



# Texas Association of Sports Officials FOOTBALL DIVISION

## OPERATING PROCEDURES

### I NAME

This organization shall be known as the Texas Association of Sports Officials (TASO) – Football Division. TASO – Football is a division of the Southwest Officials Association a Texas nonprofit incorporation dba Texas Association of Sports Officials, hereinafter referred to as TASO.

### II PURPOSE AND INTENT

The Board of Directors has adopted the following Operating Procedures to be effective on the date stated at the conclusion of this document. These procedures may be amended as necessary by a majority vote of the Board at the sole discretion of the Board. The re-writing of these procedures to reflect amendments during the term of this document is neither required nor prohibited; however, amendments should be noted in the minutes of the board meeting in which the amendment(s) are adopted. The intent of these operating procedures is to provide the membership with the methods used in TASO-Football operations by the elected officers and board members, and by the various appointed committees of the Board. The Operating Procedures along with any attachment(s) are meant to supplement the TASO By-Laws and to provide more specific details and a guide for conducting TASO-Football business. It further delineates the Board's expectations and objectives of the membership in their service to the schools, the Organization, and to football officiating in general. It is the intent of the Board of Directors that all TASO-Football members follow these Operating Procedures and that each member have access to a copy. The current Board shall review the Operating Procedures, make any necessary revisions, and adopt the newly revised Operating Procedures to become effective immediately. Suggested revisions should be submitted to a member of the Board of Directors in writing.

### III CHAPTERS AND DISTRICTS

(a) Geographical Districts – The membership will be divided into the following geographical districts. The number and composition of these districts may be changed at any time by a majority vote of the Board of Directors.

DISTRICT I – Consists of the following Chapters: Amarillo and South Plains

DISTRICT II – Consists of the following Chapters: Abilene, El Paso, Permian Basin, and San Angelo

DISTRICT III – Consists of the following Chapters: Fort Worth, North Texas and Pecan Valley

DISTRICT IV – Consists of the following Chapters: Austin, College Station, central Texas and Waco

DISTRICT V – Consists of the San Antonio Chapter

DISTRICT VI – Consists of the following Chapters: Corpus Christi and Rio Grande.

DISTRICT VII – Consists of the Dallas Chapter.

DISTRICT VIII – Consists of the Houston Chapter

DISTRICT IX – Consists of the following Chapters: Southeast Texas (formerly Beaumont) (the Gulf Coast Chapter has dissolved)

DISTRICT X – Consists of the following Chapters: East Texas, Northeast Texas and Tyler-Lone Star

***EFFECTIVE 01-01-2010. The District alignment will be:***

DISTRICT I – Consists of the following Chapters: Amarillo, South Plains, and North Texas

DISTRICT II – Consists of the following Chapters: Abilene, El Paso, Permian Basin, and San Angelo

DISTRICT III – Consists of the Fort Worth Chapter

DISTRICT IV – Consists of the following Chapters: Austin, College Station, and Southeast Texas

DISTRICT V – Consists of the San Antonio Chapter

DISTRICT VI – Consists of the following Chapters: Corpus Christi and Rio Grande.

DISTRICT VII – Consists of the Dallas Chapter.

DISTRICT VIII – Consists of the Houston Chapter

DISTRICT IX – Consists of the following Chapters: Central Texas, Pecan Valley and Waco

DISTRICT X – Consists of the following Chapters: East Texas, Northeast Texas and Tyler-Lone Star

(b) Establishing a new Chapter

I. GENERAL: The establishment of a new chapter will be considered at the "Off-Season" meeting of the Football Board of Directors. A new chapter will be considered in an area that fills the requirements to best support the University Interscholastic League activities in an area. The new chapter should be beneficial to both the schools concerned and the TASO Officials. New chapters normally will not be approved for a split of a chapter because of in-house political or factional problems.

II. REQUIREMENTS: The official(s) making application for the establishment of a new chapter is required to submit all of the following information to the TASO Office in order to have the request acted upon at the "Off-Season" Board of Directors Meeting. This required information is due no later than 45 days prior to the Board meeting.

a. A copy of your proposed Chapter by-laws.

b. A list of the proposed officer's names, addresses, e-mail address, home and business telephone numbers.

c. A list of all prospective members of the new chapter: names, addresses, and note if they are current or past members of the TASO Football and the last affiliated TASO Football Chapter.

d. A List the schools to whom you plan to offer the new chapter's services, if the chapter is approved. Note on this list, the chapter(s) now serving each school.

III. PROCEDURES: The TASO Office will forward copies of the application to the District Director(s) affected by the establishment of the new chapter. The Director(s) will investigate the application, note the impact on the current organization, and make their recommendation to the entire board at the next meeting, at which time a vote on the new chapter request will be taken... If the new chapter is approved, the Board will assign the new chapter to a District.

IV. A new Chapter may not formed in the same county as an existing Chapter.

V. APPEALS: There is no appeal of the Board Vote. Applicants may resubmit in two years from the date of the original application.

## **IV CHAPTER DUTIES AND RESPONSIBILITIES**

### **1. Chapter Game Assigning Criteria**

- a. All game assignments will be made directly through the chapter's assigning authority to include all play-off games. Failure to follow this procedure may result in sanctions imposed on officials accepting game assignments from sources other than the chapter's assigning authority.
- b. The assigning authority of each chapter should be an ACTIVE member with TASO-Football. This requirement insures the assigning authority his Board of Directors is covered under the TASO Liability Insurance.
- c. A chapter assigning authority must not assign non TASO Football officials to any game played at the seventh grade level and above. Only TASO Football ACTIVE members may be assigned games at the seventh grade level and above. Only ACTIVE members eligible to officiate varsity games may be assigned to varsity games.

A copy of the varsity game assignment procedures must be provided to the District Director

2. Each Chapter is required to establish Chapter By-laws and/or Operating Procedures. A current copy of these documents must be provided to the District Director at all times.

3. Each Chapter must provide the District Director by February 1st of each year a copy of the Financial Statement from the previous year and a Budget for the current year.

4. TASO membership dues for the upcoming season by must be collected by the Chapter and forwarded to TASO by February 1st. The dues for each member must be accompanied by a properly completely and signed Points Summary for the previous season. The Points Summary must also be signed by the Chapter Secretary of Chapter President attesting to the accuracy of the Points reported.

5. By April 1st of each year each Chapter President and Secretary must sign and return Chapter Requirements document indicating that they understand and will abide by these Operating Procedures and TASO By-Laws

6. If there is a conflict between any provisions of the Football Division operating procedures adopted by the Football Board of Directors or TASO By-laws, and any provisions of a football's chapter's by-laws or operating procedures, the former shall prevail.

## **V OFFICERS AND DIRECTORS**

1. The Officers of the Division shall be one President, one President-Elect, one Vice President, one Immediate Past President and the TASO Executive Director or his/her designated representative. The officers with the exception of the Executive Director who is appointed by the TASO Board of Directors shall be elected and serve office as outlined in these Operating Procedures.
2. The Board of Directors shall consist of the Officers and one (1) member from each District.

## **VI PRESIDENT AND PRESIDENT ELECT**

1. The President shall preside at all meetings of the Division or of the Board of Directors, shall conduct all negotiations in behalf of the Division in conjunction with the Executive Director and shall make every effort possible to further the policies adopted by the Division.
2. The President-Elect, in the absence or disqualification of the President, shall assume the responsibilities of the President.
3. If the position of President Elect is vacant, that position may be filled by an appointment by the President, subject to Board of Director's approval. The appointee must have previously served as Football Board of Directors member for at least two years. This appointment is not required, but if the vacant President Elect position is filled, he/she does not automatically assume the President position. The next election will include a vote on President as well as President elect and Vice President.

## **VII VICE PRESIDENT AND IMMEDIATE PAST PRESIDENT**

1. Vice President. In the absence or disqualification of the President and President-Elect, the Vice President shall assume responsibilities of the President.
2. The Immediate Past President shall perform such duties as may be prescribed by the President and the Board of Directors. The Immediate Past President shall perform the duties of the Vice President in the absence of the Vice President.
3. In the event of a vacancy in the office of the Immediate Past President, the President, subject to approval of a majority vote of the Board of Directors present, shall appoint a former member of the Board of Directors to fulfill the duties and obligations of the Immediate Past President.

## **VIII ELECTION OF OFFICERS AND DIRECTORS**

1. All officers and directors to be eligible to hold office, either elected or appointed, must be and remain ACTIVE members during their term of office.
2. Prior to holding office as a District Director, the member must be an ACTIVE member of the TASO - Football Division, have been a member of the Football Division for a minimum of 5 years and his/her home Chapter must be within that District.
3. Prior to holding office as President Elect or President, the member must have served on the Board of Directors for a period of at least two (2) years.

## President Elect and Vice President Election Procedure –

- (a) The President-Elect and Vice President shall be elected by a majority of the votes cast on line starting in 2010 in even numbered years. Thereafter, the election of President-Elect and Vice President shall take place in even numbered years.
  - (b) Candidate's names must be submitted in writing to the TASO State Office no later than September 1st. (Nominees will be notified of their nomination status by the TASO State Office before ballots are prepared.)
  - (c) Voting will begin on the first Monday in October and will conclude on the third Monday of October the same year. Election winners will be notified in writing by the TASO State Office by December 1st. The new officers will assume their new positions at 12:01 AM on January 1st of the following year.
4. The term of office for the Vice President is for two (2) years and he/she is not eligible for re-election to the same office at the conclusion of the term. The Vice President is eligible for election to the office of President-Elect. The term of office of the President Elect is for two (2) years and at the conclusion of his/her term shall assume the position of President for a two (2) year term. The retiring President shall become Immediate Past President. The Executive Director of his/her designee shall serve as Secretary-Treasurer of the Division.
  5. District Director Election Procedure – The term of office for a District director is two (2) years. A Director may be re-elected once, but cannot be elected for more than two (2) consecutive two year terms. Odd numbered Districts shall have elections in odd numbered years. Even numbered Districts shall conduct elections in even numbered years.
    - (a) Candidate's names must be submitted in writing to the TASO State Office no later than September 1st. (Nominees will be notified of their nomination status by the TASO State Office before ballots are prepared.)
    - (b) In any district where there is only one declared candidate, no election will be conducted and the one candidate will be declared the winner.
    - (c) Voting for District Directors shall be done by on-line voting only.
    - (d) Voting will begin on the first Monday in October and will conclude on the third Monday of October the same year
    - (e) Election winners will be notified in writing by the TASO State Office by December 1st.
    - (f) Winners will take office at 12:01 AM on January 1st.
  6. TASO members that are ACTIVE are eligible to vote in District Director Elections. However, they may only vote in the District Director Election in which their Home Chapter is located.

## **IX BOARD OF DIRECTORS**

1. The Board shall have full power to adopt all regulations to govern its own deliberations.
2. The Board member representing a District shall be responsible for the promotion of regular meetings of officials to discuss rules interpretations in his own district. All officers and directors shall assist and encourage officials and do all in their power to further the interest and objectives of the Football Division and TASO.
3. The Board of Directors shall have full power to act and pass on all matters of business pertaining to the Division.

#### 4. District Director Duties –

Listed below are the duties of District Directors of the Football Division. Directors are not limited to those listed and are encouraged to assist all members of their District whenever possible.

- (a) When a member has been notified that they have been elected District Director, they should immediately contact their predecessor for a briefing as to their duties and the District File.
- (b) Each District Director is required to maintain a "District File" which shall include, but is not limited to: (1) Board of Directors Minutes (2) Each Chapter Constitution/By-Laws, Financial Statements and Varsity Game assignment procedures (3) the TASO By-Laws, the Division By-Laws, (4). All pertinent correspondence (5) A roster of each chapter's Board of Directors to include phone numbers and addresses.
- (c) As soon as practical after being elected contact each chapter President and Secretary and discuss any areas of concern.
- (d) At the first Board of Directors meeting following the director's elections, a review of the Directors Duties will be conducted. This will include investigations, due process procedures and game solicitation policies.
- (e) If there are any problems the Director will assist the chapter in attempting to solve the problems.
- (f) When a Director contacts a chapter, they should remind the officers that dues and records are due at a certain time, and these dates are to be kept in order for the TASO office to operate efficiently.
- (g) When the TASO Football Division has scheduled the Annual Meeting all, Directors should notify each Chapter they represent to have at least two officers to attend all business meetings and rules interpretations, plus a meeting that they will hold themselves for their District or area. On this notification, inquire if they have all of their dues, records and recommendations in order and filed with the TASO office. If not, let their Director know so they can help solve the problem before the annual meeting.
- (h) Each Director will oversee an annual District Meeting(s) before the playing season starts. These meetings will include TASO & UIL Administrative information, current Rules and Mechanics information. These meetings will be scheduled so that as many members as possible may attend. Directors will report to the members in attendance at each workshop/clinic in their district.
- (i) Directors shall visit each chapter a minimum of one time during the season at a regularly scheduled meeting. Directors will notify the chapters when they will visit.
  - a. THE DIRECTORS SHOULD SET THE DATES....NOT THE CHAPTERS.
  - b. These visits should be immediately after the state meeting or early in the season. These meetings will include the ethics, due process, conflicts of interest, and incident reporting procedures.
  - c. If the Director is not a top rule interpreter they should take one with them.
  - d. All Directors should encourage all chapter officers and members to participate in the rules seminars, workshops and clinics to be held.
- (j) When the season is over notify their chapters of the paper work for which they are responsible, also, the target dates for completion.
- (k) Each Director should contact the TASO office during the season and when the season ends to see if any chapter in their area has not complied with all rules and regulations and all problems have been solved.
- (l) It is the responsibility of all Directors to keep records up to date in their District Directors notebook so when their tenure of office is completed the new Director will have a complete file of each chapter in their District or area.

- (m) When notified that their successor has been elected, contact that member as soon as practical and brief them as to their duties and give them the District File.
- (n) Directors are expected to attend all Division Board of Directors Meetings.
- (o) Directors will be reimbursed necessary expenses incurred in performing their duties. These expenses should be filed within thirty (30) days.
- (p) Directors will be responsible for gathering game footage, tape, and/or DVD's for use in producing training videos. Directors may work through the chapter secretaries, coaches or administrators. (This in no way exempts a director from being held to a higher standard of game solicitation and ethics)

## **X MEMBERSHIP**

1. Every football official whose application is approved by the Board of Directors or Executive Director shall be admitted to membership as a Division V official or an Auxiliary member. To be eligible for membership, an applicant must be least 18 years of age at the time the application is submitted or 16 years of age for an Auxiliary membership.
2. Application for membership shall be made in writing to the Secretary-Treasurer on printed or electronic forms prescribed by the Board of Directors. A non-refundable application fee, the amount to be determined by the Board of Directors, must accompany each application. In addition to the application fee, an applicant who is accepted for membership must pay the current annual dues.
3. An active member is a member that has done the following and an inactive member is a member that has not:
  - a. Renewal or Reinstating Member:
    - (a) Paid State and local dues
    - (b) Completed and submitted all required documents
    - (c) Has not transferred or left another TASO Football Chapter with any outstanding dues or fees or has any current disciplinary actions imposed by TASO or the previous chapter not disclosed to the new chapter.
  - b. New Member:
    - (a) Paid State and Local dues
    - (b) Submitted all necessary documents
4. Varsity Game eligibility
  - a. An active member must take and pass with a minimum score of 70% an annual rules and mechanics exam by August 31<sup>st</sup> or his/her first varsity game assignment, whichever date comes first. Failure to meet this requirement will make the member ineligible to officiate a varsity game for the upcoming season.
  - b. An active member must attend a Rule Clinic Session prior to the first game of each season. Failure to meet this requirement will make the member ineligible to officiate a varsity game for the upcoming season.
  - c. A new member must take and pass with a score of 70% an annual rules and mechanics exam BEFORE he/she may be assigned or officiate a varsity game.
5. The annual exam will be prepared and administered as prescribed by the Football Board of Directors
6. All active members are eligible to vote.

7. Communications from the Executive Director, Officers and Directors must be answered promptly with return of information requested or statement of reason why it must be delayed or withheld.
8. Members shall be classified in one of six Divisions (I, II, III, IV, V and Auxiliary) based on the points accumulated at the end of the previous football season. Auxiliary Members are only eligible to be a clock operator (game and play clocks), or part of the chain crew:

Auxiliary Member: points do not apply

Division V: 0 – 59 points

Division IV: 60 – 179 points

Division III: 180 – 359 points

Division II: 360 – 659 points and a minimum of 40 varsity games

Division I: 660 and more points and a minimum of 75 varsity games

9. The Board of Directors has full authority to change any member's classification whenever, in its opinion, such change is in the best interest of the Division.
10. Reporting Points – At the conclusion of each season, each member shall submit a Points Summary Report of the form approved by the Board of Directors. Any member that fails to report the season's points by August 1st following year, the points will not be allowed or credited to the member.
11. It is recommended that each member have a physical examination annually.
12. New Members Transferring from another State – All new, or returning members, who transfer from another State will be placed in Division V for their first year as a TASO Football member. The new member is responsible to abide by all requirements of TASO and the local chapter to become an ACTIVE member. During the first season, the transferring member may submit officiating records to obtain points in TASO. These records must include, but are not limited to:
  - a. Game records detailing the dates, teams, and level of play (e.g. Varsity, Junior Varsity, Junior High, Middle School, College)
  - b. Letter of recommendation from the previous organization stating that the transferring member did abide by all of the regulations of the organization
  - c. Records of meeting, training clinics, rules clinics, etc. attended

The TASO Football Operating Committee will review these documents and determine the number of points to be awarded. Based on previous criteria and past practices, points will be awarded as follows.

- a. A maximum of one-quarter (1/4) point will be awarded for each sub-varsity game worked.
- b. A maximum of one (1) point will be awarded for each varsity and/or college game worked.
- c. Points will be reduced by 20% per year for any years immediately preceding the transfer season that the official did not work games. An official who has been off the field for five consecutive years since their last season will receive no transfer points

These numbers can be reduced at the discretion of the Operating Committee based on factors such as, but not limited to: the number of years of records submitted; the verifiability of the documentation, etc.

The Operating Committee will award the points and the Executive Director will be charged with informing the appropriate TASO Chapter Secretary of the decision. The transferring official may use the points for his/her benefit starting in the second year of service.

If the TASO Chapter Secretary believes further review is required, an appeal can be submitted to the President of TASO-Football. The appeal will be discussed by the Football Board at a regularly scheduled meeting. After the appeal is decided, the ruling is final.

13. Former Member transferring back from another State – If a member leaves the state and returns to TASO, he/she will be placed in the same Division as when they left TASO. If the member is transferring to another chapter different from the chapter they were a member of when they left TASO, a Chapter membership form must be obtained for the previous chapter. If the member would like credit for game worked while not a TASO member, the procedure outline in (h) above must be followed.

#### 14. Dual Chapter Membership Policy

This is a list of a dual member's rights and responsibilities:

1. A member may join as many chapters as he/she wishes however the member must designate one (1) chapter as his/her home chapter. The HOME Chapter is defined as the Chapter that submits the member's State Dues. The member may only accept Varsity Game assignments from his/her Home Chapter. However, the Home Chapter's Board of Directors may waive this restriction for a member for a single game or the entire year.
2. Attendance requirements to meeting will be determined by the local chapter's by-laws. Any ruling rendered by the chapter's board of directors regarding meetings will be upheld by the TASO State Office. Dual membership is not a reason to miss regularly scheduled meetings in either chapter.
3. All state dues and game reports shall be submitted by the home chapter. Additional chapters are responsible for local dues only, if any.
4. Test scores are the responsibility of the home chapter however it is the responsibility of all additional chapter secretaries to verify that a member is a member in good standing.
5. A member MUST report to all chapter secretaries his/her status. This status is either a primary member or a secondary member.

This is a list of the Chapters rights and responsibilities:

1. Maintain records for all primary members.
2. Report any disciplinary action to all secondary chapters.
3. Honor any disciplinary action taken by another chapter unless otherwise specified by the Executive Director of TASO or his designee.
4. Coordinate with any other chapter in an effort to best service the chapter, the member and the schools which we service.

5. A chapter will determine if the application for membership from a member will be accepted. Admittance to a chapter is the sole discretion of the Board of Directors of that chapter. This right also extends to the development of the chapters playoff list.

## **XI REGISTRATION AND DUES**

1. The membership year begins on January 1st and ends on December 31st of each year.
2. Dues for membership for each Division shall be determined annually by the Board of Directors.
3. Procedures for payment of dues and the method of notification shall be determined by the Board of Directors. Each member will follow the prescribed procedure.
4. The Board of Directors may establish requirements to approve the reinstatement of an expired membership.

## **XII UNIFORMS**

1. The Board of Directors shall prescribe a regulation uniform for use of members.
2. Members shall be required to wear the regulation uniform when officiating in any game assigned through the TASO.
3. A Chapter may adopt the Summer Uniform for games played below the varsity level (refer to the TASO Mechanics for the Summer Uniform).

## **XIII OFFICIATING FEES AND TRAVEL ALLOWANCE**

1. Officiating fees, travel allowance and expense for any game will conform to the fees and allowances as prescribed by the Board of Directors.
2. For charity, intersectional, post season and other games involving unusual circumstances, exceptions to standard fees and travel allowances may be requested through the Executive Director.

## **XIV OFFICIATING PROCEDURE**

1. All members and Chapters shall conform to the mechanics and procedures prescribed by the Board of Directors and/or the office of the Executive Director.

## **XV MEETINGS**

1. The Annual Meeting of the Division shall be held at such time and place as the Board of Directors shall determine.
2. An Annual Meeting to discuss and interpret football rules shall be held prior to each football season.
3. Special meetings of the Board of Directors shall be held at such times as the President shall elect, and the President must call such meetings when requested to do so by a majority vote of the Board.

## **XVI COMMITTEES**

1. The President shall appoint committees as necessary to effectuate the purposes of this organization.
2. The Executive Director of the Texas Association of Sports Officials shall serve as an "ex-officio" member of each committee.

## **XVII VOTE AND QUORUM**

1. Twenty five percent of the members of the Football Division, or a majority of the Board of Directors, shall constitute a quorum, but any number may adjourn a meeting.
2. An electronic (e-mail) vote of the members, or of the Board of Directors, may be taken and shall be in all respects as valid as though taken with the members or Directors assembled. Only the President may call a vote by e-mail. When doing so, the President must specify a date and time when the votes become final. Up until that point, a board member may change his/her vote. All votes must be cast by return e-mail. Comments by board members before the voting becomes final is encouraged by "replying to all" to e-mail correspondent.
3. A meeting of the Board of Directors may be conducted via Teleconference and/or web conference and shall be in all respects as valid as though taken with the Directors assembled.

## **XVIII SOLICITATION of GAMES**

Between January 1st and August 1st, a chapter may:

1. Promote the services of that Chapter, via US mail or e-mail by the President and/or Secretary for the Board of Directors or the Executive Committee of the Chapter. Copies of the chapter's letter/package promotions must be sent to the District Director and the TASO Executive Director.
2. The chapter president, secretary or assignment secretary may contact coaches/athletic directors by telephone or in person (by appointment) for the legal promotions of services. A member of the Board of Directors or executive Committee may substitute for the president or secretary, however other members are prohibited from direct or indirect contact of coaches/athletic directors.
3. Provide a roster or scratch list of the members of that chapter that reflects the classification, years of experience and potential conflicts of each member or crew. **NO OTHER INFORMATION IS PERMISSIBLE.** A photo roster book is permissible.
4. Provide the assignment policies and procedures of the chapter for individuals or crews.
5. State the availability of Chapter members for assignment to:
  - a. Varsity games/matches.
  - b. Sub-varsity games/matches.
  - c. Scrimmages
  - d. Rules discussions with teams/coaching staffs.
  - e. Review game films/videos (Chapter President, Secretary and Varsity Assignment Secretary ONLY)

- f. Conduct a rules seminar/meeting for coaches provided all coaches of all levels are invited at the same time.
- g. Allow the attendance of a coach at a regular schedule meeting. This is not a violation and is encouraged by the UIL.

An individual member SHALL NOT:

1. Influence, request or communicate, directly or indirectly, with a coach, athletic director, assigning authority or an athletic governing body to enhance the opportunity for ones assignments in contest which are assigned by any Chapter/Authorized member of TASO as an official.
2. Give, accept or exchange any gift, favor or thing of monetary value or personal gain for possible assignment of any official to a game/match.
3. Discredit the ability or performance or criticize the assignment of another official or team of officials to gain the opportunity of assignment for his/her self or another member.
4. An individual member or chapter designated representative of a chapter SHALL NOT Criticize or censure the ability, performance or assignment of another chapter.

## **IXX CONFLICT of INTEREST**

1. An official SHALL NOT KNOWINGLY ACCEPT ASSIGNMENT OF A CONTEST if any of the following exist:
  - a. If there is a Chapter that makes assignments through an assignment secretary/director and the assignment did not come through the assignment secretary/director.
  - b. If any official assigned to the contest is not an ACTIVE member. For varsity game assignments the additional provisions outlined in X.4.
  - c. If the official or the officials spouse is employed by any school fielding a team involved in a contest.
  - d. If the official is related by blood or marriage as follows: (parent, grandparent, child grandchild, brother, sister, brother in law, son in law, etc.) to a person affiliated with a team involved in a contest.
  - e. If the official and any person affiliated with a team involved in a contest are former or present team mates, roommates, classmates, business associates or close personal friends.
  - f. If the official or the official's spouse attended or worked at either school within the last 5 years.
  - g. If the official has a child in school in one of the involved schools, or a child who graduated from one of the schools within the previous 5 years.
2. An official must advise the assignments secretary, in writing of all known conflicts of interest with schools normally served by the chapter prior to any assignments for a season. In the event a chapter secretary does not know of a conflict in accordance with I and II above, an individual official shall notify the assignment secretary of all known conflicts upon receipt of the schedule and the official shall not accept an assignment without first insuring compliance with the provisions of this section.
3. In the event a conflict with these provisions becomes known after acceptance of the contest, the official shall make such conflict known to the assignment secretary or assigning authority as soon as practicable. If the conflict is under I above, the official shall be removed from the contest or tournament without penalty. If the conflict is under II above, the assignment

secretary or assigning authority, in accordance with and local chapter policy, shall inform both coaches of the possible conflict and reassign the official in the absence of consent from both head coaches, without penalty to the official.

4. It shall be a violation of the Officials Code of Ethics for an official to work a contest in violation of these provisions and an official violating these provisions may be placed on probation, fined, suspended or terminated from membership.
5. All of the above provisions except the provisions of 1a. & 1b. above may be waived by mutual consent of the head coaches.

## **XXI ETHICS POLICY**

### **1. Code of Ethical Conduct**

Each member of the TASO shall:

- a. Put loyalty to the highest moral principles and to TASO above loyalty to persons or individual gains.
- b. Uphold the Bylaws and legal regulations of the TASO and support members therein and never be a party to their evasion.
- c. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for self or family, favors or benefits under circumstance which might be construed by reasonable persons as influencing the performance of TASO duties.
- d. Make no private promises of any kind binding upon duties of office since a TASO member has no private word which can be binding on public duty.
- e. Engage in no business with nonmembers, either directly or indirectly which is consistent with the conscientious performance of TASO principles.
- f. Expose corruption wherever discovered.
- g. Uphold these principles ever conscious that membership is a basic human trust.

### **2. Standards of Conduct**

- a. Each member of the TASO must avoid any action, whether or not specifically prohibited by this code, which might result in or create the appearance of a violation of these standards of conduct which include but are not restricted to.
  - I. Using TASO for private gain.
  - II. Giving preferential treatment to any person.
  - III. Losing complete independence or impartiality.
  - IV .Making a TASO decision outside official channels.
  - V. Affecting adversely the confidence of the public and schools, in the integrity of TASO
  - VI. Solicitation of, or accept any gift, favor, entertainment, meal, loan, or anything of value from any person seeking contractual or other business with TASO and supporting members.
- b. No member will engage in criminal, dishonest, notoriously disgraceful, or immoral conduct or other conduct prejudicial to the TASO
- c. If a member is arrested for any misdemeanor or felony, then the provisions of the TASO Bylaws and policies covering such incidents apply.
- d. Use intoxicating beverages or tobacco products while engaged in officiating activities.
- e. Use of illegal drugs which may be grounds for removal from TASO.

- f. Consume alcohol the day of the game
- g. Consume alcohol in public after a contest.
- h. The official uniform and patches as designated by the TASO Football Board of Directors shall be worn
- i. The officiating mechanics approved to by the TASO Football Board of Directors shall be followed with no variations by chapters or crews.

## XXII DUE PROCESS

All matters concerning member ethics and conduct shall be processed in accordance with the following guidelines.

### 1. CHAPTER LEVEL

- a. Complaints involving chapter members shall be resolved by one of the following methods:
  - i. By any reasonable manner set forth in the Chapter Bylaws if the matter is reconciled with no sanctions to an individual;
  - ii. By a due process hearing which includes timely notice, an opportunity to appear before the decision making authority, to present witnesses in their behalf, to controvert information adverse to their interests, and to cross examine witnesses providing information against them, if there is a possibility of chapter sanctions against any individual.
- b. The initial decision making body may be one of the following:
  - i. The Chapter Board of Directors;
  - ii. A subcommittee of board members;
  - iii. A committee of chapter members.
- c. Chapter Bylaws must contain procedures for selecting a subcommittee of board members, or a committee of chapter members (each hereinafter called committee), and for determining the number of persons to sit on same.
- d. Authority - Chapter options:
  - i. The Chapter may reserve all disciplinary or ethics matters for determination by the full Board of Directors.
  - ii. Committee powers may be limited to investigation with a report to the full Board of Directors.
  - iii. The Chapter may delegate decision making authority to a committee.
  - iv. The Chapter may require the first level of appeal of a committee decisions be to the full Chapter Board of Directors or directly to the Division level.
  - v. The Chapter Board may chose to make the decision of the committee final as to disposition within the Chapter, or the Chapter may make the committee decision appealable to the full Chapter Board of Directors.
  - vi. There shall be no more than one committee within any one Chapter with ethics responsibility.
- e. Notice - Notice means written notice, mailed "Certified Mail Return Receipt Requested" to the respondent at the most recent address furnished to the Chapter Secretary, e-mailed to the most recent e-mail addressed furnished to the Chapter Secretary (acknowledgement of receipt) or hand delivered to the respondent that shall contain the following:
  - i. Date or dates of alleged infraction(s)
  - ii. Description of alleged infractions); Name of person initiating action unless determined to be confidential in accordance with following rules governing same
  - iii. Identification of provision of constitution, bylaws, or rules involved;

- iv. The day, time and location of the hearing;
  - v. The range of action that may be taken as a result of the proceedings;
  - vi. In the absence of good cause shown, that failure to attend the hearing will terminate the respondent's rights to appeal any discretionary decision of the committee.
- f. A respondent shall be given not less than 5 days notice of any chapter hearing which might result in action adversely affecting the respondent.
  - g. A respondent shall be given not less than 15 days notice of any Football Division hearing which might result in action adversely affecting the respondent.
  - h. A respondent shall be given not less than 15 days notice of any TASO hearing which might result in action adversely affecting the respondent.
  - i. Notice by "Certified Mail Return Receipt Requested" shall be presumed to be received by a respondent 5 days after deposit in the U. S. Mail, postage prepaid and addressed to the respondent's address contained in the official roster book of the chapter or Division. Notice by e-mail must be acknowledged by the respondent.
  - j. Chapter Level Appeal. Any disciplinary action taken by the chapter against a member may be appealed to the Football Division after all chapter level remedies are exhausted. This appeal shall be directed to the Football President and the TASO Executive Director. The Football President may assign an investigator for further discovery before the issue is considered by the Football Board or refer the matter directly to the Board of Directors. Board consideration of appeals is usually conducted at the next regularly scheduled Board meeting, however if it is in the best interest of TASO Football, the President can schedule a Board meeting, either in person or electronically. The respondent shall provide either a cash bond or a cost bond of \$750.00 for a matter appealed to the Football Division. The Football President may charge the costs of the appeal to the bond.

## 2. FOOTBALL DIVISION LEVEL

- a. Ethics Committee – The Football Division Ethics Committee will consist of three (3) former Football Division Board Members (officers or district director) with one designated as Chairman. The Ethics Committee Members shall be appointed by the President and affirmed by the Football Board of Directors.
- b. The following ethics matters are not considered at the chapter level and submitted directly to the Football President and the TASO Executive Director:
  - i. Complaints involving a chapter officer, board member, varsity game assignor or any chapter office or position elected by the chapter membership.
  - ii. Complaints involving a Football, District Director or other TASO Football Board position (voting or nonvoting)
  - iii. Any complaint against any member of solicitation of schools, coaches, athletic directors or other school district personnel involving schools that the member's chapter does not have already the full home varsity schedule.
- c. If the complaint is obviously without merit, the President after consulting with Ethics committee shall so notify the complainant and dismiss the complaint.
- d. Investigation – The Football President shall appoint an investigator for all legitimate complaints.
  - i. The investigator should complete his/her investigation within two weeks under normal circumstances.
  - ii. If the investigation cannot be completed within two weeks, the investigator shall submit a progress report to the President within two weeks from the date

- of assignment. A continuing report shall follow every two weeks until the conclusion of the investigation.
- iii. The final report of findings shall be submitted to the President who in turn will forward to each member of the Ethics Committee
  - iv. The investigator does not recommend findings, simply report all of the facts of the complaint.
- e. The Ethics Committee shall:
- i. Review the investigator's report and supply a copy to the all parties involved.
  - ii. Allow all parties an opportunity to respond to any findings of the investigator
  - iii. Come to a determination of the outcome of the complaint. If the members disagree, then majority shall rule.
  - iv. Make a full and final report to the Football President
- f. The President shall then notify all parties of the findings of the Ethics Committee.
- g. Either part may appeal to the Football Board
- h. Confidentiality of Complaints and/or Witnesses – The Football President may determine that in the best interest of TASO Football, identification of complainant(s) and witnesses may be not be disclosed to a respondent or other persons provided the respondent shall be furnished with the full statement of such undisclosed person as used by the decision making body and the respondent shall be provided the opportunity to submit written questions to the decision making body for submission to the undisclosed person or persons.

### 3. TASO LEVEL

- a. Decisions by the Football Division may be appealed to the TASO Board Directors by notifying the TASO Executive Director.
- b. The respondent shall provide either a cash bond or a cost bond of \$1,500.00 for a matter appealed to the TASO Board. The Executive Director may charge the costs of the appeal to the bond.
- c. All decisions by the TASO Board are final

### 4. TIME LIMITS

- a. In the absence of a specific request from the Division board, the TASO or the University Interscholastic League, a chapter may not discipline a respondent for an event that occurred more than one year to the initiation of the request.
- b. The Football Division may not initiate a request for an investigation or chapter action that might result in disciplinary action to a respondent more than one year after the occurrence of the event charged or within 90 days after the Division Board of Directors discovers the occurrence, whichever is later.
- c. In the absence of good cause shown, the Football Division or Chapter should complete its investigation and hearing process within 180 days of the occurrence of the event or within 90 days of the disclosure of the event on which the charge was made, whichever is later
- d. A respondent shall have 30 days within to appeal to the next highest level a decision resulting in action detrimental to the respondent.

### 5. PENALTIES

- a. Penalties may range from private reprimand to expulsion, and may include fine, probation, suspension, reduction of any classification, or any combination of the above deemed appropriate by the decision making body.

## XXIII ADMINISTRATIVE

1. Members who violate the provisions of the Operating Procedures, TASO By-Laws, or who fail to cooperate with the officers and members of the Board of Directors in maintaining the purposes of the organization, its Code of Ethics, and established solicitation policy, may, after due notice and hearing in accordance with the TASO Football Ethics and Due Process Procedures, may have their membership canceled.
2. For due cause, to be determined in accordance with the TASO Football Ethics and Due Process Procedures, a member who has failed or refused to comply with the requirements of the By-Laws or who has been charged with conduct contrary to the ethical standards of the organization, may be suspended from membership pending a final hearing and decision as to reinstatement or cancellation of membership.

## XIV EXPENSES

1. TASO Football reimburses Officers, Directors and members for reasonable business travel expenses incurred while on assignments away from the normal home location or Chapter. All District Director travel for any purpose not outlined in the District Director Duties in this document must be approved in advance by the TASO Football President or TASO Executive Director. All travel and expenses for members must be approved in advance by the TASO Executive Director or TASO Football President
2. When approved, the actual reasonable costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives is reimbursed by a Travel & Expense Report (T&E). When travel is completed, the Director, Officer or member should submit completed travel expense reports for approval within 10 business days, supported by receipts for each expense, regardless of amount.
3. Directors, Officers and members who are involved in an accident while traveling on TASO business must promptly report the incident to the TASO Executive Director and/or the TASO Football President. Vehicles rented by Officers, Directors and members may not be used for personal use without prior approval.
4. Abuse of this business travel expenses policy, including falsifying expense reports to reflect business costs not incurred by the Officer, Director or member can be grounds for disciplinary action, up to and including termination of TASO membership.
5. Guidelines
  - a. Expense Reporting
    - i. Expense Reports must be submitted on TASO Expense Report forms.
    - ii. Business purpose of each expense is required for income tax purposes.
    - iii. Original receipts should be chronologically attached. Officers, Directors and Members should retain copies of receipts and expense for their records, if needed.
  - b. Air Travel
    - i. The standard commercial airline mode is coach/economy, or when available, supersaver or special reduced fares. Officers, Directors and Members are required to use the lowest logical fare to a destination. If plans are not expected to change, make reservations 7 to 14 days prior to the trip to save up to 40% or more. Reservations with non-refundable fares generally provide a greater cost saving even if occasional penalties occur for changing.

- ii. Receipt of the airline ticket is required where provided by the airline. If the airline does not issue tickets, a copy of the travel agent or online confirmation of reservation and payment by the employee is required. Also, if available, include a copy of the itinerary.
  - iii. Officers, Directors and members may directly benefit from frequent flyer programs, but may not specify particular airlines to accumulate mileage if it results in a higher fare than via another carrier.
  - iv. Any purchase of flight or luggage insurance is a personal expense and not reimbursable.
- c. Rental Cars
  - i. Officers, Directors and Members may rent cars as good judgment dictates only with approval of the TASO Executive Director or TASO Football President. Other forms of ground transportation such as taxis, bus or shuttles are to be used when it is more cost efficient to do so. The vehicle is to be rented in the name and address of the officer, director or member.
  - ii. Anyone involved in an accident while driving a rented car must call the police and file an accident report and notify the rental car company. A copy of the police report is to be sent to the TASO Executive Director or the TASO Football President.
- d. Personal Car
  - i. Mileage, dates, destination and business purpose are to be entered on the T&E form. A travel allowance of the State of Texas per mile rate is provided for approved personal auto travel. No other personal auto expenses are reimbursable.
- e. Other Transportation
  - i. Taxi, bus and shuttle fares are reimbursable only with a receipt, and if it involves a trip to/from airport, and TASO event. Shuttle services should be used when available and if more cost-effective than a taxi. Officers, Directors and members traveling together to the same destination should use one taxi or shuttle.
  - ii. Any receipts received for tolls, parking, bus and rail expenses should be attached to the T&E form for other reimbursable business travel costs.
- f. Parking
  - i. Parking fee reimbursement is limited to fees incurred in conjunction with TASO business, excluding fines.
- g. Hotels
  - i. Reasonable cost of hotel accommodations (generally \$75 to \$125 per night plus taxes) is reimbursable while on overnight business. A single room with private bath in a business class hotel is appropriate. Use of a deluxe hotel is not justified without prior approval from the TASO Executive Director or TASO Football President.
  - ii. Travelers may not specify particular hotels on frequent stay or frequent flier programs when it results in higher cost than other hotels.
  - iii. Reimbursements for tips are limited to those gratuities in general practice and in the accepted percentages. Personal expenses that are not reimbursable include videos, and games, refreshments, mini-bar and snack charges, massages, laundry, dry cleaning, personal care purchases and tips for hotel maids.
- h. Telephone
  - i. Telephone calls should be made using the least expense method available.
- i. Meals
  - i. Meal expenses are reimbursed when incurred with overnight business trips. Reimbursement for tips is limited to those gratuities in general practice and only in acceptable percentages.

- ii. TASO Football's meal policy is very simple - spend wisely as if it were your personal expense, with the following general guidelines:

Breakfast	up to \$10.00
Lunch	up to \$15.00
Dinner	up to \$25.00

Daily maximum      \$50.00

- liii If you skip a meal or do not exceed a meal guideline, you may spend that amount on dinner, not to exceed the daily maximum of \$50.00 supported by receipts. Meals and refreshments included on a lodging receipt are to be reported as meals as required for income tax reporting.

### XXIII: MISCELLANEOUS

1. If there is a conflict between any provisions of the by-laws, ethics policy, or due process guidelines adopted by TASO and any provisions of the Football Division and/or Football Chapters by-laws, operating procedures, ethics policy or due process guidelines, the former shall prevail.

Date Adopted:      March 27, 2004  
Revised:            July 22, 2004  
                          January 13, 2005  
                          March 24, 2006  
                          September 28, 2008  
                          February 20, 2009