

SECTION III

STRUCTURE (BYLAWS)

3.1 NMAA GOVERNANCE STRUCTURE

NMAA Small School Governance Structure

Classes A & 2A

Each Area Elects a Member to the Commission and the Board of Directors on a 3-Year Rotation

Area A	Area B	Area C	Area D
Cimarron	Dora	Alamo-Navajo	Capitan
Clayton	Elida	Animas	Carrizozo
Coronado	Estancia	Cliff	Cloudcroft
Des Moines	Evangel Christian	Laguna Acoma	Clovis Christian
Dulce	Floyd	Lordsburg	Corona
Escalante	Fort Sumner	Magdalena	Eunice
Jemez Valley	Grady	Navajo Pine	Gateway Christian
Maxwell	House	Northwest	Hagerman
McCurdy	Legacy Academy	Pine Hill	Hondo
Mesa Vista	Logan	Quemado	Jal
Monte del Sol	Melrose	Ramah	Lake Arthur
Mora	Menaul	Rehoboth	Loving
Moreno Valley	N.A.C.A	Reserve	Mescalero
Mosquero	Oak Grove Classical	To'Hajiilee	Mesilla Valley
NMSD	San Jon	Tse'Yi'Gai	Mountainair
Pecos	Santa Rosa		Tatum
Peñasco	Texico	15	
Questa	Tucumcari		16
Raton	Vaughn		
Roy			
Springer	19		
Tierra Encantada			
Wagon Mound			
Walatowa			

24

Area A:	24
Area B:	19
Area C:	15
Area D:	16
Total	74

Total Schools	
Small Schools:	74
Large Schools	82
Total	156

NMAA Large School Governance Structure

Classes 3A, 4A & 5A

Each Area elects a member to the Commission on a 3-year rotation.

Each Area, excluding APS and Las Cruces as they have automatic representation, elects a member to the Board of Directors on a 3-year rotation.

Area A	Area B	Area C	Area D
Atrisco Heritage	Artesia	Alamogordo	Acad. for Tech/Classics
Albuquerque High	Carlsbad	Centennial	Albuq. Academy
Aztec	Clovis	Chaparral	Belen
Bloomfield	Dexter	Cobre	Bernalillo
Bosque	Goddard	Deming	Capital
Cibola	Hobbs	Gadsden	Cottonwood Classical
Cleveland	Lovington	Hatch Valley	Del Norte
Crownpoint	NMMI	Hot Springs	East Mountain
Cuba	Portales	Las Cruces	Eldorado
Farmington	Roswell	Mayfield	Española Valley
Gallup		Organ Mountain	Highland
Grants	10	Ruidoso	Hope Christian
Kirtland Central		Santa Teresa	La Cueva
Miyamura		Silver	Los Alamos
Navajo Prep		Socorro	Los Lunas
Newcomb		Tularosa	Manzano
Piedra Vista			Moriarty
Rio Grande		16 (4)	Pojoaque
Rio Rancho			Robertson
Sandia Prep			Sandia
Shiprock			Santa Fe
St. Pius X			Santa Fe Indian
Thoreau			Santa Fe Prep
Tohatchi			St. Michael's
Valley			Taos
Volcano Vista			Valencia
West Mesa			West Las Vegas
Wingate			
Zuni			
29 (7)			27 (7)

Area A:	29
Area B:	10
Area C:	16
Area D:	27
Total	82

Total Schools	
Small Schools:	74
Large Schools	82
Total	156

3.2 STATEWIDE STANDING COMMISSION/COUNCILS/COMMITTEES

The Association has established four major statewide standing bodies through which specific issues are discussed. They are the Commission, Activities Council, Junior High/Middle School Committee, and Sports Specific Committees.

3.2.1 Commission

A. Purpose and Authority

The Commission is responsible for making recommendations to the Board pertaining to Association policies, rules, regulations, and operating procedures.

B. Qualifications, Term of Office, and Vacancies

Commission members must be employed by a member school district in good standing or be an elected member of a member school board or board of directors. This membership may include district associates and/or assistants, athletic or activity directors, or school principals/headmasters or principal/headmaster associates and/or assistants. In order to serve on the Commission, a person must be serving in an administrative capacity in the member state organization represented (School Boards Association, Athletic Directors Association, High School Coaches Association, and Officials Association).

1. **Terms:** Commission members are eligible for an unlimited number of consecutive terms provided that all other Commission qualifications are satisfactorily met. The term of office commences on January 1st.
2. **Vacancies:** The Commission Chairperson, with the concurrent approval of a majority of members, shall fill, by appointment, any vacancy which occurs on the Commission. Such appointed Commission members serve until a successor is elected to fill the unexpired term.
3. **Service on Commission and Board:** With the exception of the Chairperson, members of the Commission are not eligible to serve concurrently on the Board. With the exception of the Activities Council representative to the Commission, members of the Commission are not eligible to serve concurrently on the Activities Council.

C. Composition

The Commission consists of sixteen (16) members as follows:

1. Four (4) members from the Small Schools, with one representative elected from each geographical area of the Alignment of Member Schools.
2. Four (4) members from the Large Schools, with one representative elected from each geographical area of the Alignment of Member Schools.
3. One (1) member elected from the Non-Public School membership.
4. One (1) member appointed by the National Association of Secondary School Principals, New Mexico Division.
5. One (1) member appointed by the State School Boards Association.
6. One (1) member appointed by the State Athletic Directors Association.

7. One (1) member appointed by the State Coaches Association.
8. One (1) member appointed by the State Officials Association.
9. One (1) member appointed by the Activities Council.
10. Chairperson (1) of the Junior / Mid High School Committee.

The eight Small School and Large School members and the non-public school member shall be elected on a term rotation basis. The terms of elected members are three years. One-third of the elected Commission members are elected each year. The presidents and/or the Board of Directors of the respective associations shall determine the selection of their representative on the Commission.

D. Governance Structure

1. Chairperson

- a. **Election:** The Chairperson is elected from the Commission membership to serve two consecutive years. The nominating process involves receiving nominations from the floor during the first Commission meeting after July 1st in a given Commission office election year. Election of the Chairperson is completed through a one person/one vote process of the majority of Commission members present.
- b. **Term of Office:** The elected Chairperson assumes the duties of the office immediately upon election by the Commission members.
- c. **Duties and Responsibilities:** The elected Chairperson reports directly to the President of the Board. The Chairperson of the Commission presides at meetings and schedules special meetings. With the assistance from the Director, the Chairperson prepares agendas, expedites Commission business, and performs other duties delegated by the Board.

2. Vice-Chairperson

- a. **Election:** A Vice-Chairperson is elected from the Commission membership to serve two consecutive years. The nominating process involves receiving nominations from the floor during the first Commission meeting after July 1st in a given Commission office election year. Election of the Vice-Chairperson is completed through a one person/one vote process of the majority of members present.
- b. **Term of Office:** The elected Vice-Chairperson assumes the duties of the office immediately upon election by the Commission members.
- c. **Duties and Responsibilities:** The Vice-Chairperson performs the executive duties in the absence of the Chairperson and other duties as may be delegated by the Board of Directors.

E. Voting

Decisions are made by a majority of members voting. A quorum is constituted by individual members representing a majority of the Commission and as such may make decisions and transact business at any meeting.

F. Meetings

1. Meeting Schedule

Meetings are held on a regularly scheduled basis through a published calendar to the member schools/districts to facilitate the work of the Association as representatives of its member school districts. The Commission meets a minimum of four times during each school year.

2. Special Meetings

The Commission Chairperson, upon consultation with the Board President, may call a special meeting to address an immediate need of the Association. An announcement of the special meeting is communicated to the member schools/districts fourteen (14) calendar days prior to the actual meeting date. An agenda is published with the special meeting notice.

3.2.2 Activities Council

A. Purpose: To represent the Activities components within the NMAA. The Committee will review, evaluate and counsel on all areas of activities as well as provide input and recommendations to the Executive Director and Commission relating to extracurricular and co-curricular activities.

B. Committee Composition

The Activities Council membership consists of individuals representing each of the organizations identified below and approved by the Director. Each organization has one representative to the Council.

Note: In the event sanctioned organizations exceed twenty-five (25), the NMAA may cluster organizations according to type for Council membership purposes.

C. Activity Organization Representatives

1. Member Activity Organizations

Each of the following organizations has one voting member; Athletic Training Challenge Bowling, Business Professionals of America, Chess, Choir, Concert Band, DECA, Educators Rising, English Expo, ESports, FCCLA, FFA, HOSA, JROTC, Marching Band, Mock Trial, One-Act Production, Scholastic Publications, Science Fair/Olympiad, Skills USA, Speech/Debate, Student Council, and TSA.

2. Selection

Representatives to the Council from each identified organization shall be selected by the respective organization prior to August 1.

Member organization selection will be identified by the member organization through a process of its choice. New terms begin September 1.

An individual elected to the Council may not concurrently serve on the Commission or Board, other than what is provided in the Constitution/Bylaws.

3. Term of Office

Representatives of the member organizations are elected for a two-year term and may be re-elected.

D. Governance Structure

1. Chairperson

a. Election

A Chairperson is elected from the membership of the Activities Council for a two year term in each even numbered year; re-election is permissible. The elected Chairperson assumes the duties of the office immediately upon election by the Council members.

b. Duties and Responsibilities

The Chairperson of the Council presides at meetings and schedules special meetings. The Chairperson, with the assistance from the Director and staff, prepares agendas, expedites Council business, and performs other duties delegated by the Commission. Documents are to be processed, distributed, and maintained in the NMAA office.

2. Chairperson-Elect

a. Election

A Chairperson-Elect is elected from the Council membership to serve a two-year term staggered with that of the Chairperson; re-election is permissible. The Chairperson-Elect assumes the duties of the office immediately upon election by members.

b. Duties and Responsibilities

The Chairperson-Elect performs the executive duties in the absence of the Chairperson and other duties as may be delegated by the Chairperson of the Commission.

3. Voting

Decisions are made by a majority of the Council members voting. A quorum is constituted by a majority of individual Council members present representing a majority and as such may make decisions and transact business at any Activities Council meeting. Decisions and business transactions of the Council are completed through a one-person/one-vote process of the majority of the Council present.

E. Regular Meetings

Meetings are held on a regularly scheduled basis through a calendar published to the member schools to facilitate the work of the Association. The number of meetings is determined by the Council, not exceeding two per year. The first meeting is held during the fall of each school year, while the second meeting is held in the winter of the same school year.

F. Special Meetings

The Council Chairperson, upon consultation with the Commission Chairperson, may call a special meeting to address an immediate need of the Council.

G. Ad Hoc Committee Procedures

The Council may establish ad hoc committees, which may be used to review, evaluate, and receive counsel on areas of activities. These committees have a specific title and set of performance goals. Membership of the committee is based on criteria to accomplish the set of performance goals of the committee. A specific time table will be implemented for task completion, and upon completion of the set of performance goals, the ad hoc committee will be dissolved.

3.2.3 NMAA Sport Specific Committees – Administrative Policy

A. Purpose

1. To consider issues that are brought to it and to appropriately refer those issues along with recommendations for resolution through appropriate channels (i.e. state tournament manager, NMAA staff, NMAA Commission, NFHS, etc.).
2. To communicate with schools and represented associations regarding meetings, recommendations, and resolutions (NMAA website, etc.).

B. Committee Membership

1. NMHSCA – one representing each classification and gender; an at large representative may be added for regional or diversity representation.
2. NMADA – two representatives, not from the same region.
3. * NMOA – one representative.
4. NMATA – one representative (optional as deemed appropriate).
5. NMAA staff – one member to chair and facilitate.
6. NMHSCA, NMADA, NMATA representatives are appointed by respective association president, NMAA staff by Executive Director.
7. NMHSCA, NMADA, NMATA representative are appointed to a 4 year term.
8. Representatives may be dropped from the committee following 2 consecutive unexcused absences from committee meetings.
9. Appointments shall be made with consideration for total committee makeup (diversity and regional representation).

Note: * The NMOA representative will serve a 2-year term and will be the chairperson of each NMOA Sports Committee. The 2-year term coincides with his/her term limit on the NMOA Executive Board.

C. Meetings

1. Committees shall meet a minimum of once yearly following that respective sport's state championship, but before August 1st of the next school year.
2. No travel expenses are to be paid by the NMAA or the respective represented associations.

3.2.4 Junior High/Middle School Committee

- A. Purpose:** To represent the Junior High/Middle School division of the NMAA; to consider the total programs of the Junior High/Middle School level; and to give input to the Bylaws Committee and/or Commission. Recommendations for referenda relating to this division may also be made to the Director.
- B. Committee Composition:** The statewide committee is composed of ten representatives, two from each of the identified regions. Eligibility is limited to employees of member schools in good standing serving in an administrative capacity.
- C. Representatives** are appointed by the Director.
- D. Chairperson:** The Chairperson is appointed by the Director.
- E. Meetings:** The committee meets twice a year at a time and place determined by the Director.
- F. Voting:** Decisions are made by a majority vote of those voting. Members have one vote each.

3.3 REQUIREMENTS FOR COACHES, SPONSORS AND ADVISORS

3.3.1 Coaching Requirements

A. Licensure

Coaches must have a coaching license issued by the State Education Agency and be an employee or have a contractual relationship with that particular school/district (this applies to both voluntary and paid individuals. In order for an athletic competition to take place, an individual or individuals who meet the aforementioned criteria must be present at all times.

B. Educational Courses

Coaches must complete the Bullying, Hazing, & Inappropriate Behaviors and Protecting Students from Abuse Courses which are offered through the National Federation of State High School Associations' Coaches Education Learning Center (NFHSlearn.com). It is the responsibility of the school district to ensure that each coach has this certification, which is current for two (2) years from the date of completion. This requirement is for ALL middle school / junior high and high school coaches.

***NOTE** – Coaches that are employees of the school/school district and receive training in these areas (Bullying/Hazing & Protecting Students) directly from the school/school district through another program do not need to complete the NFHS Courses. Schools must ensure, however, that accurate records for training outside of the NFHS Courses be documented and take place by coaches a minimum of every two years. Contract coaches must still complete the two NFHS Courses listed above.

3.3.2 Activity Advisor Requirements

Local Activity Advisors for a member organization must be an employee or have a contractual relationship with that particular school/district. In order for an activity competition to take place, an individual or individuals who meet the aforementioned criteria must be present at all times.

3.4 FIVE YEAR CALENDAR OF WEEKS

NMAA events are scheduled by week number. This table provides a five-year schedule of those numbered weeks.

NOTE: Week #1 always includes July 1.

<u>Week</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>
1	Jun 30-Jul 6	Jun 29-Jul 5	Jun 28-Jul 4	Jun 27-Jul 3	Jun 25-July 1
2	Jul 7-13	Jul 6-12	Jul 5-11	Jul 4-10	Jul 2-8
3	Jul 14-20	Jul 13-19	Jul 12-18	Jul 11-17	Jul 9-15
4	Jul 21-27	Jul 20-26	Jul 19-25	Jul 18-24	Jul 16-31
5	Jul 28-Aug 3	Jul 27-Aug 2	Jul 26-Aug 1	Jul 25-31	Jul 23-29
6	Aug 4-10	Aug 3-9	Aug 2-8	Aug 1-7	Jul 30-Aug 5
7	Aug 11-17	Aug 10-16	Aug 9-15	Aug 8-14	Aug 6-12
8	Aug 18-24	Aug 17-23	Aug 16-22	Aug 15-21	Aug 13-19
9	Aug 25-31	Aug 24-30	Aug 23-29	Aug 22-28	Aug 20-26
10	Sep 1-7	Aug 31-Sep 6	Aug 30-Sep 5	Aug 29-Sep 4	Aug 27-Sep 2
11	Sep 8-14	Sep 7-13	Sep 6-12	Sep 5-11	Sep 3-9
12	Sep 15-21	Sep 14-20	Sep 13-19	Sep 12-18	Sep 10-16
13	Sep 22-28	Sep 21-27	Sep 20-26	Sep 19-25	Sep 17-23
14	Sep 29-Oct 5	Sep 28-Oct 4	Sep 27-Oct 3	Sep 26-Oct 2	Sep 24-30
15	Oct 6-12	Oct 5-11	Oct 4-10	Oct 3-9	Oct 1-7
16	Oct 13-19	Oct 12-18	Oct 11-17	Oct 10-16	Oct 2-14
17	Oct 20-26	Oct 19-25	Oct 18-24	Oct 17-23	Oct 15-21
18	Oct 27-Nov 2	Oct 26-Nov 1	Oct 25-31	Oct 24-30	Oct 22-28
19	Nov 3-9	Nov 2-8	Nov 1-7	Oct 31-Nov 6	Oct 29-Nov 4
20	Nov 10-16	Nov 9-15	Nov 8-14	Nov 7-13	Nov 5-11
21	Nov 17-23	Nov 16-22	Nov 15-21	Nov 14-20	Nov 12-18
22	Nov 24-30	Nov 23-29	Nov 22-28	Nov 21-27	Nov 19-25
23	Dec 1-7	Nov 30-Dec 6	Nov 29-Dec 8	Nov 28-Dec 4	Nov 26-Dec 2
24	Dec 8-14	Dec 7-13	Dec 6-12	Dec 5-11	Dec 3-9
25	Dec 15-21	Dec 14-20	Dec 13-19	Dec 12-18	Dec 10-16
26	Dec 22-28	Dec 21-27	Dec 20-26	Dec 19-25	Dec 17-23
27	Dec 29-Jan 4	Dec 28-Jan 3	Dec 27-Jan 2	Dec 26-Jan 1	Dec 24-30
28	Jan 5-11	Jan 4-10	Jan 3-9	Jan 2-8	Dec 31-Jan 6
29	Jan 12-18	Jan 11-17	Jan 10-16	Jan 9-15	Jan 7-13
30	Jan 19-25	Jan 18-24	Jan 17-23	Jan 16-22	Jan 14-20
31	Jan 26-Feb 1	Jan 25-31	Jan 24-30	Jan 23-29	Jan 21-27
32	Feb 2-8	Feb 1-7	Jan. 31 - Feb 6	Jan 30-Feb 5	Jan 28-Feb 3
33	Feb 9-15	Feb 8-14	Feb 7-13	Feb 6-12	Feb 4-10
34	Feb 16-22	Feb 15-21	Feb 14-20	Feb 13-19	Feb 5-17
35	Feb 23-Mar 1	Feb 22-28	Feb 21-27	Feb 20-26	Feb 18-24
36	Mar 2-8	Mar 1-7	Feb. 28 – Mar. 6	Feb 27-Mar 4	Feb 25-Mar 3
37	Mar 9-15	Mar 8-14	Mar 7-13	Mar 5-11	Mar 4-10
38	Mar 16-22	Mar 15-21	Mar 14-20	Mar 12-18	Mar 11-17
39	Mar 23-29	Mar 22-28	Mar 21-27	Mar 19-25	Mar 18-24
40	Mar 30-Apr 5	Mar 29-Apr 4	Mar 28-Apr 3	Mar 26-Apr 1	Mar 25-31
41	Apr 6-12	Apr 5-11	Apr 4-10	Apr 2-8	Apr 1-7
42	Apr 13-19	Apr 12-18	Apr 11-17	Apr 9-15	Apr 8-14
43	Apr 20-26	Apr 19-25	Apr 18-24	Apr 16-22	Apr 15-21
44	Apr 27-May 3	Apr 26-May 2	Apr 25-May 1	Apr 23-29	Apr 22-28
45	May 4-10	May 3-9	May 2-8	Apr 30-May 6	Apr 29-May 5
46	May 11-17	May 10-16	May 9-15	May 7-13	May 6-12
47	May 18-24	May 17-23	May 16-22	May 14-20	May 13-19
48	May 25-31	May 24-30	May 23-29	May 21-27	May 20-26
49	Jun 1-7	May 31-Jun 6	May 30-Jun 5	May 28-June 3	May 27-Jun 2
50	Jun 8-14	Jun 7-13	May 30-Jun 5	Jun 4-10	Jun 3-9
51	Jun 15-21	Jun 14-20	Jun 13-19	Jun 11-17	Jun 10-16
52	Jun 22-28	Jun 21-27	Jun 20-26	Jun 18-24	Jun 17-23
53					June 24-30

3.5 CALENDAR OF MAJOR EVENTS BY WEEK

WEEK	EVENT
1	<i>no events</i>
2	<i>no events</i>
3	<i>no events</i>
4	<i>no events</i>
5	NMAA Athletic Directors Meeting
5	NMHSCA Coaches Clinic
5	NMADA General and Board Meeting
5	NMAA Athletic Director Online Back to School Clinic
5/6	Fall Rules Clinics
6	Hardship Petition Review
6	Football Practice Begins
6	NMOA Basketball Referee Educational Forum
6	Rookie Athletic Directors' Meeting #1
7	Fall Sports Practice Begins
7	Middle School Football Start Date
8	First week for High School Football Games
8	Rookie Athletic Directors' Meeting #2
9	Hardship Petition Review
9	NMAA Commission Meeting
9/10	Fall Sports Information Due Online – Sept. 1
10	Golf Competition Begins
10	NMAA Distinguished Service Award Nominations Due
11	NMAA Board of Directors Meeting
11	NMAA Activities Council Meeting
12	NFHS Section VI Meeting
12	NMAA Submission Deadline (Membership Contract & Fees)
13	Hardship Petition Review
13	NMAA Hall of Fame Nominations Due
14	NMAA/NMADA Fall Conference (NMAA Annual Meeting)
15	<i>no events</i>
16	Jr. High/Middle School Wrestling/Basketball Practice Begins (if split seasons)
16	Hardship Petition Review
16	Mandatory Spirit Rules Clinic
17	Swimming and Diving Qualifying Meet Submission Deadline
17	State Marching Band
18	6-Man & 8-Man Football Brackets Released
18	State Soccer Brackets Released
18	Cross Country District Meets

WEEK	EVENT
18	State Soccer First Round & Quarterfinals
18/19	Winter Rules Clinics
18	6-Man Quarterfinals & 8-Man 1st Round
18	2A-6A Football Brackets Released
19	Cross Country Entries Due
19	Cross Country State Championships
19	State Soccer Semifinals & Championships
19	Spirit / Swimming & Diving Competition Begins
19	Wrestling Practice Begins
19	Jr. High/Middle School Wrestling/Basketball Practice Begins (see week 16 if split season)
19	2A-6A State Football 1st Round
19	6-Man Football Semifinals
19	8-Man Football Quarterfinals
20	Hardship Petition Review
20	State Volleyball Brackets Released
20	State Volleyball Championships
20	Golf Fall Season Ends
20	2A-6A Football Quarterfinals
20	8-Man Football Semifinals
20	6-Man Football Championship
21	Basketball Practice Begins
21	2A-6A Football Semifinals
21	8-Man Football Championship
21	NMAA Commission Meeting
22	2A-6A Football Championships
22/23	Winter Sports Information Due Online – Dec. 1
23	NMAA Board of Directors Meeting
24	Hardship Petition Review
25	<i>no events</i>
26	<i>no events</i>
27	<i>no events</i>
29	Hardship Petition Review
30	Track and Field Qualifying Meet Submission Deadline
30	Scholastic Publications
30	Esports Start Date
31/32	Spring Rules Clinics
32	NMAA Foundation Scholarship Applications Deadline
32	Baseball and Softball Practice Begins

WEEK	EVENT
32	NMAA Commission Meeting
32	Girls Wrestling Regional Tournaments
33	Hardship Petition Review
33	Boys Wrestling Regional Tournaments
33	NMASC Annual State Conference
33	Tennis and Golf Competition Begins
33	Track & Field Practice Begins
33	State Bowling Championships
34	NMAA Board of Directors' Meeting
34	Wrestling Brackets Released
34	State Swimming & Diving Entries Due
34	State Swimming & Diving Championships
34	State Wrestling Championships
34	State Spirit Registrations Due
35	Basketball District Tournaments
36	NMAA Foundation Annual Board Meeting
36	State Basketball Brackets Released- All Classes
36	Basketball 1st Round- All Classes
36	Hardship Petition Review
36	Spring Sports Information Due Online – Mar. 1
37	NMADA General Meeting
37	State Basketball Championships
37	NMAA Hall of Fame and Reunion Banquet
38	State Spirit Championships
41	Hardship Review
42	State Choir
42	State Powerlifting
42	Tennis Rosters Due
43	State Concert Band/Middle Concert Band
43/44	State Esports Championships
44	Athletic Trainers Challenge
44	Tennis District Tournaments
44	Track & Field District Meets (A-3A)
45	State Tennis Seeding
45	State Baseball Brackets Released (1A-5A)
45	State Softball Brackets Released (4A-5A)
45	Track and Field Entries Deadline (A-3A)
45	Track and Field District Meets (4A-5A)

WEEK	EVENT
45	State Tennis Individual and Team Championships
45	State Track and Field Championships (A-3A)
45	State Golf Tournament Entries Due
45	State Baseball 2A-5A 1 st Round & 1A Quarterfinals
45	State Softball 4A-5A 1 st Round
46	Track and Field Entries Deadline (4A-5A)
46	State A/2A-3A Softball Brackets Released
46	State Baseball Championships (All Classes)
46	State Golf Championships
46	State Softball Championships (All Classes)
46	State Track and Field Championships (4A-5A)
47	NMAA Commission Meeting
48	<i>no events</i>
49	NMAA Board of Directors Retreat/Meeting
50	<i>no events</i>
51	NMAA Foundation Golf Tournament
52	<i>no events</i>

3.6 REPORTS

3.6.1 Master Calendar of Reports

<u>DATE</u>	<u>SPORTS/ITEMS</u>	<u>REQUIREMENT</u>
Aug 15	Fall Sports	Deadline for all head coaches to complete the rules clinic in person or online at www.nmact.org depending on the sport. Failure to comply shall result in a \$100 fine to the school.
Sept 1	Basketball	Officials preferential list and schedules due.
Sept 1	Fall Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
Sept 1	All Schools	Due date for posting Official Voter Declaration
Sept 15	All Schools	Due date for Membership Service Fees/Dues/Activities Assessment (must be postmarked by this date) Due date for Membership Contract Delinquent fees, fines, or other assessments must be paid in order for schools to remain in good standing.

Oct 15	All Schools	Due date for Student-Athlete Health and Safety – Self-Audit
Nov 15	Winter Sports	Deadline for all head coaches to complete the rules clinic in person or online at www.nmact.org depending on the sport. Failure to comply shall result in a \$100 fine to the school.
Dec 1	Winter Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
Feb 15	Spring Sports	Deadline for all head coaches to complete the rules clinic in person or online at www.nmact.org depending on the sport. Failure to comply shall result in a \$100 fine to the school.
Mar 1	Spring Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
May 15	Football	Officials preferential list and schedules due in NMAA office.

3.6.2 Officials Commissioner Reports/Schedules/Contracts

The following reports, as part of the Officials Commissioner System, are due on or before the following dates:

Football Officials Preferential List	May 15
Football Schedules	May 15
Soccer Schedules (<i>Central Region Only</i>)	April 15
Volleyball Schedules (<i>Central Region Only</i>)	April 15
Basketball Officials Preferential List	September 1
Basketball Schedules	September 1
Baseball Schedules (<i>Central Region Only</i>)	December 1
Softball Schedules (<i>Central Region Only</i>)	December 1

3.7 CALENDAR AND SCHEDULING OF ACTIVITIES

3.7.1 Athletics and Activities in Regular Season

A. One-day events must be scheduled on Saturday or other non-school days (all day) or start on or after 3:00 p.m. on school days.

Exception: Golf, due to the unavailability of courses on Saturdays.

B. Multiple day events must include Saturday or other non-school days.

Note: The Director has the authority to set aside this rule when necessary or upon request, when conditions and unusual circumstances warrant the exception.

3.8 CONTESTS AND ACTIVITIES

3.8.1 Within New Mexico

High school and junior high/middle school state-level competitions within New Mexico, both athletic and non-athletic, must be sanctioned by and conducted in accordance with the rules, regulations, procedures, and guidelines of the Association.

3.8.2 Out of State

“Extended Trips” are defined per sport as out-of-state travel to any site over 300 land miles from the nearest border of New Mexico. Each school is limited to one extended trip per varsity team, per academic year for athletics. All such trips shall have prior approval and comply with all applicable National Federation sanctioning procedures. The local school board has discretion on approval of extended trips for activities.

3.8.3 Competition against Suspended School

Member schools shall not participate in activities/athletic events with a school suspended by the Association or any other state association.

3.8.4 Participation with NFHS Member Schools Only

Member schools may only participate in athletic events with a school who is currently a member of an NFHS Association.

3.9 REPORTING

3.9.1 Responsibility

The administrative head of a school or member organization is responsible for timely submission of reporting information as required by the Director and/or the Board. The administrative head of the school is also responsible for ensuring that all high school personnel have a MaxPreps account on the NMAA website inclusive of a valid e-mail address. Varsity schedules, scores, rosters, and team photos must be posted on the NMAA website (using the MaxPreps Login option) in a timely manner during each sport’s season.

3.9.2 Beginning of School Information

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

- School Administration Personnel – Senior High
- Athletic Personnel – Senior High
- Activities Personnel – Senior High
- Official Voter Declaration
- School Address
- School Phone and Fax Numbers

3.9.3 Beginning of Athletic Season Information

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

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

Fall Sports – September 1

Winter Sports – December 1

Spring Sports – March 1

- Complete Roster (all information inclusive of uniform number and grade classification)
- Schedule with updated results
- Sub-Varsity team roster
- Team Photos (no less than 3 weeks prior to state competition)

After the above dates, schools with incomplete information on the NMAA website are subject to a \$250.00 fine per program.

3.9.4 NMAA Mandatory Pre-Season Meetings

Each member school shall conduct a mandatory, pre-season meeting for all student-athletes, parents, booster club officers, and coaches. The pre-season meeting(s) are to be held prior to the fall, winter and spring sports seasons and must be completed prior to the first regular season contest(s). The objectives of this pre-season program are to provide state, school/district, and individual sport student and parent expectations (obligations) for the privilege of education-based athletic participation. This program shall include the following components:

A. General NMAA Information

- Education-based sport experience
- Basic eligibility and coaching guidelines
- Sportsmanship "Compete with Class"
- Health and Safety Standards (Concussion Management, Heat Illness protocols, etc.)

B. General School/District Information

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

C. Individual Sport Information

- Introduction of staff, coaching philosophy
- Informed consent, inherent risk, etc.
- Team regulations, letter policy, etc.
- Practice and game schedules, travel, etc.

3.9.5 NMAA Student-Athlete Health and Safety – Self-Audit

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

3.10 DISTRICT RESPONSIBILITIES – TOURNAMENTS/MEETS/PLAYOFF ADMINISTRATION

3.10.1 District Tournaments and Meets

With the approval of the Executive Director, District Tournaments and Meets are under the direction of the District Chairperson or his/her designee. This includes control of fundraising activities, gate receipts, event personnel and expenses.

3.10.2 District Chairpersons and Handbooks

Each competitive district elects a Chairperson, who publishes a handbook for the conduct and management of sports/events within that district.

3.10.3 Post-Season Event Responsibility

- A. District contests are under the direction of the Director and the Chairperson of the District in which said event is held.
- B. Playoff and/or state games/events/meets/tournaments are under the direction of the Director and the Chairperson of the District (or his/her designee) in which said games/events/meets/tournaments are held. In all respects, financial and otherwise, administrative and event management procedures as well as policies are under the control of the Director.

3.10.4 Reporting

Any person responsible for a state-level contest (football, basketball) must complete and submit an event personnel form for the contest within ten (10) days after the conclusion of that event to the NMAA Finance office.

3.10.5 Late Payments for Invoices and Sports Financial Reports

NMAA member schools with outstanding financial responsibilities, including but not limited to membership fees, payments for invoices, sports financial reports, etc., shall be subject to the following:

- The member school shall be ineligible for post-season play until all financial responsibilities are fully reconciled.
- The Executive Director of the NMAA may also impose a fine of up to \$2500 to the member school.

3.10.6 All District Teams

Districts may select All-District teams, if they desire.

3.10.7 Recognition Policy

The NMAA does not select all-state or all-tournament individuals, teams, player or coach-of-the year, etc., and does not permit such awards to be presented by other organizations/persons at NMAA state events.

3.11 GAME CONTRACTS, GUARANTEES, FORFEITURE FEES

3.11.1 Contracts/Guarantees

Only the administrative head or legally designated school employee may enter into contracts, pay guarantees or officials, or make final arrangements for events.

3.11.2 Contracts

Contracts for regular season contests shall be in writing or email correspondence. The original contract is binding unless nullified by a subsequent contract.

3.11.3 Contest Contracts

A. A school may contract contests with any school subject to the following exceptions:

- A school may not contract or compete against non-members.
- A school may not contract or compete against a school suspended by the Association or any other state association.

B. Schedule Changes

Schedule changes must be completed in a timely fashion. These changes must be communicated to the Regional Assigning Coordinator.

3.11.4 Forfeits

It is recommended that game contracts provide a forfeiture fee to be paid should there be a failure on the part of either party to carry out the written arrangements agreed upon.

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

A. Any school that, without just cause, withdraws its team from a contracted game, or does not pay a forfeiture fee that was due during the same season, may be disciplined or suspended by the Executive Director. Failure of a team to perform for a contracted contest between schools shall constitute a forfeit unless the two schools mutually agree to reschedule the contest.

B. When schools have not included a forfeiture fee in their contract for a regular season event and cannot resolve the failure of one school to fulfill the contract, the Board has established minimum forfeiture fees as follows.

1. **Minimum forfeiture fees:** If not already in the contract, this applies to both regular season games and tournaments.

	<u>Football</u>	<u>Basketball</u>	<u>Other Sports</u>
A, 6-Man, 8-Man	\$1,500	\$1,000	\$500
2A	\$2,000	\$1,500	\$500
3A	\$2,500	\$2,000	\$750
4A	\$3,000	\$3,000	\$1,000
5A	\$4,000	\$4,000	\$1,500
6A	\$4500		

2. The school may be required to appear before the Board to justify its future participation in that sport.
3. Payment of the forfeiture fee does not relieve the school of responsibility to fulfill the spirit of the contract when playing future games with that school.

C. Forfeiture in Playoffs

Upon forfeiture due to violations and/or other circumstances, the team or Student most recently defeated replaces the forfeiting team or Student for the remainder of the tournament series.

3.12 THE OFFICIAL VOTER

3.12.1 Selection

The administrative head of each member school, with local Board of Education approval, appoints the “Official Voter” for the school.

The “Official Voter” is the school's voting representative for all matters pertaining to the business of the NMAA when referendum is required.

3.12.2 Duties of the Official Voter

- A. The Official Voter represents the school in all matters pertaining to the Association.
- B. The school’s ballot is made available through the NMAA web page. The Official Voter and Superintendent vote on matters pertaining to the official business of the Association.
- C. The vote of each school is cast by that school’s Official Voter. The school’s ballot is not “official” unless submitted by the Official Voter and signed by the Superintendent/Headmaster/CEO. Member schools are permitted to vote only on regulations and matters pertaining to the activities in which they participate.