

# SECTION I

## GENERAL AND BASIC INFORMATION

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### 1.1 PREFACE

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This Handbook serves as the official publication of the New Mexico Activities Association; hereafter referred to as “the NMAA” or “the Association,” and is designed to assist school administrators, coaches and advisors with the everyday implementation of interscholastic activity programs.

The Handbook includes the Association’s Constitution, bylaws and general information pertaining to overall membership and responsibilities for interscholastic/performance activity educators.

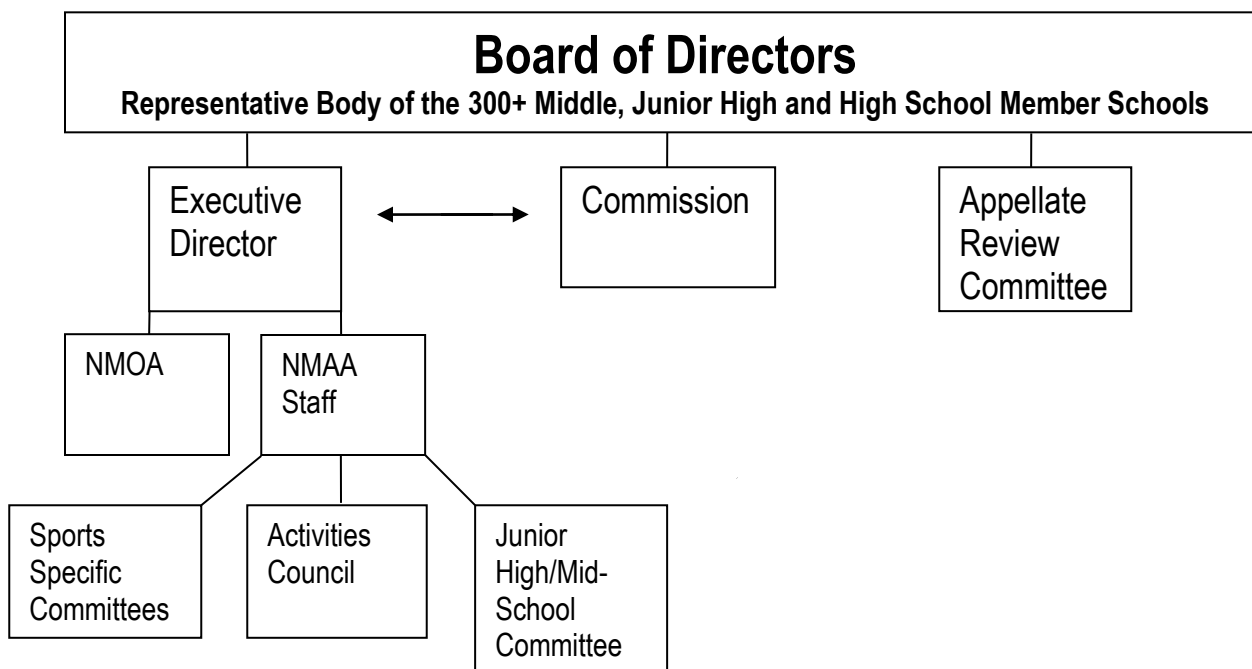
School administrators are expected to make the information contained in this handbook available to those responsible for conducting the various interscholastic programs, who in turn are asked to review all rules and regulations with the participants in their respective programs. All identified responsibilities/sanctions/roles contained in this Handbook are required and, by rule, subject to penalty for non-compliance.

If you have any questions about a rule or any NMAA published document, communication should take place immediately with the NMAA office.

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### 1.2 NMAA ORGANIZATIONAL FLOW CHART

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**1.3 HOW THE NMAA WORKS**

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**A. WHAT IS THE NMAA?**

The New Mexico Activities Association was formed in 1921 as a private/non-profit organization whose principle purpose is the regulation, direction, administration and supervision of interscholastic activities in the State of New Mexico. The NMAA prides itself in its leadership, providing educational and social experiences for the students and communities of New Mexico.

The NMAA is a membership led organization. Member schools have an active voice in establishing all rules and regulations in regards to interscholastic activities and athletics. Alignment and classification and finance issues are the purview of the Board of Directors.

**B. WHO MAKES UP THE NMAA?**

The New Mexico Activities Association is comprised of New Mexico public and private middle/junior high and senior high schools. Each senior high member school is placed into a competitive district according to their enrollment and geographic location for the purpose of conducting and managing NMAA sanctioned events within that district.

**C. WHEN THE NMAA MEETS**

The Board of Directors (hereafter referred to as “the Board”) has a minimum of four regularly scheduled meetings each year, while others may be called as deemed necessary by the Director and/or the Board President. These meetings are open to the public with “Roberts Rules of Order” governing procedure. The Association’s mandatory Annual Meeting of the schools is held each October. Official voters and school administrators come together to hear reports and discuss general business. (Section II)

**D. HOW SCHOOLS ARE ALIGNED AND CLASSIFIED**

Member schools are divided into classifications based on enrollment. An average of 80-day enrollment-count numbers (grades 9-12) for the second and third years prior to the start of a new block and the 40-day enrollment-count numbers just prior to the start of a new block, are utilized to determine the enrollment figure for each school. Each classification of schools is then organized into districts, when applicable, in order to conduct interscholastic sports. When establishing classifications/districts, procedures and criteria established by the Board are followed. (Section IV)

**E. HOW THE PROGRAM OF THE NMAA IS ADMINISTERED**

The Board is composed of thirteen voting members who direct the overall business of the NMAA (Section II). They are elected for three (3) year terms or are appointed as follows:

- Two superintendents/private school chief executive officers or headmasters are elected from each geographical region (A, B, C, D) of the NMAA alignment of schools. Four of these individuals are elected to represent the small schools in each area and four are elected to represent the large schools.
- Two appointed members, one from each of the two public school districts with the largest K-12 student enrollment in the state, are affirmed annually at the January Board of Directors meeting.
- One member appointed by the State School Boards Association for a one-year term and affirmed by the Board annually at its January meeting.
- One member serves as an at-large representative and is appointed for a three-year term by the NMAA Board President and is affirmed by the Board at its next January meeting.

- The Chairperson of the Commission serves as a member of the Board and is affirmed annually at the January Board of Directors meeting.

The Commission is responsible for the oversight of sanctioned athletics/activities statewide, subject to the authorization granted by the Board. The Commission advises and recommends changes or amendments to NMAA policies, rules, regulations, and operating procedures. Its' membership is composed of sixteen voting members who are elected or appointed as follows:

- One member is elected from each area of the NMAA alignment of small schools.
- One member is elected from each area of the NMAA alignment of large schools.
- One member is elected from the non-public schools of the Association.
- One member is appointed by the National Association of Secondary School Principals, New Mexico Division.
- One member is appointed by the State High School Athletic Directors Association.
- One member is appointed by the New Mexico State High School Coaches Association.
- One member is appointed by the NMAA Activities Council.
- One member is appointed by the State Officials Association.
- One member is appointed by the State School Boards Association.
- One member is appointed by the Junior High/Middle School Committee.

The Activities Council, Bylaws Committee, and Sports Specific Committees are responsible for evaluating NMAA rules, regulations and procedures, providing input, and making recommendations involving their area to the Commission.

#### **F. HOW THE NMAA IS FINANCED**

Member dues, tournament revenues, and corporate sponsorships make up the revenue base of the NMAA. (Section V)

Financial reports of the Association are audited yearly by a Certified Public Accountant. Copies of the audited financial statements are provided to the State Education Agency.

#### **G. HOW THE NMAA KEEPS THE SCHOOLS AND STATEWIDE COMMUNITY INFORMED**

The NMAA has mandated that all member schools submit roster information for varsity and sub-varsity (if applicable) athletic teams. The mandate also includes the submission of schedules, scores and team photos for all varsity athletic teams (see 3.9.3).

The NMAA website ([www.nmact.org](http://www.nmact.org)) includes the most up to date information pertaining to interscholastic activities in New Mexico. Users can find information regarding the association, its' member schools, bylaws, and other important information.

#### **H. THE NMAA OFFICE AND STAFF**

The NMAA office is located at 6600 Palomas Avenue NE, Albuquerque, New Mexico 87109. The Board employs the Executive Director who is supported by Associate Directors, Assistant Directors, and various other support staff to assist in the administration of the Association.

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**1.4 REGULATIONS OF THE STATE EDUCATION AGENCY**

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**A. RECOGNIZING THE NEW MEXICO ACTIVITIES ASSOCIATION, MAY 1960**

Resolved that the State Education Agency recognizes the New Mexico Activities Association as the organization to supervise and regulate all activities participated in/on an interschool system basis in elementary and/or secondary schools.

Resolved that beginning with the 1961-62 school year all interscholastic activities be part of the New Mexico Activities Association and subject to its supervision and regulation on the basis of such regulatory measures as may be devised by the NMAA. Membership in the New Mexico Activities Association is optional for schools which operate interscholastic activities solely within their own system.

Resolved that the State Education Agency be officially represented at all New Mexico Activities Association meetings by the Director of Secondary Education or his/her designated representative.

**B. REGULATION NO. 76-6: GOVERNING PARTICIPATION IN INTERSCHOLASTIC SPORTS**

No officer, agent, or employee of any school subject to the jurisdiction of this Board shall subject any person to discrimination based on sex in any interscholastic sport.

**C. REGULATION NO. 77-6: GOVERNING THE TRANSPORTATION OF SCHOOL CHILDREN PARTICIPATING IN SCHOOL SPONSORED ACTIVITIES**

The purpose of this regulation is to provide for the safety and welfare of any students participating in school sponsored activities by prescribing the qualifications and periods of on-duty service of those persons who operate motor vehicles involved in the transportation of such students, to establish vehicle requirements, and to require school districts to adopt local regulations designed to guarantee the health and welfare of such students.

**NOTE:** See compilation of State Education Agency regulations for complete text of 76-6 and 77-6.

**D. REGULATION NO. 95-10: GOVERNING REGULATION - NEW MEXICO ACTIVITIES ASSOCIATION**

1. **AUTHORITY:** This regulation is adopted by the State Education Agency pursuant to Sections 22-2-1 and 22-2-2, NMSA 1978. Revised 11-3-95, 10-15-97, 01-15-99, 12-29-00.

2. **APPLICABILITY:** This regulation governs the process by which rules promulgated by the New Mexico Activities Association are rules considered by the State Education Agency for approval or disapproval pursuant to Section 22-2-2R, NMSA 1978, and the process for the review of decisions made by the governing board or officials of the New Mexico Activities Association pursuant to Section 22-2-2S.

3. **PURPOSE:** Interscholastic activities are an integral and essential component of New Mexico youth and the curricula within New Mexico schools. In order to provide such opportunities for students, their activities must be organized, supervised, and regulated in a fair, open, and consistent manner. Effective programs require that the State Education Agency and the New Mexico Activities Association work in a cooperative and supportive partnership for the benefit of students. The purpose of this regulation is to establish a procedure by which the State Education Agency and the New Mexico Activities Association can accomplish their respective roles in the regulation of interscholastic activities.

4. **REQUIREMENTS:** The following requirements are applicable to the regulation of interscholastic activities by the New Mexico Activities Association:
- a. The New Mexico Activities Association may establish rules for the organization, regulation and enforcement of interscholastic activities for its member schools, subject to the approval or disapproval of said rules by the State Education Agency. The State Education Agency, however, shall have no power or control over the rules or regulations or bylaws governing the administration of the internal organization of the New Mexico Activities Association.
  - b. The rules established by the New Mexico Activities Association for the organization, regulation and enforcement of interscholastic activities shall support equal educational opportunities for every student.
  - c. The New Mexico Activities Association shall establish a process for the proposed adoption or amendment of rules by its member schools. A majority vote of eligible member schools affected by the proposed process shall be required before the proposed process is presented to the State Education Agency for approval or disapproval. The proposed process shall be presented to the State Education Agency no later than its June meeting. The State Education Agency may also promulgate its own regulations governing interscholastic activities in accordance with the provisions of the Public School Code.
  - d. The New Mexico Activities Association shall compile all existing rules having been voted upon by the affected member schools and submit them to the State Education Agency for approval or disapproval. All newly proposed rules or amendments to existing rules shall thereafter be submitted to the State Education Agency for approval or disapproval. If the State Education Agency disapproves a proposed rule(s) or amendment to an existing rule, the State Education Agency, or its designee(s), will consult with the New Mexico Activities Association regarding potential alternatives.
  - e. The New Mexico Activities Association shall provide the State Education Agency with an annual budget and financial audit.

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## 1.5 THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS (NFHS)

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The National Federation is an organization of the fifty autonomous state high school athletic and/or activities associations and the association of the District of Columbia. Additionally, the nine interscholastic associations from the Canadian Provinces of Alberta, British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, Quebec, Prince Edward Island, and Saskatchewan are affiliated with the National Federation as are the associations of St. Croix and St. Thomas-St. John.

Collectively, the associations through their common commitment to high school athletic/activities form the National Federation. These organizations have established the National Federation as a means of maintaining cooperative, reciprocal relationships among all of the member associations. As the mechanism for maintaining these relationships, the National Federation provides a common forum for administering high school activities, through a democratic governance process, by all who direct these programs.

Through its national office, the National Federation has established an administrative entity to coordinate and support the functions of the organization. The administrative office is a conveyor of a large number of meetings and committees for the promulgation of rules, publisher of extensive media materials to support the operation of the organization, and is a resource for and a repository of information/data for high school activities programs.

As stipulated in the National Federation Constitution, the National Council is the legislative body of the organization which annually elects a specified number of members to staggered terms on the Board of

Directors, the administrative entity which conducts the business and day-to-day operations of the organization through the director and administrative staff.

The National Federation is committed to diversity and inclusiveness in the administration of the organization. This commitment is achieved by providing opportunity for any National Council member to serve on the Board of Directors.

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## 1.6 CODE OF ETHICS FOR SCHOOL PERSONNEL

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The following are professional and ethical standards which school employees or contractors associated with interscholastic activities are expected to follow while performing their roles. Failure to adhere to the following standards may subject that school/employee to disciplinary action. (PED State Statutes 6.60.9.8)

We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, encouragement of scholarship, and promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code:

- Commitment to the Student
- Commitment to the Community
- Commitment to the Profession
- Commitment to the Professional Employment Practices

Conduct that berates, intimidates, or threatens, has no place in interscholastic activities. Member schools and school district personnel who choose to act in this manner will be subject to penalty as determined by their local school district in conjunction with the approval of the Executive Director.

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## 1.7 NMAA SPORTSMANSHIP INITIATIVE – “COMPETE WITH CLASS”

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**1.7.1 Purpose.** The NMAA Sportsmanship Program – “Compete with Class” was developed through a collaboration process involving athletic directors, coaches and school administrators (NMAA Sportsmanship Committee), and input from student and adult communities. “Class” was a concept repeatedly mentioned, especially from students, and refers to the personal qualities encompassed in the core values of respect, integrity and responsibility. “Compete” describes the competitive and performing events that provide the settings for learning and demonstrating sportsmanship in education-based athletics and activities.

**1.7.2 Sportsmanship.** The act of treating others in a respectful manner; taking personal responsibility for ones actions and responding with integrity while engaged in competition.

- A. Sportsmanship Fundamentals**
- Know the rules of the game and follow them
  - Recognize good play by both teams
  - Respect your opponents—coaches, players, spectators
  - Respect contest officials and their decisions
  - Represent yourself, family, school and community in a positive manner
  - Take full accountability for your part in the sportsmanship process, based on the roles described in 1.7.4

### **1.7.3 Core Values**

The core values of “Compete with Class” to be learned, valued, and demonstrated in education-based athletics and activities are:

- Respect
- Integrity
- Responsibility

### **1.7.4 Role of the Individual in “Compete with Class”**

“Stay in Your Lane”-- All individuals (administrators, coaches, student participants, officials, parents, fans) are expected to: a) conduct oneself in a manner which reflects the program’s core values and b) hold themselves and other participants accountable for actions that do not reflect the core values. For education-based athletics and activities to function successfully each participant must understand and fulfill their role, without crossing into the roles of others. In other words.... “stay in your lane.”

The participants in the education-based interscholastic athletic/activity process and their essential roles are as follows:

- A.** NMAA—Develop and present the sportsmanship curriculum to all participants in the education-based interscholastic athletic/activities program and provide resources to schools for implementation. Recognize and reward those institutions and individuals who embrace and demonstrate the core values of “Compete with Class.”
- B.** School Administration—Embrace the concept of “top-down” leadership by being actively engaged in the “Compete with Class” sportsmanship initiative and ensuring that it is fully integrated into all aspects of the school interscholastic program.
- C.** Athletic Directors—Accept primary responsibility for the implementation of “Compete with Class.” Demonstrate leadership of the program with coaches, student participants, parents, fans and officials. (See also NMAA Handbook Sections 3.9.4 Pre-Season Meetings; 7.7.2 Ejection Policy; 7.7.3 and 7.7.4 Contest Behavior)
- D.** Coaches— Acknowledge that you are the primary standard-bearer of the sportsmanship program message to the student participants. The focal point of the coach must be that of the values and personal growth of the student participants.
- E.** Student Participants—The primary focal point and beneficiaries of the “Compete with Class” sportsmanship initiative. The contribution of the student participants to the process highlights the important life lesson that with privilege come’s responsibility.
- F.** Parents—Key perspective is as the student participants primary caregiver. Parents must have a “big picture” perspective when it comes to the personal development of their son or daughter. Athletics and activities are an extension of the classroom. Lessons learned as a result of the privilege of participation will last a lifetime.
- G.** Fans/Spectators—Must adopt an education-based perspective with respect to the school’s interscholastic program and its impact on the community as a whole.
- H.** Officials—An integral part of the “Compete with Class” program. Competition does not take place without the official, whose primary role is to enforce the rules of the contest in a fair and equitable manner. Officials must adopt a “level playing field perspective” in the conduct of their role.

### 1.7.5 “Compete with Class” Curriculum

Working in concert with administrators, coaches and student participants, the NMAA will develop and implement a curriculum for schools in the education-based interscholastic program to utilize, as follows:

- A. Key Definitions/Concepts - The program will focus on the following key elements
  - Sportsmanship Defined
  - Core Values (Respect, Integrity, Responsibility)
  - Program slogan – “Compete with Class”
  - Roles (administrators, coach, student participant, parent, fan, official)
- B. Resources - The NMAA will provide the following materials and resources to schools and participants including but not limited to:
  - “Compete with Class” Banners, Posters, Lanyards etc.
  - In-Person educational seminars
  - “Compete with Class” DVD
  - PSA’s for use during athletic events
  - Sportsmanship Certificates
- C. Various other resource materials covering such topics as:
  - The core values of “Compete with Class” (respect, integrity, responsibility)
  - “Stay in your lane” – Roles reminders
  - Respect for officials/authority
  - Value of competition in athletics and activities
  - Gamesmanship vs. Sportsmanship
  - Education-based athletics and activities

**1.7.6 Ejection Policy/Sanctions.** Participants (Coaches, athletes, parent/fan, officials) who fail to uphold the core values of “Compete with Class” will be subject to consequences as outlined in section 7.7.2 of the NMAA Handbook (See also 7.7.4).

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## 1.8 UNDUE INFLUENCE

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### 1.8.1 Undue Influence of a Student

An “impermissible benefit” is any arrangement, assistance or benefit that is not offered or generally made available to all students and/or their families who apply to or attend a school, or that otherwise is prohibited by NMAA rules.

Providing an impermissible benefit to a prospective student-athlete and/or family member by school employees, athletic department staff members or representatives of a school’s athletic interests, to secure or encourage the attendance of that student for athletic purposes constitutes undue influence, resulting in ineligibility for all high school athletic participation for 180 school days/365 calendar days.

If a coach is directly associated with undue influence, the member school will be fined \$2,500/\$5,000 (See 7.4.6).

Specifically prohibited arrangements, assistance or benefits include, but are not limited to, the following: (See also 6.1.3, 7.4.4)

- A. School-based financial assistance of any kind that exceeds the amount for which a student has been approved by an independent financial needs assessment or otherwise is in excess of any supplemental assistance provided by a school to each and every student who qualifies for financial assistance.



- B.** Cash or like items, such as credit cards, debit cards, gift cards, gift certificates, coupons or vouchers.
- C.** Gift of clothing, equipment, merchandise, or other tangible items.
- D.** Payment for any work or service that is not performed or that is in excess of the amount normally paid for such work or service.
- E.** Free or reduced-cost transportation.
- F.** Living on a full- or part-time basis, regardless of whether rent is paid, with any school employee, athletic department staff member, representative of the school's athletic interests, unless legal guardianship appointed by a court of competent jurisdiction has been obtained (See also 6.8.2 Foreign Students).
- G.** Free or reduced-cost rent for housing, vehicles, or other items.
- H.** Full or partial payment of moving expenses or assistance of any kind with an actual physical move.
- I.** Employment or assistance in securing employment or contractual arrangement of any kind for which compensation may be paid.
- J.** Free or reduced costs to attend a sport or skills camp.
- K.** Any other form of arrangement, assistance, discount, or benefit that is not generally available to other students in the school or their families or that is based in any way on athletic ability.