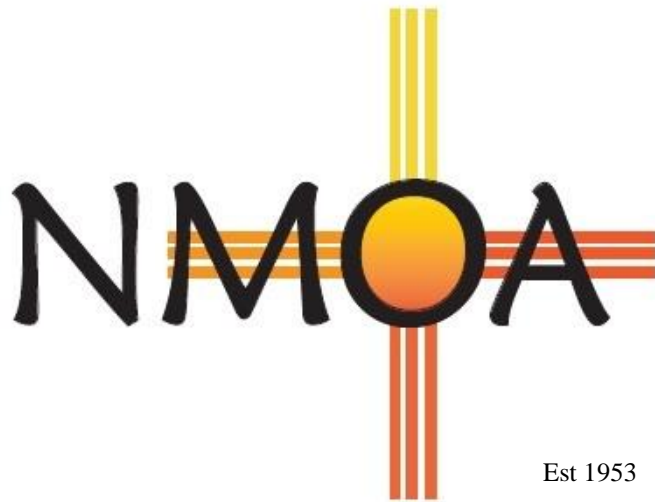


# New Mexico Officials Association



## **Constitution By-Laws Advancement & Certification Criteria**

Revised July 2022

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**NEW MEXICO OFFICIALS ASSOCIATION - CONSTITUTION/BY-LAWS/ADVANCEMENT & CERTIFICATION**

I. **CONSTITUTION**

A. NAME

This association is known as the New Mexico Officials Association (NMOA).

B. PURPOSE

The purpose of this association is to promote a high, uniform standard of athletic officiating in school athletic contests and events in the state of New Mexico.

C. AFFILIATION

The New Mexico Officials Association is affiliated with and sanctioned by the New Mexico Activities Association (NMAA). The fiscal responsibility and budget of the NMOA falls under the auspices of the NMAA. The NMAA/NMOA follow the contest rules established by the National Federation of State High School Associations (NFHS).

D. MEMBERSHIP

Membership in this association is limited to officials who are willing and able to meet the requirements and maintain the standards provided in the by-laws. The one exception to this is the provision for the associate membership contained in the by-laws.

E. EXECUTIVE BOARD

The elected and ex-officio officers, chairperson of each of the standing committees constitute the Executive Board of the NMOA.

F. OFFICERS

Officers of the association include a President, Vice-President and the NMAA Executive Director or NMAA Commissioner of Officials, who serves as the Treasurer and liaison between the NMAA and NMOA. The President and Vice-President are elected each even-numbered year to hold office for a two-year term or until their successors are elected and qualified. The NMAA Executive Director or NMAA Commissioner of Officials is an ex-officio member of this association. If the president cannot complete his/her term, the vice-president will assume the role of president and fulfill the term. If the vice-presidency becomes vacant, nominations for the position are solicited from the Supervisory Committee and the replacement for the unfilled term will be elected at the next Executive Board meeting.

**See Appendix A for the NMAA/NMOA Structure and Chain of Command**

G. MEETINGS

Four meetings will be held each year, with the format and date determined by the NMAA Commissioner of Officials. Meetings will take place in January, April, July and October each year. Other related meetings are to be determined by the NMOA Executive Board. For Executive Board meetings, a quorum consists of a majority of the Board.

H. STANDING COMMITTEES

The following standing committees are provided for; duties are outlined in the bylaws.

	<b>Committees</b>	<b>Year Elected</b>
1.	Baseball	Even
2.	Basketball	Even
3.	Football	Odd
4.	Soccer	Even
5.	Softball	Odd
6.	Supervisory	Odd
7.	Swimming & Diving	Even
8.	Track & Field	Even
9.	Volleyball	Odd

- 10. Wrestling Odd
- 11. Representative of the New Mexico High School Coaches' Association, appointed by the Executive Director of the NMHSCA

I. ELECTION PROCESS

The Supervisory Committee shall, on or before May 30 of each year, nominate at least two officials in good standing from each region for each standing committee to be elected during that year. During even-numbered years this will include the President and Vice-President. Ballots for standing committee elections are emailed to the membership along with the registration information for the NMOA State Clinic. Ballots are to be returned to the NMAA/NMOA per instructions. The person with the greatest number of votes for each election is declared elected to each committee with vacancies.

The NMAA Commissioner of Officials or his/her designee will count the ballots for all elections and notify those elected. The NMAA office will use electronic methods of collecting votes.

**See Appendix B for a detailed explanation of the election process.**

J. CONTENTS OF BY-LAWS

Control measures, membership requirements, duties of officers, functions of standing committees, and member membership fees are outlined in the by-laws.

K. SUBSIDIARY ORGANIZATIONS

These organizations may have constitutions and by-laws. The constitution and by-laws of subsidiary organizations may not conflict with these provisions:

- 1. Regions have boundaries specified by the NMAA. The regional assignor is responsible for all groups within a defined area.
- 2. Local groups consist of officials currently registered in a specific sport. Groups may be formed with approval of the Executive Board. Local groups must develop by-laws pertaining to the election of local officers, to include a President, Vice-President and Secretary/Treasurer. A supervisory committee shall be created within the local association by-laws to respond to concerns associated with group members. The supervisory committee has the authority to take appropriate sanctioning action. In the absence of a local supervisory committee, matters will be referred to the NMOA Supervisory Committee.
  - a. A local group may be dissolved or suspended by action of the Executive Board, when it is deemed to have become too small to effectively serve its membership or for other just cause. State Supervisory Committee concurrence or recommendation is required for these actions.
  - b. Each group must have a minimum of six members - one of whom must be at the second highest rating level or higher in the specific sport.

L. AMENDMENTS

Amendments to this Constitution may be proposed by the Executive Board or upon the signed request of twenty-five percent of the membership and must be ratified by a two-thirds majority of those voting. Voting on amendments shall be collected electronically/online. Officials have 15 calendar days from the date on which ballots were sent out to cast their votes.

Note: Any editorial change that does not create a contextual change to the Constitution may be completed by the Secretary in consultation with the NMOA Board, without the voting process to approve. (NMOA Approved 2/6/22)

II. BY-LAWS

A. MEMBERSHIP

1. Membership in this association is open to all persons who are seventeen (17) years of age or older for varsity contests in the sports of basketball, football, spirit, swimming and diving, track and field or wrestling **OR** sixteen (16) years of age or older for varsity contests in the sports of baseball, soccer, softball or volleyball. Members must be fifteen (15) years of age or older for high school sub-varsity/junior high contests in all sports.
2. Applicants for membership must signify their willingness and demonstrate their ability to meet the requirements of the Constitution and by-laws and comply with all provisions.
3. Eligibility for membership is determined by the NMAA. The final determination of an individual's eligibility rests with the NMAA Executive Director and/or the NMAA Commissioner of Officials.
4. Individuals with a felony arrest record must be reviewed and approved by the NMAA Executive Director and NMAA Commissioner of Officials, in consultation with the NMOA Supervisory Committee, prior to acceptance of membership.
5. **Active members** are those full dues-paying members actively engaged in officiating and who attend local group meetings, take required examinations and attend state/district clinics. Only active members may be elected to local or state offices. Officials are considered to be in "Good Standing" for the current year if the established requirements are being met, including current meeting attendance, current test completion, current active work in events, current dues paid and are not under sanction.
6. **Reciprocal members** are reduced dues-paying members who are non-residents of New Mexico, actively engaged in officiating and are registered in another state that uses National Federation rules for that sport. This state must grant reciprocity to members in good standing from New Mexico. Determination of eligibility shall be made by the NMAA. These members are not eligible for post-season events nor do they have voting privileges.
7. **High School Sub-Varsity/Junior High** officials register at a reduced rate and are entitled to full membership privileges of the NMOA but may only officiate high school sub-varsity or junior high/middle school contests. Officials in this category are ineligible for varsity competition. Per the Board of Directors of the New Mexico Activities Association, any individual officiating at sub-varsity levels must be registered with the NMAA/NMOA office. Years of service as a sub-varsity official are not considered in the advancement process for "Active Members."

Individuals who would like to change their registration classification from Sub-Varsity/Junior High to full dues-paying Active members for the purposes of advancement may do so by paying the additional fees.

8. Initiation Fees and Annual Dues (effective beginning 2016-2017 school year)

<b>Members</b>	<b>Dues/Sport</b>
Active	\$60.00 (first sport), \$50(each additional sport)
High School Sub-Varsity/Junior High	\$40.00 per sport
Reciprocal	\$20.00
Spirit, Swimming & Diving and Track & Field	\$40.00
New, Initiation	\$5.00*

\*Each new member must pay an initiation fee, in addition to annual dues when he/she first applies for membership. The initiation fee is a one-time charge to new members registering in any sport. New members registering in more than one sport do not pay an additional initiation fee each additional sport registered. The initiation fee must accompany the application with the first year's dues.

Annual dues for officials are determined by the Executive Board. Any official registered the current year in a sport is assessed a \$25 late fee if he/she registers for the coming year in that sport after the deadline date. Deadline dates are as follows:

Football - April 1

Soccer and Volleyball – May 1

Basketball – June 1

Spirit, Swimming & Diving and Wrestling – September 1 (of same year)

Baseball and Softball – October 1 (of same year)

Track & Field – February 1 (of same year)

#### B. DUTIES OF OFFICERS

1. The President presides at meetings and is responsible for the appointment of any special task committees. Reports of standing and special committees are to be tendered to the President. The President may delegate his duties to the Vice-President and (or) to the Executive Director. The President is a full participating member ex-officio of all committees.
2. The Vice-President acts as alternate for and executes all duties of the office of President when the President is absent or when the duties are delegated. He/She acts as Assistant to the President and may have any or all of Presidential duties as delegated.
3. The Executive Director or Commissioner of Officials of the New Mexico Activities Association serves as Executive Officer of the Association and may have any or all of the Presidential duties as delegated by the Executive Board. Correspondence is handled by the Executive Director and/or the Commissioner of Officials. The director is also responsible for the coordination of effort between various standing committees and acts as the Association's contact and liaison officer with other similar organizations and with the New Mexico Activities Association. The Executive Director or Commissioner of Officials is a full participating member ex-officio of all standing committees.

#### C. DUTIES OF STATE LEVEL STANDING COMMITTEES

1. **Supervisory Committee**  
This committee has jurisdiction to review decisions made by the local supervisory committees and the Commissioner of Officials regarding offenses by members of this Association, subject to final appeal to the Executive Board. This committee makes recommendations through the Executive Director or Commissioner of Officials to the New Mexico Activities Association, upon hearing of justifiable complaints by member officials against member schools, officials, or followers. Complaints must be stated in writing. Electronic communication is acceptable.

Any official may appeal a decision of the local Supervisory Committee or the Commissioner of Officials to the State Supervisory Committee.

*\*\*\*Note that in the absence of a local Supervisory Committee, the Commissioner of Officials is to assign the concern to an existing supervisory committee either in or out of the Region. This is to ensure that an official has the same number of levels of due process as an official in a group with a local supervisory committee.*

Decisions of the State Supervisory Committee may be appealed to the NMOA Executive Board. In both cases, the appeal must be made by a letter (or email) from the official. This letter must be sent to the New Mexico Activities Association office within five (5) days after notification of determination is received from that committee. Failure to appeal within the time specified invalidates the right to appeal.

The Supervisory Committee shall act as Nominating Committee for election purposes.

2. Sports Committees

A standing committee for each individual sport is responsible for selecting one of its membership to represent that sport on the Executive Board. This committee is responsible for securing input from the membership sport represented.

3. Special Committees

The President may appoint from time to time, committees that have specifically identified responsibilities and time-frames, to study and make recommendations to the officers and Board. Committees may be for constitutional review, and other issues including recruitment, etc.

D. DUTIES OF MEMBERS

1. Active members shall not officiate, unless registered with the NMAA and assigned via **the registration system** and through an NMAA-approved local assignor, prior to the contest as specified by each sport's contract practices.

2. Members violating any of the provisions of the constitution and by-laws, engaging in unfair practices, or conducting themselves in a manner unbecoming of an official are subject to expulsion or such punishment or penalty as determined by the Executive Director, the NMAA Commissioner of Officials or the Local Supervisory Committee after due hearing, subject to appeal to and review by the State Supervisory Committee and the Executive Board. The State Supervisory Committee may hear appeals, as applicable, of decisions made by the Executive Director regarding interpretations of this constitution, sanctions imposed, etc.

3. Active members shall meet or exceed the minimum requirements for their respective sport(s) to be eligible to officiate that sport for the upcoming year or to advance in the official rating process.

4. The assignor may not assign nor can an official accept any contract games prior to being issued a valid membership card indicating all requirements are met. Individuals who violate this requirement are subject to sanction by the Commissioner of Officials and/or State Supervisory Committee.

5. Each member is responsible for submitting the number and type of contests he/she officiated during that year and the number of post-season assignments he/she officiated during that year to his/her group leader at the end of the season as specified by each individual sport's requirements.

E. DUTIES OF GROUP LEADERS/LOCAL GROUP PRESIDENT

1. Group leaders, selected through the processes established in local group by-laws, are responsible for conducting local meetings during the season, maintaining a meeting attendance list and reporting the following information within thirty (30) days following the final state championship game in that sport to the NMOA. The information may vary depending on the requirements of each individual sport.

- a. Meeting attendance for each member of the local association.
  - b. Number and type of games worked for each member of the local association, as submitted by the individual group members (see #5, Duties of Members).
  - c. Number of post-season assignments worked by each member of the local association, as submitted by the individual group members (see #5, Duties of Members).
2. The process for the selection of group leaders and local assignors, inclusive of the method of selection and terms of office, is to be determined by each local association and should be contained within the local association's by-laws. If no local association by-laws exist, the NMAA office will appoint an individual to assume the position.

F. NMOA MENTOR PROGRAM

1. The NMOA Mentor Program, designed to improve training and retention of new officials, operates under the following guidelines.
- a. The group leader assigns a new official to a veteran official. The senior partner is responsible for assisting the new official in whatever capacity is required to learn the officiating process. Responsibilities include, but are not limited to the following:
    - 1) Accompanying the new official to as many of their contract contests as possible.
    - 2) Introducing the new official to the practical aspects of the Handbook, Constitution and Local by-laws, as applicable. The veteran official must accompany the new official to meetings, explain meeting issues, as necessary.
    - 3) Make every effort to ensure new official is familiar with all role and responsibilities.
    - 4) Assist in routinely evaluating the new official's performance with the goal of continuous improvement.
  - b. Each new official is assigned to a veteran partner for one year.
  - c. Senior officials selected for this program must be responsible and positive role models.

G. ETHICS/BEHAVIOR

Officials shall conduct themselves in an ethical manner consistent with a humane approach to his fellow officials, coaches, players and spectators. This shall include but is not limited to refraining from making public and/or private comments about officials or game situations except as requested by supervisory committee. The official will honor and abide by the "Officials Code of Ethics" as specified by the National Federation (NFHS).

H. NMOA SEXUAL HARASSMENT & SEXUAL DISCRIMINATION POLICY

Sexual harassment is unwelcome conduct of a sexual nature. It constitutes a form of sexual discrimination and is a form of misconduct. All NMOA officials must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. It is the intent of the NMOA to protect all officials from inappropriate behavior.

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical, visual or written conduct of a sexual nature. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature that interferes with the work of its victims.

Sexual discrimination involves treating someone differently because of that person's sexual orientation. Mirroring a 2003 New Mexico state law, officials are not to be discriminated against based on sexual orientation, gender or gender identity. Discrimination against an individual because



of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII.

1. **Reporting of Sexual Harassment/Sexual Discrimination**

Any official who believes that sexual harassment or sexual discrimination has occurred should immediately report the incident to the NMAA Commissioner of Officials in writing (via mail or email). The NMOA takes these matters very seriously and will conduct a prompt investigation. Any member of the NMOA found to have engaged in any form of sexual harassment or discrimination will be subject to appropriate disciplinary action up to and including expulsion from the Association.

The NMOA will not tolerate retaliation against any official for filing a complaint or bringing inappropriate conduct to management's attention. Absolute confidentiality cannot be guaranteed, but every effort will be made to handle all complaints and investigations with as much discretion and confidentiality as circumstances permit.

I. **CONFLICT OF INTEREST POLICY**

Officials shall not work contests for teams/schools with whom they have a close affiliation or relationships **without prior permission from the NMAA/NMOA**. Examples of this affiliation would be: family members on the coaching staff, family members who play on the team, official is a booster of a particular school or any other close relationship that would lead to accusations of a conflict of interest. It is the responsibility of the official to notify the NMAA and his/her assignor(s) of any schools/teams with which conflict of interest exists. Failure to disclose these relationships will lead to penalties in concert with the NMOA's series of sanctions.

J. **SERIES OF SANCTIONS**

1. **Level I Sanctions —Written Reprimand, Placement on Probationary Status, depending on severity of act) – These violations are under the auspices of the local association and suspensions are levied by the local group leader and/or the local supervisory committee. Individuals who commit violations of this nature must take the NFHS Online Course prescribed by the NMAA Commissioner of Officials and are subject to the sanctions as stated above.**
  - a. Out of approved regulation uniform.
  - b. Late arrival for game or at game site without a valid excuse.
  - c. Failure to report incidents involving officials, spectators, teams and/or schools by the specified time.
  - d. Failure to reply to the State Commissioner or State Supervisory Committee when investigating an incident by the specified time.
  - e. Failure to submit examinations by the due date.
  
2. **Level II Sanctions (Temporary Suspension or Expulsion, based upon the severity of the act) - These violations are under the auspices of the NMOA and suspensions are levied by the Commissioner of Officials or State Supervisory Committee. Individuals who commit violations of this nature must take the NFHS Online Course prescribed by the NMAA Commissioner of Officials and are subject to the sanctions as stated above.**
  - a. The responsible official, commissioner or assignor will be subject to a sanction for an individual working a varsity game or match who is not registered and in good standing with the NMAA.
  - b. Unprofessional conduct or unethical conduct and practices.
  - c. Failure to fulfill contracts except when given an approved release.
  - d. Soliciting games, sitting in on local and state meetings for the purpose of politicizing the assignment of games or officials unless so sanctioned by the school principal, and/or otherwise meddling in the affairs rightly the duty of the NMAA and/or school officials.

- e. Dereliction of duty or falsification of reports or records. Dereliction of duty may include rules misapplications during contests.
- f. Engaging in behavior contrary to the tenets of the NMAA's Compete with Class Initiative.

K. RIGHT OF APPEAL

- 1. Any decision of the NMOA Executive Board by which an official is aggrieved may be appealed through the New Mexico Activities Association process.
- 2. Appeals must be initiated by a letter from the petitioning official. The letter must request the decision be reviewed and must be sent to the Commissioner of Officials postmarked within ten (10) calendar days of the date of mailing of the Executive Board's decision. Failure to appeal within the time specified constitutes a waiver of any rights to appeal. Appeals can be sent electronically or via hard copy mail.
- 3. Evidence and testimony at meetings/hearings is informal but follow generally accepted rules and procedures for ensuring due process. New evidence is not allowed unless not in existence at the time of the decision of the Executive Board, or which although in existence at that time, was not discovered.

L. AMENDMENTS TO THE BY-LAWS

Amendments to the by-laws may be proposed by the Executive Board or upon written signed request of twenty-five percent of the membership and must be ratified by a simple majority of those voting. Voting on amendments shall be collected electronically. Officials will have 15 calendar days from the date on which ballots were sent out to cast their votes.

Note: Any editorial change that does not create a contextual change to the By-laws may be completed by the Secretary in consultation with the NMOA Board, without the voting process to approve. (NMOA Approved 2/6/22)

III. ADVANCEMENT AND CERTIFICATION (ACTIVE MEMBERS)

A. INTERPRETATIONS AND PROCEDURES FOR ALL SPORTS

- 1. **New Officials:** New officials without documented previous experience start at the lowest level and proceed to advance to the highest level. To reach the highest level an official must serve a minimum of one year at each intermediate level. Thus, an official may achieve the highest level, at a minimum of *four* years. If a new official becomes a member after it is impossible to attend the minimum meeting requirements, the next year in which the official registers in that sport will be considered his/her initial year. The initiation fee will be waived the second time around and the partial year's test score(s) will apply.
- 2. **Transfer Officials:** Officials transferring from other state high school associations to this association (NMOA) may be placed at a level comparable to the originating state. This decision is made by the NMAA Commissioner of Officials. If the official is transferring from a state association that uses the National Federation tests, those scores can be used and the official can be issued a valid official's card at the appropriate level as per NMOA rules and regulations. Otherwise, the official must take the current year's test before receiving an official's membership card.
- 3. **Inactive Status:** An official can declare himself/herself inactive at any time. If an official becomes inactive during a season because of injury, for example, the entire season will be

nullified. Therefore, the next time the official registers, the inactive season will not be considered for classification or the promotional process.

4. **Interrupted Status:** If an official returns to officiate after a minimum of one year absent from that sport, the official can resume at the level he/she qualified for during his/her last two years of service. If an official did not complete some requirements during his/her last year, the official can resume his officiating at a level of at least one level below that of his/her last year. If the missing requirement is a test, the official must take the current year's test before receiving a card.

If an official returns to officiate after an absence of greater than three years, that official must successfully complete the required examination(s) before receiving his/her card. In addition, if an official did not complete requirements during their last year, he/she can resume his officiating at a level of at least one below his/her last level.

5. **Rules Examinations:** The minimum successful passing grade for any required examinations for all sports is 70 out of 100 questions. Examinations are open book. Each sport mandates a National Federation standardized rules exam (Part I) to be successfully completed by each registered member each year.

- a. **Deadlines**

Baseball	March 15
Softball	March 15
Track & Field	March 15
Football	September 15
Soccer	September 15
Volleyball	September 15
Basketball	December 15
Wrestling	December 15

- b. **Exam Process**

A mandatory rules examination (commonly called Part I) must be taken and submitted by the identified deadline. **Previous year exam scores maintain an Official's status until the current year exam deadline.**

To improve a grade for any exam, **additional** comparable exams may be taken. **The final score will be the result of the highest exam.**

If an official scores less than 70% on any first exam, he/she **must retake the exam until they have achieved a passing score for their desired rating. Failure to complete the exam requirements will render an Official ineligible.**

6. **Meetings:** Active members must attend a minimum number of local group training meetings in their respective sport(s). The number of meetings that may be made up by performing extra credit work at the local or state level is one less than half the minimum required meetings (if 8 meetings are the minimum required then 3 could be credited; for 6 meetings minimum, it would be 2). If an official fails to meet the minimum number of local training meetings required and does not pursue any make-up work for this deficiency, that official can continue to officiate provided all of the following:
  - a. The official has attended 50% or more of the minimum required meetings.
  - b. The official will drop a level in the certification scale and will not be placed on the first round of official assignments. Exceptions are made for new officials, inactive officials and interrupted officials who sign up after the season has begun. If the official is a non-

first or second year official, he/she will be dropped for a minimum of one year from the association's active official list.

7. **Make-Up Procedure:** In certain cases, and with documented justification, an official may request in writing to the State Commissioner the opportunity to make up a deficiency. If approved, a written make-up assignment will be issued. Credit may be allowed upon timely successful completion of the complete assignment. State clinics cannot be made up.
8. **Requirements to be An Official in Good Standing:** Officials in good standing will have paid current annual dues, scored a minimum grade (see each individual sport) on the current online examination(s), met the requirements as specified in the by-laws for each individual sport, not have any outstanding disciplinary investigations pending and NOT owe any late fees assessed by the association or the NMAA.
9. **Rating Levels:** NMOA members are rated annually by the state office. Each sport has various requirements for advancement. First year officials are Apprentices.
10. **Post-Season Assignments (All Sports):** The selection of officials for post-season contests is ultimately under the authority of the New Mexico Activities Association. Officials must be at the **State Eligible** or **Playoff Eligible** status to work post-season contests. Factors such as evaluations by NMAA approved evaluators/observers, feedback from local group leaders and assignors, regional assignors and coaches' input may be considered in making the selection for post-season officiating staffs. The final decision for the selection of post-season officials falls under the authority of the NMAA Executive Director and NMAA Commissioner of Officials.  
  
In order for an official to be eligible for the current year's post-season contests, members must have attended the minimum required meetings for the respective sports and passed the test with the minimum required scores, according to the by-laws for that particular sport. Each group leader must notify each member of his/her group and the NMAA office of the upcoming year's agenda and meeting dates and times one month prior to the first indicated meeting date.
11. All outstanding fess, make-up work, or other deficiencies must be received in the NMAA office no later than June 30<sup>th</sup> of the current year.

**MINIMUM REQUIREMENTS OF OFFICIALS BY SPORT:**

SPORT	Rating Levels (Highest Level Listed First)	Test Score	Clinics	Local Meetings	Camp Requirement
Baseball	State Eligible (SE), Playoff Eligible (PE), Registered (R), Apprentice (A), Sub-Varsity (SV)	85% for SE/PE/V; 70% for A/SV	3 of 4 (2 yrs.) – SE/PE 1 each year – R None – A/SV	8 – SE/PE* 6 – R/A 4 - SV	One every two years for State eligibility
Basketball	State Eligible (SE), Playoff Eligible (PE), Registered (R), Apprentice (A), Sub-Varsity (SV)	85% for SE/PE/V; 70% for A/SV	3 of 4 (2 yrs.) – SE/PE 1 each year – R None – A/SV	10 – SE/PE 8 - R 0 – A/SV	Once every three years for state eligibility
Football	State Eligible (SE), Playoff Eligible (PE), Registered (R), Apprentice (A), Sub-Varsity (SV)	85% for SE/PE/V; 70% for A/SV	3 of 4 (2 yrs.) – SE/PE 1 each year – R 0 – A/SV	8 Classroom and 2 Scrimmages (All but SV) 6 Classroom - SV	Once every three years for state eligibility
Soccer	State Eligible (SE), Registered (R), Apprentice (A), Sub-Varsity (SV)	85% for SE/PE/V; 70% for	1 each year – SE/R/A 0 - SV	6 – SE/R/A 3 - SV	None

		A/SV			
Softball	State Eligible (SE), Registered (R), Apprentice (A), Sub-Varsity (SV)	85% for SE/PE/V; 70% for A/SV	3 of 4 (2 yrs.) – SE 1 each year – R/A 0 - SV	8 – SE* 6 – R/A 0 - SV	One every two years for State eligibility
Spirit	N/A	75% to officiate	District Clinic each year	N/A	None
Swimming & Diving	Starter, Stroke & Turn Judge	75% to officiate	District Clinic each year	N/A	None
Track & Field	N/A	75% to officiate	District Clinic each year	N/A	None
Volleyball	State Eligible (SE), Playoff Eligible (PE), Registered (R), Apprentice (A), Sub-Varsity (SV)	85% for SE/PE/V; 70% for A/SV	3 of 4 (2 yrs.) – SE/PE 1 each year – R 0 – A/SV	8 – SE/PE 5 – R/A/SV	None
Wrestling	State Eligible (SE), Registered (R), Sub-Varsity (SV)	85% for SE/PE/V; 70% for A/SV	3 of 4 (2 yrs.) – SE 1 each year – R 0 – SV	6 – SE/R 3 - SV	None

**\*Baseball/Softball Note:** Umpires who work both baseball and softball can attend a total of eight meetings between the two sports. Umpires in this category must, however, attend a minimum of three meetings per sport. For example, an umpire can attend four baseball and four softball or five baseball and three softball meetings. The distribution does not matter, so long as three are attended in each sport and a total of eight are attended between the two.

**DEFINITIONS/CONDITIONS COMMON TO ALL SPORTS:**

- Officials Ratings will be kept internally at the NMAA office and will be disseminated to group leaders and/or regional assignors at the start of each sport season and will be updated and sent to group leaders and/or regional assignors, as needed. Membership cards will contain the officials name, sport and season only. Ratings will not be listed on the membership cards.
- **Apprentice Officials** are those officials who have never officiated in a particular sport or who have not met the requirements to advance to the next level after their first year.
- **Apprentice and Sub-Varsity** officials may not work post-season contests in any circumstance. **Registered** officials may work post-season only in case of emergency and with the permission of the NMAA Commissioner of Officials. Registered officials may only work initial rounds of state (to include district tournaments and the first round ONLY).
- **Playoff Eligible and State Eligible** officials in good standing for the current season are eligible to officiate the first round of the state tournament.
- **State Eligible** officials in good standing for the current season are eligible to officiate the State Tournament quarterfinals, semifinals and championships.
- **Movement Between Rating Levels:** No official may move upward or downward by more than one level in any two-year period. If an official does not qualify to maintain the classification from the previous year, he/she will drop one level, regardless of whether the official qualified for the lower level or not.

**SPIRIT OFFICIALS' CRITERIA:**

- Individuals wishing to serve as NMAA spirit judges must register with the NMAA office.
- Judges can register in any of the following categories: Cheer Judge, Dance Judge or Tech Judge. Judges can register in more than one category.
- Spirit judges are required to attend an NMAA-sanctioned spirit judges' training each year.

- Individuals registering as Tech Judges must take and pass the NFHS Spirit Rules Exam in their chosen disciplines (Cheer or Dance), with a minimum score of 70%.
- Spirit judges are assigned through the NMAA Spirit Judges' Coordinator but spirit judges do not have local associations.

#### **SWIMMING & DIVING OFFICIALS' CRITERIA:**

- All officials must attend annually the NMAA Swimming & Diving Rules Clinic, in addition to the NMOA Swimming & Diving Officials Training. These trainings will take place either in-person regionally OR online statewide. The format is determined by the NMAA Office.
- All NMOA Swimming and Diving officials are required to take the NFHS Swimming & Diving Officiating Course and submit their certificate of completion to the NMAA office. The course is required once every three years for each official and is paid for by the NMOA.
- Those swimming officials new to officiating (two years or less) at any level (HS, USA-Swimming or NCAA) shall be designated Stroke & Turn Judges.
- Those swimming officials who have officiated swimming for at least two years or more at any level (HS, USA-Swimming or NCAA) and are nominated by their regional assignor may be designated as Starters.
- Those officials who have officiated swimming for at least three years and are nominated by their regional assignor may be designated as Referees.
- Nominations for Starter and Referee shall be reviewed and approved by the Chairperson of NMOA's Swimming & Diving Committee. Any concerns shall be addressed to the Chairperson of the Swimming & Diving Committee who shall review with the committee members and with NMAA's Commissioner of Officials.
- Only Approved Officials in good standing for the current year are eligible to officiate the State Championship meet. Selection will be based upon criteria published in advance by the Meet Referee and reviewed and approved by NMAA's Commissioner of Officials. Selection will include input and recommendations from the regional assignors and Referees, as required; shall to the greatest extent possible include officials from each Region; and have the overall goal to advance swimming in New Mexico by providing a qualified and complete officiating deck. Assigned Officials (chief judges, referees and starters) shall be designated as Starters or Referees, and have officiated (Timer, Marshall or Stroke & Turn Judge) at least one Championship Meet (Prelims/Finals).

#### **TRACK & FIELD OFFICIALS' CRITERIA:**

Individuals wishing to serve as NMAA Track & Field Meet referees must register with the NMAA office.

Track and Field Meet referees must take and pass the NFHS Track & Field Rules Exam each year, with a minimum score of 70%.

Track and Field Meet referees must attend the NMAA Track & Field Rules Clinic each year, in addition to the NMOA Track & Field Officials Training.

Track and Field officials are assigned by Varsity Regional Track & Field Assignors but the sport of track and field does not have local associations.

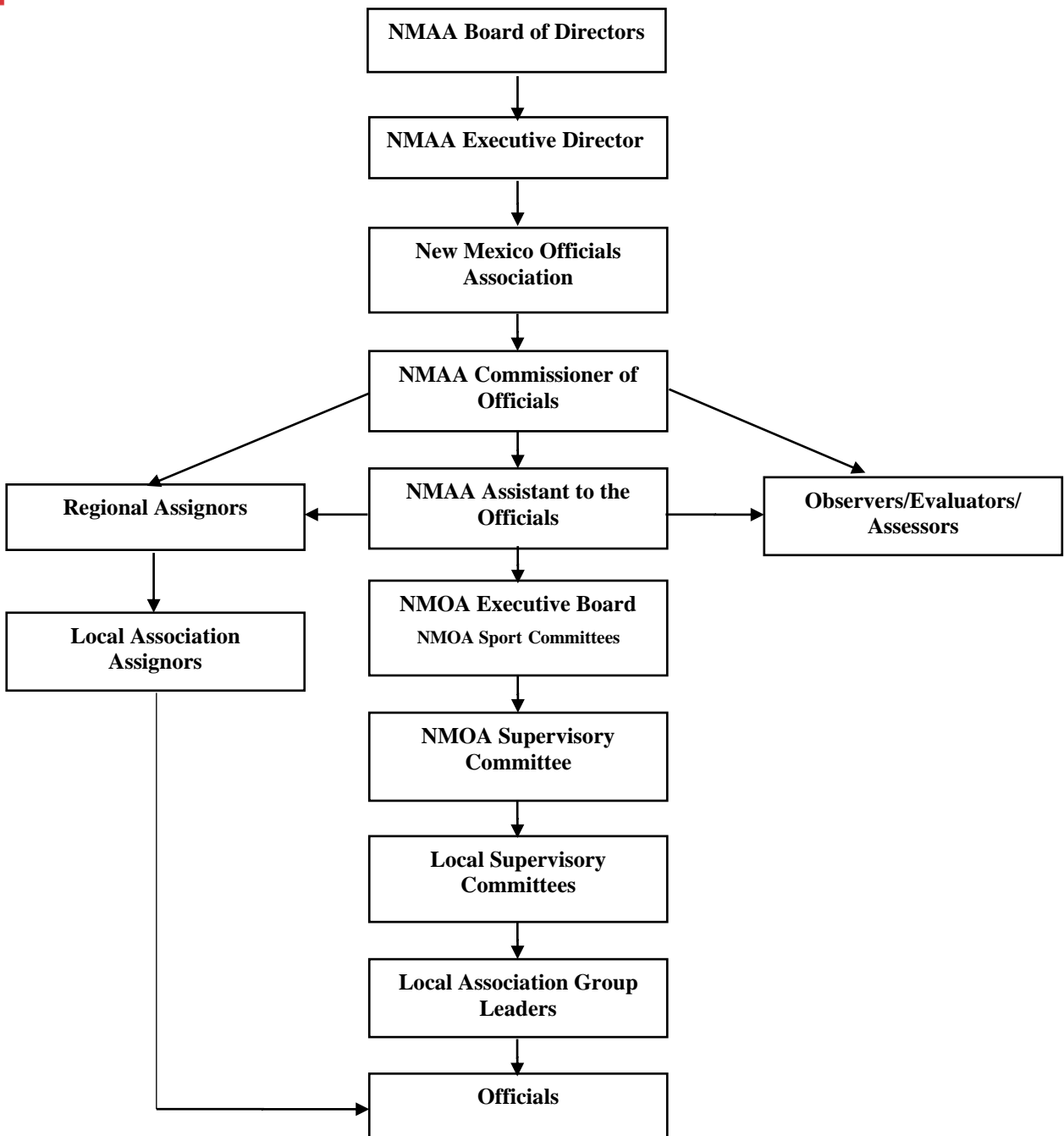
#### **M. AMENDMENTS TO THE ADVANCEMENT AND CERTIFICATION REQUIREMENTS**

Amendments to the Advancement and Certification Requirements may be proposed by the Executive Board or upon written signed request of twenty-five percent of the membership and must be ratified by a simple majority of those voting in the specific sport affected. Voting on amendments shall be collected electronically. Officials will have 15 calendar days from the date on which ballots were sent out to cast their votes.

Note: Any editorial change that does not create a contextual change to the Amendments to the Advancement and Certification Requirements may be completed by the Secretary in consultation with the NMOA Board, without the voting process to approve. (NMOA Approved 2/6/22)



**Appendix A - NEW MEXICO OFFICIALS ASSOCIATION STRUCTURE & CHAIN OF COMMAND**







## I Have A Problem – Where Do I Go?

As part of teaching the chain of command to our officials, it is important for our officials to know who they should contact with various questions/problems that may arise. Below is a chart of some of the most common issues that are brought to our office each year.

<b>Problem/Issue</b>	<b>Contact First</b>	<b>Contact Second</b>	<b>Contact Third</b>
Questions about registrations, rulebooks, membership rating	Assistant to the Commissioner of Officials	Commissioner of Officials	NMAA Executive Director
Problems with assignments/schedule	Regional or local assignor (depending on level) first	Commissioner of Officials	NMAA Executive Director
Proposals for changes to the NMOA governing documents	Written proposal to the NMOA Executive Board to be sent to the Commissioner of Officials	N/A	N/A
Problems with NMAA staff	NMAA Executive Director	NMAA Board of Directors	N/A
Interpretations or questions about NMOA Constitution or NMOA policies	NMAA Commissioner of Officials	NMAA Executive Board Members	N/A
Problems with fellow officials	Local group leader, local supervisory (in that order)	NMOA Supervisory/NMAA Commissioner of Officials	NMOA Executive Board
Not getting paid by a school	NMAA Commissioner of Officials (send the game date, time, site via email)	NMAA Executive Director (to be informed by Commissioner of Officials)	N/A
Sport rules interpretations	NMAA Director of each sport (see attached directory-final page)	N/A	N/A
Submission of Incident Reports (ejections, fan behavior, sportsmanship)	NMAA Office – Assistant Director, Chris Kedge ( <b><i>Do NOT submit complaints about behavior directly to AD's</i></b> )	N/A	N/A
Complaints/Concerns about NMAA member schools	NMAA Commissioner of Officials	NMAA Executive Director	N/A

This chart is not meant to be all-inclusive but it does encompass many of the common issues brought to our office each day. If you do not know who to talk to, please contact Zac Stevenson at [zac@nmact.org](mailto:zac@nmact.org) or 505-923-3277 or Dillon Metzgar at [dillon@nmact.org](mailto:dillon@nmact.org) or 505-923-3286 and they will point you in the right direction!





## NEW MEXICO OFFICIALS ASSOCIATION STRUCTURE & CHAIN OF COMMAND

It is imperative that members of the New Mexico Officials Association understand the structure of the NMAA/NMOA and that they follow the chain of command when they have questions or concerns about processes, procedures or individuals within the structure of the Association. Officials should work through their local levels to solve issues prior to escalating a concern to the regional or statewide level.

### NMAA Board of Directors

- The Board is responsible for the fair and uniform application of federal, state and local laws as well as the rules and regulations of the Association in the operation of interscholastic activities/athletics within New Mexico schools.
- The Board adopts the philosophy and vision of the Association and annually sets the goals of the organization.
- The Board exercises leadership through the formulation and adoption of policies.
- The Board hires, sets the duties (except as stated in NMAA 2.2.2), evaluates, and establishes the salary for the Executive Director.
- The Board oversees and approves the fiscal operations of the NMAA including NMAA 2.4
- The Board authorizes proposals for amendments (referenda) to the Constitution, Bylaws, and Sports Regulations as stated in NMAA 2.7.
- The Board oversees classification, alignment, and championships (qualifying, selection, seeding, etc.) as stated in NMAA Section 4 – Classification and Alignment and NMAA Section 7 – Sports Regulations.
- The Board has the authority to review decisions of the NMAA review committee as stated in NMAA 13.2.
- **SPECIFIC TO OFFICIALS:**
  - The Board is the final line of appeal for officials, once they have gone through the process of taking a grievance or a case to their local supervisory committee (where applicable), State Supervisory Committee and NMOA Executive Board.

### NMAA Executive Director

- Attend to official duties of the Association, as designated by the Board, and as provided for in the Constitution, Bylaws, and regulations of the Association.
- Recommend employment of professional staff (Associate Directors) for approval by the Board. The Director shall employ, retain and/or dismiss classified and discretionary positions (Assistants to the Director, clerical, administrative assistants, general operational personnel, etc.).
- Implement and interpret the Constitution, Bylaws and Regulations and decide disputes between member schools/organizations (interpretations and decisions are subject to review as provided herein).
- Serve as an ex-officio member of the executive committee of each affiliated/member organization.
- Impose sanctions and/or suspend schools or participants when necessary, subject to review as provided herein.
- Perform duties as may be necessary on behalf of and/or for the Board.
- Implement long and short-term financial planning for the Association.
- Develop, manage, supervise, and authorize any financial transactions relative to major building projects and the growth of Association assets.
- Provide long-range planning relative to the structure of the organization, inclusive of various national and statewide trends in terms of demographics, policy development, implementation, and management, including legal considerations.
- Establish and maintain relationships, as a representative of the NMAA, with various national, state, and local organizations as well as other populations, including writing for publication, various speaking opportunities, attendance at meetings, conventions, and other gatherings which promote such relationships and involvement. This includes but is not limited to serving on various boards, committees, and other groups as may be applicable. Participation within the National Federation of State High School Associations framework, among other organizations, is principally included in this grouping.
- Investigate and take action on protests and complaints.

- Have jurisdiction over NMAA qualifying tournaments/meets (district and state) including activity as well as athletic events.
- Supervise revision of NMAA Handbook and other official documents.
- **SPECIFIC TO OFFICIALS:**
  - Conduct procedure for selecting judges/officials for state meets/events.
  - Administer procedures and select officials for state events/tournaments.
  - Supervises the NMAA Commissioner of Officials or Assistant to the Commissioner of Officials. Concerns or complaints about the NMAA Commissioner of Officials should be directed to the Executive Director.
  - Supervises, with the NMAA Commissioner of Officials, the Varsity Regional Assignors.

### **New Mexico Officials Association**

- **NMAA Commissioner of Officials**
  - Oversees the overall operation and administration of the New Mexico Officials Association.
  - Supervises, with the NMAA Executive Director and NMAA Associate Director, the Assistant to the Commissioner of Officials.
  - Supervises, with the NMAA Executive Director, the Varsity Regional Assignors. Conducts performance evaluations of Varsity Regional Assignors, with input from local group leaders and NMAA staff.
  - Complaints or concerns about the Assistant to the Commissioner of Officials should come to the Commissioner of Officials and/or the NMAA Executive Director.
  - Complaints or concerns about Varsity Regional Assignors or Local Assignors should come to the Commissioner of Officials, only after an official has tried to resolve the issue with the assignor.
  - Complaints or concerns about Local Group Leaders should come to the Commissioner of Officials, only after an official has tried to resolve the issue with the group leader.
  - Serves as interpreter for all issues concerning rules as set forth in the NMOA Constitution and By-Laws.
  - May sanction officials for violations of the NMOA Constitution and By-Laws.
  - Serves as a member ex-officio of the NMOA Executive Board and serves as “treasurer” of the NMOA.
  - Conducts all elections and referenda votes, per direction of the NMOA Executive Board.
  - Serves as Executive Officer of the Association and may have any or all of the Presidential duties as delegated by the Executive Board. Correspondence is handled by and through him/her. The director is also responsible for the correlation of effort among the various standing committees and acts as the Association’s contact and liaison officer with other similar organizations and with the New Mexico Activities Association. The Executive Director or Commissioner of Officials is a full participating member ex-officio of all standing committees.
  - Facilitates various clinics and other educational opportunities for officials.
  - Actively seeks out methods of recruitment and retention of officials.
  - Assigns officials to all state tournaments, with the assistance of the Assistant to the Commissioner of Officials, referees-in-chief, evaluators/observers/assessors and NMAA Event Directors.
  - Assists in resolving pay issues between schools and officials.
- **NMAA Assistant to the Officials**
  - Assists the NMAA Commissioner of Officials in all job duties stated above.
  - Initial point of contact for officials regarding registrations, membership ratings, rulebooks and other clerical functions of the Association. Officials should NOT contact the NMAA Executive Director, for example, for information about these items.
  - Key point of contact for schools and officials for **the registration system**
  - Responsible for breakdown of film for officials.
- **Varsity Regional Assigning Coordinators**
  - Work collaboratively with their respective local assignors.
  - Responsible for the assignment of officials for all varsity contests in his/her region.
  - Collect schedules from member schools and assign all varsity baseball games in his/her region in **the registration system**

- Confirm assignments with officials and schools.
  - Help with professional development opportunities for and education of officials.
  - Handles all turn-back and schedule changes.
  - Serves as a liaison between the NMAA, the NMOA and NMAA member schools.
  - Serves as an independent contractor to the Association and member schools.
  - Report directly to the NMAA Commissioner of Officials. If it is an issue the Commissioner cannot resolve, it can be escalated to the NMAA Executive Director.
- **Local Association Assignors**
    - Work collaboratively with their respective regional assignors.
    - Responsible for the assignment of officials for all sub-varsity officials in his/her local association.
    - Same job responsibilities as above, but at the sub-varsity level.
    - The process for the selection of group leaders and local assignors, inclusive of the method of selection and terms of office, is to be determined by each local association and should be contained within the local association's by-laws. If no local association by-laws exist, the NMAA office will appoint someone to fill the position.
    - Report directly to the NMAA Commissioner of Officials. If it is an issue the Commissioner cannot resolve, it can be escalated to the NMAA Executive Director.
- **NMOA Executive Board**
    - The elected and ex-officio officers, chairperson of each of the standing committees constitute the Executive Board of the NMOA.
    - The Executive Board is the body that receives proposals from individual NMOA members or NMOA Standing Committee members for revisions to the governing documents of the NMOA.
    - The **NMOA President** presides at meetings and is responsible for the appointment of any special task committees. Reports of standing and special committees are to be tendered to the President. The President may delegate his duties to the Vice-President and (or) to the Executive Director. The President is a full participating member ex-officio of all committees.
    - The **NMOA Vice-President** acts as alternate for and executes all duties of the office of President when the President is absent or when the duties are delegated. He/She acts as Assistant to the President and may have any or all of Presidential duties as delegated.
    - **NMOA Standing Committees (Baseball, Basketball, Football Soccer, Softball, Supervisory, Swimming & Diving, Track & Field, Volleyball, Wrestling)**
      - A standing committee for each individual sport is responsible for selecting one of its membership to represent that sport on the Executive Board. This committee is responsible for achieving input from the membership sport represented.
- **NMOA Supervisory Committee**
    - This committee has jurisdiction to review decisions made by the local supervisory committees and the Commissioner of Officials regarding offenses by members of this Association, subject to final appeal to the Executive Board. This committee makes recommendations through the Executive Director or Commissioner of Officials to the New Mexico Activities Association, upon hearing of justifiable complaints by member officials against member schools, officials, or followers. Complaints must be stated in writing. Electronic communication is acceptable.
    - Any official may appeal a decision of the local Supervisory Committee or the Commissioner of Officials to the State Supervisory Committee.
    - Decisions of the State Supervisory Committee may be appealed to the NMOA Executive Board. In both cases the appeal must be made by a letter (or email) from the official. This letter must be sent to the New Mexico Activities Association office within five (5) days after notification of determination is received from that committee. Failure to appeal within the time specified is a waiver of any right to appeal.
    - The Supervisory Committee shall also act as the Nominating Committee for election purposes.

- **Local Supervisory Committees**
  - Not all local associations have supervisory committees but in those that do, the purpose of the committee is to sanction officials for violations of the local constitution or of the NMOA Constitution, if it is a matter that affects the local group.
  - The make-up of the local supervisory committee should be contained within the local association by-laws.
  - Decisions of the local supervisory committee can be appealed to the NMOA Supervisory Committee.
  
- **Local Association Group Leaders**
  - Educational and administrative leaders of each local association.
  - Responsible for the development of the agenda for all of the local meetings throughout the sport season and ensuring an ample number of meetings are held for officials to meet their requirements as set forth in the NMOA Constitution and By-Laws.
  - Group leaders, selected through the processes established in local group by-laws, are responsible for conducting local meetings during the season, maintaining a meeting attendance list and reporting the following information within thirty (30) days following the final state championship game in that sport to the NMOA. The information may vary depending on the requirements of each individual sport.
    - Meeting attendance for each member of the local association.
    - Number and type of games worked for each member of the local association, as submitted by the individual group members (see #5, Duties of Members).
    - Number of post-season assignments worked by each member of the local association, as submitted by the individual group members (see #5, Duties of Members).
  - The process for the selection of group leaders and local assignors, inclusive of the method of selection and terms of office, is to be determined by each local association and should be contained within the local association's by-laws. If no local association by-laws exist, the NMAA office will appoint someone to fill the position.
  - Local groups consist of officials currently registered in a specific sport. They may be formed with approval by the Executive Board. Local groups must develop by-laws pertaining to the election of local officers, to include a President, Vice-President and Secretary/Treasurer. A supervisory committee shall be created within the local association by-laws to respond to concerns associated with group members. It has the authority to take appropriate sanctioning action.
  - A local group may be dissolved or suspended by action of the Executive Board when it is deemed to have become too small to effectively serve its membership or for other just cause. State Supervisory Committee concurrence or recommendation is required for these actions.
  - Each group must have a minimum of six members - one of whom must be at the second highest rating level or higher in the specific sport.
  
- **Officials**
  - Membership in this association is limited to officials who are willing and able to meet the requirements and maintain the standards provided in the by-laws. The one exception to this is the provision for the associate membership contained in the by-laws.
  - Membership in this association is open to all persons who are seventeen (17) years of age or older for varsity contests in the sports of basketball, football, spirit, swimming and diving, track and field or wrestling **OR** sixteen (16) years of age or older for varsity contests in the sports of baseball, soccer, softball or volleyball. Members must be fifteen (15) years of age or older for high school sub-varsity/junior high contests in all sports. Membership is open to individuals who fit these age criteria and who are wishing to affiliate themselves with an organized athletic officials' group serving the state of New Mexico and is mandatory for the officials who have been sanctioned by the New Mexico Activities Association.

- Applicants for membership must signify their willingness and demonstrate their ability to meet the requirements of the Constitution and by-laws and comply with their provisions.
- Eligibility for membership always rests with the NMAA.
- Anyone who is or has been a felon must be reviewed and approved by the NMAA Commissioner of Officials, in consultation with the NMOA Supervisory Committee prior to acceptance of membership. Officials are subject to background checks through **the registration system**.
- **Active members** are those full dues-paying members actively engaged in officiating and who attend local group meetings, take required examinations and attend state/district clinics. Only active members may be elected to local or state offices. Officials are considered to be in “Good Standing” for the current year if the established requirements are being met, including current meeting attendance, current test completion, current active work in events, current dues paid and not under sanction.
- **Reciprocal members** are reduced dues-paying members who are non-residents of New Mexico actively engaged in officiating and are registered in another state that uses National Federation rules for that sport. This state must grant reciprocity to members in good standing from New Mexico. Determination of eligibility shall be made by the NMAA. These members are not eligible for post-season events nor do they have voting privileges.
- Individuals may also choose to register as **High School Sub-Varsity/Junior High** officials. Membership in this category entitles an individual to register at a reduced rate. Officials registered in this category are entitled to full membership privileges but may only call high school sub-varsity contests or junior high/middle school contests. Officials in this category are not eligible for varsity competition. Per the Board of Directors of the New Mexico Activities Association, any individual calling at sub-varsity levels must be registered with the NMAA/NMOA office. Years of service as a sub-varsity official are not incorporated in the advancement process for “Active Members.”
- Individuals who would like to change their registration classification from Sub-Varsity/Junior High to full dues-paying Active members for the purposes of advancement may do so by paying the additional fees.
- **DUTIES OF MEMBERS**
  1. Active members shall not officiate unless registered with the NMAA and assigned via **the NMAA approved registration system**, through an NMAA-approved local assignor prior to the contest as specified by each sport’s contract practices.
  2. Members violating any of the provisions of the constitution and by-laws, engaging in unfair practices, or conducting themselves in a manner unbecoming of an official are subject to expulsion or to such punishment or penalty as specified by the Executive Director, the NMAA Commissioner of Officials or the Local Supervisory Committee after due hearing subject to appeal to and review by the State Supervisory Committee and the Executive Board. The State Supervisory Committee may hear appeals, as may be applicable, of decisions made by the Executive Director concerning interpretations of this constitution, sanctions imposed, etc.
  6. Active members shall meet or exceed the minimum requirements for their respective sport(s) to be able to officiate that sport in the upcoming year or to advance in the official rating process.
  7. The assignor may not assign nor can an official accept any contract games prior to being assigned a valid card indicating all requirements are met. Individuals who violate this requirement are subject to sanction by the Commissioner of Officials and/or State Supervisory Committee.



**2021-2022 NMAA Staff Directory (relative to officials) &  
NMOA Leadership**

**NMAA Staff**

**NMAA Executive Director**

*Basketball, Spirit Rules Interpreter*

Sally Marquez

505-923-3267

[sally@nmact.org](mailto:sally@nmact.org)

**NMAA Associate Director**

*Baseball, Football Rules Interpreter*

Dusty Young

505-923-3268

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**NMAA Commissioner of Officials**

Zac Stevenson

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**NMAA Assistant to the Officials**

Dillon Metzgar

505-923-3286

[dillon@nmact.org](mailto:dillon@nmact.org)

**NMAA Assistant Director**

*Soccer, Track & Field Rules Interpreter*

*Ejection/Incident Reports/Officials Services*

Chris Kedge

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[chris@nmact.org](mailto:chris@nmact.org)

**NMAA Assistant Director**

*Swimming & Diving Rules Interpreter*

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**NMAA Assistant Director**

*Wrestling Rules Interpreter*

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**NMAA Assistant Director**

*Softball, Volleyball Rules Interpreter*

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**NMOA Leadership**

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**Vice-President**

Walt Sanchez

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**Basketball**

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**Soccer**

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**Swim & Dive**

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**Track & Field**

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**Volleyball**

Myra Mims

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**Wrestling**

Jhett Gomez

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**Supervisory**

Robert Nunez

575-202-0265

[lcump08@yahoo.com](mailto:lcump08@yahoo.com)

## Appendix B - NMOA ELECTION PROCESS

- **ELECTION PROCESS (Standing Committees):** If there is a vacancy for the any NMOA standing committees (Baseball, Basketball, Football, Soccer, Softball, Swimming & Diving, Track & Field, Volleyball, Wrestling or Supervisory), the following process is followed:
  - An email is sent out to the NMOA Supervisory Committee and the NMOA membership, soliciting nominees. This takes place after the April Executive Board Meeting. Members of the Supervisory Committee can submit nominees and/or officials can contact the NMAA office, if they would like to be placed on the ballot. Supervisory Committee members can only nominate officials from his/her own region. Once nominations cease, 10 days after the email is sent out, the ballot is prepared.
  - This ballot is then sent out via email to the officials in each particular sport with vacancies and officials vote for candidates within their own regions (Central for Central, Northeast for Northeast, etc).
  - Whomever receives the most votes in each region represents the sport committee for that region. These individuals, each representing their own regions, then select their chair to serve on the Board via a ballot.
  - In most cases, there are five people voting – one from each region – and they rank the committee members from 1-5, with “5” being the most preferred. This is the only time an official can vote out of region and they have to place a value next to each member so that an accurate calculation is obtained. Whomever has the most points from the chair selection from the regional representatives serves on the Board, representing that sport. Please note the following:
    - Basketball has six regions with six members voting for chair.
    - Swimming & diving and track & field each have three regions, with three members voting for chair.
  - Note that for the Supervisory Committee, the process is essentially the same but the ballot is sent out to officials in all sports.
- **ELECTION PROCESS (President & Vice President):** For President and Vice-President, the process is done much the same way.
  - The Supervisory Committee submits names for those positions and/or officials can ask to be placed on the ballot. A combination of the Supervisory Committee nominees and officials who have asked to be placed on the ballot are included for consideration. The Supervisory Committee members can ONLY submit names from his/her own region.
  - The ballot is sent out to all officials and the officials vote for the individuals in their respective regions for those positions (Central votes for Central only, Northeast for Northeast only, etc.).
  - The top vote getters from each region in both the President and Vice-President positions are sent back to the Supervisory Committee for selection to those positions. This is done so that there is no advantage to a larger region or disadvantage to a smaller region. The Supervisory Committee ranks the candidates from 1 to 5, with “5” being the most preferred. Again, there are five people in most cases (one from each region) voting in this process so that all five regions are represented and no weight is given to one region over the other.
  - The officials with the highest point total from the Supervisory Committee in each position are then sent to the NMOA Executive Board for approval/ratification.
- **WRITE-IN CANDIDATES:** For all positions, officials can also write-in candidates for the vacant slots (from their own regions).



## Appendix C - STANDARD UNIFORMS FOR MEMBERS OF THE NEW MEXICO OFFICIALS ASSOCIATION

The following represents the standard required uniforms for officials in the New Mexico Officials Association. Any modification to or deviation from these uniform standards must be petitioned, in writing, to the NMAA Executive Board through the State Commissioner of Officials. Some modifications for members of a local association (i.e., American flags on uniforms or commemorative patches) may be approved via written request to the Commissioner of Officials.

### BASEBALL

1. **Shirt:** Clean, pressed, collared shirt. New Mexico allows umpires to wear umpires' shirts in the following colors: light blue, navy blue, black and cream.

The NFHS navy blue pullover, or black pullover or black with white piping on the shoulders are also allowed for cold weather games. All umpires on the same crew must wear the same style and color of shirt for a given game. A navy, light blue or black turtleneck may be substituted for a shirt when wearing a coat.

For all shirts except navy blue, umpires will wear a black undershirt. For navy blue shirts, umpires will wear a navy blue undershirt.

A navy blue or black sweater (worn on bases only), blazer, windbreaker or wind shirt worn over the appropriate shirt is acceptable. Long-sleeved shirts worn underneath the collared shirt are not acceptable except for umpires who have medical conditions which require the use of long-sleeves. This must be approved in advance by the NMAA office.

**Added language January 2017:** Umpires are also permitted to wear the new style of baseball shirts with the side panel down the side of the shirt and its sleeve (long and short sleeved, sky blue and black). Same color restrictions as above. All umpires on the crew must wear the same color and style of shirt.

2. **Pants:** Clean and pressed heather gray or charcoal gray slacks. Because different manufacturers have different colors of "heather" gray, any manufacturer's heather gray color will suffice.
3. **Hats:** Black hats with the NMOA logo are to be worn with all shirts except the navy blue shirt. When wearing navy blue shirts, umpires must wear a navy blue hat with the NMOA logo. **Hats with logos are mandatory, beginning with the 2019 season.** Hats may be purchased through Smitty Officials Apparel vendors at any of the links below:

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/nmoa-logo-umpire-hats>

Officials Time Out:

<https://theofficialstimeout.com/collections/utah-hs/products/nmoa-logo-black-umpire-hat>

MT Needles Embroidery:

<https://www.mtneedleembroidery.com/showrooms.htm>

4. **Shoes:** Shoes must be all black or black with white trim.
5. **Belts:** Belts must be all black.
6. **Ball bags:** Black ball bags should be used with all shirts except navy blue. Navy blue ball bags should be used with navy blue shirts and navy blue hats.



7. **Socks:** Socks may be navy blue or black.
8. **Accessories/Protective Equipment:** The plate umpire needs to have a ball and strike indicator, a small whisk broom, a protective supporter and cup, ball bag (may be black, or navy), lineup cards and a pen or pencil for lineup changes. A chest protector, sturdy mask (with a mandatory throat protector) and shin guards are standard equipment for a plate umpire.

## **BASKETBALL**

1. **Shirt:** Black and white vertically striped, short sleeved official's shirt. Shirt shall be V-neck (no collar). The shirts with the wide side panel may be used, provided that all officials on the crew are wearing the same shirt.
2. **Pants:** Black pants with no flares.
3. **Socks:** Black socks.
4. **Shoes:** Entirely black shoes with black laces.
5. **Whistle:** Black whistle and black lanyard are required. It is recommended that officials carry a spare whistle with them.
6. **Jacket:** *Beginning with the 2019-2020 school year, solid black, athletic, zip jackets, with the NMOA logo on the left sleeve are required for all basketball referees.* No other logo or adornment may be placed on the jacket. These jackets may be purchased through Smitty Officials Apparel vendors at any of the links below:

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/nmoa-smitty-stand-up-collar-referee-jacket>

Officials Gear Outlet:

<https://officialsgearoutlet.com/collections/basketball-referee-jacket/products/nmoa-smitty-stand-up-collar-referee-jacket>

Officials Timeout:

<https://theofficialstimeout.com/collections/utah-hs/products/nmoa-smitty-stand-up-collar-referee-jacket>

MT Needles Embroidery:

<https://www.mtneedlesembroidery.com/si/753594685/bks232m/smitty-black-jacket-with-knit-cuff>

## **FOOTBALL**

1. **Shirt:** Black and white vertically striped, long or short-sleeved knit shirt shall be worn. *2 ¼-inch striped shirts are mandatory with the American flag above the pocket. The flag must go above the pocket (that is the most common for manufacturers), with white piping (if a patch) or sublimated directly onto the shirt.* All officials in a given game are to wear the same type shirt (i.e., short or long sleeves).
2. **Pants:** Football officials must wear black pants. Pants may be worn with either long-sleeved shirts or short-sleeved shirts (or jackets) and black socks must be part of the uniform.
  - Football officials may wear black shorts at any level, with the approval of the local association. Each local association is given the authority to choose whether they will utilize black shorts or if they will not allow the use of shorts at all.
3. **Belt:** A black leather belt 1 ¼ to 2 inches wide with a plain buckle shall be worn (either with pants or shorts).
4. **Socks:** Solid black socks are worn with the black pants and short black socks will be worn with shorts.

5. **Shoes:** Black football shoes with black laces are required. Shoes should be shined before each game.
6. **Hat:** Black baseball-style cap with white piping is required. The Referee shall wear a solid, white baseball-style cap. Caps must be fitted.
7. **Jacket:** For inclement weather games, officials may also wear a black and white vertically striped jacket.
8. **Accessories:** All officials must have the proper equipment, including a whistle, penalty marker, blue or white bean bag (all officials on the crew must have the same color), game card, pencil and rubber bands/down marker. The penalty marker shall be a light gold flag (15 x 15 inches) with a middle pouch weighted with sand or beans, etc. The linesman shall furnish a clipping device for use in measuring first downs. The line judge / back judge shall have a countdown timer.

## **SOCCER**

1. **Shirt:** Officials must wear a soccer official's shirt in red, yellow, blue, black or green. The shirts may be long-sleeved or short-sleeved. All officials on the crew must wear the same color of shirt with the same sleeve length.
2. **Shorts:** Black shorts. Long black pants are permissible by NFHS rule for inclement weather.
3. **Shoes and Socks:** Predominantly black shoes and black stockings with white stripes.
4. **Accessories:** Two whistles, flags, yellow card, red card, two stop watches, flipping coin, pencil and scorecard.
5. **Hat:** If worn, a hat must be solid black.

## **SOFTBALL**

1. **Shirt and Slacks** – Shirts and slacks shall be clean, wrinkle free and not faded or stained. All members of the crew shall wear the same uniform combination. Umpires shall wear one of the following uniform combinations:
  - Sky Blue pullover shirt with Black panels and Charcoal Gray slacks.
  - Other shirt color options that may be worn with the Charcoal Gray slacks are Charcoal Gray with Black side panels or Black with Charcoal Gray side panels.
2. **Undershirt** – Undershirts shall be clean and not faded.
  - Undershirts shall be solid White or Black and shall not be imprinted with any designs.
  - It may be short or long sleeve.
  - Members of the crew may wear a combination of short or long sleeve but all members shall wear the same color undershirt.
3. **Belt** – A belt shall be worn. The belt shall be clean, shined and free of tears or cracks.
  - The belt shall be black.
  - The belt shall have a small unadorned buckle.
  - A Patent Leather belt is optional provided it meets the requirements above.
4. **Socks:** Black socks that are at least mid-calf in length shall be worn. They shall be clean, unadorned and not faded.
5. **Shoes:** Shoes, plate and base, shall be solid black and unadorned with black shoes strings. Shoes shall be clean and shined.

- Plate umpire's shoes should offer the maximum protection with a hard shell or steel reinforced toe and steel or reinforced tongue.
  - Soles should provide good traction.
  - Patent Leather shoes, plate and base, are optional provided they meet the requirements above.
6. **Hat** – The hat shall be fitted and, clean and free of stains.
- A Black hat with the NMOA logo shall be worn when wearing Charcoal Gray slacks.
  - Hats may be purchased through Smitty Officials Apparel vendors at any of the links below:

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/nmoa-logo-umpire-hats>

Officials Time Out:

<https://theofficialstimeout.com/collections/utah-hs/products/nmoa-logo-black-umpire-hat>

MT Needles Embroidery:

<https://www.mtneedlesembroidery.com/showrooms.htm>

- The hat shall never be worn backwards.
7. **Ball Bag** – A ball bag is mandatory for the Plate Umpire. Base Umpires shall not wear a ball bag. The ball bag shall be clean, wrinkle free and not faded.
- A Black ball bag shall be used when wearing Charcoal Gray slacks.
  - The ball bag should be able to hold two softballs and two ball bags are recommended.
8. **Additional Upper Body Items** – Outerwear, jackets, is optional dependent upon the weather. It shall be clean, wrinkle free and free of stains.
- The jacket may be a short zipper pullover or a full zipper jacket.
  - It shall have a Navy Blue body with Light Blue and White stripes on the shoulders.
9. **Protective Equipment and Accessories** – The following items are additional items and shall be kept clean and in working order:
- A black colored face mask with a throat protector, either through the extension of the mask or attached is required. The exterior visible portion of the padding should be black. A sun shield that is attached to the mask is allowed.
  - The chest protector, which fits comfortably under the shirt, is strongly recommended.
  - The leg guards, which fit comfortably under the slacks, are strongly recommended.
  - Each umpire shall have a ball/strike indicator.
  - Each umpire should carry a bat ring.

## SPIRIT

1. **Shirt:** Black polo shirt, with grey striping down the side and Compete with Class Logo on the left chest (available for order through the NMAA).
2. **Pants:** The required polo shirt should be worn with slacks or skirts so that judges are professional and uniform in appearance while serving our member schools

## SWIMMING

1. **Shirt:** White, short-sleeved, collared polo shirt. Women may wear a white, sleeveless collared shirt as an option as well. ***New Material (April 2016): The Meet Referee may designate alternate official uniforms for those meets conducted using a preliminary/final format.***

2. **Pants:** Navy blue pants, shorts or skirt (note that color was changed from white to navy blue in July 2011). Sweatpants, jeans, leggings and tights are not permitted.
3. **Shoes:** White shoes are recommended, although sandals or flip-flops are permitted, due to exposure to water.

## **VOLLEYBALL**

1. **Shirt:** White short-sleeved, collared polo shirt. The shirt may or may not have a pocket. By state adoption, officials may wear a long-sleeved white polo or a long-sleeved white sweater. The sweater must be a pullover (not a sweatshirt and not a cardigan) and must not have buttons or zippers. When wearing the sweater, the short or long-sleeved polo must be worn under the sweater with the collar pulled out over the collar of the sweater. **OPTIONAL: Officials have the option to wear the Cyan Blue or Grey Polo Shirt with the NMOA Logo if the entire crew wears the same color and logoed shirt. (NMOA Approved 2/6/2022)**

Note: A number of volleyball officials have asked our office about wearing the white official's uniform shirt with the NMOA logo on the left sleeve, as was displayed at the NMOA State Clinic. The answer is "yes," so long as both the R1 and R2 are wearing that shirt in a given match. These shirts are OPTIONAL, based upon the popular opinion of many of our volleyball officials. They can be purchased at the link below:

<https://www.mtneedleseembroidery.com/showrooms.htm>

2. **Pants:** Black slacks. If the slacks have belt-loops, wear a black belt. Jeans and/or sweatpants are not permitted. By state adoption, officials may wear shorts while officiating NMAA sanctioned matches. If shorts are worn, both the Referee 1 and Referee 2 must wear them, so we advise that officials contact their partners prior to matches to ensure you are wearing the same uniform. If officials choose to wear shorts, they must wear unadorned white shoes with white socks. Shorts **WILL NOT** be allowed for post-season competition, beginning with the district tournaments.
3. **Shoes and Socks:** Solid black athletic shoes and black socks.
4. **Accessories:** For the referee, a whistle and lanyard. The whistle and lanyard may be either black or white. A set of yellow and red cards, a coin and a chain to measure the net are also required. For the umpire, a whistle, lineup card, pen/pencil, a set of yellow and red cards and a coin. It is recommended that officials also have a set of flags for line judges, however, these are not mandatory.

## **WRESTLING**

1. **Shirt:** Short-sleeved gray shirt with black pinstripes. ***The shirt must have a sublimated NMOA logo on the left chest, beginning with the 2018-2019 school year*** (as approved via referenda in January 2018). Shirts can be purchased through Smitty Officials Apparel Vendors at any of the links below:

Purchase Officials Supply:

<https://purchaseofficials.com/collections/new-mexico/products/nmoa-logo-dye-sublimated-grey-v-neck>

Officials Timeout:

<https://theofficialstimeout.com/collections/utah-hs/products/nmoa-logo-dye-sublimated-grey-v-neck>

MT Needles Embroidery:

<https://www.mtneedleseembroidery.com/si/113594903/usa-205nm/smitty---wrestling-short-sleeve-shirt-with-flag>

2. **Pants:** Full-length black trousers.
3. **Belt:** Black belt, if worn.
4. **Shoes and Socks:** Black socks and black wrestling/gym shoes.
5. **Accessories:** A red armband on the left wrist, a green armband on the right wrist, a two-colored disk, a black lanyard, a black whistle (preferably not a hand-whistle) and a kit to conduct the random draw.

Social media such as Facebook, SnapChat, Instagram, LinkedIn and Twitter can be great tools for reconnecting with old friends, staying in touch with family and even networking with colleagues. While there is so much positive that can come out of these sites, we also have to be mindful of their very public nature. Here are some guidelines for sports officials who use social media (chat rooms, forums and social media pages):

**DO'S**

- 1) Do use social media as a means for sharing information with members of your local association. Some local groups in New Mexico have created Association pages and have their group members on their friend lists. This can be a great mechanism for information dissemination and can also be a page for recognition of group members and to give potential new members a first look at becoming an official.
- 2) Do use social media as a recruitment tool. Given the median age of most users of social media, it can be a great means of getting new members into the avocation.
- 3) Do remember to keep things positive if you post information on these sites. If you come home from a game wherein everything went smoothly, it is okay to generically post about it. For example, you could say, "I had a great softball game tonight. Both teams displayed great sportsmanship. Reminds me why I umpire." Try to avoid posting specifics about your schedule.
- 4) Do be aware that posts on social media are visible to the general public. Even if you limit access to your page to friends, it is likely that your post will be viewed by someone beyond the circle of people you intended to see it.

**DON'TS**

- 1) Do not post any disparaging comments about players, coaches, schools, fans or fellow officials online. Someone will see what you said and you will only cause problems for yourself. I have already spoken with several officials who have said less-than-positive things about coaches, players, assignors and colleagues and I continue to advise against those practices. In a state the size of ours, even if the person at whom your remark is intended doesn't read it, someone who knows him/her will. You can't un-ring the bell. Once it is in writing, it can and will come back to haunt you.
- 2) Do not advertise where you are officiating at any time. We appreciate the pride that you have being an official but we discourage you from saying where you are officiating and when (i.e., "Joe Official is excited to be officiating tonight between School A and School B). If everyone knows where you are working, it opens the door for undue influence and perceptions that undue influence existed. If you post about your games after the fact, pictures are fine and recognizing your crew is fine but do not talk specifics about the teams and/or coaches involved in the contest.
- 3) DON'T post anything relating to the schools you have worked or will work. It calls your objectivity into question.
- 4) Do not be a "cheerleader" for any school, team, coach or player on these sites. Remember that perceptions of bias are dangerous as officials. We are a small state and many of us have friendships with coaches and/or have relatives to participate. If you post a picture of yourself wearing the shirt of your alma mater online and then call a game for that school the following week, you may be setting the stage for allegations of bias by that school's opponent.
- 5) Do not post specifics about games, whether good or bad. If you want to give kudos to a team, send the information to the NMAA office so we can properly commend them. If you post something about a team or a coach by name, it can again lead to perceptions of favoritism toward or bias against that team in future games. We have had officials post comments about poor conduct by coaches and players (by name) and have had to deal with the repercussions of these comments. If you feel like what you are going to say may be inappropriate, it probably is.
- 6) Do not start posting online after you have had a rough game. Emotions may start to flow a little too much and it is better to cool off before you start venting your frustrations online. If you have had a rough game, talk to your spouse, call a friend, call your mentor or call our office. Don't let it all out on your Facebook page.

- 7) Do not use social media to criticize state or local association policies, assigning practices, etc.

Take a common sense approach to posting information on these sites and always be mindful that what you post in a public arena, whether positive or negative, is out in cyberspace for the world to see. Conduct yourself in the same ethical manner that you would in any other venue and remember that you are representing yourself, your local association and the NMOA.

***NOTE: Any violation of the NMOA Social Media Policy will fall under the Level II Fines/Sanctions in the NMOA Constitution and By-Laws (unprofessional conduct or unethical conduct and practices) and the offending official will be subject to a possible suspension, as determined by the Commissioner of Officials.***

#### **Appendix E - NFHS Officials Code Of Ethics**

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall avoid the use of alcohol and tobacco products beginning with the arrival at the competition site until departure following the completion of the contest.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.