

BYLAWS
OF THE
NAVAJO HOPI AREA JUNIOR HIGH LEAGUE
(N.H.A.J.H.L.)

PURPOSE:

The Navajo Hopi Area Junior High League was developed and organized to ensure, as well as to enhance, the physical, emotional, social and educational well-being of our student-athletes. Our organization is designed and administered so that every child, regardless of their abilities, has an opportunity to positively benefit from participation. The N.H.A.J.H.L. is dedicated to educating our youth by fostering the 6 characteristic traits of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship for every student-athlete.

ARTICLE I: NAME

The official title of this athletic organization shall be known as the “NAVAJO HOPI AREA JUNIOR HIGH LEAGUE,” from herein shall be referred to as the “League.”

ARTICLE II: MEMBERSHIP

- A. Membership in the League shall be open to all public, private, parochial and institutional elementary and junior high schools within and near the surrounding Navajo and Hopi Indian reservations. Member schools must meet the requirements of the League and adhere to its Rules and Regulations set forth in its Bylaws.
- B. Annual membership fees for the 2025-2026 school year are due by September 12th 2025. The membership fee for SY25-26 years will be \$250. This fee will give your school the opportunity to show commitment to the league; by giving a vote with league opportunities with each season, input at the monthly league meetings, and ensure communication between all schools.
- C. A commitment to participate in any League sponsored athletic activity must be established prior to the start of each season.

- D. A school suspended from the League shall not be allowed to participate in any League sponsored athletic activity for the duration of the suspension.

ARTICLE III: ADMINISTRATION AND LEGISLATION

A. OFFICERS

- a. The League officers shall comprise a President, Vice President, Secretary and Treasurer.
- b. The League officers shall be elected every two years by the designated representatives of the League's member schools at the first meeting of the election school year.
- c. All elected officers must be an Athletic Director/Coordinator or a member of their school's coaching staff with at least 5 or more years' experience with the League's organization.
- d. Any elected officer may be removed by the League whenever, in its judgment, is deemed in the best interest of the League.
- e. **The President shall** conduct all League meetings in accordance with Robert's Rules of Order and will have no voting power, except in the event of a tie break; will serve as a voting member of the Rules Committee.
- f. **The Vice President shall** conduct all League meetings in the absence of the President but with no voting power, except in the event of a tie break; will serve as Chairperson of the Rules Committee, maintain records of all games and team standings; shall maintain certified team rosters and verify the listings as requested by the League officials. In addition, to maintain all team school records during season play, rosters shall be submitted for D.O.B verification. All brackets for finals play will be created by and distributed prior to finals per season.
- g. **The Secretary shall** record and transcribe minutes of all League meetings, and shall distribute drafted minutes for review prior to the next scheduled meeting. In case of the absence of both the President and Vice President, the Secretary shall conduct the meeting, if a quorum is present; and shall serve as a voting member of the Rules Committee. The meeting agenda shall include the following headings:
 - i. Meeting called to Order

- ii. Roll Call and Recognition of Guests
 - iii. Approval of Agenda
 - iv. Approval of Prior Meeting's Minutes
 - v. Treasurer's Report
 - vi. Statistician Report – (D.O.B Verification/Team Records/Finals Brackets).
 - vii. Old Business
 - viii. New Business
 - ix. Announcements
 - x. Adjournment
 - xi. Rules Committee Hearing (if needed)
- h. **The Treasurer shall** maintain all financial records and transactions of the League's funds; provide financial statements at each regular meeting and upon request; and shall serve as a voting member of the Rules Committee.

B. RULES COMMITTEE

- a. The Rules Committee shall be composed of all currently elected League officers.
- b. Shall have control of all annual League athletic finals/meets.
- c. Shall provide clarification on the League's Bylaws, as necessary; and will execute its governing rules in the spirit they are intended.
- d. Shall determine any penalties, fines and/or forfeitures for violations of the League's Bylaws and its Rules and Regulations, and will notify the offending school's administration.
- e. Shall decide on all protests with reference to qualification of contestants to League finals/meets. Protests must be filed in accordance with Article VIII, Section D.
- f. The committee shall meet prior to each regular scheduled League meeting, as needed, to discuss rules, its interpretations and revisions. Written requests from

the League representatives shall be submitted to the Vice-president prior to the scheduled meeting.

- g. Shall hear questions regarding rule interpretations following each League meeting with no ruling.
- h. The committee will provide all athletic rules clinics for the benefit of athletic officials and coaches prior to the first scheduled season game. This is mandatory for ALL AD's, coaches, and potential game officials. The 25-26 season we will hold all rules clinics at selected locations.

C. LEAGUE MEETINGS

- a. All League representatives are required to attend all League meetings. Representatives should be prepared for monthly meetings by having all information regarding their teams/school on hand. In the event of an absence, it is the responsibility of the representative to give its power of voice to another representative.
- b. In the event you are unable to have a representative at the scheduled meeting, you forfeit your vote for the meeting and any question or concerns will not be addressed until the next scheduled league meeting.
- c. Each school shall have one vote for each matter requiring a vote at all meetings, provided you have paid your league membership fee for the current year.
- d. The representatives shall be consistent for a period of at least one school year, except in emergency situations requiring a substitution.
- e. A quorum will consist of at least 4 representatives prior to holding an official League meeting. Must have at least 2 officers and 2 representatives to hold an official meeting.

ARTICLE IV: LOCAL MANAGEMENT

- A. The Principal, Athletic Director/Coordinator, and/or a designated representative of each member school shall be the authorized representatives of their school, and are responsible to conduct their athletic program in the best interest of the League.

- B. The Principal or his/her designated representative shall accompany their teams to all League games/meets, and is responsible for the conduct of the student-athletes and coaching staff.
- C. The designated representative shall be appointed, in writing, by the school's Principal or administration.

ARTICLE V: COACHES

- A. The Athletic Director/Coordinator and athletic coaches shall be appointed by each member school's administration. All administrators shall keep in mind that the League is an elementary and junior high athletic organization, and, therefore, does not require the hiring practice and/or qualifications of the National Federation High School (N.F.H.S.) nor the Arizona Interscholastic Association (A.I.A.) organizations.
- B. Coaches will demonstrate fairness and promote sportsmanship at all times.
- C. Coaches are accountable for the actions of their athletes and fans during competition.
- D. No coach, athlete, parent or school representative shall have any physical or verbal retaliation against contest officials.
- E. It is the school's responsibility to communicate with the league officers, if any concerns arise during the season.

ARTICLE IV: FINANCE

- A. Membership fee for the 25-26 school year is \$250. This gives your school voting power.
- B. A nonrefundable, annual League fee for athletic participation are set as follows:
 - a. \$1000.00 for both Junior Varsity & Varsity participation per school year.
 - b. \$500.00 for either Junior Varsity or Varsity participation per school year.
 - c. \$200.00 for each team participating in a sports season (fall, winter, spring) or an additional team that is added into the regular season. (i.e., extra volleyball team)
- C. There shall be an accumulation and establishment of an adequate working balance in the League treasury as voted on by the League representatives at the end of each school year.

- D. Member schools who host any League final will split the gate fee at 50% of their total admission revenue. The League recommends a fee for sports Finals at \$5.00 per individual.
- E. The League will provide payment for the contest officials for all League finals. The payment will be \$30 per game.
 - a. No student shall officiate league games.
 - b. An officials' list must be provided to the league prior to finals, so the league officers can make final selection and determine scheduling.
- F. The League will purchase all awards to be presented at the finals.

ARTICLE VII: AMENDMENTS

The N.H.A.J.H.L. Bylaws may be amended at a regular or special meeting with a minimum of 2/3 of its voting members present.

ARTICLE VIII: RULES AND REGULATIONS

- A. Officials
 - a. All game officials for the League finals will be selected by the League representatives.
 - b. In all athletic contests, the N.F.H.S. Rulebook shall be the governing source to regulate competition. The N.F.H.S. serves its related professional organizations and students by providing leadership for the administration of education-based interscholastic activities, which support academic achievement, good citizenship and equitable opportunities.
 - c. The host school's principal, athletic director/coordinator, and/or coaches shall exercise proper measures to ensure all safety precautions are met in regards to the athletes, officials, staff, and spectators.
 - d. All schools shall be responsible for the conduct of their spectators at all times.
 - e. In all contests, the game officials' decisions are final.

- f. The League will provide athletic rules clinics and training for any individual interested in officiating League athletic events. The clinics are for the benefit of all officials to stay current on N.F.H.S. rules and regulations.
- g. No student shall officiate league games.

B. Playoffs/Finals

- a. All playoffs and finals will involve all participating schools in that event. Higher seed teams shall be the designated Home Team.
- b. The League shall determine the site for all its finals.
- c. A 15-minute grace time shall be given during the League finals, unless prior arrangements were made with the host school at least 24 hours in advance. Weather and road conditions shall be taken into consideration.
- d. A tournament committee shall consist of the head coaches, members of the Rules Committee and, if relevant, the game officials.
- e. Awards will be given to the top team in accordance with the official League standings.
- f. No student shall officiate league games.
- g. An officials' list must be provided to the league prior to finals, so the league officers can make final selection and determine scheduling.
- h. Single elimination bracket only. A championship game for the top two teams and no 3rd place game.

C. General Rules for League Games

- a. All athletes must be officially enrolled in the school they will be representing.
- b. All athletes must be enrolled in grades 3rd to 8th. Cross country runners will be the exception to this ruling.
 - i. All 7th & 8th grade athletes shall participate in the varsity division only. These athletes shall not have turned 15 years of age prior to September 1st of the current academic year.

- ii. All 3rd thru 6th grade athletes may participate in both the junior varsity and varsity divisions. These athletes shall not have turned 13 years of age prior to September 1st of the current academic year.
 - iii. If a 6th grade athlete turns 13 years of age prior to September 1st of the current academic year, he/she must compete at the varsity division.
 - iv. Student-athlete eligibility is limited to 1 year in 6th grade, 1 year in 7th grade, and 1 year in 8th grade or a total of 3 years.
 - v. Age verification must be on file in the office of the school's registrar or their designee.
- c. No high school athlete shall participate in an N.H.A.J.H.L. event regardless of their age.
- d. League representatives of member schools may request to utilize an older and/or upper grade level student to participate in the junior varsity division. Such requests must be officially presented before the League members for discussion. After reviewing the request, a decision will be issued by the League to approve or deny said request.
- e. No athlete listed on an official League roster shall participate in another athletic organization without proper notification to the League. Under no circumstance shall an athlete participate in two athletic organizations' concurring athletic events.
- f. Transfer students may participate in their first official game one week after their new enrollment.
- g. All official League rosters are due to the Vice-President by scheduled date determined at the AD meetings.
- h. All athletes must be in good academic standings and display citizenship based on their school's regulations.
- i. All parents/guardians shall sign a school athletic consent form before their child will be allowed to compete in a League sponsored event.
- j. The League recommends that a physical examination on all athletes be completed prior to their participation.

- k. All games/meets shall begin by 4:00 pm (MST).
- l. All League representatives must notify the opposing school of any game postponements by 12:00 pm of the scheduled game date. The game will be considered forfeiture if no arrangements were established. In the case of an unforeseen emergency, arrangements may be made between the two schools on when the game(s) will possibly be rescheduled.
- m. The designated Home team shall provide all game officials, including a scorekeeper and a timer. Competent students may be used to assist. It is recommended that at least one certified A.I.A. or a League approved official be on your officiating team.
- n. All representing member schools and their game officials shall be required to attend all League sponsored rules clinics held at the beginning of each season.
- o. All member schools shall provide proper uniforms and equipment for their teams.
- p. Season of athletic events:
 - i. Fall – end August to the first weekend of November.
 - ii. Winter – November 1st to the second weekend of February.
 - iii. Spring – March 1st to the first weekend of May.
- q. Sportsmanship is expected from every athlete, coach, and spectator.
- r. The League will not be held liable for the loss or damage of any personal valuables of any individual or group participating in a League sponsored event.

D. Protests

- a. Written protests must be lodged one week following the event with the League's Statistician. The Statistician will then notify the Rules Committee Chairperson and its members to establish a meeting for the purpose of ruling on said protest.
- b. The Rules Committee will contact all individuals involved in said protest to gather information, and to notify them of the date, location, and time of meeting.

E. Awards

- a. Team awards shall be given to the 1st and 2nd place teams in the League finals where there are at least four or more teams competing.
- b. Team awards shall be given to the 1st place teams in the event where there are only three teams competing. Selections will be based on the official League standings.
- c. Individual cross country medals for finals will be awarded as follows:
 - i. Top 10 runners in all divisions.

I, _____, the duly elected and acting Secretary of the N.H.A.J.H.L., do hereby certify that these Bylaws were approved by the Committee on the ____ day of _____ 2025, effective this ____ day of _____ 2025.

(Name-type or print)

(Signature)

Acknowledgement Statement:

I hereby acknowledge that I have received a copy of the N.H.A.J.H.L Bylaws. I have thoroughly read and understand the document and will follow the procedure, instructions, rules and guidelines as set forth in this document.

(Name-type or print)

(Signature)