

**New Mexico Junior Wrestling, Inc. Policy & Procedures  
(A non-profit organization)**

**1.0 Name**

New Mexico Junior Wrestling, Inc. (to be referred to as NMJW, Inc. in official documents).

**2.0 Purpose**

- 2.1 To give all participants an enjoyable, wholesome, rewarding introduction and education to wrestling.
- 2.2 To give all participants an opportunity to develop their physical skills through the medium of wrestling.
- 2.3 To give all participants an opportunity to meet, know and appreciate other boys and girls from diverse physical, ethnic, economic, social and cultural backgrounds.
- 2.4 To give all participants an activity that will develop their character physical well-being and an appreciation for sportsmanship under the guidance of direct adult leadership.
- 2.5 To serve the interest and well-being of all participants.
- 2.6 For every participant in the program to have FUN, have a chance to wrestle and experience the results of competition. Winning is a desired goal, but at this age level it cannot be the most important goal.
- 2.7 Promote good sportsmanship. We desire to create a positive environment based on mutual respect, rather than a "Win-At-All-Cost" attitude. Our programs are designed to instill good sportsmanship among wrestlers, coaches, parents and fans.
- 2.8 Foster a blend of fun and competition.
- 2.9 Expect all those involved with NMJW, Inc; wrestlers, parents, coaches and spectators to abide by, as well as promote and encourage these purposes and philosophies.

**3.0 Membership**

- 3.1 The body of NMJW, Inc is made up of wrestlers and coaches. The head coach from each team will be considered special members and will have voting privileges. Each team will have one vote regardless of board membership. (See Other Roles & Responsibilities 7.0)
- 3.2 Youth wrestling is open to children ages 4-15. Wrestler must be 4 years of age prior to September 1 of the upcoming wrestling season. Head coaches must contact the current President of the NMJW board to register their team.
- 3.3 All divisions are grouped by age according to year of birth (September 1st). (Referred to as participants or wrestlers throughout this document.)
- 3.4 Parents and guardians of all registered wrestlers. (Referred to as general members throughout this document).

**4.0 Fees and Insurance**

- 4.1 A registration fee is required each season from each participant at a cost of \$45.00; this fee must be paid in order to be classified as an NMJW Member. This fee must be paid in order to wrestle in any NMJW sanctioned event. This fee includes USA Wrestling Membership.
- 4.2 All membership fees must be paid prior to the 1st day of practice.
- 4.3 These fees will be deposited into the general operating fund. General operating funds will be used for the State Tournament, the Greater Southwest Nationals Tournament, and specific purchases that directly benefit NMJW wrestlers and NMJW, INC as voted on by special members and/or the Board of Directors.
- 4.4 Wrestlers may not practice or compete without this membership. Refunds for membership fee will not be authorized.

**5.0 Tournament Fees**

- 5.1 All regular tournaments, \$11.00 per wrestler per division for all NMJW/USAW members. A one dollar (\$1.00) fee is due and made payable to NMJW, Inc. prior to the start of the tournament.
- 5.2 State Tournament, \$25.00 per NMJW wrestler. Only wrestlers who reside in NM are eligible to participate in the State Tournament. NOTE: Any residency issues must be submitted to the NMJW/USAW Board by Dec 31<sup>st</sup>.
- 5.3 Greater Southwest National Tournament, \$35 per wrestler per division.
- 5.4 Insurance Claim forms will be made available at every tournament through the Board of Directors.

- 5.5 Registration fees for every wrestler called in to a tournament MUST be paid to hosting team regardless if they made weight or were no-shows. Any unpaid tournament fees must be paid prior to participating in any other NMJW Tournaments.

**6.0 Uniforms/Equipment NOTE: NMJW follows uniform rules in accordance with NFHS standards.**

- 6.1 Each team will determine their uniforms.
- 6.2 Wrestlers shall wear light heelless wrestling shoes, reaching above the ankles. If the laces are visible, then they shall be secured in an acceptable fashion.
- 6.3 Wrestlers shall wear wrestling ear guards, which provide:
- A. Adequate ear protection.
  - B. No injury hazard to the opponent.
  - C. An adjustable locking device to prevent it from coming off or turning on the wrestler's head.
  - D. Long hair must be covered with appropriate headgear to include built in hair bonnet.
- 6.4 Special equipment is defined as any equipment worn that is not required by rule. Any equipment that does not permit any normal movement of the joints and which prevents ones' opponent from applying normal holds shall not be permitted. Any equipment that is hard/abrasive must be covered and padded. Special equipment includes, but not limited to: Hair coverings, facemasks, braces, supports, eye protection, and socks.
- 6.5 Wrestlers wearing shirts under their singlet, must comply with the following: shirts must be of compression fit. No loose fitted clothing will be allowed, to include, but not limited to; t-shirts, sweats and/or shorts.
- 6.6 No jewelry of any kind shall be worn during weigh-ins nor tournaments.
- 6.7 No Street Shoes will be allowed on the mats.
- 6.8 Fingernails must be kept trimmed.
- 6.9 Each contestant who has braces or has a special orthodontic device on his or her teeth shall be required to wear a tooth and mouth protector. A tooth and/or mouth protector (intraoral) shall include an occlusal (protecting and departing the biting surfaces) and a labial (protecting the teeth and supporting structures) portion and cover the teeth and all area of the braces or special orthodontic device with adequate thickness. This would include upper and lower teeth if devices are present on both. It is recommended the protector be properly fitted and:
- A. Constructed from a model made from an impression of the individual's teeth and braces or special orthodontic device.
  - B. Constructed and fitted to the individual by impressing the teeth and braces or special orthodontic device into the tooth and mouth protector itself.

**7.0 Head Coaches (special members) Requirements and Privileges (Including but not limited to the following)**

NOTE: All parents and coaches are role models for the wrestlers and should provide positive representation at all NMJW, Inc. wrestling functions. Coaching our youth is a privilege NOT a right or entitlement.

- 7.1 Provide input on all decisions presented to or by the Board of Directors at the Annual Special Members Meeting.
- 7.2 Ability to bid to host a tournament at the NMJW, Inc. Annual Special Members Meeting.
- 7.3 Represent your team at all NMJW, Inc. meetings or assign an assistant coach as your representative.
- 7.4 Communicate/organize location for practice and tournament facilities.
- 7.5 All coaches MUST be USA Wrestling certified which requires a background check before they can coach.
- 7.6 At least 1 coach from each team MUST be First Aid/CPR certified and attend all practices. NOTE: If a coach is NOT certified and an injury occurs in your care NMJW, Inc. will not be held responsible.
- 7.7 As special members, the head coach will be able to vote on for the NMJW board members including the Executive Officers. If the head coach is a NMJW Board member, they will assign their team vote to an Assistant Coach or Team Mom.
- 7.8 Head coaches must submit a list of coaches for their team that are allowed to obtain NMJW coaches badges.

## **8.0 Coaches Badges**

- 8.1 Not all USA card holders are entitled to a coach's badge. All coaches' badges will be issued at the discretion of the Board of Directors and be listed on the Head Coaches roster. (See item 7.8)
- 8.2 Each team will be given 5 coaches badge and an additional badge for every 4 wrestlers after 20.

## **9.0 Coaching Ethics**

- 9.1 Coaches will not "belittle" or physically abuse wrestlers, but may use constructive criticism in private.
- 9.2 Coaches will not criticize the opposing team, coaches, mat officials or fans in any shape or form.
- 9.3 Coaches will refrain from using abusive/profane language.
- 9.4 Coaches will not "Boo", intimidate, or overt criticism of any athlete, parent, official, or board member.
- 9.5 Coaches will not discriminate against any wrestler under any circumstances.
- 9.6 Coaches will strive to make every wrestling activity serve as a training ground for life and as a basis for good mental and physical health.
- 9.7 Coaches will emphasize proper nutrition/diet for proper weight control.
- 9.8 Coaches will set a good example by following all the rules and regulations of NMJW and wrestling as it pertains to them.
- 9.9 Coaches will insure all team members will promote good sportsmanship at all times.

## **10.0 Tournament Directors**

- 10.1 Will provide a tournament flyer to any NMJW, Inc. board member two weeks prior to tournament. Posting tournament flyers on [www.newmexicojuniorwrestling.com](http://www.newmexicojuniorwrestling.com) is strongly encouraged. It is the responsibility of each Tournament Director to properly promote their tournament.
- 10.2 Will ensure all bracketing is done the night prior to the tournament.
- 10.3 Weight and bracket changes will be at tournament director's discretion.
- 10.4 Tournament directors will accommodate any participant when a mistake by the hosting team has been made (i.e. wrong weight, wrong division). A refund is not a suitable solution.
- 10.5 Responsible for the delivery and return of equipment from the designated NMJW Representative immediately following the tournament. Completion of equipment checklist is required. A Deposit equal to NMJW's current insurance deductible to NMJW will be required prior to equipment checkout and will be returned when equipment has been returned to the NMJW Representative.
- 10.6 Will return all complaint forms to the NMJW, Inc. office or directly to a Board Officer within 3 days of the tournament.
- 10.7 Must provide their own security and crowd control to maintain a safe environment for all participants and table workers. Tournament directors must have someone who is first aid certified or EMS on premises during the tournament. NOTE: A Tournament Director check list will be provided by NMJW/USAW.
- 10.8 Tournament admission charge not to exceed \$1.00 this is permitted at all NMJW Sanctioned Events, not to include the State Tournament and Greater Southwest Nationals.

## **11.0 Parent/Guardian Ethics**

- 11.1 Parents must adhere to all policy & procedures and of any facility being used by NMJW, Inc...
- 11.2 Parents must adhere to all NMJW, INC policies and procedures when attending any NMJW, Inc. function.
- 11.3 Parents MUST remain in the spectator areas unless you are performing an assigned duty by the tournament Director or Board of Directors. Failure to comply may result in their wrestler being disqualified.
- 11.4 All parents/guardians must refrain from unsportsmanlike conduct, which includes but is not limited to any or all here-in mentioned and not mentioned.
- 11.5 All parents/guardians will refrain from using abusive and/or profane language.
- 11.6 All parents/guardians will abide by the school district policy regarding the possession and/or use of illegal drugs, alcohol on school property.
- 11.7 Parents/guardians will NOT strike any coach, board member, official, spectator, or participant in the NMJW, Inc. program. If a parent/guardian breaks this rule, they will be banned from all remaining NMJW Tournaments of the current season.
- 11.8 Any comments or concerns by a parent or guardian should be directed to the Head Coach or the officers of the organization as soon as possible.

**12.0 Wrestler Ethics / Code of Conduct** NOTE: A wrestler can and will be dismissed from the NMJW, Inc. organization for any legitimized reasons:

- 12.1 Misconduct, which includes, but is not limited to:
  - A. Biting, fighting, bullying, name calling, abusive language, spitting, intentional/flagrant injury to other wrestlers
  - B. Possession, use, or distribution of any illegal substance with the exception of a legally obtained drug prescription
  - C. Use or possession of tobacco or alcohol or electronic cigarettes (e-cigs);
  - D. Vandalism of any and all property, including practice and tournament facilities as well as hotels/motels;
  - E. Poor sportsmanship
- 12.2 A wrestler can be withheld from participating as a representative of the organization for any of the above reasons and/or any of the following:
  - A. Disrespect to any wrestler, coach, referee, or board member;
  - B. Having a communicable disease (at the discretion of mat officials or of the NMJW Board of Directors)This list of misconducts is not all inclusive. Other incidents shall and will be dealt with as they arise, by the head coach, mat officials and/or board members.
- 12.3 Written documentation of any misconduct will be submitted to and handled by the Executive Board of NMJW

### **13.0 Officials: Appointments/Qualifications/Compensations**

- 13.1 Attacking or harassing an official will not be tolerated and could result in civil and/or criminal charges. NMJW, Inc. actions could include event attendance suspension or removal of coaching privileges.
- 13.2 The Board of Directors will appoint a Head Official annually. An appointment will be made before annual "Special Members (coaches)" meeting.
- 13.3 Officials must attend required training to acquire certification.
- 13.4 The Head Official will be paid at a rate of \$200.00 per 8 hours; certified officials will be paid at a rate of \$175.00 per 8 hours; uncertified officials will be paid at a rate of \$100.00 per 8 hours. Tournament's lasting in excess of 8 hours, Officials will be compensated at a rate of \$20 per hour. Greater Southwest Nationals is excluded from this fee and will be negotiated with officials prior to the tournament.
- 13.5 Age Requirement: 18 years of age for Certified Official with prior wrestling knowledge and 16 years of age for Junior Officials with prior wrestling knowledge (use discretion).
- 13.6 A minimum of One Head Official who is certified will be present at every NMJW scheduled tournament.
- 13.7 Officials are required to perform duties around officiating in an unbiased manner.
- 13.8 Officials are required to control their mat and discipline coaches, wrestlers, or parents as the National Federation of High Schools (NFHS) rulebook.
- 13.9 Officials will determine if disciplinary measures are needed to control their mat. Once an official has made a disciplinary decision, they must immediately inform the Tournament Director, Head Official and a NMJW Board Member (If present).
- 13.10 A Board Member/Tournament Director cannot overturn an officials ruling on the mat.
- 13.11 Officials will use National Federation of High Schools (NFHS) rules.
- 13.12 Officials are required to ensure the safety of all participants.

### **14.0 Special Member Meetings** (not limited to the following)

- 14.1 Season Kickoff Meeting
  - A. Held before the Folkstyle season starts.
  - B. Review new policies and changes for the upcoming season.
  - C. Provide preview of upcoming season schedule.
  - D. Provide head coaches (special members) the opportunity to bid on weekends to host tournaments.  
NOTE: The Board of Directors makes the final determination on the tournament schedule. Teams may be excluded based on past tournament performances and any outstanding debt owed to NMJW/NM USA or any vendor associated with the NMJW/NM USA.
  - E. Hold elections for any vacant board positions if they exist.

- 14.2 End of Season Meeting
  - A. Held after the Folkstyle season.
  - B. Review Policies and Procedures and discuss ways to improve.
  - C. Elect new Officers and Board Members for the upcoming season.
  - D. Organize New Mexico teams for National events.
  - E. Plan upcoming Freestyle/Greco season.

## 15.0 Tournaments

- 15.1 All tournaments will be bid on at the beginning of the season by each team and approved by the NMJW Board of Directors.
- 15.2 The Board of Directors will award each tournament when multiple teams have bid on the tournament or weekend.
- 15.3 The tournament director, for all regular tournaments, will be the head coach from the team hosting the tournament, unless otherwise another is appointed by the head coach.
- 15.4 All wrestlers MUST be USAW members before they are able to compete.
- 15.5 All regular season tournaments will have the following divisions/weights (excluding GSO)
  - 6 and under – 32, 35, 39, 43, 47, 51, 55, 59, 63, 67, 71, 75, 80, HWT (95 Maximum)
  - 8 and under – 37, 42, 46, 49, 53, 57, 61, 65, 69, 73, 77, 81, 87, 93, & HWT (120 Maximum)
  - 10 and under – 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 110, 120, 130 & HWT (155 Maximum)
  - 12 and under – 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110, 115, 120, 130, 140, 150, 165, 175 & HWT (205 Maximum)
  - 15 and under – 75, 80, 88, 96, 103, 112, 119, 126, 132, 138, 145, 155, 167, 185, 200 & HWT (235 Maximum)
  - Super HWT (285 max)

Note: HWT's must be called in at their actual (registered) weight. If a wrestler is over their designated weight limit, the wrestler can be moved up a division or have a new division created; at the discretion of the Tournament Director.
- 15.6 There WILL BE NO weight allowance.
- 15.7 Time period for divisions is as follows: 6, 8, 10 under will be 1, 1, 1. 12 and 15 under will be 1.5, 1.5, 1.5 and all consolation matches will be 1, 1, 1.
- 15.8 Following NFHS rules a Technical Fall will be called when a wrestler obtains a 15-point lead.
- 15.9 If the tournament director cannot resolve a conflict pertaining to the tournament, a member of the Board of Directors must be notified. The final judgment will be made by the members of the Board of Directors. All board members present at the tournament must be notified of the conflict for a resolution between members. All attempts will be made to resolve conflict as soon as possible. Board recommendation for resolution will be binding.

## 16.0 Weigh-ins

- 16.1 All teams are required to use calibrated scales. The tournament director will coordinate the weigh-in times for the tournament. All wrestlers & divisions will be weighed in.
- 16.2 All weights will be scratch weight. If a wrestler does not make their registered weight, they may be scratched from that bracket without a refund. The Tournament Director can allow a wrestler to move up to the next weight if an empty bracket slot is available and time permits. The decision is solely the Tournament Director's decision. Tournament Director is able to charge up to \$11.00 per wrestler.
- 16.3 If a wrestler makes his/her registered weight, the weight and division will be marked on the wrestler's arm. State and Greater Southwest Nationals are excluded.
- 16.4 A skin and fingernail check will be conducted at every tournament during weigh-ins.
- 16.5 Wrestlers will be required to wear NFHS approved uniforms at weigh-ins.
- 16.6 Wrestlers will be required to provide a doctor's release for any questionable skin irritations. The release must be completed on the required "NMJW Physician Release Form".
- 16.7 Wrestlers are required to wear Headgear at all NMJW sanctioned events except the open division at GSWN.

- 16.8 Wrestlers must be ready to start on time. Note: Hosting tournament teams may not weigh-in prior to other teams. This gives them an unfair advantage and will not be tolerated. If this occurs that team will be subject to disciplinary sanctions as determined by the Board of Directors.
- 16.9 National Federation of High Schools (NFHS) rules will be used. The tournament director may supplement these rules but must do it in writing, for approval by the Board and Head Official, one week prior to when the tournament flyers are distributed. Note: If non-certified officials are used and an injury occurs NMJW, INC will not be held liable.
- 16.10 The match will not begin unless there is a certified coach for each wrestler present (unless the wrestlers are from the same team).
- 16.11 Only certified coaches will be allowed on the wrestling floor.
- 16.12 The number of coaches allowed on the floor will not be limited but they MUST be active team coaches and listed on the team roster.

## 17.0 STATE

- 17.1 New Mexico Junior Wrestling, Inc. will host the annual State Tournament.
- 17.2 NMJW is responsible for the following: (Not limited to the following and subject to change)
  - A. State Flyer and pre-printed materials
  - B. Individual Awards (1st –6th)
  - C. Team Awards (1st, 2nd, 3rd)
  - D. Provide equipment needed for tournament
  - E. Provide certified officials (based on policy requirements).
  - F. \$2,500 donation for host team.
- 17.3 Host team will provide: (Not limited to the following and subject to change)
  - A. Organization of set up and clean up volunteers
  - B. Arranging Table Workers, no less than 2 people per table
  - C. Concession stand
  - D. Security
- 17.4 There will be NO challenge matches.
- 17.5 Qualifications to participate in the NMJW State Tournament are as follows:
  - 1. Be a resident of New Mexico.
  - 2. All wrestlers must have wrestled in 2 out of the 4 designated State Qualifying Tournaments, 1 inside and 1 outside the greater Albuquerque Metro area.
  - 3. Wrestlers will not be allowed to wrestle at any weight lower than what they wrestled at any of the qualifiers.
  - 4. If a wrestler does not make weight, they will have the opportunity to bump up to the next weight class as an unseeded wrestler. The re-bracketing cost will be \$25.00.
  - 5. Seeding for the State tournament will be advertised and take place after the registration period for the State Tournament is closed.

## 18.0 Greater Southwest National Tournament

- 18.1 NMJW, INC will host and provide the following:
  - A. Security
  - B. Snack Bar (MUST provide food and drink for ALL tournament volunteers)
  - C. Set up and clean up
  - D. Arranging Table workers, no less than 2 people per table.
  - E. Team Trophies (1st, 2nd, 3rd)
  - F. Individual Awards (1st –6th)
  - G. Provide certified officials
  - H. Receiving rosters and bracketing
  - I. Staffing for Weigh-ins
- 18.2 All tournament fees and sales of brackets are made to NMJW, INC.
- 18.3 Admission will be charged and will be staffed by and all proceeds going to NMJW, INC.

18.4 There will be challenge matches. (3rd may challenge for 2nd ONLY if they had not previously wrestled in this tournament).

## 19.0 Discipline/Standing Rules

19.1 The penalty for violations of NMJW, Inc and NFHS rules will be imposed as follows:

19.2 Acts of Disbarment: A coach or other adult acting in an official capacity may be barred from further participation in the NMJW organization or any of its affiliates by violating any of the following rules or committing any of the following acts/violations; but not limited to:

1. Striking any coach, official, spectator, participant, or board member in the NMJW program
2. For any sufficient cause, such as unsportsmanlike conduct, unethical behavior, or profane language, whether on the mat, as a spectator, or in any official capacity;
3. Acts of Dismissal A parent/guardian may be dismissed and their child's/children's membership with the organization and any of its affiliates terminated by violation of any of the above noted acts. The determination of this dismissal shall be approved by a majority vote of the NMJW board of directors.
4. Written documentation of any disciplinary action will be submitted to and handled by NMJW/USAW board of directors. Official's disciplinary decisions will be upheld in accordance with NFHS rules and guidelines.

19.3 Authority - Nothing herein contained prohibits the organization from taking immediate action on a violation if the officers of the organization decide this action is in the best interest of the organization. Any member of NMJW that has been dropped from the team or barred from any event of the organization has the right to have such action reviewed and a chance to present his/her case to the board of NMJW, then to be voted upon by the board of the NMJW, Inc. organization to either uphold official action taken or overrule such action. Any action passed by the board of the NMJW, Inc. organization will be the final word. All decisions made by the board of directors of the NMJW, Inc. organization are binding upon all individuals.

19.4 Code of Conduct - Individuals such as wrestlers, coaches, parents and other supporters who participate in events sanctioned through New Mexico Junior Wrestling, Inc. (NMJW) including tournaments or practices, or events sanctioned by other States or national governing bodies, in which NMJW participates, are required to subscribe and conform to the following code of conduct. Failure to conform to this code of conduct may result in disciplinary action. Other more specific codes of conduct may be provided by NMJW for specific classes of participants, such as competitors, coaches or parents. Failure to conform to participant specific codes of conduct may also result in disciplinary action, and include the same rights to due process.

19.5 Any individual who accepts and bears responsibility for one or more athletes at an event shall at all times act in a manner consistent with the preservation of the safety and well-being of those athletes in his or her care. This includes, but is not limited to coaches, officials, parents and team leaders.

19.6 Any individual who attends an event will at all times act in a manner consistent with the preservation of the safety and well-being of other athletes and volunteers or paid participants.

19.7 Any conflicts or disputes concerning the setup or conduct of competition, practices, training camps or other events are to be settled without resorting to acts of verbal or physical threats or violence, or the use of abusive, obscene or vulgar language.

19.8 Any individual who attends an event will observe and conform to the laws and customs of the State, Country and institution where the event is conducted.

19.9 Any individual involved in the setup or conduct of an event will at all times act in a manner which promotes the growth and well-being of the sport of wrestling.

19.10 Drugs and Alcohol use will not be tolerated during or prior to events sanctioned by NMJW. If a parent, coach, or wrestler is suspected of being under the influence at an event, the safety of the children will be of utmost concern. Any wrestler, coach, or parent who witnesses or suspects such a violation is obligated to report their suspicions to the authorities and to contact a member of the NMJW Board. Any person under the influence of drugs or alcohol at an event will be subject to immediate dismissal from the event in addition to further disciplinary action.

19.11 Sexual Harassment will not be tolerated by parents, coaches, or wrestlers. Any wrestler, coach, or parent who witnesses or suspects such a violation is obligated to report their suspicions to the authorities and to contact a member of the NMJW Board. Any person committing sexual harassment will be subject to further disciplinary action.

19.12 Disciplinary action includes; but is not limited to the following:

- A. Warnings
  - 1. Written/verbal warnings will be at the discretion of NMJW
  - 2. (Reserved for Changes)
- B. Probation
  - 1. Probation may be issued longer than one season
  - 2. (Reserved for Changes)
- C. Suspension
  - 1. Suspensions may be of any length of time, and may include sanctions against participation at events sanctioned by NMJW.
  - 2. Nothing herein contained prohibits the NMJW Board of Directors from taking immediate suspension action on a violation if the officers of the organization decide this action is in the best interest of NMJW. The suspension can be up to two seasons.
  - 3. Refunds will not be given for NMJW Dues, entries, coaching fees, etc., if disciplinary action results in Suspension. Note: The status of any individual at any capacity with NMJW, Inc., will be reviewed prior to the incoming season for final determination and final status with the NMJW organization.

19.13 Due Process – All individuals are presumed innocent of wrong doing until there is a reasonable body of evidence to the contrary. Minimum due process concerns any disciplinary action, which effects an individual's participation in a single practice or event.

- A. The individual must be given a statement of the specific violation, which shall be in a written format.
- B. Notice must be given of what disciplinary action will be imposed.
- C. The accused must have the opportunity to comment on the disciplinary action.
- D. The accused has the right to appeal the decision to the NMJW Board of Directors.

19.14 Maximum due process concerns any disciplinary action, which effects an individual's participation in more than one practice or event. Written notice of a disciplinary hearing shall be provided to the accused. The notice will include the place and time of the hearing. This notice will also include a statement of the specific violation, which if deemed accurate by the NMJW Board, would justify disciplinary action. The hearing will be conducted by a minimum of three members of the NMJW Board of Directors (the number of members will remain an odd number to prevent a tie). No one involved in the specific violation leading to disciplinary action shall be involved with conducting the hearing. The hearing decision will be formed by a majority vote. The hearing shall be an adversarial hearing. The accused shall be permitted to present evidence and witnesses, and examine the evidence and witnesses presented against him or her. Any admission of guilt shall constitute a sufficient body of evidence to justify disciplinary action. A taped record of the hearing shall be made and kept by NMJW. A copy of the taped record of the hearing and a written copy of the findings shall be provided to the accused if requested. In the event that the findings of the hearing committee are adverse to the accused, the accused shall have the right to appeal the decision at the next regularly scheduled meeting of the NMJW Board. At the request of the accused, or the President of NMJW, the appeal may be made before an appeal board appointed by the NMJW Board, at a time and/or place other than the regularly scheduled board meeting. Administration fees accrued during this due process hearing will be forwarded to the accused if deemed necessary.