

New Mexico Activities Association Spirit Specific Committee

August 28, 2006



1. Welcome

The NMAA Spirit Specific Committee meeting was called to order at 11:10 am.

Meeting Agenda is presented as Appendix A to these minutes.

2. Introductions

Roll Call was taken by means of introductions. The following committee members were present: Mr. Rudy Aragon (*NMAA Assistant Director*), Ms. Kristin Derr (*NMAA Administrative Assistant*), Ms. Norma Sims (*Spirit Management Team*), Ms. Tracy Seckler (*Spirit Management Team*), Ms. Vanessa Whitaker (*Spirit Management Team*), Ms. Tyra Martinez (*North Region Cheer Representative*), Ms. Jan Smith (*North Region Dance Representative*), Ms. Kelly Grice (*Central Region Cheer Representative*), Ms. Loretta Vasquez (*Central Region Dance Representative*), Ms. Becky Reed (*South Region Cheer Representative*), Ms. Adela Thompson (*South Region Dance Representative*).

Committee Directory presented as Appendix B to these minutes.

Rudy asked the committee to look over the minutes from the last meeting.

These minutes presented as Appendix C to these minutes.

3. Spirit Specific Committee Responsibilities

1. Rudy informed the committee that representation had been changed from 10 members (Cheer and Dance from NW, NE, C, SW, and SE Regions) to 6 members (Cheer and Dance from N, C, and South Regions).

Committee Representation presented as Appendix D to these minutes.

2. Rudy asked the committee to define their involvement. He also asked what they felt was the best way to represent their constituents.
 - a. Norma and Jan both expressed that they felt it is very important that all information is sent out simultaneously.

- b. Norma, Tracy and Vanessa asked that all representatives add the Spirit Management Team to email lists so that they remain informed.

Spirit Management Contact Information presented as Appendix E to these minutes.

3. It was decided that communication between the NMAA, Spirit Specific Committee, and New Mexico Spirit Coaches will follow the flowchart below.



4. District Clinic

Kristin informed the committee that the District Rules Clinic is being offered online this year. To get credit for attending the clinic, coaches **MUST** have an MVP account, and an approved role on the new NMAA website. To create this account, coaches can follow the instructions below.

- MVP Account {
1. Go to the NMAA website at www.nmact.org.
 2. Under the login option, select **Create Account**.
 3. Enter the information requested and submit your registration.
 4. An email will be sent to the email address that you register with. Within 30 minutes, you should receive an email asking you to verify your account. (If you do not receive this verification email, please contact Robert Zayas of the NMAA at 505-923-3274).

- Role(s) {
5. **YOU ARE NOT DONE.** After you have verified your account, you must request the role of Spirit Coach/Advisor.
 6. Log in to your account using the information that you registered with.
 7. Select **My Roles** on the left side of your screen.
 8. Select **Activity Coach/Advisor**, then **Spirit, Cheer, Dance & Drill**, then your school, and **Request Role**.
 9. An Email will be sent to your Athletic Director to verify that you are indeed the coach at that school
- Clinic {
10. After your AD approves your role, you may take the District Rules Clinic.
 11. From the NMAA website, select **Activities**, then **Spirit**, and finally **Click here to attend the on-line clinic**.
 12. Read through all Units of the Clinic.
 13. **YOU ARE NOT DONE.** You must complete Unit 5 by entering your MVP login information and selecting the box verifying that you have read and understand all the information from the clinic.
 14. To verify that you have received credit for the clinic, you may click on **View list of on-line attendees**. If you do not see your name on this list, and you have attended the clinic, please email Kristin at kderr@nmact.org.

5. Coaching Licensure

Rudy informed the committee that the coaches training program is now done online.

Online Coaches Training Program instructions presented as Appendix F to these minutes.

Rudy also informed the committee that Licensure for Spirit coaches will soon be done according to the American Association of Cheerleading Coaches and Administrators (AACCA) format and guidelines. AACCA breaks its training into 4 categories: safety, program management, coaching principles, and rules. We would like for the state to recognize AACCA as a certifiable coaches training program. Despite the specificity of the program's name, this certification does apply to Dance and Drill coaches as well as Cheer coaches.

6. Spirit Summit

The committee brainstormed some options for topics at this year's Spirit Summit.

1. Safety
2. Spirit Program Management
3. First Aid & CPR
4. Spirit Competition Information
5. Sportsmanship – Pursuing Victory With Honor
6. District Clinic Explanation
7. Information for First Year Coaches
8. Stunt Progression
9. Financial/Fundraising
10. Liability
11. Dance Specific

12. NMHSCA and All-Star Game Participation

7. State Spirit Competition

Rudy informed the committee that the Spirit Competition is the 4th highest revenue generator at the NMAA behind Basketball, Football and Volleyball only.

Spirit Competition Financial Report presented as Appendix G to these minutes.

A. Changes for 06-07

- a. The maximum number of participants on an all girls team will be 20.
- b. The maximum number of participants on a Co-ed team will be 24.
- c. 4A small and 4A large cheer will be combined into one division.
- d. 5A small and 5A large dance will be combined into one division.
- e. Best of category will be awarded in certificate form. These certificates will be distributed in the coaches packets with judges sheets at the conclusion of the Competition.
- f. Technical questions will be addressed by Kathy Tadlock until 2 weeks prior to the Competition. After that point, no more technical questions will be answered.
- g. Technical recordings must be received by Kathy Tadlock no later than 2 weeks prior to the Competition. She will only view tapes until 2 weeks prior to the Competition.
- h. Technical recordings must be submitted as a DVD.
- i. There is now a size limitation for props. Props can not be larger than 6' x 6'. Props that do not meet this qualification will not be allowed into The Pit.

B. Issues of Concern/Discussion

- a. The committee discussed having 1 set of judges as opposed to two. No decision was made.
- b. The committee discussed the location of the judges in The Pit. No decision was made.
- c. The committee discussed the possibility of placing stunting in a session by classification. No decision was made.
- d. The committee discussed placing dance-prop at the beginning of a session to allow for easier loading and unloading of props. No decision was made.
- e. Rudy informed the committee that the NMAA is receiving great support from Paul Krebs, the new Athletic Director at UNM. He feels positive about the relationship between the NMAA and UNM this year.
- f. The committee decided that the Lottery Ticket process will be the same this year as it was last year.
- g. The committee decided that team pictures will be taken prior to the team's performance again this year.

- h. The committee decided to keep the coaches meeting scheduled for the Thursday prior to the Competition.

8. New Mexico Coaches Association & All-Star Game participation

Rudy and Norma explained to the committee that Spirit used to be actively involved in the All-Star games that take place throughout the year. The 1st place squad in class 5A would choose which All-Star game they would cheer/dance at. 1st place in 4A would then choose, 3A, etc. Bobby Gibbs, NMHSCA Executive Secretary and Rudy would like to see this start again.

Bobby and Rudy would also like to encourage Spirit Coaches to join the NMHSCA.

9. Reporting of Rules Violations

Vanessa wanted to clarify that it is the job and obligation of the Spirit Management Team and the NMAA to report rule violations to the National Federation. These violations are subject to a \$1000 fine.

10. Other

The Spirit Management Team learned a lot when they went to the AACCA training over the summer. One of the most important things that they learned that they want all coaches to be aware of is this:

The statute of limitations for injuries and incidents sustained while participating in High School Activities and Athletics does not begin until 2 years after becoming of legal age. For Example: A student injured during his/her Freshman year can hold the school/coach legally liable for the injury until he/she turns 20 years old.

The Spirit Management Team felt that this was very important for all coaches to know for the following reasons.

1. Schools and Athletic Directors need to be made aware of liability issues.
2. You MUST be a certified coach through the state in order to receive coaches insurance benefits.
3. Bronze level coaches receive an additional \$1 million in liability insurance coverage.
4. Members of NMHSCA receive an additional \$1 million in liability insurance coverage.

11. Conclusion

The NMAA Spirit Specific Committee meeting was adjourned at 2:15 pm.

NMAA SPIRIT SPECIFIC COMMITTEE 06-07
FALL MEETING AGENDA
8-28-06

APPENDIX A

1. Welcome
2. Introductions
3. Spirit Specific Committee Responsibilities
4. District Clinic (creating new MVP account)
5. Coaching Licensure
6. Spirit Summit
7. State Spirit Competition
 - A. Changes for 06-07
 - B. Issues of concern
8. New Mexico Coaches Association & all –star game participation
9. Reporting of rules violations
10. Other

NMAA Spirit Specific Committee

APPENDIX B

		<i>Cheer</i>		<i>Dance</i>		
<i>Committee Member</i>		<i>School</i>	<i>Home</i>	<i>Committee Member</i>	<i>School</i>	<i>Home</i>
North Region Representatives	Tyra Martinez	Santa Fe High School		Jan Smith	Gallup Catholic High School	
		2100 Yucca Rd.	4710 Highlands Loop		515 Park Avenue	804 E. Hill
		Sanrta Fe, NM 87505	Santa Fe, NM 87507		Gallup, NM 87301	Gallup, NM 87301
		(505) 467-2412			(505) 722-6089	home: (505) 863-6772
		sfedtjm@nmcourts.com	cell: (505) 670-4240		jasmith200051@hotmail.com	cell: (505) 979-2526
Central Region Representatives	Kelly Grice	Hope Christian High School		Loretta Vaquez	Albuquerque High School	
		8005 Louisiana Blvd. NE	6108 Rocksberg Ct. NE		800 Odelia Rd. NE	1716 54th St. NW
		Albuquerque, NM 87109	Albuquerque, NM 87111		Albuquerque, NM 87102	Albuquerque, NM 87105
		(505) 822-8868	home: (505) 271-6654		(505) 843-6400	home: (505) 839-9763
		kaugrice@yahoo.com	cell: (505) 235-3397		lorettavasquez@hotmail.com	cell: (505) 450-5667
South Region Representatives	Becky Reed	Melrose High School		Adela Thompson	Los Lunas High School	
		100 East Missouri	1690 SR 224		1776 Emilio Lopez Rd.	1119 Pinon Ct. SE
		Melrose, NM 88124	Melrose, NM 88124		Los Lunas , NM 87031	Los Lunas, NM 87031
		(505) 253-4267	home: (505) 372-6222		(505) 866-4837	home: (505) 866-5241
		serenade82@hotmail.com	cell: (505) 760-5640		af.thompson@lsschools.net	cell: (505) 440-5667
Spirit Management Team	Norma Sims			Tracy Seckler	Eldorado High School	
					11300 Montgomery Blvd. NE	11705 Tracy Ct.
			home: (505) 299-8824		Albuquerque, NM 87111	Albuquerque, NM 87111
			cell: (505) 250-8429		(505) 296-4871 ext. 230	home: (505) 291-8694
			NormaRSims@aol.com		seckler_t@aps.edu	cell: (505) 252-3247
Spirit Management Team	Vanessa Whitaker	Manzano High School				
		12200 Lomas NE	6225 Dennison Rd. SW			
		Albuquerque, NM 87112	Albuquerque, NM 87121			
		(505) 559-2252	cell 1: (505) 263-1956			
		whitaker@aps.edu	cell 2: (505) 366-1900			
NMAA Representatives	Rudy Aragon Assistant Director	NMAA		Kristin Derr Administrative Assistant	NMAA	
		6600 Palomas Ave. NE			6600 Palomas Ave. NE	
		Albuquerque, NM 87109			Albuquerque, NM 87109	
		(505) 923-3270			(505) 923-3265	
		raragon@nmact.org	cell: (505) 238-3596		kderr@nmact.org	

**New Mexico Activities Association
Spirit Specific Committee**

January 27, 2006

APPENDIX C



A. Welcome

1. The NMAA Spirit Specific Committee meeting was called to order at 9:15 am.

Meeting Agenda is presented as Appendix A to these minutes.

2. The following committee members were present: Mr. Rudy Aragon (NMAA Assistant Director), Ms. Kristin Derr (NMAA Administrative Assistant), Ms. Linda Ortiz (NE Cheer Representative), Ms. Kristy Tiley (NW Dance Representative), Ms. Rose Kartchner (Athletic Director Representative), Ms. Jennifer Armstrong (SW Cheer Representative), Ms. Stacy Lewis (SE Cheer Representative), Ms. Kristi Kearney (Central Dance Representative), Ms. Norma Sims (Spirit Management Team), Ms. Tracy Seckler (Spirit Management Team), Ms. Vanessa Whitaker (Spirit Management Team).

Not Present: Ms. Linda Collins (NW Cheer Representative), Ms. Liz Marquez (Central Cheer Representative), Ms. Rosalie Martinez (NE Dance Representative), Ms. Claire Gowing (SW Dance Representative), Ms. Mona Slayton (SE Dance Representative)

Committee Directory presented as Appendix B to these minutes.

B. 2006 Spirit Competition

Tracy informed the committee of the following changes to the 2006 Spirit Competition.

1. Judges will be sitting in the Mezzanine.
 - a. Jennifer expressed concern about communication due to this move.
 - b. Tracy assured Jennifer and the committee that a walkie- talkie system will be in place to ensure proper communication
2. Teams will not have accessibility to the UNM Auxiliary Gym for practice and warm-up.
 - a. Due to recent construction and UNM regulations this area is not available for our use
 - b. Teams will begin on the west side of the Mezzanine for a stretching period
 - c. Teams will then travel to the west side of the concourse for routine warm-ups

- d. Teams will then line up for a team picture to be taken before their performance
 - e. Teams will then travel back to the Mezzanine and resume the performance route used in past years
 - f. NOTE: Teams may not be able to run through the entire routine due to height limitations in warm-up area.
 - g. NOTE: Teams will not be able to use music in warm-up area due to the proximity to the performance area.
 - h. NOTE: Teams/Coaches will not be able to shout commands and/or cheers in the warm-up area due to the proximity to the performance area.
 - i. NOTE: Teams will not be permitted to go outside during warm-up. If a team misses their performance call, they will not be tracked down.
 - j. Stacey expressed a concern with this change regarding safety and warm-up space. She suggested that the NMAA rent a tent for warm-up purposes.
 - k. Tracy informed Stacey and the committee that the warm-up space will be equipped with mats for safety purposes. She also stated that this is the same warm-up area that the UNM Cheerleaders are now using, and space is not too limited. Tracy also said that the possibility of a tent has been researched, but when the price and exposure to the elements were considered, it was decided to remain on the concourse for warm-ups.
3. The Spirit Management Team and the NMAA **WILL NOT** post performance times.
 4. There will be a mandatory coaches meeting on the evening of Thursday the 30th. Time and place TBD.
 - a. This meeting will be succinct
 - b. The purpose of this meeting will be to review competition policies and procedures. This will not be a Question and Answer time.
 5. Scheduling and Weather Conflicts
 - a. If your team has a pertinent conflict, please contact the Spirit Management team.
 6. By order of the Fire Marshall, prop storage in the ramp of the Pit is prohibited. All props must be stored outside of the Pit until prior to performance. The NMAA is looking into purchasing a tarp for outside prop storage.
 7. Mr. Gary Tripp and Mr. Rudy Aragon would like to have a page in the Spirit Competition program to recognize one or more New Mexico Spirit Coaches who have coached for a long period of time and have been instrumental in the development of the Spirit program in our state. Please contact Rudy at (505) 923-3270 with any recommendations or questions.

C. Housekeeping

Kristin informed the committee about the following items:

1. The Lottery sale of the reserved seats for the competition went very well. We sold 5,981 tickets and no representatives had to travel to Albuquerque to purchase these tickets. Kristin would like to hear any and all input regarding this system so that decisions can be made regarding next year's process.
2. Kristin told the committee that the NMAA is still looking for approximately 10 more performers for half times at the State Basketball Tournament. If you would like to have your squad perform during the Tournament, please call Rudy at (505) 923-3270.

D. Proposed Changes for the 2006-2007 school year

Please see Appendix C, December 6th letter, Category 2 to reference these changes.

The following are the decisions by the Spirit Specific Committee, any discussion that took place, as well as items that will be presented to all coaches for further input. Items to be put out to forum are in bold. Items to be voted on are underlined.

1. Tie Breakers:
 - a. Article 6B in Cheer Guidelines
 - b. Article 5B in Dance Guidelines
 - c. No Change will be made
2. **All Girl Teams**
 - a. **Article 5D in Cheer Guidelines**
 - b. **Should teams with one boy be classified as co-ed OR Should the rule stay the same in that teams with one boy have a choice of competing in co-ed or all girl**
3. **Stunting – Open Division?**
 - a. **1 team per school**
 - b. **Should teams be given a choice of co-ed or all-girl regardless of the class that they compete in?**
 - i. **1 Boy or more = Co-Ed open division**
 - ii. **All-Girls = broken down into classifications**
4. **Number of Team Members**
 - a. **Article 5D and Note in Cheer Guidelines**
 - b. **Article 3A and Note in Dance Guidelines**
 - c. **Increase maximum team members for All-Girl to 20 from 18.**
 - d. **Increase maximum team members for Co-Ed to 24 from 20.**
5. Possibility of a Date Change for State
 - a. No change will be made
6. **Number of Categories and Divisions – 4A Cheer**
 - a. **Combine 4A Small and 4A Large resulting in one 4A Classification.**

NOTE: *Although it was not discussed at this meeting, coaches will also be voting on combining classes 5A Small and 5A Large in Dance.*

7. Create different dance categories.
 - a. No change will be made
8. **Military**
 - a. **Last sentence of Article 2A in Dance Guidelines**
 - b. **Committee Recommendation – “If you are altering a part of your uniform for the purpose of a visual effect, it will be considered use of a prop. Costume changes while performing will also be considered use of a prop”.**

NOTE: *Following the meeting it was decided that from this point on, the recommendation will read as “If costuming is pulled from the uniform or body and is used in the performance as an extension of the hand or in other choreographed movements and is dropped, costuming is then considered a prop and could be assessed a deduction under.....”*

9. **Uniforms:**
 - a. Unless a costume is part of a performance theme (i.e. Genie, belly dancer, etc.), midriffs may not be exposed when standing at attention.

NOTE: *Following the meeting, the NFHS issued a rule change, effective 2006-2007, stating that regardless of theme, midriffs may not be exposed when standing at attention. (New rule presented as Appendix D to these Minutes)*

10. **Dual Participation:**
 - a. **Regulated by individual school districts.**
11. **Judges Panels:**
 - a. **No change will be made this year**
 - b. **Will be re-evaluated after 2006 Competition**

E. Other Business

1. Ms. Rose Kartchner asked what she can do as an Athletic Director to help the committee.
 - a. The committee asked Rose to communicate the committees concerns and decisions with Athletic Directors throughout the state and thanked her for her interest and dedication to the program.

F. Adjournment

1. Meeting was adjourned at 3:00 PM

NORTH

APPENDIX D

AZTEC
 BLOOMFIELD
 CAPITAL
 CIMMARON
 CLAYTON
 CORONADO
 CROWNPOINT
 CUBA
 DES MOINES
 DESERT ACADEMY
 DULCE
 ESCALANTE
 ESPANOLA
 FARMINGTON
 GALLUP
 GALLUP CATHOLIC
 GRANTS
 JEMEZ VALLEY
 KIRTLAND CENTRAL
 LOGAN
 LOS ALAMOS
 MAXWELL
 MCCURDY
 MESA VISTA
 MONTE DEL SOL
 MORA
 MORENO VALLEY
 MOSQUERO
 MOUNTAIN VIEW
 NAVAJO PINE
 NAVAJO PREP
 NEWCOMB
 NM SCHOOL/DEAF
 PECOS
 PENASCO
 PIEDRA VISTA
 PINE HILL
 POJOAQUE
 QUESTA
 RAMAH

NORTH (CONTINUED)

RATON
 REHOBOTH
 ROBERTSON
 ROY
 SANTA FE HIGH
 SANTA FE PREP
 SANTA ROSA
 SFIS
 SHIPROCK
 SPRINGER
 ST. MICHAELS
 TAOS
 THOREAU
 TOHATCHI
 TUCUMCARI
 WAGON MOUND
 WEST LAS VEGAS
 WINGATE
 ZUNI

CENTRAL

BERNALILLO
 RIO RANCHO
 CIBOLA
 BOSQUE
 VALLEY
 SANDIA PREP
 MENAUL
 ST. PIUS
 LAGUNA ACOMA
 TOHAJILEE
 WEST MESA
 RIO GRANDE
 ALBUQUERQUE HS
 ABQ. ACADEMY
 LA CUEVA
 HOPE CHRISTIAN
 SANDIA
 DEL NORTE
 ELDORADO
 MANZANO
 HIGHLAND
 EAST MOUNTAIN
 MORIARTY
 TEMPLE BAPTIST
 VICTORY CHRISTIAN
 EVANGEL CHRISTIAN
 ESTANCIA
 LOS LUNAS
 BELEN
 MOUNTAINAIR
 VALENCIA

SOUTH

ALAMO NAVAJO
 ALMOGORODO
 ANIMAS
 ARTESIA
 CAPITAN
 CARLSBAD
 CARRIZOZO
 CLIFF
 CLOUDCROFT
 CLOVIS
 CLOVIS CHRISTIAN
 COBRE
 CORONA
 DEMING
 DEXTER
 DORA
 ELIDA
 EUNICE
 FLOYD
 FT. SUMNER
 GADSDEN
 GATEWAY CHRISTIAN
 GODDARD
 GRADY
 HAGERMAN
 HATCH
 HOBBS
 HONDO
 HOT SPRINGS
 HOUSE
 JAL
 LAKE ARTHUR
 LAS CRUCES
 LORDSBURG
 LOVING
 LOVINGTON
 MAGDALENA
 MAYFIELD
 MELROSE
 MESCALERO

NORTH (CONTINUED)

MESILLA VALLEY
 NMMI
 ONATE
 PORTALES
 QUEMADO
 RESERVE
 ROSWELL
 RUISDOSO
 SAN JON
 SANTA TERESA
 SILVER
 SOCORRO
 TATUM
 TEXICO
 TULAROSA
 VAUGHN

APPENDIX E

Norma Sims
Spirit Management Team

NormaRSims@aol.com
Home: (505) 299-8824
Cell: (505) 250-8429
<http://www.nmact.org/activities/spirit>

Tracy Seckler
Spirit Management Team

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<http://www.nmact.org/activities/spirit>

Vanessa Whitaker
Spirit Management Team

whitaker@aps.edu
Office: (505) 559-2252
Cell: (505) 366-1900
<http://www.nmact.org/activities/spirit>



NMAA

New Mexico Activities Association

APPENDIX F

June 28, 2006

Memorandum

To: High School Athletic Directors

Registration Password: "goodcoach"

From: Scott Evans, Assistant Director

RE: NMAA COACHES TRAINING PROGRAM – LEVEL 1

Administration

Gary Tripp

Executive Director

Sally Marquez

Associate Director

Mario Martinez

Associate Director

Mark Koski

Assistant Director

Robert Zayas

Assistant Director

Rudy Aragon

Assistant Director

Scott Evans

Assistant Director

Gene Pino

Assistant Director

Becky Mullins

Assistant Director

Carol Daniels

Finance Director

Dana Northcutt

*Commissioner
of Officials*

1. NMAA Coaches Training Program – Level 1. The required training for all level 1 licensure applicants is a new online course developed and administered by the NMAA. On July 6th, in conjunction with the launch of the new NMAA website, this course will become available from www.nmact.org. The student/coach will review 9 units of materials and successfully complete (80% minimum score) a brief exam for each unit. The student may access the materials as often as they wish and may repeat the tests if they do not meet the minimum score of 80%. Total estimated time is 4 to 5 hours.

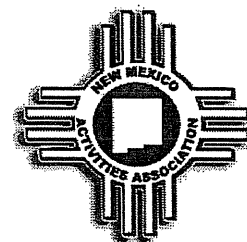
2. Registration and School Information. The student/coach will first collect some information necessary for registration and access (**please see and read the enclosed step by step sheet**). Required information includes: a) the student/coaches' high school (see list enclosed), b) the high school athletic director's e-mail address, and c) a registration password (**see above in bold**). **The athletic director should fill in that information on the instruction sheet and make copies available for their coaches.** The school AD will receive a confirmation e-mail when the student registers.

3. Certificate of Course Completion. Once the student/coach has successfully completed all 9 units, they will download a final grade report and certificate request form. They will ask for the athletic director's signature (verifying ethical standards, etc.) and submit the completed form along with \$40.00 (check, M.O., P.O.) to the NMAA. The individual will receive a certificate of completion and must submit a copy to the NMPED along with other requirements to be issued a license.

4. Licensure. Please keep in mind that the New Mexico Public Education Department is the agency which issues and regulates educational personnel licensure. The best source of assistance regarding application and renewal procedures lies within your school/district HR office, with whom the NMPED works on all areas of licensure.

5. More Information. There will be a presentation at the NMAA Athletic Director's meeting at 10:00am on July 26th at the NMHSCA Coaches School in Albuquerque. You may access the program yourself to view the materials, tests, forms, etc. by registering and logging in. For additional information call Dusty Young at 923.3286.

NMAA COACHES TRAINING PROGRAM – LEVEL 1 ACCESS AND COURSE COMPLETION INSTRUCTIONS



This information applies to the NMAA Coaches Training Program – Level 1, one of the requirements for level 1 coaching licensure in New Mexico. Application for the actual license is through the New Mexico Public Education Dept.

Step #1 – Student/School/Athletic Director Information – You must have the following information to register for the online course to review materials and/or complete unit tests. (A personal/friend active e-mail address is required, *see HS AD for items 6, 7, 8)

1. First Name: _____
2. Last Name: _____
3. Address _____
4. Student/Coach E-mail Address: _____
5. Phone: _____
6. High School*: _____
7. AD e-mail*: _____
8. Registration password*: _____

Note: MS/JH coaches work through the high school they feed. If you are not currently employed or assigned by a school, contact the NMAA for an AD Substitute Sponsor.

Step #2 – Register – Go to the NMAA Coaches Training Program – Level 1 through the NMAA website, www.nmact.org, click on register here and complete the required information and submit. You will see a screen and receive an e-mail with your username and password. Your school AD will receive an e-mail notifying them of your registration.

Step #3 – Log in to The NMAA Coaches Training Program – Level 1 through the NMAA website, www.nmact.org. using your username and password. You may log on and off as many times as you wish for as long as you wish. You must login to review the materials in each section and successfully complete (minimum 80% score) each of the 9 unit exams.

Step #4 – When you have successfully completed all 9 unit exams – print your final grade report and certificate request form by clicking on “Print Certificate Report”.

Step #5 – Present the Certification Report form to your athletic director/sponsor for authorization/signature. Make copies for your files and submit the complete original form (including all test results) along with a \$40.00 fee to: NMAA Coaches Training Program, 6600 Palomas Avenue NE, Albuquerque, NM 87109.

FOR ADDITIONAL INFORMATION LOG ON TO THE NMAA WEBSITE AT WWW.NMACT.ORG, OR CALL DUSTY YOUNG AT 505.923.3286.

NMAA COACHES TRAINING PROGRAM - LEVEL 1 - SCHOOL LIST

HIGH SCHOOL	HIGH SCHOOL	HIGH SCHOOL	HIGH SCHOOL
Alamogordo	Goddard	Piedra Vista	Wingate
Alamo-Navajo	Grady	Pine Hill	Zuni
Academy	Grants	Pojoaque	NMSBVI
Albuquerque	Hagerman	Portales	
Animas	Hatch Valley	Quemado	
Artesia	Highland	Questa	
Aztec	Hobbs	Ramah	
Belen	Hondo	Raton	
Bernalillo	Hope Christian	Rehoboth	
Bloomfield	Hot Springs	Reserve	
Bosque Prep	House	Rio Grande	
Capital	Jal	Rio Rancho	
Capitan	Jemez Valley	Robertson	
Carlsbad	Kirtland Central	Roswell	
Carrizozo	La Cueva	Roy	
Chaparral	Laguna Acoma	Ruidoso	
Cibola	Lake Arthur	San Jon	
Cimarron	Las Cruces	Sandia	
Clayton	Logan	Sandia Prep	
Cliff	Lordsburg	Santa Fe	
Cloudcroft	Los Alamos	Santa Fe Indian	
Clovis Christian	Los Lunas	Santa Fe Prep	
Clovis	Loving	Santa Fe Waldorf	
Cobre	Lovington	Santa Rosa	
Corona	Magdalena	Santa Teresa	
Coronado	Manzano	Shiprock	
Crownpoint	Maxwell	Silver	
Cuba	Mayfield	Socorro	
Del Norte	McCurdy	Springer	
Deming	Melrose	St. Michael's	
Des Moines	Menaul	St. Pius X	
Desert Academy	Mesa Vista	Taos	
Dexter	Mescalero Apache	Tatum	
Dora	Mesilla Valley	Temple Baptist	
Dulce	Monte del Sol	Texico	
East Mountain	Mora	Thoreau	
Eldorado	Moreno Valley	To Hajiilee	
Elida	Moriarty	Tohatchi	
Escalante	Mosquero	Tse'Yi'Gai	
Espanola	Mountainair	Tucumcari	
Estancia	Navajo Pine	Tularosa	
Eunice	Navajo Prep	Twin Buttes	
Evangel Christian	Newcomb	Valencia	
Farmington	NM Academy	Valley Christian	
Floyd	NMAA	Valley	
Ft. Sumner	NMMI	Vaughn	
Gadsden	NMSD	Victory Christian	
Gallup Catholic	Ocate	Wagon Mound	
Gallup	Pecos	West Las Vegas	
Gateway Christian	Penasco	West Mesa	



NMAA

New Mexico Activities Association

May 10, 2006

MEMORANDUM

To: High School Athletic Directors

From: Gary Tripp, Executive Director
Scott Evans, Assistant Director

RE: COACHES LICENSURE AND EDUCATION – 2006-07

Administration

Gary Tripp
Executive Director

Sally Marquez
Associate Director

Mario Martinez
Associate Director

Mark Koski
Assistant Director

Robert Zayas
Assistant Director

Rudy Aragon
Assistant Director

Scott Evans
Assistant Director

Gene Pino
Assistant Director

Becky Mullins
Assistant Director

Carol Daniels
Finance Director

Dana Northcutt
*Commissioner
of Officials*

The purpose of this memo is to give you a “heads up” regarding changes in NMPED Licensure and NMAA Coaches Education for next year, and beyond. We have enclosed a summary of the new licensure as well as an outline of the NMAA support.

The New Mexico Public Education Department has revised the Licensure in Athletic Coaching, 7-12 regulation, effective July 1st, 2006. The most significant changes are simplification of the training requirements for a level 1 license (less time/cost, no travel, one course, one agency) and the addition of a level 3 license.

The coaches education requirement for level 1 will now be a new “NMAA Coaches Training Program – Level 1” that will be an online course. This course will be an adaptation of one that has been in use in Montana for 3 years. It will have 9 units with each unit having a test, will cost \$40.00, and take about 4 hours to complete. Access to the course will be through the NMAA website and athletic directors will facilitate the process with passwords and verification.

ASEP Coaching Principles and Sport First Aid courses will become a coaches education requirement for level 3. These ASEP courses may be taken in a classroom setting or online. Our intention is to offer some classroom courses during NMHSCA Coaches Clinic and on a regional basis during fall and spring semesters.

We will be making a presentation at the NMAA Athletic Directors meeting on Wednesday morning, July 26th that will bring you up to speed on all the new requirements, forms, contacts, etc. Information will be posted on the NMAA website as it becomes available. We believe the “new” will be much more functional than the “old”, leading to greater compliance and competence, at less cost in dollars and time.

For more information contact Scott Evans – sevans@nmact.org or 505.923.3278

Cc: Superintendents

Licensure in Athletic Coaching – Effective July 1, 2006

Required for all athletic coaches including cheer, dance and drill (head/assistant, paid/volunteer), grades 7-12

Temporary NM PED Athletic Coaching License (Term – 1 academic year)

- High school graduate or equivalent
- Complete and submit application form and fees
- Complete and submit fingerprint documents for background check*
*unless already completed for another PED license

Level 1 NM PED Athletic Coaching License (Term – 3 academic years)

- High school graduate or equivalent
- Complete and submit application form and fees
- Complete and submit fingerprint documents for background check**
- Verification of completion of NMAA Coaches Training Program
**unless already completed for a temporary coaching license or another PED license

Level 2 NM PED Athletic Coaching License (Term – 9 academic years)

- Complete and submit application form and fees
- Possess a valid level 1 license with 3 years of athletic coaching experience
- Submit verification of competencies form

Level 3 NM PED Athletic Coaching License (Term – 9 academic years)

- Complete and submit application form and fees
- Possess a valid level 2 license with at least 3 years of athletic coaching experience at level 2
- Submit verification of competencies form
- Complete and submit verification of one of the following:
 - Possess a NM teaching license with an endorsement in physical education
 - Hold an undergrad/grad minor in coaching (min. 24 sem. hrs.) from a regionally accredited college/university
 - Complete an advanced coaching principles course approved by PED (ASEP Coaching Principles)
- Complete and submit verification of a course in first aid/sport first aid/athletic training
- Complete and submit verification of CPR training

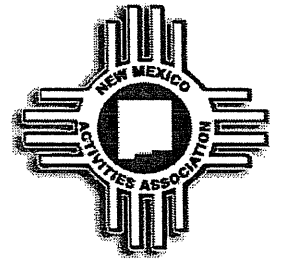
Continuing Licensure at level 2 or 3 (Term – 9 academic years)

- Complete and submit application form and fees
- Submit verification of competencies form

For Information on Licensure – contact your local school/district human resources department or NM PED Licensure Department at 505.827.6587 or www.ped.state.nm.us

For Information on Coaches Education – contact the New Mexico Activities Association at 505.923.3110 or www.nmact.org

NMAA COACHES LICENSURE AND EDUCATION – 2006-07



NMAA Coaches Licensure and Education Mission:

To assist member schools in ensuring that all coaches/sponsors are licensed and contracted in accordance with New Mexico Public Education Department (6.63.8) and NMAA (3.2.1) regulations.

NMAA Coaches Licensure and Education Objectives:

1. Assist NM Public Education Department in informing schools of licensure requirements, policies, and procedures
2. Assist Schools with monitoring and compliance regarding NMPED and NMAA requirements, policies and procedures
3. Assist Schools and individuals by providing access to specific coaches' education courses needed to fulfill requirements for licensure (levels 1 & 3)

I. Coaches Licensure – New Mexico Public Education Department

- A. Licensure in Athletic Coaching - Summary
- B. Licensure in Athletic Coaching, 7-12 – Regulation
- C. Fingerprint Background Check Information
- D. Initial Licensure in Athletic Coaching Information
- E. Additional Licensure in Athletic Coaching Information
- F. Continuing/Renewal Licensure in Athletic Coaching Information
- G. School/District Human Resources/Licensure Personnel

II. Coaches Licensure – The School/District Athletic Director

- A. Monitoring personnel – contracts, licenses, performance
- B. NMPED Licensure Department – contact person
- C. Volunteer contracts
- D. Mentors for first year coaches
- E. Evaluation forms
- F. Remediation

III. Coaches Education Courses – Licensure Training Requirements

- A. NMAA Coaches Training Program – Level 1
 1. Online format, approximately 4 hours, 9 units, 9 tests
 2. \$40.00 fee, verification by school athletic director
- B. ASEP Coaching Principles (Level 3)
 1. Online format – instruction and exam - \$95.00
 2. Classroom format – 8 hours – regional schedule - \$100.00
- C. ASEP Sport First Aid (Level 3)
 1. Online format – instruction and exam - \$95.00
 2. Classroom format – 4 hours – regional schedule - \$100.00
- D. CPR (Level 3)
 1. Adult program – AHA or ARC
 2. School/district/community

SPIRIT COMPETITION FINANCIAL REPORT

For the Twelve Months Ending June 30, 2006

APPENDIX G

	Year to Date	Current Budget	Current Budget - Year to Date
Revenues			
SPIRIT COMPETITION	\$ 0.00	0.00	0.00
SC-GATE RECEIPTS \$8 PRESALE	99,386.00	105,000.00	5,614.00
SC-GATE RECEIPTS (OTHER)	320.00	0.00	(320.00)
SC-PROGRAM SALES	0.00	6,000.00	6,000.00
SC-ADVERTISING	0.00	0.00	0.00
SC-SPONSORSHIPS	18,074.27	0.00	(18,074.27)
SC-ENTRY FEES	16,725.00	16,000.00	(725.00)
SC-T-SHIRTS&CONCESSIONS	8,631.75	7,000.00	(1,631.75)
SC-MISCELLANEOUS	5.00	0.00	(5.00)
SC-NMSA CONFERENCE	256.00	0.00	(256.00)
SC-PRIOR YEAR INCOME	0.00	0.00	0.00
Total Revenues	143,398.02	134,000.00	(9,398.02)
Expenses			
SPIRIT COMPETITION	0.00	0.00	0.00
SC-JUDGES	5,800.00	6,000.00	200.00
SC-EVENT PERSONNEL	29,726.99	15,000.00	(14,726.99)
SC-FACILITY	10,200.91	8,000.00	(2,200.91)
SC-SECURITY	14,347.16	8,000.00	(6,347.16)
SC-TROPHIES/MEDALS	4,600.60	5,000.00	399.40
SC-MISCELLANEOUS	298.90	1,000.00	701.10
SC-MEALS	847.99	0.00	(847.99)
SC-TRAVEL	5,955.31	0.00	(5,955.31)
SC-ADVERTISING	0.00	0.00	0.00
SC-SPONSORSHIP	18.29	0.00	(18.29)
SC-PROGRAM SALES/PRINTING	1,278.14	6,000.00	4,721.86
SC - DUES & FEES	274.94	0.00	(274.94)
SC - SUPPLIES & EQUIPMENT	6,654.01	2,500.00	(4,154.01)
SC - NMSA COACHES CLINIC	95.49	0.00	(95.49)
SC-SCHOOL SHARE	0.00	0.00	0.00
SC-HOSPITALITY	629.70	1,500.00	870.30
Total Expenses	80,728.43	53,000.00	(27,728.43)
Net Income	\$ 62,669.59	81,000.00	18,330.41

For Management Purposes Only

August 28, 2006