SECTION 5- Game Assignment Procedures

Section 5.1 The Assigning Secretary

The Assigning Secretary's chief responsibility is to assign all matches for the Chapter. In addition, the AS must always act on behalf of the Chapter prior to self, individual members, groups of members, coaches, players, or schools. It is with this in mind that the following duties (see Section 5.2) are specified as enforceable guidelines when performing the duties of AS.

The Assigning Secretary assigns all UIL and TAPPs matches for the Chapter. This job is difficult and requires an extensive number of hours to do. Every day is a challenge with a large number of factors effecting how the schedule is made. This position is the only Chapter position to be paid by direct payments from the membership.

Section 5.2 Duties of the Assigning Secretary

The **duties of the Assigning Secretary** are as follows:
1 Administer all game assignments as prescribed by the board and in accordance with the Bylaws.
2. Communicate with the State office or other chapters concerning game assignments only.
3.Rreceive an annual compensation through the collection of assigning fees through the membership. The Treasurer will assist in the documentation and collection of assigning fees.
4. Forward a weekly list of officials who refused or cancelled matches or otherwise failed to show up for a regular match to the Treasurer. Document day, se. teams, for accounting reasons. Assist the Treasurer in maintaining the GAF list.
5. Appoint a Tournament Head Official at each tournament for the purpose of dealing with site officials and local conflicts.
6. Provide officials with all pertinent information on tournaments (rules, brackets, etc.) prior to the tournament date.
7. Will not assign any split crews unless necessary.
8. Will not assign any new official to work by themselves. Although they can if asked at the site and they are willing to.
9. Understand that even though the Assigning Secretary is providing an important service to our clients, the main priority is to the membership. Therefore. Training and Retention are more important than coverage.
10. When exceptions are made to the norm, identify those exceptions and solutions taken to the President.
11. When communications to the Assigning Secretary are in the jurisdiction of another officer, refer the communicator to the officer responsible.
13. For the sake of the membership scheduling their daily lives. Maintain at least three weeks schedule on the assigning software.
14. Create with the President or their designee a list of officials ranked in performance order to be used on matches of high caliber, high competition, or high importance.
15. Review with the President the top matches of the week and schedule using strength of official list.
16. Use Preferred Members prior to using Active Members.
17. Limit themselves to being assigned to 1 Varsity tournament and 1 sub-varsity tournament for the season.
18. As middle school matches are ideal for training; the Assigning Secretary shall exclude themselves from middle school nights unless training or all available officials are needed for coverage.
19. Submit an Annual Financial Report in January's meeting stating number of matches scheduled by level, monies collected, monies outstanding, members who turned back more than 4 events (days), and any outstanding GAFs,
20. Allow President the opportunity to review schedule prior to publishing.
21. Forward copies of coaches' playoff preference lists to President when received
22. Select a recipient for the AS award.
23. Any other duties the President or the Board may request.

Section 5.3 Availability

At the beginning of the season, each official should fill out or update their profile and preferences pages on the assigning software their Chapter uses. In early July, if not sooner, each official should update their information on their profile, including availability and preferences. Then throughout the season each official should periodically update their information as needed. Document your accessibility for each day of the week; ~~that is~~ including what time you can leave your work, school or home to get to a match. The accuracy of this information will make the Assigning Secretary's job more efficient and help prevent you from arriving to your site late. You should also specify the zip code or the city you would be departing from each day, the time you will be able to leave, and the mileage you will be able to travel. You may not specify what school districts or cities you wish to be restricted to.

It is your responsibility to have reliable transportation. Failure to consistently arrive in a timely manner to match sites may lead to penalties, fines and/or suspension from the chapter.

Failure to update all information may result in no game assignments, fees and/or fines. It is an official's responsibility to block any days they do not wish to call matches. If an official does not block a day, it is understood they are available to call matches that day.

Section 5.4 Conflicts of Interest

If you are personally attached to any varsity team or have had business dealings with any players of a varsity team, it is your responsibility to list these schools under Conflicts of Interest (See Section 5.1)

Section 5.5 Officials Scratch List

As a member, you may specify any schools that you do not wish on your schedule. Because of the random teams participating in tournaments, the scratch list of schools can not be guaranteed for tournaments. You may also specify any official that you do not wish to be scheduled with. Your request shall be kept confidential. Scratches are not carried over from year to year, therefore each year you must submit a new listing of scratches. Your schedule could be affected by your scratches, other official's scratches, coach's scratches, your availability, and your experience.

Section 5.6 Receiving Assignments

Before the start of the season, schedules for individual officials will be available online. This schedule will almost always be a partial schedule of the season. The Assigning Secretary assigns a few weeks at a time but posts these schedules several weeks in advance. Even though the Assigning Secretary assigns matches in advance, a member should check their schedule daily because of changes that might occur.

If you do not have a computer at home or work, computers are available in most public libraries. It is your responsibility to receive your schedule. Your must work with the Assigning Secretary to establish a method to receive your schedule that meets the needs of the Chapter.

Section 5.7 Accepting/Rejecting Individual Assignments

To accept an assignment, a member simply goes to our assigning software, checks the accept box, and then submits the acceptance. Once accepted, a member is obligated to fulfill their schedule. The only person who can change an accepted schedule is the Assigning Secretary. Changing an accepted schedule carries an automatic reassignment fee of five dollars ($5) for each changed assignment.

To reject an assignment, a member goes to our assigning software, checks the reject box AND gives the reason for the rejection.

Section 5.8 Returning A Game Assignment

When an official finds it necessary to return a game assignment for any reason, they must do so at the earliest time possible. Failure to do so at least 48 hours before the scheduled time of the match can lead to additional fees, fines and/or penalties, each successive time can lead to increased fees, fines and/or penalties.
When you return a game assignment, you should understand that finding a replacement is a difficult task. In many cases, several officials may have to be "moved" to accommodate your request. One change can lead to 6-12 phone calls and hours to finalize. When the member requests a schedule change, an automatic Game Assignment Fee (GAF) will be assessed to the member.

Because of the hardship and extra work caused by a returned match, it is strongly discouraged through the season. You are the master of your daily schedule. Any returned game is treated as unexcused but may be appealed to the Board. The Assigning Secretary is the initial creator of a GAF following our policies and is responsible for sharing that information with the member, the Treasurer, and the President. Therefore, a table of penalties has been established to discourage returned matches.

Occasion	Penalty	Amount	Further Penalty	Administrative Action
First incident	GAF	$5		
Second incident	GAF	$5 (with previous fine $10)		
Third incident	GAF	$10(with previous fine $20)		
Fourth incident	Fine	$25(with previous fine $45)		
Fifth incident	Fine	$25(with previous fine $70)	Restricted Schedule	
Sixth incident	Fine	$25(with previous fine $95)	Restricted Schedule	Appearance before the Board
Returned within 24 hours of Match Start Time	Fine	If Varsity Night - Varsity Match Fee If Middle School - Middle School Match Fee		More than one incident - Appearance before the Board
Additional incidents	Incident is brought before the Board to determine action necessary. Penalties may include suspension of membership.			

If 48 hours were not given, additional penalties may be assessed.

It is encouraged that the Assigning Secretary also keep track of members who have gone beyond their daily obligations and use this information to offset any penalties they may acquire.

Section 5.9 Game Assignments

The Assigning Secretary's job is a difficult job with close to 2000 assignments in a season. Although every effort is made to reduce the number of errors made, it is nearly impossible to be error free. Your understanding and patience is requested throughout the season.

The Assigning Secretary must not only make sure each match has the number of officials required, they must also plan for "real time" training of Registered officials, all the while taking into consideration availabilities of officials, scratch lists, level of competition and other criteria to make a fair schedule that benefits all members, the volleyball program, and the chapter. Therefore, no one individual is guaranteed a match on any day. No individual by right of tenure or ability is guaranteed a match every varsity night.

The following guidelines shall be used by the Assigning Secretary to fill the schedule.

1. Use only CCAC-TASO Volleyball members.
2. Use available Preferred Members prior to using Active Members.
3. Use at least one high ranked* Preferred Member in any competitive match no matter the Level or the Class. (* ranking to be made by Board of Directors)
4. When the match can be considered a "crucial" match, a "high tension" match, or a "high talented" match, use at least one "top ranked official" and a seasoned veteran official.
5. Middle school (junior high) matches should be used as training grounds for Registered Officials, but at least one well experienced official should be assigned to each match.
6. Assign the Varsity R1 by placing their name in the R1 slot. Assign the Varsity R2 by placing their name in the R2 slot. If the critical match is not the Varsity Match, specify under the notes slot, which match is assigned.
7. When more than one court is used at the same time, assign the Varsity R1 and the Varsity R2 to do the Varsity and one Subvarsity match. The remaining match will be called by the officials listed as "Extra Officials"
8. At a tournament, the Assigning Secretary shall determine the number of officials needed at the site. The Assigning Secretary shall submit to the Head Referee the names of Officials equaling the number needed. The names should be from the list of known Preferred Members available officials for that day. It is advisable that one third of the crew be new, or fairly new members so that tournaments be utilized for training of less experienced officials. (See Tournament Director Guidelines).

9. Under no circumstances should a two-man crew be split to call two separate matches going on at the same time. If two sub-varsity matches are playing at the same time, the head coach should choose which match the crew should call. Under all circumstances, the Varsity match shall be called with a First Referee and a Second Referee, even if other sub-varsity matches are being played at the same time.
10. CCAC – TASO members are required to be able to do both the First Referee job and the Second Referee job. Members may NOT limit themselves to only one position during post-season, regular play and/or tournaments.
11. CCAC – TASO members may NOT limit themselves to any specific level of play. Members must be available to call Varsity matches, Sub-Varsity matches, Jr. High matches, and 1A, 2A, 3A, 4A, 5A matches.
12. CCAC – TASO members may NOT limit themselves to any particular type of scheduled play. Members must be available for regular matches, district matches, tri-match, dual-match, tournament play, and playoff matches.
13. Tournaments are used for training and as a means for preparing an individual for regular play. Therefore, CCAC – TASO members may not specify they do not wish to do tournaments, nor can they specify they wish to do only tournaments.
14. Tournaments may be used as a "reward" for members who participated in training events such as the league play.

Section 5.10 Split Crews

A split crew is usually when two officials (R1 and R2) are sent to a varsity match site that is also having a freshman and junior varsity match. Many times, when this is true, the freshman and junior varsity match are played at the same time. A split crew is when, for whatever reason, one official calls the freshman match and the other calls the junior varsity match on separate courts at the same time.

Section 5.10.1 Response to Request of a Split Crew

An Assigning Secretary should never schedule a split crew. While there are exceptions (see paragraph 2), a coach's request for a split crew should not be honored. An official should reply that a crew cannot be split unless prior arrangements were made and there is not a shortage of available officials.

When coaches learn that split crews are not allowed without authorization, they will learn to request the split crew prior to the day of the match. The Assigning Secretary will not schedule a split crew, but may allow a crew to split if the following criteria is met:

1. There are no qualified officials to cover the matches with two officials.
2. The coach requested the split crew with ample notice prior to the arrival of the officials at the match site and the crew knows of the request.
3. The two crew members are experienced officials with enough experience to handle the level of play by themselves.
4. **Both** officials **must** agree to work a split crew and are aware they may not use a non-TASO person as their R2, nor will they receive any additional compensation for the extra work of calling a match by themselves.
5. The President of the Chapter is notified of the situation by the Assigning Secretary.
6. The school is documented to keep track of abuses to the split crew policy.

In the case of a no-show by your partner and if it is a sub-varsity match. You may start the match on time and call by yourself until your partner shows. If the first match is a varsity match as is the case on some sites on Fridays, call the assigning secretary no later than 15 minutes prior to the scheduled start time. If you cannot reach the AS, call the
President or designee. You may NOT start the varsity match with only one official. You may NOT start the varsity match with a non-official as the R2.

If a second official is unable to get there in a reasonable time and both teams agree to use one TASO official for the varsity match, make sure the President of the chapter is informed, make an incident report, and notify your District Director.

Note #1: if the crew has a new, one year or two year official, splitting crews should not be allowed.

Note #2: If the crew is split, they may NOT call with anyone who is not a TASO Volleyball official. You cannot use an assistant coach, you cannot use an ex-member of TASO Volleyball, you cannot use a TASO official that is not certified in Volleyball. You must call it by yourself.

Section 5.10.2 Late Arrival and No Shows

If you are going to be late, contact your partner by phone (not email) letting them know your approximate arrival time. If you cannot reach your partner, call the home team coach, and notify them. You should always carry a roster of members and coaches. If you are at the match site and your partner is not there, check your phone on a regular basis until your partner arrives. Once your partner is there put your phone in your bag or if you keep it on your person, then turn it off or at the very least put it on vibrate.

If you are not going to make your assigned match, as soon as you know this, contact the Assigning Secretary, and let them know the situation. Then call your partner and let them know. If the situation occurs within four hours of match time, contact your partner first, then contact the Assigning Secretary. If one does not immediately answer the phone, call the other. DO NOT EMAIL!

Ultimately, it is the official's responsibility to verify a match with a partner. An official should also verify matches with the school, especially with inclement weather and/or Covid protocols.

Section 5.11 Scratches - Coaches

1. Prior to the season, coaches may scratch individual officials using the UIL website. It is recommended the coach email the Assigning Secretary also. Once the season starts, coaches wishing to scratch an official must do so at the UIL website. Verbal notification will not be accepted. It is recommended that coaches follow-up the UIL scratch with an email to the Assigning Secretary. Allowable methods of notification are email, FAX, or postal mail at least 48 hours in advance of any matches where the official and the school are involved.
2. For additional information on scratching, please refer to the UIL Constitution and Contest Rule Book.
3. Scratches will not be carried over to the next season. Coaches must submit a new scratch list every season.

Section 5.11.1 Scratches - Officials

The procedure for officials in submitting scratches shall be:
1. You must update your profile and include any scratches of game sites, coaches or other officials 14 days before the season will start. Thereafter, any updates to scratches are effective to only those matches not scheduled at the time of the update.
2. Scratches will not be carried over to the next season. Officials must submit a new scratch list every season.
3. If an official wants to know what schools have scratched him/her, they must submit a request in writing through their Division Representative and must state the reason for such request. The Board will review the request and act as the Board deems necessary. The requestor will be notified of the results of the request. Under no circumstances will information of scratches from other officials be given out.
4. An official who contacts any coach or administrator in reference to a scratch from the school (other than the President or Assigning Secretary), is in violation and shall come before the Board.

Section 5.12 Abuse of Officials Policy

It is the desire of the Texas Association of Sports Officials (TASO) Board of Directors to collaborate with schools where excessive verbal and/or any physical abuse or threat of physical abuse of officials has occurred to provide a safe and more positive climate for all participants.
The TASO Board has adopted the following policy to combat the drastically increasing rate of excessive verbal and physical abuse (any level) of our members officiating junior/middle and high school athletic contests:

Section 5.12.1 Actions to be Taken

At any point during a school year, if an individual school has three (3) submitted Incident Reports, indicating excessive verbal abuse and/or physical abuse, including threats of physical abuse, from any combination of players, coaches, or spectators:

1. The TASO Staff will review every Incident Report (IR) submitted by TASO members.
2. If the players, coaches, spectators, or anyone else affiliated with a school is identified as committing excessive verbal or any physical abuse including the threat of physical abuse, the IRs will be presented to the TASO Presidents Council, consisting of the presidents of the Baseball, Basketball, Football, Soccer, Softball, Volleyball, and Water Polo Divisions to review the Incident Reports.
3. If a majority of the Presidents Council deems that the IRs demonstrate a culture of failing to control the players, coaches, or spectators by the school:
    a. The Chair of the Presidents Council will notify the TASO Executive Director, or his/her designee, of the Council's determination.
    b. The TASO Executive Director or his/her designee will notify the school's athletic director and/or superintendent requesting that the school respond with a detailed plan to control the unruly conduct of their players, coaches, or spectators within seven (7) days from the date of the notice.
    c. The Presidents Council will review the school's response and determine:
        i. If the school's plan will adequately address the issues, the TASO Executive Director or his/her designee will so advise the school and continue to monitor for additional IRs.
        ii. If the schools plan is not sufficient to control the unruly behavior, the TASO Executive Director, or his/her designee, will so advise the school and include recommended revisions.
    d. For schools that fail to address their negative culture of abuse, a notification will be sent indicating that effective on a certain date there will be no TASO officials, in any sport, assigned to home games for that school until the issues are satisfactorily addressed.

(TASO Abuse of Official Policy 2022)

Section 5.13 Multi-Chapter Membership

1. A member may join as many chapters as they wish.
2. A member must designate a primary (home) chapter when submitting state dues.
3. A member may only accept assignments from non-primary chapters with the approval of the home chapter's Assigning Secretary.
4. A member may not cancel an accepted assignment from one chapter to accept one from another chapter without approval from the initial assignment Assigning Secretary.
5. For all chapters, membership in more than one chapter is not a valid reason for missing meetings. Rulings made by any local chapter's board of directors regarding meeting attendance will be upheld by the TASO State Office.
    a. Members must attend all required meetings and training sessions for their primary chapter to be eligible for the Chapter's Top Crew List.
    b. Members must attend all required meetings and training sessions for any non-primary chapters as determined by chapter policies.
6. A member must report their status as a primary or secondary member to all chapters they join.
7. A member may only hold an office (elected or appointed) in their primary chapter.
8. A member may only be included on the Top Crew List for their primary chapter.

Section 5.13.1 Chapter's Rights and Responsibilities

1. The primary chapter is responsible for maintaining records of all multi-chapter members and must ensure compliance with:
    a. Submission of State dues;
    b. Completion of an annual rules clinic or attendance at the State Meeting;
    c. Completion of the annual rules test with a minimum score of 70 or minimum score required for their classification level.
2. The primary chapter is responsible for communicating compliance or non-compliance with these requirements to all secondary chapters. Secondary chapters must ensure non-compliant members do not officiate matches at any level.
3. All assigners shall coordinate assignments with other chapters to best service the schools, chapters and the member.
4. The primary chapter's Assigning Secretary must give permission, in writing, before a member is assigned any matches, including playoff matches by any non-primary chapter.
5. All chapters must report any disciplinary action to all other chapters to which the member belongs.
6. All chapters must honor any disciplinary action taken by another chapter unless otherwise specified by the State Office.
7. Non-primary chapters are under no obligation to include secondary members on playoff lists, even if requested by coaches.
8. Acceptance as a secondary member is at the sole discretion of the secondary Chapter's Board of Directors.
9. A TASO Transfer Form must be completed by the primary chapter and submitted to any secondary chapters and TASO as verification of membership in good standing.

Failure of Chapter Officers and/or Officials to follow any of the above policy, may result in submission of an Ethics Violation to the TASO office

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