
3.6 REPORTS

3.6.1 Master Calendar of Reports

<u>DATE</u>	<u>SPORTS/ITEMS</u>	<u>REQUIREMENT</u>
Aug 15	Fall Sports	Deadline for all head coaches to complete the district clinic in person or online at www.nmact.org depending on the sport. Failure to comply shall result in a \$100 fine to the school which will be assessed on September 1 st .
Sept 1	Basketball	Officials preferential list and schedules due in NMAA office.
Sept 1	Fall Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
Sept 1	All Schools	Due date for posting Official Voter Declaration
Sept 15	All Schools	Due date for Membership Service Fees/Dues/Activities Assessment (must be postmarked by this date) Due date for Membership Contract Delinquent fees, fines, or other assessments must be paid in order for schools to remain in good standing.
Oct 15	All Schools	Due date for Student-Athlete Health and Safety – Self-Audit
Nov 15	Winter Sports	Deadline for all head coaches to complete the district clinic in person or online at www.nmact.org depending on the sport. Failure to comply shall result in a \$100 fine to the school which will be assessed on December 1 st .
Dec 1	Winter Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
Feb 15	Spring Sports	Deadline for all head coaches to complete the district clinic in person or online at www.nmact.org depending on the sport. Failure to comply shall result in a \$100 fine to the school which will be assessed on March 1 st .
Mar 1	Spring Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
May 15	Football	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 15
Football Schedules	May 15
Soccer Schedules (<i>Central Region Only</i>)	April 15
Volleyball Schedules (<i>Central Region Only</i>)	April 15
Basketball Officials Preferential List	September 1
Basketball Schedules	September 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 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 a MaxPreps account on the NMAA website inclusive of a valid e-mail address. Varsity schedules, scores, rosters, and team photos must be posted on the NMAA website (using the MaxPreps Login option) in a timely manner during each sport's season.

3.9.2 Beginning of School Information

On or before September 1 of each year, the administrative head of each member high school must submit and/or update its information utilizing the NMAA's MaxPreps Login option through the NMAA website at 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 MaxPreps Login option through the NMAA website at www.nmact.org.

The following information must be posted online by the listed deadline:

Fall Sports – September 1

Winter Sports – December 1

Spring Sports – March 1

- Complete Roster (all information inclusive of uniform number and grade classification)
- Schedule with updated results
- Sub-Varsity team roster
- Team Photos (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 (as per 6-3-10 NMAA Board of Directors adoption)

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 student and parent expectations (obligations) for the privilege of education-based athletic participation. This program shall include the following components:

A. General NMAA Information

- Education-based sport experience

- Basic eligibility and coaching guidelines
- Sportsmanship “Compete with Class”
- Health and Safety Standards (Concussion Management, Heat Index protocols, etc.)

B. General School/District Information

- Participation logistics, physicals, insurance, fees
- Athletic Code of Conduct (including tobacco, alcohol, etc.)
- Local school/district policies (attendance, travel, etc.)
- 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.

3.9.5 NMAA Student-Athlete Health and Safety – Self-Audit (as per 6-2-16 NMAA Board of Directors Adoption)

Each member school athletic director is required to complete and submit the current form no later than October 15th of each school year. Submissions are interpreted as an acknowledgement that the standards and resources have been reviewed as they apply to the local school/district, not as a guarantee of compliance to every standard/level. The form also includes verification of emergency medical equipment required during state-level contests (see Bylaw 7.7.8).

3.10 DISTRICT RESPONSIBILITIES – TOURNAMENTS/MEETS/PLAYOFF ADMINISTRATION

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, gate receipts, event personnel and expenses.

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.

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/or 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 15th 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 1st round state playoffs) are not received by the NMAA by the last business day of the current fiscal year ending June 30th, 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.

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.

3.11 GAME CONTRACTS, GUARANTEES, FORFEITURE FEES

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 or email correspondence. 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.

Note: To ensure compliance, contracts inclusive of forfeiture fees are necessary when two teams are scheduled to compete against one another. In sporting events where multiple teams will compete in a contest (ex. cross country, track and/or swim meets) contracts inclusive of forfeiture fees are at the discretion of the host school's administration.

- 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 by the Executive Director. Failure of a team to perform for a contracted contest between schools shall constitute a forfeit unless the two schools mutually agree to 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>
AA, A, 6-Man, 8-Man	\$1,000	\$500
AAA	\$1,500	\$750
AAAA	\$2,000	\$1,000
AAAAA	\$3,000	\$1,500

- 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 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

- A.** The Official Voter represents the school in all matters pertaining to the Association.
- B.** 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.
- C.** 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.