



# 2020 FOOTBALL OPERATING PROCEDURES

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## **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 Corporation dba Texas Association of Sports Officials, hereinafter referred to as TASO.

## **II. PURPOSE AND INTENT**

The purpose of these Operating Procedures (and accompanying attachments) is to supplement TASO By-Laws and to provide more specific details, i.e. a guide to conduct TASO-Football business. They further delineate the TASO-Football Board's expectations and objectives of the Membership in its service to the public and private schools in the State of Texas, the University Interscholastic League (UIL), TAPPS, TASO, and to the TASO-Football membership. It is the intent of these operating procedures to provide the TASO-Football membership with the methods and procedures utilized in TASO-Football operations by the elected officers and board members, and by the various appointed committees of the TASO-Football Board of Directors. It is further intended that all TASO-Football members follow these Operating Procedures and that each member have access to a copy throughout the duration of their membership in TASO-Football.

The TASO-Football 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 Football Board of Directors at their sole discretion. The rewriting 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/is adopted. The current Football Board shall review these TASO-Football Operating Procedures, at least once per year, and make any revisions necessary to stay current with the changing state of Texas High School football, associated governing bodies, and its football membership; and adopt the newly revised Operating Procedures by a majority vote of the TASO-Football Board of Directors. Such changes shall become effective immediately unless circumstances dictate otherwise.

Suggested revisions to these Operating Procedures should be submitted in writing to a member of the TASO-Football Board of Directors for review and consideration.

## **III: DISTRICTS AND CHAPTERS**

- A. Geographical Districts: The membership will be divided into the following geographical districts and will include the corresponding Chapters. The number and composition of these districts may be changed at any time by a majority vote of the Board of Directors.

DISTRICT 1 - Amarillo, South Plains, and North Texas

DISTRICT 2 - Abilene, El Paso, Permian Basin, and San Angelo

DISTRICT 3 - Fort Worth

DISTRICT 4 - Austin, College Station, and Southeast Texas

DISTRICT 5 - San Antonio

DISTRICT 6 - South Texas and Rio Grande

DISTRICT 7 - Dallas

DISTRICT 8 - Houston

DISTRICT 9 - Central Texas, Pecan Valley and Waco

DISTRICT 10 - East Texas, Commerce, Tyler and Stephen F. Austin

## B. Establishing a New Chapter

*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 inhouse political or factional problems. A new Chapter may not be formed in the same county as an existing Chapter.

*REQUIREMENTS:* The official(s) making application for the establishment of a new chapter is required to submit all the following information to the TASO Office 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, and includes:

- A copy of your proposed Chapter by-laws;
- A list of the proposed officer's names, addresses, e-mail addresses, home and business telephone numbers;
- 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; and
- List of the schools to which 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.

*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 then assign the new chapter to a District. A new Chapter may not be formed in the same County as an existing Chapter.

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

## C. 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 must be an ACTIVE/AUXILIARY member with TASO-Football. This requirement insures the assigning authority his Board of Directors is covered under the TASO Liability Insurance.
- c. Any member of a TASO-Football Chapter that receives ANY Chapter assignment (on-field, chains, timer, observer, etc.) must be an ACTIVE/ELIGIBLE member of the TASO-Football Division.

- d. A copy of the varsity game assignment procedures must be provided to the District Director.
  - e. TASO Officials may not be assigned to any School Football Game or Scrimmage where the school is considered to be independent of any recognized organization. If a TASO member decides to work these games, the official does so on their own will and without any of the insurance coverage or protections that they would have as a member of TASO. Any member working for these schools are prohibited from wearing any TASO Uniform or Apparel that bares the TASO Logo.
2. Each TASO-Football Chapter is required to establish Chapter By-laws and/or Operating Procedures. A current copy of these documents must be provided to the TASO-Football State Office.

#### **IV: OFFICERS AND DIRECTORS**

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, except for the Executive Director who is appointed by the TASO Board of Directors, shall be elected and serve office as outlined in these Operating Procedures.

The Board of Directors shall consist of the Officers and one (1) member from each District.

##### **A. 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.

##### **B. 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.

## V: ELECTION OF OFFICERS AND DIRECTORS

- A. All officers and directors to be eligible to hold office, either elected or appointed, must be and remain ACTIVE members of the TASO-Football Division during their term of office.
- B. 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.
- C. 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.
- D. President-Elect and Vice President Election Procedure:
  1. The President-Elect and Vice President shall be elected by a majority of the votes cast online in even numbered years.
  2. 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.
  3. Voting will begin on the first Monday in October and will conclude on the third Monday of October the same year. The winner of the election will be determined based on the plurality of the votes cast. Election winners will be notified in writing by the TASO State Office by December 1st. The new officers will assume their new positions at 12:00 AM on January 1st of the following year.
- E. 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 Immediate Past President may not run for President, President-Elect, or Vice-President until two years from conclusion of his/her term as Immediate Past President. The Executive Director or his/her designee shall serve as Secretary-Treasurer of the Division.
- F. District Director Election Procedure – The term of office for a District director is two (2) years. A Director may be re-elected but cannot be elected for more than four (4) consecutive two-year terms. Odd numbered Districts shall have elections in odd numbered years. Even numbered Districts shall conduct elections in even numbered years.
  1. Starting July 1<sup>st</sup> and no later than September 1<sup>st</sup>, candidate's name may be submitted in writing to the TASO State Office. (Nominees will be notified of their nomination status by the TASO State Office before ballots are prepared;
  2. In any district where there is only one declared candidate, no election will be conducted and the one candidate will be declared the winner;
  3. Voting for District Directors shall be done by on-line voting only;
  4. Voting will begin on the first Monday in October and will conclude on the third Monday of October the same year. The winner of the election will be determined based on the plurality of the votes cast;

5. Election winners will be notified in writing by the TASO State Office by December 1<sup>st</sup>;

6. Winners will take office at 12:00 AM on January 1<sup>st</sup> of the following year; and

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.

## **VI: BOARD OF DIRECTORS**

A. The Board shall have full power to adopt all regulations to govern its own deliberations.

B. 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.

C. The Board of Directors shall have full power to act and pass on all matters of business pertaining to the Division.

D. 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.

1. 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;
2. As soon as practical after being elected, contact each chapter President and Secretary and discuss any areas of concern;
3. If there are any problems the Director may assist the chapter in attempting to solve the problems;
4. 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.
5. Directors are ex-officio (non-voting) board members of each chapter within their district. 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. THE DIRECTORS SHOULD SET THE DATES, NOT THE CHAPTERS. These visits should be immediately after the TASO Football Annual Meeting or early in the season. These meetings will include the ethics, due process, conflicts of interest, and incident reporting procedures in addition to the topics identified in (4) above. If the Director is not a top rule interpreter, they should take one with them. All Directors should encourage all chapter officers and members to participate in the rules seminars, workshops and clinics.
6. Directors are expected to attend all Division Board of Directors Meetings.

## VII: MEMBERSHIP

- A. Every football official whose application is approved by the Board of Directors or Executive Director shall be admitted to membership as a Division 5 member or an Auxiliary member. To be eligible for membership, an applicant must be least 16 years of age at the time the application is submitted. A member under the age of 18 may only be assigned to 7<sup>th</sup> – 9<sup>th</sup> grade games, chain crews, (any level), or a clock operator (any level).
- B. 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. The application fee is the first year's dues if the membership is accepted. Applications for membership will be accepted from January 1<sup>st</sup> through the Friday of Week Eight (8) of the regular UIL football season.
- C. An ACTIVE MEMBER is a member that has met all requirements as follows:
1. Completed the on-line application process
  2. Passed Criminal History report
  3. Completed the UIL OCP
  4. Application has been approved by the TASO-Football Board
  5. Is a member in good standing of a TASO-Football Local Chapter
- D. Game eligibility
1. Varsity Game Eligibility
    - a) Must be an active member and must take and pass (with a minimum score of 70%) an annual rules and mechanics exam before working a non-playoff varsity game assignment. To be eligible for a play-off game, the official must score an 80% or above on the annual rules and mechanics exam.
    - b) An ACTIVE/ELIGIBLE member must receive credit for at least one TASO-Football Approved Rules Clinic Session prior to the first game of each season. Failure to meet this requirement will deem the member ineligible to officiate a varsity game for the upcoming season. A TASO approved Rules Clinic Session is defined as credit for:
      - i. At least 4 classroom breakout sessions at the TASO Football Annual Meeting plus attendance at the General Rules Session at the TASO Football Annual Meeting, or attendance at a TASO-Football approved Regional Rules Clinic, or completion of an approved on-line course;
      - ii. A new member is considered an ACTIVE/ELIGIBLE member and must comply with items a. and b. BEFORE he/she may be assigned or officiate a varsity game;
      - iii. A member may not officiate more than one varsity contest in a span of one calendar day. This does not apply to six-player games or to the emergency rescheduling of games due to inclement weather; and
      - iv. A member shall not officiate more than one state championship game per season. If a member is requested for more than one state championship game, he/she must be assigned to the game FIRST received by the chapter.
  2. Sub Varsity Game Eligibility

- a) Must be an active member and must take and pass a regular member's test or New Member's Test with a minimum score of 70% before they are assigned their sub varsity game;
  - b) An active member, not including new members, must attend a TASO Football approved rules clinic as described above in D.1.b; and
  - c) All TASO Football approved rules clinics as described above in D, 1.b will be available to new members at no charge.
- E. 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.
- F. Members shall be classified in one of six Divisions (1, 2, 3, 4, 5 and Auxiliary) based on the points accumulated at the end of the previous football season. Points are awarded as follows:
- Educational Points (No maximum);
  - TASO Football Annual Meeting Attendance: 6 Points (Attendance at the Annual Meeting General Rules Session is required to earn the 6 Annual Meeting points);
  - TASO Football Annual Meeting Breakouts: 1 Point per breakout session;;
  - Regional Clinic: 3 Points; (Note: No points are awarded for completing the approved on-line rules clinic)
  - District Meeting: 2 Points;
  - TASO Approved On-Field Clinic: 5 Points;
  - TASO Test Score 70-79: 4 Points;
  - TASO Test Score 80-89: 6 Points;
  - TASO Test Score 90-100: 8 Points;
  - Game/Scrimmage Assignment Points (No Maximum);
    - High School Varsity and college games 2 Points
    - Sub-Varsity (JV, Junior High or Middle School): ½ Point
    - Chains/Clock: ½ Point, including college
    - Interscholastic Scrimmages: 1 Point
    - Intrasccholastic Scrimmages: 1 Point (maximum 3 points)

Note: "Interscholastic Scrimmage" is defined as between two or more High Schools scrimmaging (i.e. intersquad) and "Intrasccholastic Scrimmage" is defined as a single High School scrimmaging (i.e. intrasquad)
- G. Auxiliary Members are eligible to be a clock operator (game and play clocks), or part of the chain crew only. Chapters may not assign anyone to run chains for varsity games, unless they are active or auxiliary members.
- H. Members will be classified in Divisions based on the number of lifetime points:
- Auxiliary: No point requirement and points are not accumulated;
  - Division 5: 0–59
  - Division 4: 60–179
  - Division 3: 180–359
  - Division 2: 360 – 659
  - Division 1: 660 or more
- I. A Member-at-Large is a member of TASO-Football, but not a member of a local chapter. He/she may not officiate any TASO assigned games. Member-at-Large dues are equal to the dues of an Auxiliary member.

- J. 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;
- K. Reporting Points – At the conclusion of each season, and before February 1st, each member shall submit a properly completed and signed Points Summary for the previous season which will be maintained by the Chapter Secretaries. No later than March 1st, Chapters will submit, using the procedure as prescribed by the Football Board of Directors, an Excel spreadsheet summary of its members that includes season and lifetime points. Included with the Excel spreadsheet will be a statement by the Chapter Secretary or Chapter President attesting to the accuracy of the points reported. Any member or secretary that fails to report the season's points by August 1st of the following year will not be credited points for that year;
- L. It is recommended that each member have a physical examination annually;
- M. New Members transferring from another State – All new members who transfer from another State will be placed in Division V pending review of their past officiating record. 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 his chapter board for review. This record may include a letter of recommendation from the previous officiating organization, but must list the number of high school varsity and sub-varsity games and any college games using NCAA Rules. After reviewing the officiating record, the chapter board will make a recommendation to the district director who will review the recommendation, and if the district director is in agreement with the chapter's recommendation, forward it to the Chairman of the Operating Committee for approval, denial, or modification. The recommendations that can be made by the chapter and approved by the Operating Committee are as follows:
1. Place the new member in D5 with 0 to 59 points;
  2. Place the new member in D4 with 60 points;
  3. Place the new member in D3 with 180 points;
  4. Place the new member in D2 with 360 points.
- N. 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 from the previous chapter. If the member would like credit for games worked while not a TASO member, the procedure outlined in paragraph M above must be followed.
- O. 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 secondary(s) chapters must report the secondary membership to the State Office and the home chapter. 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 one or more games during the season. A dual member may only vote in TASO-Football elections in their home chapter;
2. Attendance requirements for local chapter meetings will be determined by the local chapter's by-laws and OP's. 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. However, active members may be granted credit for attendance at home chapter meetings in the event that the member may have attended a meeting of another TASO chapter, if the home chapter allows it;

3. All game reports and Points report 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 chapter secretaries to verify that a member is an active/eligible member; and
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 chapters in an effort to best serve the chapter, the member, and the schools we service; and
5. A Chapter will determine if the application for membership from a member will be accepted. Admittance to a chapter is at the sole discretion of that Chapter's Board of Directors. This right also extends to the development of the Chapter's playoff list.

## **VIII: MEMBERSHIP RENEWAL PROCESS AND DUES**

- A. The membership year begins on January 1 and ends on December 31;
- B. Dues for membership for each Division shall be:
  1. New Members: \$40
  2. Auxiliary Members: \$40
  3. Renewal Members: \$65
  4. Late Renewing/Auxiliary Members: regular dues plus \$25 Late Fee;
- C. 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. Renewal dues are to be remitted by the member to the State Office by the date communicated each year by the State Office to avoid a late fee, using the procedure as prescribed by the Football Board of Directors; and
- D. The Board of Directors may establish requirements to approve the reinstatement of an expired membership.

## **IX: UNIFORMS**

- A. The Board of Directors shall prescribe a regulation uniform for use of members;
- B. Members shall be required to wear the regulation uniform when officiating in any game assigned by TASO; and

- C. A Chapter may adopt the Summer Uniform for games played below the varsity level (refer to the TASO Mechanics for the Summer Uniform).

**X: OFFICIATING FEES AND TRAVEL REIMBURSEMENT**

- A. Officiating fees, travel allowance and expense for any game will conform to the fees and allowances as prescribed by the Board of Directors; and
- B. 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.

**XI: TASO-FOOTBALL CLINIC REQUIREMENTS**

- A. To be considered for certification for points by the TASO-Football Board, clinics must meet these minimum standards:
  - 1. Involve a TASO-Football approved Clinician during development of agenda and execution of training;
  - 2. Regional classroom clinics must provide a minimum of five (5) hours of training not including lunch which includes these topics:
    - a. NCAA Football rule changes;
    - b. UIL Football rule exceptions;
    - c. 5-man and/or 7-man TASO-Football mechanics;
    - d. TASO Points of Emphasis;
    - e. TASO and TASO-Football policies and procedures.
  - 3. On-field clinics must provide a minimum of:
    - a. 2 hours of classroom style training on TASO-Football mechanics;
    - b. Minimum participation of 15 plays per official during full speed football plays during a practice, scrimmage or game;
    - c. Individual critiques of each participant.
  - 4. Submit a financial report and list of attendees using the Excel spreadsheet form from TASO-Football within 45 days of the clinic date.
  - 5. Submit evaluations from attendees regarding the Clinician. (TASO will provide form)
- B. All Clinics must be sponsored by and affiliated with a TASO-Football Chapter.
- C. If the Clinic is held in conjunction with a non-TASO event, it must be specifically approved by the TASO-Football Board.
- D. An approved Clinic may not deny any TASO authorized Vendor the opportunity to set up and sell supplies. All attending Vendors must have equal access and space. The Clinic or Chapter may not charge the Vendors additional fees or any other requirements (such as advertisement requirements). Non-authorized Vendors are not permitted at TASO Clinics or Chapter meetings.
- E. Each year TASO-Football will approve clinic dates and clinician assignments. No Chapter hosting a TASO Football Annual Meeting will be allowed to also host a TASO-Certified regional clinic. Chapters will be encouraged to partner with each other and conduct clinics on a truly regional basis and not by individual Chapters.
- F. An on-line clinic will be developed by the TASO-Football Education Committee.

G. TASO-Football clinic points will be approved annually by the TASO-Football Board of Directors.

H. TASO-Football Clinician Standards:

To be considered as an approved TASO-Football Clinician, members must meet the following minimum standards:

1. Submit an application to TASO-Football in a format designed for that purpose;
2. Submit letters of recommendation from at least 2 persons attesting to the Applicants ability to conduct football related rules, mechanics and training;
3. Be a member in good standing of a TASO-Football Chapter;
4. Submit a 5-10 minute video clip of the Applicant presenting football related rules and/or mechanics training. The clip can be from an actual training session or a practice session;
5. Agree to be available to be assigned to Clinics a minimum of 6 weekends from June 1 through August 31<sup>st</sup> each year;
6. Clinicians can lose certification at any time and for any reason by the TASO-Football Education Committee.

I. TASO-Football Clinician Fees:

1. Clinicians will be paid \$400.00 for each clinic.
2. Reasonable traveling, lodging and meal expenses. We encourage the Clinic sponsor to make arrangements with the Clinician prior to the Clinic on how to cover these expenses and the amounts.

## **XII: AWARDS**

Not less than annually, the Board of Directors will consider members for achievement awards. Members may be nominated by the TASO-Football Board or by a TASO Chapter and will have a December 1 deadline in order to be considered at the off-season Board meeting. All award nominations are to be submitted to the TASO Executive Director and TASO-Football President.

TASO achievement awards include the following with each's respective qualifications for nomination and approval:

### *Sam Brown Distinguished Service Award*

- Nominations may only be made by the TASO Executive Director or the TASO- Football President;
- % majority vote of TASO-Football Board for approval

### *Florence Buchanan Distinguished Service Award*

- Nominations may only be made by football
- 2/3 majority vote of TASO-Football Board for approval

### *Don Whitaker Distinguished Service Award*

- 2/3 majority vote of TASO-Football Board for approval

### *TASO-Football Honorary Life Membership*

- % majority of TASO-Football Board for approval

### *Coaches Distinguished Service Award*

- 2/3 majority of TASO-Football Board for approval *The Dr. Bill Farney Distinguished Service Award*
- 2/3 majority of TASO-Football Board for approval

### *Scroll of Recognition*

- For TASO-Football Chapters use

### **XIII: OFFICIATING PROCEDURE**

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.

### **XIV: MEETINGS**

- A. The Annual Meeting of the TASO-Football Division shall be held at such time and place as the Board of Directors shall determine;
- B. The purpose of the TASO-Football Division Annual Meeting is to discuss and interpret football rules and update officials statewide on all football related issues in the State of Texas. It shall be held prior to each football season; and
- C. 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.
- D. Only TASO authorized Vendors are allowed to sell Apparel or Equipment at any Chapter meeting or event.

### **XV: COMMITTEES**

- A. The Football Division shall have the following Standing Committees:
  - 1. Awards
  - 2. Education
  - 3. Finance
  - 4. Mechanics
  - 5. Operating
  - 6. Steering
  - 7. Testing
- B. The President may appoint additional committees or Task Forces as necessary to effectuate the purposes of this organization; and
- C. The Executive Director of the Texas Association of Sports Officials shall serve as an "ex-officio" member of each committee.

### **XVI: VOTE AND QUORUM**

- A. A majority of the Board of Directors shall constitute a quorum; and
- B. An electronic (e-mail) vote of the Board of Directors may be taken and shall be in all respects as valid as though taken with the Directors assembled. An issue, which culminates with an electronic vote, may only be undertaken if the matter cannot wait until the next scheduled meeting of the Board of Directors. The President, President-Elect or the Executive Director, with concurrence from one of the other two positions, may call for a vote by e-mail. When doing so, the President, President-Elect, or Executive Director must specify a timeline when the issue will be discussed and voted upon. No votes will be cast until the discussion phase has expired. Upon commencement of the voting phase, a board member may change his/her vote at any time until the voting phase expires. All discussions and votes must be made by "reply-all" return e-mail; and

- C. 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.
- D. Board members that are not able to attend a board meeting are allowed to use a proxy as long that proxy sits on the current TASO Football Board or Staff.

**XVII: ADMINISTRATIVE**

- A. 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; and
- B. 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.

**XVIII: MISCELLANEOUS**

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 TASO-Football Division and/or TASO-Football Chapters By-laws, operating procedures, ethics policy or due process guidelines, the former shall prevail.

Date Adopted: March 27, 2004 Revised: February 21. 2020

**2020 FOOTBALL CALENDAR**

**January**

- 1 New Directors Take Office
- 1 Chapters can begin accepting application for membership

**February**

- 1 Clinic Requests due
- 21 Off-Season Board of Directors Meeting --Doubletree Hilton, Love Field, Dallas
- 22 Chapter Officers Meeting --Doubletree Hilton, Love Field, Dallas

**May**

- 30 TASO Football Annual Meeting On-line registration Opens

**July**

- 1 First day to submit notice of intent to run for District Directors 1, 3, 5, 7 and 9

- 1 Late Fee begins for Renewing and Auxiliary Members
- 15 Rules Tests available On-line
- 23 Football Board of Directors Meeting – Delta Hotel by Marriott, Allen, TX
- 24 Football Presidents and Secretaries Workshop – Delta Hotel by Marriott, Allen, TX
- 25 TASO Football Annual Meeting – Delta Hotel by Marriott, Allen, TX

## **August**

- 5 On-Line Clinic posted no earlier than first Monday in August
- 13 UIL-Football: First day for interschool scrimmages, 6A and 5A with no spring training and 4A-1A
- 20 UIL-Football: First day for interschool scrimmages, 6A and 5A with spring training

## **September**

- 1 Deadline for notice of intent to run for District Directors 1, 3, 5, 7 and 9

## **October**

- 1 On-line Elections for District Directors 1, 3, 5, 7 and 9 opens
- 15 On-line Elections for District Directors 1, 3, 5, 7 and 9 closes
- 18 Deadline for acceptance of New Member applications

## **December**

- 1 Deadline to receive nominations for TASO service awards