

# 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
Acad. Tech/Classics	Dora	Alamo-Navajo	Capitan
Cimarron	Elida	Animas	Carrizozo
Clayton	Estancia	Cliff	Cloudcroft
Coronado	Evangel Christian	Lordsburg	Clovis Christian
Des Moines	Floyd	Magdalena	Corona
Desert Academy	Foothill	Navajo Pine	Eunice
Dulce	Fort Sumner	Newcomb	Gateway Christian
Escalante	Grady	Pine Hill	Hagerman
Jemez Valley	House	Quemado	Hondo
Maxwell	Logan	Ramah	Jal
McCurdy	Melrose	Rehoboth	Lake Arthur
Mesa Vista	Menaul	Reserve	Loving
Monte del Sol	Mission Achievement	Shiprock Northwest	Mescalero
Mora	N.A.C.A	To'Hajiilee	Mesilla Valley
Mosquero	Oak Grove Classical	Tse'Yi'Gai	Mountainair
NMSD	San Jon		NMSBVI *
Pecos	Santa Rosa	15	Tatum
Peñasco	Texico		
Questa	Vaughn		17
Roy	Victory Christian		
Santa Fe Waldorf			
Springer	20		
Tierra Encantada			
Wagon Mound			
Walatowa			

25

**Affiliate members = \***

Area A:	25
Area B:	20
Area C:	15
Area D:	17
<b>Total</b>	<b>77</b>

<b>Total Schools</b>	
Small Schools:	77
Large Schools	83
<b>Total</b>	<b>160</b>

**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.

<u>Area A</u>	<u>Area B</u>	<u>Area C</u>	<u>Area D</u>
Atrisco Heritage	Artesia	Alamogordo	Albuq. Academy
Albuquerque High	Carlsbad	Centennial	Belen
Aztec	Clovis	Chaparral	Bernalillo
Bloomfield	Dexter	Cobre	Capital
Bosque	Goddard	Deming	Cottonwood Classical
Cibola	Hobbs	Gadsden	Del Norte
Cleveland	Lovington	Hatch Valley	East Mountain
Crownpoint	NMMI	Hot Springs	Eldorado
Cuba	Portales	Las Cruces	Española Valley
Farmington	Roswell	Mayfield	Highland
Gallup	Tucumcari	Ocate	Hope Christian
Grants		Ruidoso	La Cueva
Kirtland Central	<b>11</b>	Santa Teresa	Los Alamos
Laguna Acoma		Silver	Los Lunas
Miyamura		Socorro	Manzano
Navajo Prep		Tularosa	Moriarty
Piedra Vista			Pojoaque
Rio Grande		<b>16 (4)</b>	Raton
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			<b>27 (6)</b>
Zuni			
<b>29 (7)</b>			

Area A:	29
Area B:	11
Area C:	16
Area D:	27
<b>Total</b>	<b>83</b>

<b>Total Schools</b>	
Small Schools:	77
Large Schools	83
<b>Total</b>	<b>160</b>

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**3.2 STATEWIDE STANDING COMMISSION/COUNCILS/COMMITTEES**

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The Association has established five 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 1<sup>st</sup> following the Annual Meeting election.
- 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. The Council also includes an Activities Director representative.

**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, Drama-One Act Play, Educators Rising, English Expo, ESports, FCCLA, FFA, HOSA, JROTC, Music, Mock Trial, Rodeo, Scholastic Publications, Science Fair/Olympiad, Speech/Debate, Skills USA, 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 1<sup>st</sup> 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.

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## **3.3 REQUIREMENTS FOR COACHES, SPONSORS AND ADVISORS**

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### **3.3.1 Coaching License Requirement**

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.

### **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>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
1	Jul 1-7	Jun 30-Jul 6	June 28-Jul 4	Jun 27-Jul 3	Jun 26-Jul 2
2	Jul 8-14	Jul 7-13	Jul 5-11	Jul 4-10	Jul 3-9
3	Jul 15-21	Jul 14-20	Jul 12-18	Jul 11-17	Jul 10-16
4	Jul 22-28	Jul 21-27	Jul 19-25	Jul 18-24	Jul 17-23
5	Jul 29-Aug 4	Jul 28-Aug 3	Jul 26-Aug 1	Jul 25-31	Jul 24-30
6	Aug 5- 11	Aug 4-10	Aug 2-8	Aug 1-7	Jul 31-Aug 6
7	Aug 12-18	Aug 11-17	Aug 9-15	Aug 8-14	Aug 7-13
8	Aug 19-25	Aug 18-24	Aug 16-22	Aug 15-21	Aug 14-20
9	Aug 26-Sep 1	Aug 25-31	Aug 23-29	Aug 22-28	Aug 21-27
10	Sep 2- 8	Sep 1-7	Aug 30-Sep 5	Aug 29-Sep 4	Aug 28-Sep 3
11	Sep 9- 15	Sep 8-14	Sep 6-12	Sep 5-11	Sep 4-10
12	Sep 16-22	Sep 15-21	Sep 13-19	Sep 12-18	Sep 11-17
13	Sep 23-29	Sep 22-28	Sep 20-26	Sep 19-25	Sep 18-24
14	Sep 30-Oct 6	Sep 29-Oct 5	Sep 27-Oct 3	Sep 26-Oct 2	Sep 25-Oct 1
15	Oct 7- 13	Oct 6-12	Oct 4-10	Oct 3-9	Oct 2-8
16	Oct 14-20	Oct 13-19	Oct 11-17	Oct 10-16	Oct 9-15
17	Oct 21-27	Oct 20-26	Oct 18-24	Oct 17-23	Oct 16-22
18	Oct 28- Nov 3	Oct 27-Nov 2	Oct 25-31	Oct 24-30	Oct 23-29
19	Nov 4-10	Nov 3-9	Nov 1-7	Oct 31-Nov 6	Oct 30-Nov 5
20	Nov 11-17	Nov 10-16	Nov 8-14	Nov 7-13	Nov 6-12
21	Nov 18-24	Nov 17-23	Nov 15-21	Nov 14-20	Nov 13-19
22	Nov 25-Dec 1	Nov 24-30	Nov 22-28	Nov 21-27	Nov 20-26
23	Dec 2- 8	Dec 1-7	Nov 29-Dec 5	Nov 28-Dec 4	Nov 27-Dec 3
24	Dec 9-15	Dec 8-14	Dec 6-12	Dec 5-11	Dec 4-10
25	Dec 16-22	Dec 15-21	Dec 13-19	Dec 12-18	Dec 11-17
26	Dec 23-29	Dec 22-28	Dec 20-26	Dec 19-25	Dec 18-24
27	Dec 30- Jan 5	Dec 29-Jan 4	Dec 27-Jan 2	Dec 26-Jan 1	Dec 25-31
28	Jan 6-12	Jan 5-11	Jan 3-9	Jan 2-8	Jan 1-7
29	Jan 13-19	Jan 12-18	Jan 10-16	Jan 9-15	Jan 8-14
30	Jan 20-26	Jan 19-25	Jan 17-23	Jan 16-22	Jan 15-21
31	Jan 27-Feb 2	Jan 26-Feb 1	Jan 24-30	Jan 23-29	Jan 22-28
32	Feb 3-9	Feb 2-8	Jan 31-Feb 6	Jan 30-Feb 5	Jan 29-Feb 4
33	Feb 10-16	Feb 9-15	Feb 7-13	Feb 6-12	Feb 5-11
34	Feb 17-23	Feb 16-22	Feb 14-20	Feb 13-19	Feb 12-18
35	Feb 24-Mar 2	Feb 23-29	Feb 21-27	Feb 20-26	Feb 19-25
36	Mar 3-9	Mar 1-7	Feb 28-Mar 6	Feb 27-Mar 5	Feb 26-Mar 4
37	Mat 10-16	Mar 8-14	Mar 7-13	Mar 6-12	Mar 5-11
38	May 17-23	Mar 15-21	Mar 14-20	Mar 13-19	Mar 12-18
39	Mar 24-30	Mar 22-28	Mar 21-27	Mar 20-26	Mar 19-25
40	Mar 31- Apr 6	Mar 29-Apr 4	Mar 28-Apr 3	Mar 27-Apr 2	Mar 26-Apr 1
41	Apr 7-13	Apr 5-11	Apr 4-10	Apr 3-9	Apr 2-8
42	Apr 14- 20	Apr 12-18	Apr 11-17	Apr 10-16	Apr 9-15
43	Apr 21-27	Apr 19-25	Apr 18-24	Apr 17-23	Apr 16-22
44	Apr 28-May 4	Apr 26-May 2	Apr 25-May 1	Apr 24-30	Apr 23-29
45	May 5-11	May 3-9	May 2-8	May 1-7	Apr 30-May 6
46	May 12-18	May 10-16	May 9-15	May 8-14	May 7-13
47	May 19-25	May 17-23	May 16-22	May 15-21	May 14-20
48	May 26-Jun 1	May 24-30	May 23-29	May 22-28	May 21-27
49	Jun 2-8	May 31-Jun 6	May 30-Jun 5	May 29-Jun 4	May 28-Jun 3
50	Jun 9-15	Jun 7-13	Jun 6-12	Jun 5-11	Jun 4-10
51	Jun 16- 22	Jun 14-20	Jun 13-19	Jun 12-18	Jun 11-17
52	Jun 23-29	Jun 21-27	Jun 20-26	Jun 19-25	Jun 18-24
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### 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	NMAA Spirit Clinic
5	NMADA General and Board Meeting
5	Hardship Petition Review
5	NMAA Foundation Fun Run
5	NMAA Athletic Director Online Back to School Clinic
5	Fall Rules Online Clinics
6	Football Practice Begins
6	NMOA Basketball Referee Educational Forum
6	Rookie Athletic Directors' Meeting
7	Fall Sports Practice Begins
7	Middle School Football Start Date
7	Hardship Petition Review
8	First week for Football Games
9	Golf Competition Begins
9	Fall Sports Pre-Season Meeting Forms Due
9	NMAA Activities Council Fall Meeting
10	NMAA Distinguished Service Award Nominations Due
10	NMAA Commission Meeting
10	Hardship Petition Review
11	NFHS Section VI Meeting
12	Fall Sports Information Due Online
12	NMAA Submission Deadline (Membership Contract & Fees)
12	NMAA Board of Directors Meeting
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 Basketball Practice Begins (if split seasons)
16	Hardship Petition Review
16	6-Man Football Brackets Released
17	Swimming and Diving Qualifying Meet Submission Deadline
17	6-Man Football Quarterfinals
17	8-Man & AA Football Brackets Released

WEEK	EVENT
18	State Soccer Brackets Released
18	Cross Country District Meets
18	State Soccer First Round
18	Winter Rules Online Clinics
18	6-Man Football Semifinals
18	8-Man/ AA Football 1 <sup>st</sup> Round
18	3A-6A Football Brackets Released
19	Cross Country Entries Due
19	Cross Country State Championships
19	State Soccer 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	Volleyball District Tournaments
19	3A-6A State Football 1st Round
19	8-Man/ AA Football Quarterfinals
19	6-Man Football Championships
19	Hardship Petition Review
20	State Volleyball Brackets Released
20	State Volleyball Championships
20	Golf Fall Season Ends
20	3A-6A Football Quarterfinals
20	8-Man/ AA Football Semifinals
21	Basketball Practice Begins
21	3A-6A Football Semifinals
21	8-Man/ AA Football Championships
22	NMAA Commission Meeting
22	Winter Sports Pre-Season Meeting Forms Due
22	Football 3A-6A Championships
23	NMAA Board of Directors Meeting
24	Hardship Petition Review
24	Winter Sports Information Due Online
25	<i>no events</i>
26	<i>no events</i>
27	<i>no events</i>
28	NMAA Activities Council Spring Meeting
28	Hardship Petition Review
29	<i>no events</i>

WEEK	EVENT
30	Track and Field Qualifying Meet Submission Deadline
30	Scholastic Publications
31	Spring Online Rules Clinics
31	NMAA Foundation Scholarship Applications Deadline
32	Baseball and Softball Practice Begins
32	NMAA Commission Meeting
32	Hardship Petition Review
33	Wrestling District Tournaments
33	NMASC Annual State Conference
33	Tennis and Golf Competition Begins
33	Track & Field Practice Begins
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
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
37	NMADA General Meeting
37	State Basketball Championships
37	NMAA Hall of Fame and Reunion Banquet
39	State Spirit Championships
40	Spring Sports Information Due Online/ Pre Season Meeting Forms Due
40	State Choir
41	State Concert Band
43	Tennis Rosters Due
44	Athletic Trainers Challenge
44	Tennis District Tournaments
44	Track & Field District Meets (A-3A)
45	State Tennis Seeding
45	State Baseball Brackets Released (2A-5A)
45	State Softball Brackets Released (3A-5A)
45	Track and Field Entries Deadline (A-3A)
45	Track and Field District Meets (4A-5A)
45	State Tennis Individual and Team Championships

WEEK	EVENT
45	State Track and Field Championships (A-3A)
45	State Golf Tournament Entry Forms Due
45	State Baseball 2A-5A 1 <sup>st</sup> Round
45	State Softball 3A-5A 1 <sup>st</sup> Round
46	Baseball A Brackets Released
46	Track and Field Entries Deadline (4A-5A)
46	State A/2A 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
49	NMAA Foundation Golf Classic
50	<i>no events</i>
51	<i>no events</i>
52	<i>no events</i>

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### 3.6 REPORTS

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#### 3.6.1 Master Calendar of Reports

<u>DATE</u>	<u>SPORTS/ITEMS</u>	<u>REQUIREMENT</u>
Aug 15	Football	Last day to change schedule without a fine
Aug 31	Fall Sports	Deadline for all head coaches to complete the district clinic online at <a href="http://www.nmact.org">www.nmact.org</a> . Failure to comply shall result in a \$100 fine to the school which will be assessed on September 1 <sup>st</sup> .
Sept. 1	Basketball	Officials preferential list and schedules due in NMAA office
Sept 15	Fall Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
Sept 15	All Schools	Due date for Membership Service Fees/Dues/Activities Assessment (must be postmarked by this date)  Due date for Membership Contract  Due date for posting Official Voter Declaration

Delinquent fees, fines, or other assessments must be paid in order for schools to remain in good standing.

Oct 15	Basketball	Last day to change schedules without a fine
Oct 15	All Schools	Due date for Student-Athlete Health and Safety – Self-Audit
Nov 30	Winter Sports	Deadline for all head coaches to complete the district clinic online at <a href="http://www.nmact.org">www.nmact.org</a> . Failure to comply shall result in a \$100 fine to the school which will be assessed on December 1 <sup>st</sup> .
Dec 15	Winter Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
Feb 28	Spring Sports	Deadline for all head coaches to complete the district clinic online at <a href="http://www.nmact.org">www.nmact.org</a> . (February 29 <sup>th</sup> if a leap year.) Failure to comply shall result in a \$100 fine to the school which will be assessed on March 1 <sup>st</sup> .
Apr 1	Spring Sports	All required information must be posted on the NMAA website via the MaxPreps Login option. Failure to do so may result in sanctions as determined by the Executive Director. NOTE: See bylaw 3.9.3 below for specific requirements.
May 15	Football	Officials preferential list and schedules due in NMAA office

### 3.6.2 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	Sept. 1
Basketball Schedules	Sept. 1
Baseball Schedules ( <i>Central Region Only</i> )	December 1
Softball Schedules ( <i>Central Region Only</i> )	December 1

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## 3.7 CALENDAR AND SCHEDULING OF ACTIVITIES

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### 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.

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### **3.8 CONTESTS AND ACTIVITIES**

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#### **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 90-day 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.

#### **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.

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### **3.9 REPORTING**

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#### **3.9.1 Responsibility**

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

#### **3.9.2 Beginning of School Information**

On or before September 15 of each year, the administrative head of each member high school must submit and/or update its information utilizing the NMAA’s MaxPreps Login option through the NMAA website at [www.nmact.org](http://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](http://www.nmact.org).

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

**Fall Sports** – September 15

**Winter Sports** – December 15

**Spring Sports** – April 1

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

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

### **3.9.4 NMAA Mandatory Pre-Season Meetings (as per 6-3-10 NMAA Board of Directors adoption)**

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

#### **A. General NMAA Information**

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

#### **B. General School/District Information**

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

#### **C. Individual Sport Information**

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

Proof of meeting documentation must be submitted to the NMAA prior to initial competition. The required document can be found in the forms section of the NMAA website.

### **3.9.5 NMAA Student-Athlete Health and Safety – Self-Audit (as per 6-2-16 NMAA Board of Directors Adoption)**

Each member school athletic director is required to complete and submit the current form no later than October 15<sup>th</sup> of each school year. Submissions are interpreted as an acknowledgement that the standards and resources have been reviewed as they apply to the local school/district, not as a



guarantee of compliance to every standard/level. The form also includes verification of emergency medical equipment required during state-level contests (see Bylaw 7.7.8).

### **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 district or state contest must make a complete financial and administrative report of the contest within twenty-five (25) days after the conclusion of that event, to each competing school and/or the Director.

#### **3.10.5 Late Payments for Invoices and Sports Financial Reports**

The New Mexico Activities Association will notify the Superintendent or Headmaster of each member school via certified mail by June 15<sup>th</sup> of the current fiscal year of their outstanding financial responsibilities. If late payments for invoices or sports financial reports (including the receipt of unused tickets as part of the reconciliation of 1<sup>st</sup> round state playoffs) are not received by the NMAA by the last business day of the current fiscal year ending June 30<sup>th</sup>, the following penalties will apply:

- The member school will be suspended (inactive status) for the following school year.
- The Executive Director of the NMAA may impose a fine of up to \$2,500.00 to the member school.
- The member school must fully resolve all financial responsibilities and ticket reconciliations for post-season playoffs for consideration of reestablishing themselves as an “active” NMAA member.
- A member school wishing to reestablish themselves as an “active” member must appeal their case to the NMAA Board of Directors at the next scheduled NMAA Board of Directors’ meeting.

#### **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 district or state events.

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## 3.11 GAME CONTRACTS, GUARANTEES, FORFEITURE FEES

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### 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.

B. Schedule Changes in Football and Basketball

Schedule changes in football and basketball must be completed in a timely fashion. These changes must be communicated in writing to the NMAA, and specifically to the State Commissioner of Officials.

### 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 schedule 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. Other costs of conducting the contest, as well as lost revenues may also be taken into consideration by the Director in assessing the fee owed by the school for failing to meet the obligations of the written or unwritten agreement.

	<u>Football/Basketball</u>	<u>Other Sports</u>
AA, A, 6-Man, 8-Man	\$1,000	\$500
AAA	\$1,500	\$750
AAAA	\$2,000	\$1,000
AAAAA	\$3,000	\$1,500

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.