championships
45	State Track and Field Championships (All Classes)
46	Softball Selection/Seeding Meeting (All Classes)
46	A/AA Baseball Selection / Seeding Meeting
46	State Baseball Championships (All Classes)
46	Mock Trial Nationals
46	State Golf Championships
46	State Softball Championships

WEEK	EVENT
46	Basketball Preferential Lists due to NMAA
48	NMAA Commission Meeting
49	State Rodeo Championships
49	State FFA Convention
50	NMAA Board of Directors Retreat/Meeting
51	<i>no events</i>
52	<i>no events</i>
53	<i>no events</i>

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### 3.6 REPORTS

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#### 3.6.1 Master Calendar of Reports

<u>DATE</u>	<u>SPORTS/ITEMS</u>	<u>REQUIREMENT</u>
Aug 15	Football	Last day to change schedule without a fine
Sept 15	Fall Sports	Varsity rosters must be posted online at <a href="http://www.nmact.org">www.nmact.org</a> to verify each athlete's eligibility. Failure to do so may result in sanctions as determined by the Executive Director.
Sept 15	All Schools	Due date for Membership Service Fees/Dues/Activities Assessment (must be postmarked by this date)  Due date for Membership Contract  Due date for posting Official Voter Declaration  Delinquent fees, fines, or other assessments must be paid in order for schools to remain in good standing.
Oct 15	Basketball	Last day to change schedules without a fine
Dec 15	Winter Sports	Varsity rosters must be posted online at <a href="http://www.nmact.org">www.nmact.org</a> to verify each athlete's eligibility. Failure to do so may result in sanctions as determined by the Executive Director.
Apr 1	Spring Sports	Varsity rosters must be posted online at <a href="http://www.nmact.org">www.nmact.org</a> to verify each athlete's eligibility. Failure to do so may result in sanctions as determined by the Executive Director.
April 1	Football	Officials preferential list and schedules due in NMAA office
June 1	Basketball	Officials preferential list and schedules due in NMAA office

#### 3.6.2 Officials Commissioner Reports/Schedules/Contracts

The following reports, as part of the Officials Commissioner System, are due on or before the following dates:

Football Officials Preferential List	May 1
Football Schedules	May 1
Soccer Schedules ( <i>Central Region Only</i> )	April 15
Volleyball Schedules ( <i>Central Region Only</i> )	April 15
Basketball Officials Preferential List	June 1
Basketball Schedules	June 1
Baseball Schedules ( <i>Central Region Only</i> )	December 1
Softball Schedules ( <i>Central Region Only</i> )	December 1

### **3.7 CALENDAR AND SCHEDULING OF ACTIVITIES**

#### **3.7.1 Athletics and Activities in Regular Season**

**A.** One-day events must be scheduled on Saturday or other non-school days (all day) or start on or after 3:00 p.m. on school days.

**Exception:** Golf, due to the unavailability of courses on Saturdays.

**B.** Multiple day events must include Saturday or other non-school days.

**NOTE:** The Director has the authority to set aside this rule when necessary or upon request, when conditions and unusual circumstances warrant the exception.

### **3.8 CONTESTS AND ACTIVITIES**

#### **3.8.1 Within New Mexico**

High school and junior high/middle school state-level competitions within New Mexico, both athletic and non-athletic, must be sanctioned by and conducted in accordance with the rules, regulations, procedures, and guidelines of the Association.

#### **3.8.2 Out of State**

“Extended Trips” are defined per sport as out-of-state travel to any site over 300 land miles from the nearest border of New Mexico. Each school is limited to one extended trip per varsity team, per academic year for athletics. All such trips shall have 90-day prior approval and comply with all applicable National Federation sanctioning procedures. The local school board has discretion on approval of extended trips for activities.

#### **3.8.3 Competition Against Suspended School**

Member schools shall not participate in activities/athletic events with a school suspended by the Association.

#### **3.8.4 Participation with NFHS Member Schools Only**

Member schools may only participate in athletic events with a school who is currently a member of an NFHS Association.

### **3.9 REPORTING**

### **3.9.1 Responsibility**

The administrative head of a school or member organization is responsible for timely submission of reporting information as required by the Director and/or the Board. The administrative head of the school is also responsible for ensuring that all high school personnel have an MVP account on the NMAA website inclusive of a valid e-mail address. All schedules, scores, rosters, and team photos must be posted on the NMAA website in a timely manner during each sport's season.

### **3.9.2 Beginning of School Information**

On or before September 15 of each year, the administrative head of each member high school must submit and/or update its information utilizing the NMAA's MVP database through the NMAA website at [www.nmact.org](http://www.nmact.org). The following information must be reported:

- School Administration Personnel – Senior High
- Athletic Personnel – Senior High
- Activities Personnel – Senior High
- Official Voter Declaration
- School Address
- School Phone and Fax numbers

### **3.9.3 Beginning of Athletic Season Information**

The administrative head of each member high school must submit and/or update its information utilizing the NMAA's MVP database through the NMAA website at [www.nmact.org](http://www.nmact.org).

The following information must be reported by the listed deadline:

**Fall Sports** – September 15

**Winter Sports** – December 15

**Spring Sports** – April 1

- Complete Roster (all information inclusive of uniform number and grade classification)
- Updated results
- Sub-Varsity team roster (if applicable)
- Team Photos (Via NMAA MVP database no less than 3 weeks prior to state competition)

After the above dates, schools with incomplete information on the NMAA website are subject to a \$250.00 fine per program.

### **3.9.4 NMAA Mandatory Pre-Season Meetings**

Each member school shall conduct a mandatory, pre-season meeting for all student athletes, parents, booster club officers, and coaches. The pre-season meeting(s) are to be held prior to the fall, winter and spring sports seasons and must be completed prior to the first regular season contest(s). The objectives of this pre-season program are to provide state, school/district, and individual sport: a) basic functional information, and b) student and parent expectations (obligations) for the privilege of education-based athletic participation. This program shall include the following components:

#### **A. General NMAA Information (DVD provided)**

- Education based sport experience
- Basic eligibility guidelines
- Basic coaching guidelines
- Sportsmanship (Pursuing Victory with Honor)

#### **B. General School/District information**

- Participation logistics, physicals, insurance, fees

- Athletic Code of Conduct (school/district expectations)
- Tobacco, Alcohol, Controlled Substance Policy
- Communication Guidelines (who, what, when)

**C. Individual Sport Information**

- Introduction of staff, coaching philosophy
- Informed consent, inherent risk, etc.
- Team regulations, letter policy, etc.
- Practice and game schedules, travel, etc.

Proof of meeting documentation must be submitted to the NMAA prior to initial competition. The required document can be found in the forms section of the NMAA website.

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**3.10 DISTRICT RESPONSIBILITIES- TOURNAMENTS/MEETS/PLAYOFF ADMINISTRATION**

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**3.10.1 District Tournaments and Meets**

With the approval of the Executive Director, District Tournaments and Meets are under the direction of the District Chairperson or his/her designee. This includes control of fundraising activities.

**3.10.2 District Chairpersons and Handbooks**

Each competitive district elects a Chairperson, who publishes a handbook for the conduct and management of sports/events within that district. A copy of the current district handbook shall be on file with the NMAA by September 15<sup>th</sup> annually and revisions are to be submitted to the NMAA as changes are made.

**3.10.3 Post-Season Event Responsibility**

- A. District contests are under the direction of the Director and the Chairperson of the District in which said event is held.
- B. Playoff and/or state games/events/meets/tournaments are under the direction of the Director and the Chairperson of the District (or his/her designee) in which said games/events/meets/tournaments are held. In all respects, financial and otherwise, administrative and event management procedures as well as policies are under the control of the Director.

**3.10.4 Reporting**

Any person responsible for a district or state contest must make a complete financial and administrative report of the contest within twenty-five (25) days after the conclusion of that event, to each competing school and the Director.

**3.10.5 Late Payments for Invoices and Sports Financial Reports**

The New Mexico Activities Association will notify the Superintendent or Headmaster of each member school via certified mail by June 15<sup>th</sup> of the current fiscal year of their outstanding financial responsibilities. If late payments for invoices or sports financial reports (including the receipt of unused tickets as part of the reconciliation of 1<sup>st</sup> round state playoffs) are not received by the NMAA by the last business day of the current fiscal year ending June 30<sup>th</sup>, the following penalties will apply:

- The member school will be suspended (inactive status) for the following school year.
- The Executive Director of the NMAA may impose a fine of up to \$2,500.00 to the member school.
- The member school must fully resolve all financial responsibilities and ticket reconciliations for post season playoffs for consideration of reestablishing themselves as an “active” NMAA member.
- A member school wishing to reestablish themselves as an “active” member must appeal their case to the NMAA Board of Directors at the next scheduled NMAA Board of Directors’ meeting.
- The above penalties are effective for the 2009-2010 fiscal year.

### **3.10.6 All District Teams**

Districts may select All-District teams, if they desire.

### **3.10.7 Recognition Policy**

The NMAA does not select all-state or all-tournament individuals, teams, player or coach-of-the year, etc., and does not permit such awards to be presented by other organizations/persons at NMAA district or state events.

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## **3.11 GAME CONTRACTS, GUARANTEES, FORFEITURE FEES**

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### **3.11.1 Contracts/Guarantees**

Only the administrative head or legally designated school employee may enter into contracts, pay guarantees or officials, or make final arrangements for events.

### **3.11.2 Contracts**

Contracts for regular season contests shall be in writing. The original contract is binding unless nullified by a subsequent contract.

### **3.11.3 Contest Contracts**

**A.** A school may contract contests with any school subject to the following exceptions:

- A school may not contract or compete against non-members.
- A school may not contract or compete against a school suspended by the Association.

**B.** Schedule Changes in Football and Basketball

Schedule changes in football and basketball must be completed in a timely fashion. These changes must be communicated in writing to the NMAA, and specifically to the State Commissioner of Officials.

### **3.11.4 Forfeits**

It is recommended that game contracts provide a forfeiture fee to be paid should there be a failure on the part of either party to carry out the written arrangements agreed upon.

**A.** Any school that, without just cause, withdraws its team from a contracted game, or does not pay a forfeiture fee that was due during the same season may be disciplined or suspended.

Failure of a team to perform for a contracted contest between two schools shall constitute a forfeit unless the two schools mutually agree to re-schedule the contest.

**B.** When schools have not included a forfeiture fee in their contract for a regular season event and cannot resolve the failure of one school to fulfill the contract, the Board has established minimum forfeiture fees as follows.

**1. Minimum forfeiture fees:** If not already in the contract, this applies to both regular season games and tournaments. Other costs of conducting the contest, as well as lost revenues may also be taken into consideration by the Director in assessing the fee owed by the school for failing to meet the obligations of the written or unwritten agreement.

	<u>Football/Basketball</u>	<u>Other Sports</u>
A	\$200	\$100
AA	\$300	\$200
AAA	\$400	\$200
AAAA	\$500	\$300
AAAAA	\$500	\$300

**2.** The school may be required to appear before the Board to justify its future participation in that sport.

**3.** Payment of the forfeiture fee does not relieve the school of responsibility to fulfill the spirit of the contract by honoring that site when playing future games with that school.

**C. Forfeiture in Playoffs**

Upon forfeiture due to violations and/or other circumstances, the team or Student most recently defeated replaces the forfeiting team or Student for the remainder of the tournament series.

**3.12 THE OFFICIAL VOTER**

**3.12.1 Selection**

The administrative head of each member school, with local Board of Education approval, appoints the “Official Voter” for the school.

The “Official Voter” is the school's voting representative for all matters pertaining to the business of the NMAA when referendum is required.

**3.12.2 Duties of the Official Voter**

- 1.** The Official Voter represents the school in all matters pertaining to the Association.
- 2.** The school’s ballot is made available through the NMAA web page. The Official Voter and Superintendent vote on matters pertaining to the official business of the Association.
- 3.** The vote of each school is cast by that school’s Official Voter. The school’s ballot is not “official” unless submitted by the Official Voter and signed by the Superintendent/Headmaster/CEO. Member schools are permitted to vote only on regulations and matters pertaining to the activities in which they participate.