

Scheduling

A primary function of the APS Athletic Department is scheduling ALL athletic events (e.g. games, meets, matches, competitions, tournaments, etc.) for all sports programs directed and supported by the department. In addition to NMAA scheduling regulations, APS Athletic Department guidelines apply. For NMAA scheduling regulations, refer to Bylaw NMAA Rule 7.6: General for NMAA.

NMAA Handbook, Section VII Sports Regulations
http://www.nmact.org/file/Section_7.pdf

Maximum and minimum game/event limitations are established by the NMAA in all sports. The APS Athletic Department supports the following levels with the listed number of regular season scheduled games/events.

Fall Sports		Winter Sports		Spring Sports	
Cross Country		Basketball		Baseball	
V	7	C	17	C	13
Football		JV	19	JV	19
F	7	V	24	V	24
JV	7	Cheer		Golf – Spring	
V	10	JV	3	V	5
Golf – Fall		V	3	Softball	
V	4	Dance/Precision Drill		JV	19
Soccer		V	3	V	24
JV	14	Swimming & Diving		Tennis	
V	18	V	7	V	9
Volleyball		Wrestling		Track & Field	
C	12	JV	24 Pts.	JV	6
JV	14	V	30 Pts.	V	8
V	18				

Scheduling Responsibilities

- The APS Athletic Department develops athletic schedules for all sports programs supported and funded by the district.
 - Schools must participate in ALL events scheduled.
 - Schools are not authorized to schedule additional events.
 - Schedules for club level teams are not a responsibility of the APS Athletic Department.
- Contracts for all scheduled events are initiated and approved by the APS Athletic Department.

Schedule Development

- Schedule Preference
 - Prior to scheduling for a two-year block or annually (depending on the sport), schedule preferences submitted by schools will be reviewed. The schedule preference process is coordinated by the APS Athletic Department and facilitated by school athletic directors who complete with appropriate school personnel.
- Scheduling Priorities:
 - Based on the following priorities and as circumstances allow:
 - District events will be scheduled towards the end of the season
 - Non-district events will be scheduled prior to district events and in the following order:
 - Albuquerque Metro Championship events

- Invitational events (in town and out of town)
 - APS non-district teams
 - Non-APS teams in Albuquerque
 - Non-APS teams in nearby surrounding areas (e.g. Rio Rancho, Los Lunas, Moriarty, etc.)
 - Non-APS teams outside of Albuquerque and nearby surrounding areas (e.g. Santa Fe, Gallup, Las Cruces, etc.)
- Sports with designated home and away contests will be provided with a balanced number of home and away contests.
- Scheduling Standards
 - Out-of-state travel for competition is prohibited.
 - All APS teams will be scheduled in Albuquerque Metro Championship events.
 - Travel for regular season events will be scheduled on a rotational basis.
 - Invitational events will be scheduled on a rotational basis.

Schedule Distribution & Confirmation Guidelines

The APS Athletic Department will post schedules and schedule changes on the department website. An event is not official until posted and officials confirmed.

- The school athletic director will:
 - Establish an account with the district's athletic scheduling program to access school athletic director scheduling features.
 - Track and monitor schedules for adjustments, postponements and/or cancellations for ALL teams.
 - Verify schedules for:
 - Game limitations
 - Conflicts (e.g. site, time, date)
 - Appropriate event details (e.g. time, date, site, etc.)
 - Use the district's scheduling program to generate team schedules.
 - Communicate schedule information with appropriate school personnel and school community (e.g. school administration/staff, coaching staff, athletic trainer, event staff, athletes, parents, etc.).
- The Head Coach will:
 - Establish an account with the district's athletic scheduling program to access scheduling features.
 - Track and monitor schedules for adjustments, postponements and/or cancellations for ALL teams.
 - Verify schedules for:
 - Game limitations
 - Conflicts (e.g. site, time, date)
 - Appropriate event details (e.g. time, date, site, etc.)
 - Communicate schedule information with all people associated with the program (e.g. coaching staff, athletes, parents, etc.).

Schedule Changes

The APS Athletic Department will post schedule changes within the district's athletic scheduling program on the department website. All schedule changes must be approved by the APS Athletic Department.

- **Request for Schedule Changes**

- ALL schedule changes shall be requested and made in writing to the APS Athletic Department by the school athletic director.
- Schedule change requests prior to start of season shall be in accordance with APS Athletic Department timelines identified and communicated with school athletic directors.
- Schedule change requests after start of season shall be made by the school athletic director at least seventy-two (72) hours prior to the event with reason for consideration.
- Due to planning, contracts for scheduled events, facilities and official assignments, schedule change requests will be limited.
- Schedule change fees may be assessed to the school.

- **Postponement and/or Cancellation of Scheduled Activities**

- School Cancellation and Early Dismissal
 - When ALL APS schools are closed for the day or dismissed early due to an emergency or inclement weather, ALL activities (e.g. practices, games/matches/meets/events) are cancelled on that day.
 - If schools are closed or dismissed early on a Friday, the status of Saturday events will be determined by APS district level administration.
- Postponement and/or Cancellation at APS District Athletic Facilities and Other Common Use Facilities
 - APS District Athletic Facilities and Other Common Use Facilities include:
 - Milne Stadium, Milne II, Wilson Stadium, Community Stadium, APS Soccer Complex
 - City of Albuquerque Facilities
 - School sites used for tournaments and competitions
 - Postponement and/or cancellation of an athletic event because of an emergency, inclement weather and/or facility/playing conditions will be determined and announced by the APS Athletic Department or designee. When applicable, NFHS guidelines will be followed for postponement and/or cancellation after the event has started.
- Postponement and/or Cancellation at APS School Facilities
 - Postponement and/or cancellation of an athletic event because of an emergency, inclement weather and/or facility/playing conditions will be determined by school administration, the school athletic director and the supervising coach on site. When applicable, NFHS guidelines will be followed for postponement and/or cancellation after the event has started.
 - If possible, efforts shall be made to postpone and/or cancel events at least three (3) hours prior to the event in order to avoid official fees and as a courtesy to visiting teams traveling.
 - Direct personal contact with the visiting coach, assignor of officials, the APS Athletic Department and announcement of postponement and/or cancellation is the responsibility of school administration, the school athletic director and the supervising coach on site.

- **Rescheduling of Postponed and/or Cancelled Events**
 - Postponed and/or cancelled events will be rescheduled when viable dates and times exist. Priority to reschedule events shall be in the following order: varsity district events, varsity non-district events, sub-varsity level events.
 - The rescheduling of postponed and/or cancelled events at APS district athletic facilities and other common use facilities will be determined and coordinated by the APS Athletic Department.
 - The rescheduling of postponed and/or cancelled events at APS school facilities will be coordinated by school athletic directors in conjunction with and the final approval of the APS Athletic Department in accordance with the following procedure.
 - School athletic directors from opposing schools will collaborate and identify at least one agreeable make-up date that does not conflict with an existing event.
 - Within one (1) school day of the postponed and/or cancelled event, school athletic directors will submit agreeable make-up date(s) to the APS Athletic Department.
 - The APS Athletic Department will review with consideration of submitted make-up date(s) to determine and coordinate a rescheduled event based on viable dates & times.
 - The APS Athletic Department will return communication to school athletic directors confirming the rescheduled event(s), verify assignment of officials and update the district's athletic master schedule.
 - The APS Athletic Department maintains the authority to reschedule events when two schools are unable to come to an agreement for proposed make-up date(s) or a conflict exists with proposed make-up date(s).

Scheduling of Officials

Officials for athletic events will be provided within the guidelines of the NMAA and assigned under the auspices of the New Mexico Officials Association (NMOA). Initial confirmation of scheduled assignments is a function of the APS Athletic Department. Individual event confirmation is a responsibility of the host school athletic director.

- The APS Athletic Department will provide the regional assignor of officials with a preliminary schedule of events.
- Prior to the start of season, the school athletic director will:
 - Establish an account with the scheduling program for officials.
 - Review official assignment schedule for athletic events two weeks prior to the start of season. Verify officials have been assigned and that event details (e.g. date, time, location) are accurate. If any event information is missing and/or incorrect, notify the APS Athletic Department.
- On a weekly basis, the school athletic director will:
 - Review official assignment schedule for the week and verify officials have been assigned and that event details (e.g. date, time, location) are accurate. If any event information is missing and/or incorrect, notify the APS Athletic Department.
- On the day of an event, the school athletic director will:
 - Conduct a final review of the official assignment schedule to verify officials have been assigned and that event details (e.g. date, time, location) are accurate. If any event information is missing and/or incorrect, notify the APS Athletic Department.

Postseason Information

Guidelines outlined in the NMAA Handbook, Section VII Sports Regulations apply to postseason schedules (e.g. date, time, location, etc.). Refer to postseason information specific to each sport.

NMAA Handbook, Section VII Sports Regulations
http://www.nmact.org/file/Section_7.pdf

The APS Athletic Department maintains the authority to negotiate, coordinate and confirm playoff schedule details (e.g. date, time, location, etc.) on behalf of APS schools.

Consideration will be given but is not limited to the following:

- Transportation availability and travel time
- Impacts on instructional day
- Conflicts with other school events

In the sport of football, when two (2) APS schools are seeded identically in different classifications, preference of game details (i.e. date, time, location, etc.) will be given to the odd numbered classification in odd numbered years and to the even numbered classification in even numbered years.

In the sport of soccer, the following steps will be used to determine priority order regarding preference of game details (i.e. date, time, location, etc.).

- Regardless of gender or classification, priority will be given to teams seeded in sequential order to determine preference of game details.
- If a conflict exists, preference of game details (i.e. date, time, location, etc.) will be given to boys teams in odd numbered years and given to girls teams in even numbered years.
 - If a conflict still exists and teams are of the same gender, classification will determine priority. When two (2) APS schools are seeded identically in different classifications, preference of game details (i.e. date, time, location, etc.) will be given to the odd numbered classification in odd numbered years and to the even numbered classification in even numbered years.
- If a conflict still exists, a coin toss will determine priority order.