Top Crew List Selection Process

Step 1 – Self Confirmation

Each member wishing to be considered for the Top Crew List shall submit in writing (email preferable) their wish to be considered for the Top Crew List. By submitting their names to the President (or their designee) and the Recording Secretary of the Chapter, the member agrees to go through all steps required to qualify for consideration. Each member wishing consideration shall submit their name by Friday August 19, 2022. The submission must be in the receiver's mailbox by midnight of the deadline date. If you complete Step 1 successfully, your request shall automatically be moved to Step 2.

(Comment: This allows for each member to make their own choice to be considered or eliminate themselves for consideration)

Step 2 Vetting

A committee consisting of the Recording Secretary, the Assigning Secretary, the Treasurer and members of the Top Crew Committee (with the President as an ex-officio member of the committee) shall review all successful Step 1 candidates and ensure that the candidates are members in good standing, completed a TASO rules clinic, successfully passed the mandatory state test with a score of 90 or above, successfully passed the Line Judge state test with a score of 90 or above, paid all dues and fees, paid all GAFs that are 21 days or older, attended all required training, completed at least 3 hours of scrimmages, and is not on probation. This review shall be for the current season and the previous season history.

(Comment: This ensures only those members that have worked to meet all Chapter standards remain eligible. Again this is controlled by the members actions)

The committee will submit to the board all names of qualified members for consideration to the Top Crew List. The Top Crew Committee shall notify any member who did not qualify for step 3 and give them the reason for not qualifying. The committee members shall each sign the documentation and date the signature. This step should be completed by Friday August 26. All successful candidates shall be moved to Step 3.

Step 3 Evaluations

The last evaluation taken by the candidate shall be used as a tool for successful promotion. The board shall remove any members whose last evaluation was not at least very good. The member shall be notified if they are eliminated from consideration and the reason for the disqualification. The member may appeal the last evaluation to the board. This step should be completed by Monday, September 5. If a member does not have an evaluation, the consensus of this committee shall prevail. All successful candidates shall be moved to Step 4.

Step 4 Proctored Test

Each successful candidate from Step 3 shall be invited to a specific meeting and only eligible candidates and the proctors shall attend the meeting. At this meeting, the member shall take a proctored, timed, closed book test of 38 answerable questions and statements. This test shall consist of multiple choice and open-end questions. The test shall be scored by an appointed scorer within 7 days of the test. The member shall be notified of their score and notified if they made the minimum passing score and if they were successful in advancing to Step 5. The minimum passing score shall be determined by the board. There will be no second chances on the test, what you score is what you score. The test will be offered one evening only. If the member is successful in completing and passing Step 4, they will be automatically moved to step 5. The date for the proctored test is to be determined but should be no later than Sunday September 18.

Step 5 Ranking and Availability

Each successful Step 4 member shall receive the list of members who have qualified through the first 4 steps. The list will be given with the person scoring the highest score on the proctored test first, the second highest score second, etc (score will not be shown). In the event of more than one member receiving the same score, the member with the most years' experience will be listed first in the tie.

From that list, each member shall than rank every member on the list in ranking order based on their opinion on who is the best official. With the best official as #1, second best official as #2, etc. A member must also rank themselves. When completed, every member on the list shall have a ranking. All the rankings shall be averaged and the member with the lowest number average shall be considered for this purpose (Top Crew List) as our best official. The member will have 48 hours to make their ranking list available to the committee by submitting it through email no later than Tuesday September 20.

Furthermore, by returning this list, the member is committing to being available for the UIL Regional Tournament, the UIL State Tournament, and the TAPPs State Tournament. If the member cannot commit to these dates, the member shall be dropped from this list and notified.

Step 6 Selection

At the September 21 Board Meeting, the Board shall determine how many names to submit to TASO and UIL from the remaining list. For example, the Board determines only six names shall be submitted, then the top 6 ranked officials remaining shall have their names submitted. If for some unknown reason this is not possible, the Board shall notify the official the circumstances to why their name was not submitted. If someone has made the list but for some reason is disqualified later, the next name on the list shall be inserted.

Step 7 Preparation for Top Crew

The officials selected for the Top Crew List shall be scheduled to call Varsity Lines sometime during the remainder of the season. A member cannot refuse to call lines and be eligible for the Top Crew List.

Note: Failure to complete any step disqualifies the member from consideration for the Top Crew List for the active season only. Failure to take the Line Judge test disqualifies member from consideration.