
3.6 REPORTS

3.6.1 Master Calendar of Reports

<u>DATE</u>	<u>SPORTS/ITEMS</u>	<u>REQUIREMENT</u>
Aug 15	Football	Last day to change schedule without a fine
Aug 31	Fall Sports	Deadline for all head coaches to complete the district clinic online at www.nmact.org . 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 15	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 15	All Schools	Due date for Membership Service Fees/Dues/Activities Assessment (must be postmarked by this date) Due date for Membership Contract Due date for posting Official Voter Declaration Delinquent fees, fines, or other assessments must be paid in order for schools to remain in good standing.
Oct 15	Basketball	Last day to change schedules without a fine
Oct 15	All Schools	Due date for Student-Athlete Health and Safety – Self-Audit
Nov 30	Winter Sports	Deadline for all head coaches to complete the district clinic online at www.nmact.org . Failure to comply shall result in a \$100 fine to the school which will be assessed on December 1 st .
Dec 15	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 28	Spring Sports	Deadline for all head coaches to complete the district clinic online at www.nmact.org . (February 29 th if a leap year.) Failure to comply shall result in a \$100 fine to the school which will be assessed on March 1 st .
Apr 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

3.9 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 15 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 15

Winter Sports – December 15

Spring Sports – April 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).