

# NMAA Regulations & Policies



**Contact: Robert Zayas, Associate Director  
Administrator for Swimming and Diving  
([robert@nmact.org](mailto:robert@nmact.org))**

In accordance with the NMAA Handbook, the following general regulations, policies and procedures governing the New Mexico Activities Association have been approved by the NMAA Board of Directors. They apply to all regular season meets as well as the NMAA State Championships.

## Important Dates (Swimming/Diving)

Friday, October 21, 2011 - Qualifying Meet Submission Deadline  
Monday, October 31, 2011 - First regular season competition date  
Wednesday, November 30, 2011 - Coaches deadline for completion of Online Rules Clinic  
Thursday, December 15, 2011 - Roster for Eligibility due online to NMAA at [www.nmact.org](http://www.nmact.org) via MVP  
Friday, January 27, 2012 - Team Photos due online to NMAA at [www.nmact.org](http://www.nmact.org) via MVP  
Sunday, February 12, 2012 - 2012 NMAA State Swimming & Diving Official Entry List must be submitted to:  
[www.directathletics.com](http://www.directathletics.com) by 11:59 PM.  
Monday, February 13, 2012 - 2012 NMAA State Qualifying Diving Sheets are due to the NMAA office by 10:00 AM  
Friday, February 17, 2012 - 2012 NMAA State Swimming & Diving Championship Prelims  
- Albuquerque Academy Natatorium  
Saturday, February 18, 2012 - 2012 NMAA State Swimming & Diving Championship Finals  
- Albuquerque Academy Natatorium

## Eligibility of Student-Athletes

Only student-athletes eligible under Section VI of the NMAA Handbook may represent member schools in interscholastic competition. Member schools are required to certify the eligibility of their student-athletes before they participate and to withhold ineligible student-athletes from all interscholastic competition. See [www.nmact.org](http://www.nmact.org) for student-eligibility guidelines in the NMAA Handbook.

If an ineligible student-athlete is accidentally or intentionally permitted to participate in an interscholastic contest, forfeit of the contest and honors shall be automatic and mandatory after being reported to the NMAA Executive Director.

## Undue Influence

All member schools agree to conduct their interscholastic/performance and athletic activities according to the rules and regulations of the National Federation of High School Associations (NFHS) and the New Mexico Activities Association (NMAA). It is the duty of the administration to address the particular situation where there is a question of undue influence. (See NMAA Handbook 6.1.3)

The use of any of the following inducements constitutes undue influence resulting in ineligibility for all high school athletic participation for 180 school days/365 calendar days:

- A. Participant living with coach, principal, teacher, or school official without legal guardianship
- B. Any inducement to get parents or students to change residence **or schools** for athletic/non-athletic 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 Student, family or individual that contacts a coach about attending a school where he or she coaches must be informed that they need to contact the principal, admissions department or guidance department if they have an interest in transferring.
- L. Any meeting with coaches regarding prospective student athletes or their families should be at the request of the family to the individual(s) responsible for school administration and or admissions and must take place at the school.

### ***“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 that 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 with sports programs must maintain ultimate responsibility for the integrity and quality of those programs and must assure that education and character-development responsibilities are not compromised to achieve sports performance goals and that the academic, emotional, physical and moral well-being of athletes is always above desires and pressures to win.
- Prominently discuss the importance of character, ethics, and sportsmanship during the recruiting process and 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 limitation of the age group coached, and 3) coaching principles and rules and strategies of the sport.

### **Sportsmanship and Unsportsmanlike Conduct**

Student-athletes, coaches, administrators, spectators and all other persons connected directly or indirectly with a member school, as well as meet officials, shall adhere to the principles of *“Pursuing Victory With Honor”* and the ethics of competition before, during, and after all contests in which they participate and/or attend.

Each participating school shall be held strictly accountable for unsportsmanlike conduct on the part of its competitors, coaches, and spectators.

If contestants or people from any school are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school or host organization, such school will be held responsible for costs incurred in replacing or repairing such property or equipment.

## **Video Recording/Telecasts/Radio Broadcasting Consent Rule/Procedures**

### **Practice Sessions/Scrimmages**

Radio broadcasting, video recording, or telecasting a practice session or scrimmage by anyone not connected with the participating school(s) is prohibited without the consent of the school(s) involved.

### **Regular Season Contests**

Radio broadcasting, video recording, or telecasting a regular season contest is prohibited without the consent of the host school. Exception: The visiting school may video record the contest as long as it is not broadcast for public viewing. This does not prohibit use of film and tape for sports clips by media representatives.

**NOTE:** Video recording, photographing, or other electronic aids (excluding stat devices) cannot be used for study or coaching purposes until after the completion of the contest.

### **District, State Playoffs/Tournaments**

#### **1. Media, Broadcast, and Telecast**

Each member school grants to the New Mexico Activities Association the exclusive telecast or broadcast rights to all events at the playoff level. "Telecast and broadcast rights" include, but are not limited to, over the air television, cable television, radio, Internet, or web streaming. The "playoff level" includes any post season event identified as festival, district, sectional, regional or state by Board of Directors action. The NMAA reserves the right to grant or refuse any request for broadcast/telecast at the playoff level. The NMAA may contract with third parties for the telecast or broadcast of any event at the playoff level and establish rights/fees for any such events.

Media representatives at NMAA sanctioned events are subject to applicable rules/procedures/policies as established by the Association. Authorization and credentials requests must be submitted to the NMAA Director of Communications. Credentials request forms can be downloaded from the NMAA website. Any television broadcast must be approved by the NMAA Director of Communications. Telecasting fees may apply dependent upon whether the telecast is live or tape delayed and the event being televised. The NMAA occupies jurisdiction over the radio broadcasts of all New Mexico high school interscholastic championship events (First round of state, Quarterfinals, Semifinals, and Finals). The broadcast of all regular season contests is under the jurisdiction of each host school.

- a. The installation of phone lines and press box assignments is the responsibility of the individual radio station. Radio stations should contact the facility manager or athletic director to arrange for specific broadcasting needs.
- b. Broadcasting or telecasting of any activity sponsored by the Association, as per Board policy, must be approved by the NMAA Director of Communications.
- c. Radio stations will confine their remarks to an actual description of the games and the action in connection with them and announcers will make no comments in regard to the judgment of game officials or coaches during any broadcast originating from the game/contest site. Violation of this clause will result in the station not being permitted to continue its broadcast.

#### **2. Video Streaming Policy**

Videotaping of championship events is permitted. The following guidelines must be followed:

- a. Tripods cannot be used within the spectator seating area.
- b. The use of electricity is prohibited.
- c. Spectators will not be permitted in areas reserved for media personnel or persons conducting official NMAA business (i.e. on the court, field, in press box facilities, and/or playing surfaces).
- d. The NMAA reserves the right to request that a person filming move to another area or stop filming a particular event.
- e. Live streaming of any NMAA State Championship Game/Contest must be approved by the NMAA.

## Multi-Activity Participation

The NMAA believes all interscholastic activities are an extension of the classroom. The NMAA encourages Students to take part in as many activities as possible during their years in school. Specific parameters are established in the NMAA Handbook for season lengths and number of contests in NMAA-sponsored sports. Participation on non-school teams is not controlled by the NMAA, but athletes and their parents are strongly encouraged to consider participation in more than one interscholastic activity. Coaches are expected to encourage multi-sport participation. Dual participation is discouraged during the respective defined sport season.

## Rule Requirements and Philosophical Basis

Each individual school/district is required to establish and enforce regulations which are driven educationally by the NMAA interscholastic objective. The following requirements, as well as local policy, intend to assure adherence to those rules/procedures, consistent with that objective:

- A. Educational value: Educational goals that are encompassed by the NMAA objective must be incorporated.
- B. Students must be given the opportunity to participate in multiple activities (sports, family, recreational, etc.) It is the responsibility of the local school district to provide time for students to participate in family activities.
- C. Promote physical fitness.
- D. Participation must not be restricted by financial status of the student.
- E. Participation in a camp or recreation program outside the conventional school year and/or during the summer cannot be a requirement for participation in the regular sports season.
- F. State generated funds or gate receipt monies cannot be used to finance tuition, fees, meals and lodging, or fuel costs for such programs (camps and/or recreation programs during the summer or outside the conventional school year) for coaches who are, have been or will be employed by the school and/or for players or prospective players.
- G. Equipment such as, but not confined to football helmets, pads, etc. in any sport is prohibited in the out-of-season, summer camps or summer recreation programs. See each individual sport for specific requirements.

**Opponents:** Member schools shall compete only against schools that are members of the NMAA, or out-of-state schools that are members of associations that regulate interscholastic athletic competition within their respective states. Out-of-state schools, however, must have eligibility guidelines comparable to those of the NMAA, and must have an established season of competition in the sport that is concurrent with that of the NMAA. Competition with out-of-state schools, in some cases, may require the approval of the NFHS. See [www.nmact.org](http://www.nmact.org) for NFHS regulations on interstate and international competition.

**Incident Reporting:** If a player, coach, or fan is ejected from a contest or if misbehavior and/or unsportsmanlike conduct occurs by any of these individuals, the contest official witnessing the incident is responsible for reporting it to the NMAA office.

If an official acts in an inappropriate manner or if his/her performance is adversely affecting the participants of a contest, the coach or administrator from any of the participating schools may report the incident to the NMAA office.

Incident reports must include the date and site of the contest, the level of competition and whether the contest was boys' or girls' (where applicable), as well as a detailed narrative of the events leading up to the ejection or other incident. Incident reports of any nature must be sent to the NMAA office within 24 hours of the occurrence by fax (505-923-3114), e-mail ([dana@nmact.org](mailto:dana@nmact.org)) or mail (6600 Palomas Ave. NE, Albuquerque, New Mexico 87109.)

# Swimming & Diving Regulations & Policies



**Contact:** Robert Zayas, Associate Director  
Administrator for Swimming and Diving  
(robert@nmact.org)

## Season and Contest Limitations

**Practice:** Practice for Swimming & Diving is allowed year round. However, it is left up to school districts to decide if they would like to follow this policy. There must be a minimum of 5 practice sessions on 5 separate days prior to the first meet for each individual student-athlete.

**Contests:** The maximum number of regular season meets per team is 10 prior to the District Championships. The start date for the regular season is Monday, October 31, 2011. The last possible regular season meet date is Saturday, February 4, 2012.

## Meet Participants

No junior varsity may participate in a meet involving a varsity team. Junior varsity, junior high and other sub-varsity events, if held, must be held as separate events.

## NFHS Rules

**Competition Rules:** NFHS Swimming & Diving Rules are the official rules of all NMAA Swimming & Diving meets.

**Uniforms:** Commercial advertising, with the exception of the manufacturer's logo as permitted by NFHS rules, is prohibited on all athletic uniforms.

**Order of Events\*:** The order of events for all meets shall be as follows\*.

- (1) 200-yard medley relay
- (2) 200-yard freestyle
- (3) 200-yard individual medley
- (4) 50-yard freestyle
- (5) One-meter Diving
- (6) 100-yard butterfly
- (7) 100-yard freestyle
- (8) 500-yard freestyle
- (9) 200-yard freestyle relay
- (10) 100-yard backstroke
- (11) 100-yard breaststroke
- (12) 400-yard freestyle relay

\* These events may only be modified for non-varsity and invitational competition.

\* Order of events may be modified for state championships.

\* In non-championship meets: By prior mutual consent of competing teams, the diving event may be the first event.

**Diving Competition:** There shall be no minimum total degree of difficulty for optional dives, except when attempting to qualify for the state championships. The degree of difficulty for all dives is listed in the NFHS Swimming & Diving Rule Book.

**Suspended Contest:** A suspended meet shall be resumed from the point of interruption. Otherwise, NFHS Rule regarding the resumption of suspended meets will apply.

## Districts

**District Competition:** District Meets are required for all Districts. These meets must be held on Friday and/or Saturday of Week #31, #32, or #33.

Week #31 January 27-28, 2012  
Week #32 February 3-4, 2012  
Week #33 February 10-11, 2012

**Alignment:** Participating schools are geographically assigned to one of four (4) districts. Below are the swimming and diving districts for each participating school for the 2011-2012 school year.

**All Classes – Swimming & Diving**

**# of Schools 47**

District	District	District	District
1	2	3	4
Acad. for Tech. and the Classics	ABQ. Academy	Alamogordo	ABQ. High
Capital	Bosque School	Artesia	Atrisco Heritage
Desert Academy	Cleveland	Carlsbad	Cibola
Farmington	Hope Christian	Clovis	Del Norte
Gallup	Los Lunas	Hobbs	Eldorado
Gallup Catholic	Rio Rancho	Las Cruces	Highland
Grants	Sandia Prep	Mesilla Valley	La Cueva
Los Alamos	Socorro	NMMI	Manzano
Miyamura	St. Pius		Rio Grande
Monte del Sol	Valencia		Sandia
Piedra Vista			Valley
Santa Fe			Volcano Vista
Santa Fe Prep			West Mesa
St. Michael's			
SF Waldorf			
Taos			

**Regional Assigners**

Regional Assigners will assign all state qualifying meets with a certified official. For questions in regards to who will be working your meet, please contact your regional assigner.

Central Region: Jim Wilson  
 Northern Region: Joe Rhoades  
 Southern Region: Pete Dunavant

**Officials**

The use of certified officials is required for all state qualifying meets. Each host school and/or district shall be responsible for paying those officials (see below) within a timely manner. A regional assigner will assign at least one certified official for each qualifying meet.

**Officials' Fees**

**Referees/Starters** – \$38.00 per meet  
**Stroke & Turn Judges** - \$27.00 per meet

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

- (1) Reimbursement of an official's expenses (meal or per diem) is based on one-way mileage intended to reach the site of a game/match/event and is as follows:  
 51 miles to 150 miles = one meal @ \$10.00  
 Over 150 miles = two meals = \$15.00

- (2) Per Diem (where applicable) is \$75.00 per day providing the official spends the night.
- (3) Mileage is paid (where applicable) at the rate of **\$.405** per mile round trip.
- (4) A rider fee of \$10.00 is paid to officials who are riding (non-drivers only) on trips of 51 miles or more.

To register with the NMAA as an official in the sport of swimming or any other sport, contact NMAA/NMOA Commissioner of Officials, Dana Sanchez at (505) 923-3277 or [dana@nmact.org](mailto:dana@nmact.org).

### **Reporting Meet Results**

All meet hosts are responsible for submitting a hard copy of meet results to the New Mexico Activities Association within seven (7) days of completion of the competition. All qualifiers must be highlighted. Results may be mailed or faxed. Results must be signed by the certified official (see **Officials** above).

Meet hosts must also submit results electronically, using Hy-Tek Meet Manager, to the NMAA office within seven (7) calendar days of conclusion of the meet. The proper NMAA designated team codes must be used for each school and state qualifying performances must be designated within the electronic file. Hy-Tek files may be emailed to [robert@nmact.org](mailto:robert@nmact.org).

Once meet results are received by the NMAA, a list will be posted at [www.nmact.org](http://www.nmact.org) on the Swimming & Diving landing page. Please check that results have been received. **Remember, it is the responsibility of each coach to submit championship entries, to update information at [www.directathletics.com](http://www.directathletics.com) and to ensure that the required meet results necessary for proof of time are on file with the NMAA.**

# State Championship Terms & Conditions



**Contact:** Robert Zayas, Associate Director  
Administrator for Swimming and Diving  
([robert@nmact.org](mailto:robert@nmact.org))

In accordance with Section 7.20 of the NMAA Handbook, the following Terms and Conditions governing the 2012 NMAA Swimming & Diving Championships have been approved by the NMAA Board of Directors. Robert Zayas, Associate Director, Administrator for Swimming & Diving, shall be the State Championship Meet Director.

## Team Entries

**Eligibility:** Participation in the NMAA State Championships is open to any qualifying NMAA member school and/or qualifying individual provided the school sponsors a varsity sports program in swimming & diving and has submitted the qualifying information properly and on time. Please see NFHS Rule 3.1.1:

NFHS Rule 3.1.1: In championship meets each (qualifying) team shall be permitted a maximum of four entries in an individual event and one team in a relay event.

## Student-Athlete Entries

**Eligibility:** To represent a member school in the state championships, a student-athlete must be eligible under Section VI of the NMAA Handbook and applicable administrative guidelines, regulations, policies and procedures. Each student-athlete must be submitted on the team's official entry form at [www.directathletics.com](http://www.directathletics.com). Please see NFHS Rule 3.2.1:

NFHS Rule 3.2.1: A competitor shall be permitted to enter a maximum of four events, no more than two of which may be individual events.

**Official Entry Form:** Each participating team must submit electronically their team's qualifying individual and/or relay qualifiers at [www.directathletics.com](http://www.directathletics.com) within seven (7) days after their student-athletes and/or relay team qualifies for the 2012 NMAA State Swimming & Diving Championships.

It will be required to use the student-athlete first and last name (no abbreviations) and the exact name of the meet as it is listed on the Swimming & Diving page at [www.nmact.org](http://www.nmact.org).

The Official Entry Form must list the name of each student-athlete who will represent the school in the state championships. The complete official entry list must be submitted by Sunday, February 12, 2012 at 11:59 PM to [www.directathletics.com](http://www.directathletics.com).

## Meet Structure

**NMAA State Championships - Dates and Site.** The NMAA State Swimming & Diving Championships shall be held on Friday and Saturday of Week 34 (February 17 & 18, 2012) at the Albuquerque Academy Natatorium.

**Results:** Results will be posted on the NMAA website after each day of competition. Please visit [www.nmact.org](http://www.nmact.org) for this information after the preliminaries and finals.

**Mandatory Coaches Meeting:** Meetings for head coaches of swimming and diving schools with participants in the State Meet, shall be conducted Friday, February 17, 2012 at the Albuquerque Academy Natatorium at times to be announced.

**Advancement of Teams and Individuals from a Regular Season Meet to State Championships:** All contestants who meet the minimum qualifying standards set forth by the NMAA Swimming & Diving

Committee shall advance to the NMAA State Swimming & Diving Championships as long as entries have been submitted properly.

### **Diving Entries to State Championships:**

A diver's entry for the state championship meet will be accepted only if the following conditions are met:

Divers must be recorded on the direct athletics website at [www.directathletics.com](http://www.directathletics.com) and a composite entry form must be submitted, to be officially registered for the meet. The "original qualifying meet dive sheet" may be submitted prior to the state championships through the NMAA office once the diver has met the qualifying standards; however, the diver's name must still appear on the team's composite entry form with direct athletics and a copy of the qualifying meet dive sheet submitted to the NMAA office by 10:00 AM, February 13, 2012.

Documented proof that a diver has successfully completed a six dive optional program in either one (1) six-dive dual meet or one (1) eleven-dive invitational meet, must accompany a diver's meet entry form. If an eleven-dive contest is used to qualify, the five voluntary dives must be circled for identification. That documentation must include the signature of either the diving coach or the meet referee.

The degree of difficulty requirement will be as follows for the State Championships: 12.0 for boys and 11.0 for girls.

Successful completion of a six-dive optional program means that a diver has performed all six optional dives in a single competition and has received a score of above zero for each dive from each judge.

A diver who desires to qualify for the state championship meet in a dual meet may attempt all six optional dives in that meet. A diver who is not ready to qualify for the state championship meet should use the standard dual meet format.

The optional dives must be a selection that does not end with a zero-one (201,301).

Dive sheets are due at the Diving Coaches Meeting (see above). Divers will be allowed to make changes on their sheets up to one hour prior to the estimated starting time of their event.

**Swimming - Prelims to Finals:** Championship Finals: Swimmers shall qualify from the preliminaries to the championship finals and consolation finals on the basis of time. The eight fastest swimmers from the preliminary competition shall advance to the championship finals. The next eight fastest swimmers in preliminary competition shall advance to the consolation finals. In case of a tie for the last qualifying place to either the championship finals or consolation finals, a swim-off shall be held.

**Diving - Championship Finals:** Divers shall qualify from the preliminaries to the semi-finals, and the semi-finals to the finals, based on cumulative points. The twenty divers with cumulative highest score from the preliminaries shall advance to the semi-finals. The sixteen divers with the cumulative highest score from the semi-finals shall advance to the finals. In the case of a tie for the last qualifying place to either the semi-finals or the finals, all divers who are tied, will advance to the next round of competition.

**Management:** The NMAA and officials will be the meet management for the state championships. They will be responsible for making the necessary preparations to host the meet and for compiling the results which will be accessible on the NMAA website at [www.nmact.org](http://www.nmact.org) upon the conclusion of the championships.

### **Financial Terms**

**Admission:** \$8.00/Adults - \$5.00/Students-Seniors

Advance tickets are available at <http://nmaa.ticketleap.com>.

**Division of Receipts:** No reimbursement of any kind will be paid to schools which qualify teams and/or individual contestants to the NMAA State Swimming & Diving Championships. Neither the NMAA nor the host will assume responsibility for any participating school or individual contestant expenses of any kind.

## **Meet Regulations**

**Relay Declaration:** A total of six (6) names may be declared on the composite entry form for the 200 and 400 Freestyle Relays and a total of eight (8) names may be declared for the Medley Relay. The four (4) participants who actually swim the relay must come from those names listed. Declaration times for each relay will be announced in advance of the State Meet.

Relay Teams must be declared on time or the team will be disqualified.

**Meet Committee:** A meet committee will be appointed for the state championships by the meet director in accordance with NFHS Rule 4.1.1. The meet committee will consist of three representatives. The decision of the meet committee shall be final. The meet committee may not set aside any rule.

**Meet Management Software:** The state championships personnel shall use Hy-Tek Meet Manager software to score the meet and transmit results for posting to the NMAA website at [www.nmact.org](http://www.nmact.org). There will also be one other system in place for back up purposes only, in the case of failure.

**Coaches/Participants Passes:** All participants' and coaches' names will be placed on the pass list located at the pass gate for the NMAA State Championships. Participant and coach passes entitle those persons who receive such passes to sit only in the designated seating area.

**Scoring:** The NMAA State Championship shall be scored in accordance with NFHS Rule 7. Sixteen (16) places shall be scored.

## **Timing Devices**

**Regular Season Meets:** The use of an electronic timing device in regular season meets is strongly encouraged; however, it is not mandatory.

**NMAA State Championships:** The use of an electronic timing device at the NMAA State Championships is mandatory, with a backup system operative at all times.

## **State Championships Policies**

**Administration and Management:** All State Championships shall be conducted in accordance with the policies established by the NMAA Board of Directors and shall be under the control, direction, and supervision of the NMAA Office.

**Enforcement of Rules & Policies:** Participating schools shall adhere to all regulations and policies governing the NMAA State Swimming & Diving State Championships.

**Passes/Complimentary List:** NMAA State Swimming & Diving Championships Passes, NMAA VIP Passes, and NMAA State Championships Media Passes ONLY, will be honored at state championship events. Individuals who are on the complimentary list will also be admitted with a photo ID.

**Sign and/or Banner:** The display of one sign or banner at the state championships is permitted, provided:

- (1) It displays the school mascot or team name;
- (2) It does not obstruct the view of participants or spectators;
- (3) It is not a safety hazard; and
- (4) It does not represent a conflict with any NMAA sponsor.

**Licensing and Merchandising:** The NMAA owns or controls all rights and interests in its name, logos, trademarks and service marks, whether registered or unregistered, including the official event logo for all

NMAA State Championship events. The sale of items bearing any of these marks by a member school or organization without the written consent of the NMAA is prohibited.

The NMAA retains the exclusive right to produce and sell souvenir products (apparel and otherwise) at all games, tournaments and meets held as part of the state championships. Host schools/organizations are required to sell items provided by the official NMAA event souvenir merchandiser.

The official NMAA event souvenir merchandiser is Kukulski Brothers, Inc. They have been awarded exclusive souvenir merchandising rights to all state championships. No other vendor shall be permitted to produce such merchandise. Kukulski Brothers, Inc shall have the right to go on-property and sell souvenir merchandise at the site of any state championship event. The host school/organization of a state championship event shall grant Kukulski Brothers, Inc access to its property for the event.

**Public-Address Announcements:** Announcements promoting the NMAA and its interscholastic programs must be read over the public-address system, if available, prior to and during all contests in the state championships.

**All-Tournament/Meet Teams:** The NMAA does not have a program to select an all-tournament/meet team, including the selection of a most valuable player or other "swimmer/diver of the meet."

**Security:** The meet director and host are responsible for providing appropriate security.

## **Media Policies**

### **Admission and Seating**

**NMAA State Championships:** Media representatives planning to cover the NMAA State Swimming & Diving Championships must secure proper credentials as instructed by the NMAA Office, according to the NMAA Policy on Media Credentials. Requests for credentials should be submitted to Robert Zayas, Associate/Communications Director at the NMAA Office. Only those representatives requesting credentials by the posted deadline will be guaranteed entrance and informational materials at the meet.

All media representatives with proper identification will be given an event program free of charge at the NMAA State Swimming & Diving Championships.

## **Awards**

### **Team Awards**

**NMAA State Championships:** Trophies will be awarded to the team champion, runner-up and third place finisher in each gender. The team champion will also receive a banner representing their accomplishment.

### **Individual Awards.**

**NMAA State Championships:** Medals, which will be furnished by the NMAA Office, will be awarded to the first 8 placing individuals.

### **Team Awards Ceremony**

**NMAA State Championships:** A formal awards ceremony will be conducted at the NMAA State Swimming & Diving Championships for each gender following the conclusion of the final race.

# Championship Entry Procedure

*Throughout this process, the web page may extend beyond the height of your screen, and you may have to scroll down to see the bottom of the page and the "Submit" button.*

You can receive e-mail confirmation of your meet entries by clicking the link on the Meet Entry page. E-mails will be sent to the e-mail address in your account profile.

## **STEP:**

1. From your desktop, log on to [www.directathletics.com](http://www.directathletics.com)  
This may involve the following steps:
  - a) Connect to your Internet Service Provider (either dial up or broadband)
  - b) Log on to your Internet Browser.
  - c) At the upper left of your screen there should be a "File" tab. Click on it and then select "Open ..."
  - d) Enter [www.directathletics.com](http://www.directathletics.com) and press the "Enter" key to access the site.
2. Enter the Username and Password provided to you and click on "Login".

## **On your first access to the site, you must fill out contact information**

3. The following information is required:
  - Name
  - E-mail address (this is where the e-mail entry confirmations will be sent).
  - Phone number
  - Address
4. To change your password
  - Click on the "SETUP" link at the upper right of the page.
  - Click the "Change Password" link on the left of the screen.
  - Change your default password to something private and easy to remember.
  - Click on the "Submit" button.

## **You must enter the names of the swimmers on your team before you can process event entries**

5. Click on the "HOME" tab at the upper left of the page.
6. Click on the "TEAM" tab at the upper left of the page.
7. You have to enter the Women team and Men team separately – select the appropriate one from the "Team" drop-down menu near the top of the page. If your team is not listed, contact Mark or Dale for assistance.

You will see all athletes from last year already on your roster. You do not need to add these athletes again; just update the school year by selecting the athlete and then clicking on the black 'Edit' button. You may wish to delete athletes who are no longer on the team by selecting the athlete(s) and then clicking on the red 'Delete' button.

## **If you already have your roster in Hy-Tek's TEAM MANAGER...**

1. Click the green "Upload" Athletes from TEAM MANAGER Button at the top right of the Team Roster screen.
2. Follow the onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file.
3. Upload the .hy3 file and confirm the athletes to be added to your roster.

## **If you do NOT already have your roster in TEAM MANAGER...**

8. Click on the green "Add" athlete's button at the top left of the Team Roster screen.
9. Enter the number of athletes you would like to add (make this high – you may enter less athletes than you specify) and click on "Submit."
10. Fill out the form with your athletes' names (use full first name) and school years.

## **After you have loaded your swimmer rosters**

11. Click the "Submit" button to finalize the additions and actually add this information to the database.
12. Repeat steps 7-11 to enter athletes for your other team (Men or Women).

13. To add more athletes, repeat steps 7-11 for the appropriate team.
14. Your team roster will be displayed as soon as you return to the "TEAM ROSTER" page or select the "TEAM" tab.

*You can view and/or edit your roster at any time by selecting the "TEAM" tab at the top of the screen and selecting the appropriate team from the "Team" drop-down menu near the top of the page. To edit an athlete, select the appropriate athlete and then click on the black "Edit" button.*

#### **You may now submit event entries**

15. From the "HOME" tab (under "Upcoming Meets") or the "SCHEDULE" tab, click the "Enter" link next to the "2012 NMAA High School Championship Meet".
16. You have to enter the Women team and Men team separately – select the appropriate team from the "Team" drop-down menu near the top of the page.
17. Next to "ATHLETE" on the left side of the screen, click on the "Choose an Athlete" to activate the drop-down menu listing athlete names. Select the athlete you wish to enter into the meet.
18. A screen displaying the individual events will drop down.
19. Select the events in which the athlete is to be entered.
  - a) Type the entry times for the athlete in the appropriate "Time Mark" boxes. Be sure to include the appropriate punctuation (1:59.96, not 15996). If the entry time is slower than the event qualifying time (listed in the "Standard" column, you will get an error message when you press the "UPDATE" button (see step d), below).
  - b) Enter the dates that the entry times were achieved in the appropriate "Performance Date" boxes.
  - c) Enter the names of the meets at which the entry times were achieved in the appropriate "Entry Note/Location" boxes.
  - d) Click the "UPDATE" button (at the upper left of the screen). The athlete and entry times will move to the RIGHT section of the screen for review.
  - e) Repeat steps (a)-(d) for each athlete.
  - f) Review your entries in the RIGHT section of the screen.
  - g) If you have made an error in an entry that appears on the RIGHT section of the screen, click on the appropriate athlete there. The entries for that athlete will be displayed in the LEFT section of the screen with the current entry times displayed in the "Suggested Mark" column. You may change the entry time by entering the revised time in the "Custom Mark" box and entering the "Performance Date" and "Entry Note/Location" information as specified in b) and c), above. When you have finished the corrections, click the "UPDATE" button (at the upper left of the screen).
  - h) When you are satisfied with your entries as displayed in the RIGHT section of the screen, **click on the "FINISH" button (at the upper left of the screen).**

**YOUR ENTRIES ARE NOT ACTUALLY TRANSFERRED TO THE DATABASE UNTIL YOU CLICK THE "FINISH" BUTTON!!**

After clicking the 'FINISH' button, your entries and entry times for this team will be displayed on the "View Entries" display.

20. Repeat steps 16-19 to enter the athletes for your other team (Men or Women).
21. To enter relay events, click on the appropriate "HERE" link on the "VIEW ENTRIES" page. **Do not enter any relay event unless you have at least four athletes entered on your roster – you will be required to list at least four athletes as relay swimmers! To add athletes to your roster, select the "TEAM" tab.**
22. Next to "RELAY" on the left side of the screen, click on the "Choose a Relay" to activate the drop-down menu listing the relay events.
23. A screen for entering that event will be displayed.

- a) Check the box just to the left of the "A" under the "Squad" heading to activate the input boxes.
  - b) Type the entry time in the "Time" box. Be sure to include the appropriate punctuation (1:59.96, not 15996). If the entry time is slower than the event qualifying time (listed in the "Standard" column), you will receive an error message when you press the "UPDATE" button (see step e below).
  - c) Enter the date that the entry time was achieved in the "Performance Date" box.
  - d) Enter the name of the meet at which the entry time was achieved in the "Entry Note/Location" box.
  - e) Enter the eligible relay athletes in the numbered boxes just below the entry time. Click on a box to activate the drop-down menu containing your roster, and then select the appropriate athlete. You must specify at least four athletes. **Remember, only those athletes who appear on your relay team entry for an event at the time of the meet entry deadline (Sunday, February 12, 2012 at 11:59 PM) are eligible to swim on the team for that event!**
  - f) Click the "Update" button at the upper left of the screen when you have finished entering the information. The relay entry information will be added to the display on the RIGHT section of the screen for review.
24. Repeat steps 22-23 for each relay event that you wish to enter.
25. When you are satisfied with your entries as displayed in the RIGHT section of the screen, **click on the "FINISH" button (at the upper left of the screen).**

**YOUR ENTRIES ARE NOT ACTUALLY TRANSFERRED TO THE DATABASE UNTIL YOU CLICK ON THE "FINISH" BUTTON!**

*You can edit your entries at any time before the entry deadline by logging on to the site and then clicking the black "Edit" entries button next to the meet name on the main entry page. Make any necessary changes and click on "FINISH". Your previous entries will be over-written and your current entry information will be displayed on the "VIEW ENTRIES" page. You may make changes to your entries as often as you wish up to the entry deadline.*

You can receive email confirmation or print a receipt of your current entries by clicking the appropriate "HERE" link on the "VIEW ENTRIES" page (you can get to this page by following the instructions in the preceding paragraph). Emails will be sent to the email address in your account profile.

**Contact Information:**

Robert Zayas at NMAA: (505) 977-5386 (Cell), (505) 923-3274 (Office)

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**New Mexico Activities Association  
2011 - 2012 Swimming and Diving  
Sports Specific Committee**

**Boys State – Dave Caldwell – Santa Fe Prep  
Girls State – Kristin Kohrt – Hobbs High School  
Boys Metro – Gordy Westerberg – West Mesa High School  
Girls Metro – Stacy Salinas – Rio Rancho / Cleveland High Schools  
Diving – Jim Weyhrauch – Santa Fe  
Official – TBA  
Athletic Director – Taryn Bachis – Albuquerque Academy  
Athletic Director – Larry Waters – La Cueva High School  
NMAA Staff Member – Robert Zayas**

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