



Protocol for Submitting Game Fee Audit Requests

Purpose: To provide a standardized process for crew chiefs and FWFO to follow when reporting potential pay discrepancies or related issues with school districts.

Step 1 – Initial Report by Crew Chief

The **Crew Chief** identifies a potential pay discrepancy or other related issue and submits a Game Payment Issue Report through RefTown. In the issue description, include the game fee received (do not include travel) and why you think there is a discrepancy.

Step 2 – VAC Review and Initial Contact

The **Varsity Assignment Committee (VAC)** will review the Crew Chief's submission to verify the concern. If warranted, a member of the VAC will make initial contact with the school in question to share the concerns / documentation presented by the Crew Chief and request the school perform an internal audit of the gate fees collected. A spreadsheet will be shared with the school to assist in determining if the crew was paid according to the UIL approved fee schedule.

Step 3 – School District Response

The **school district** provides a response to the VAC regarding the game fee audit. A member of the VAC will contact the Crew Chief and discuss the school's response.

Step 4 – Request for TASO Audit

If the Crew Chief is not satisfied with the school's response, the Crew Chief may submit a written request to the **Chapter's Board of Directors** for a formal game fee audit by TASO, including specific reasons why the school's response is not satisfactory. The VAC will provide the Board with the school's response. At the next regularly scheduled meeting, the Board of Directors will consider all information submitted by the Crew Chief and the VAC, including the school's response. The Board members who are present and voting when the game fee audit request is presented and considered will determine by majority vote whether to request TASO formally complete a game fee audit with the school in question.

Step 5 – TASO Audit Request

If the Board determines that a formal **TASO** game fee audit is necessary, the CAST will submit said audit request to TASO. The information to be submitted will include, but not be limited to, the initial report by the Crew Chief, the VAC's inquiry into the school and the school's response, the Board's determination, and any other information that may be needed. TASO recommends that chapters submit these requests at the end of the season, allowing them to review recurring or systemic issues (e.g., multiple discrepancies from the same district). However, TASO will accept submissions at any time during the season if immediate attention is required.

Step 6 – Final Determination

Once TASO has made a final determination, the CAST will report back to the Crew Chief, VAC and Board of Directors.