

NMAA Regulations & Policies

**Contact: Jacquelyne Martinez, Assistant Director
Administrator for Swimming and Diving
(jackie@nmact.org)**

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

Important Dates (Swimming/Diving)

Friday, October 25, 2018 - Qualifying Meet Submission Deadline
Monday, November 5, 2018 - First regular season competition date
Friday, November 30, 2018 - Coaches deadline for completion of Online Rules Clinic
Friday, December 14, 2018 - Roster and schedule due online to NMAA at www.nmact.org via MaxPreps
Friday, January 25, 2019 - Team Photos due online to NMAA at www.nmact.org via MaxPreps
Sunday, February 17, 2019 - 2019 NMAA State Swimming & Diving Official Entry List must be submitted to:
www.directathletics.com by 11:59 PM.
Monday, February 18, 2019 – 2019 NMAA State Qualifying Diving Sheets are due to the NMAA office by 10:00 AM
Friday, February 22, 2019 - 2019 NMAA State Swimming & Diving Championship Prelims
- Albuquerque Academy Natatorium
Saturday, February 23, 2019 - 2019 NMAA State Swimming & Diving Championship Finals
- Albuquerque Academy Natatorium

Eligibility of Student-Athletes

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

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

Sportsmanship and Unsportsmanlike Conduct

Student-athletes, coaches, administrators, meet officials, spectators and all other persons connected directly or indirectly with a member school, shall adhere to the principles of the NMAA Sportsmanship Initiative "Compete with Class" and the ethics of competition before, during, and after all contests in which they participate and/or attend.

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

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

Multi-Activity Participation

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

Rule Requirements and Philosophical Basis

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

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

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

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

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

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

Swimming & Diving Officials / Rules

Contact: Jacquelyne Martinez, Assistant Director
Administrator for Swimming and Diving
(jackie@nmact.org)

NFHS Rules

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

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

Regional Assigners

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

Central Region: Pam Medley
Northern Region: Lee Cothorn
Southern Region: Pete Dunavant

Officials

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

Officials' Fees

Referees/Starters – \$40.00 per meet
Stroke & Turn Judges - \$29.00 per meet

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

- (1) Reimbursement of an official's expenses (meal or per diem) is based on one-way mileage intended to reach the site of a game/match/event and is as follows:

51 miles to 150 miles = one meal @ \$10.00
Over 150 miles = two meals = \$15.00

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

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

State Championship Terms & Conditions

Contact: Jacquelyne Martinez, Assistant Director
Administrator for Swimming and Diving
(jackie@nmact.org)

In accordance with Section 7.20 of the NMAA Handbook, the following Terms and Conditions governing the 2019 NMAA Swimming & Diving Championships have been approved by the NMAA Board of Directors. Jacquelyne Martinez, Assistant Director, Administrator for Swimming & Diving, shall be the State Championship Meet Director.

Team Entries

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

Student-Athlete Entries

Eligibility: To represent a member school in the state championships, a student-athlete must be eligible under Section VI of the NMAA Handbook and applicable administrative guidelines, regulations, policies and procedures. Each student-athlete must be submitted on the team's official entry form at www.directathletics.com.

Official Entry Form: Each participating team must submit electronically their team's qualifying individual and/or relay qualifiers at www.directathletics.com within seven (7) days after their student-athletes and/or relay team qualifies for the 2019 NMAA State Swimming & Diving Championships.

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

The Official Entry Form must list the name of each student-athlete who will represent the school in the state championships. The complete official entry list of qualifiers must be submitted by Sunday, February 17, 2019 at 11:59 PM to www.directathletics.com. Additionally, one individual non-qualifier may be added to Direct Athletics for each qualified relay team. At the State Meet, any member of the school's team may participate in a relay event provided a) they had previously been entered into the State Meet by virtue of being listed on Direct Athletics as a State qualifier or by being entered as the one non-qualifier allowed per relay team and b) they have not exceeded the maximum number of allowed events as per NFHS Rule 3.2.1.

Meet Structure

NMAA State Championships - Dates and Site: The NMAA State Swimming & Diving Championships shall be held on Friday and Saturday of Week 34 (February 22 & 23, 2019) at the Albuquerque Academy Natatorium.

Results: Results will be posted on the NMAA website after each day of competition. Please visit www.nmact.org for this information after the preliminaries and finals.

Mandatory Coaches Meeting: Meetings for head coaches of swimming and diving schools with participants in the State Meet shall be conducted Friday, February 22, 2019 at the Albuquerque Academy Natatorium at times to be announced.

Advancement of Teams and Individuals from a Regular Season Meet to State Championships: All contestants who meet the minimum qualifying standards set forth by the NMAA Swimming & Diving Committee shall advance to the NMAA State Swimming & Diving Championships as long as entries have been submitted properly.

Diving Entries to State Championships:

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

Divers must be recorded on the Direct Athletics website at www.directathletics.com, just as all qualifying swimmers, to be officially registered for the meet. The "original qualifying meet dive sheet" must be submitted to the NMAA office once the diver has met the qualifying standards; however, the diver's name must still appear on the team's composite entry form with Direct Athletics and a copy of the qualifying meet dive sheet submitted to the NMAA office by 10:00 AM, February 18, 2019.

Dive sheets are due at the Diving Coaches Meeting, time/location to be announced. Divers will be allowed to make changes on their sheets up to one hour prior to the estimated starting time of their event.

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

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

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

Financial Terms

Admission: \$10.00/Adults - \$5.00/Military-Students-Seniors

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

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

Meet Regulations

Relay Declaration: Declaration times for each relay will be announced in advance of the State Meet. Relay Teams must be declared on time or the team will be disqualified.

Meet Committee: A meet committee will be appointed for the state championships by the meet director in accordance with NFHS Rule 4.1.2. The meet committee will consist of three representatives. The decision of the meet committee shall be final. The meet committee may not set aside any rule.

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

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

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

Timing Devices

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

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

State Championships Policies

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

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

Passes/Complimentary List: NMAA State Swimming & Diving Championship passes, NMAA VIP passes, NMOA swim officials (with valid ID), and NMAA State Championship Media passes ONLY, will be honored at the state championship. Individuals who are on the complimentary list will also be admitted with a photo ID.

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

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

Licensing and Merchandising: The NMAA owns or controls all rights and interests in its name, logos, trademarks and service marks, whether registered or unregistered, including the official event logo for all NMAA State Championship events. The sale of items bearing any of these marks by a member school or organization without the written consent of the NMAA is prohibited.

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

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

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

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

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

Media Policies

Admission and Seating

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

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

Awards

Team Awards

NMAA State Championships: Trophies will be awarded to the team champion, runner-up and third place finisher in each gender. The team champion will also receive a banner representing their accomplishment. Individual medals will be given to members of the championship team. Additionally, the highest scoring class A-3A team in each gender will receive a first place trophy for the A-3A classification

Individual Awards.

NMAA State Championships: Medals, furnished by the NMAA Office, will be awarded to the first 8 placing individuals in each event.

Team Awards Ceremony

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

Championship Entry Procedure

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

You can receive email confirmation of your meet entries by clicking the link on the Meet Entry page. Emails will be sent to the email address in your account profile.

STEP:

1. From your browser software, log onto www.directathletics.com.
2. Enter your Username and Password and click on "Login".

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

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

You must enter the names of the members of your team before you can process event entries

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

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

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

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

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

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

After you have loaded your rosters

11. Click the "Submit" button to finalize the additions and actually add this information to the database.
12. Repeat steps 7-11 to enter athletes for your other team (Men or Women).
13. To add more athletes, repeat steps 7-11 for the appropriate team.
14. Your team roster will be displayed as soon as you return to the "TEAM ROSTER" page or select the "TEAM" tab.

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

You may now submit event entries

15. From the "HOME" tab (under "Upcoming Meets") or the "SCHEDULE" tab, click the "Enter" link next to the "2018 NMAA High School Championship Meet".
16. You have to enter the Women team and Men team separately – select the appropriate team from the "Team" drop-down menu near the top of the page.
17. Next to "ATHLETE" on the left side of the screen, click on the "Choose an Athlete" to activate the drop-down menu listing athlete names. Select the athlete you wish to enter into the meet.
18. A screen displaying the individual events will drop down.
19. Select the events in which the athlete is to be entered.
 - a) Type the entry times for the athlete in the appropriate "Time Mark" boxes. Be sure to include the appropriate punctuation (1:59.96, not 15996). If the entry time is slower than the event qualifying time (listed in the "Standard" column), you will get an error message when you press the "UPDATE" button (see step d, below).
 - b) Enter the dates that the entry times were achieved in the appropriate "Performance Date" boxes.
 - c) Enter the names of the meets at which the entry times were achieved in the appropriate "Entry Note/Location" boxes.
 - d) Click the "UPDATE" button (at the upper left of the screen). The athlete and entry times will move to the RIGHT section of the screen for review.
 - e) Repeat steps (a)-(d) for each athlete.
 - f) Review your entries in the RIGHT section of the screen.
 - g) If you have made an error in an entry that appears on the RIGHT section of the screen, click on the appropriate athlete there. The entries for that athlete will be displayed in the LEFT section of the screen with the current entry times displayed in the "Suggested Mark" column. You may change the entry time by entering the revised time in the "Custom Mark" box and entering the "Performance Date" and "Entry Note/Location" information as specified in b) and c), above. When you have finished the corrections, click the "UPDATE" button (at the upper left of the screen).
 - h) When you are satisfied with your entries as displayed in the RIGHT section of the screen, **click on the "FINISH" button (at the upper left of the screen).**

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

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

20. Repeat steps 16-19 to enter the athletes for your other team (Men or Women).
21. To enter relay events, click on the appropriate "HERE" link on the "VIEW ENTRIES" page. **Do not enter any relay event unless you have at least four athletes entered on your roster – you will be required to list the four athletes who achieved the qualifying time. NOTE: To add athletes to your roster, select the "TEAM" tab.**
22. Next to "RELAY" on the left side of the screen, click on the "Choose a Relay" to activate the drop-down menu listing the relay events.
23. A screen for entering that event will be displayed.
 - a) Check the box just to the left of the "A" under the "Squad" heading to activate the input boxes.
 - b) Type the entry time in the "Time" box. Be sure to include the appropriate punctuation (1:59.96, not 15996). If the entry time is slower than the event qualifying time (listed in the "Standard" column), you will receive an error message when you press the "UPDATE" button (see step e below).
 - c) Enter the date that the entry time was achieved in the "Performance Date" box.
 - d) Enter the name of the meet at which the entry time was achieved in the "Entry Note/Location" box.

- e) Enter the eligible relay athletes in the numbered boxes just below the entry time. Click on a box to activate the drop-down menu containing your roster, and then select the appropriate athlete. You must specify four athletes.
 - f) Click the "Update" button at the upper left of the screen when you have finished entering the information. The relay entry information will be added to the display on the RIGHT section of the screen for review.
24. Repeat steps 22-23 for each relay event that you wish to enter.
25. When you are satisfied with your entries as displayed in the RIGHT section of the screen, **click on the "FINISH" button (at the upper left of the screen).**

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

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

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

Contact Information:

Jacquelyne Martinez at NMAA: (505) 923-3281 (office)