

**STATED POLICIES AND OPERATING PROCEDURES OF THE CAPITAL AREA  
CHAPTER OF TASO – SOCCER DIVISION**

*Version 1.6*

Chapter Operating Procedures

- C-1. Each member shall adhere to the Chapter Code of Ethics printed at the end of this document, the TASO Ethics Policy and the NFHS Code of Ethics as printed in the National Federation of State High School Associations Rules Book.
- C-2. Each member of the chapter will have an “assignors fee” account managed by the treasurer. At the start of each season, this account must be prepaid with a \$50.00 deposit for members officiating matches. Match assignment fees, re-assignment fees and meeting non-attendance fees will be deducted from this account. Members are to fund this account in increments of \$25.00. Members whose account balance falls below \$25.00 will be notified by email. A zero or negative balance in this account will result in a suspension and removal of game assignments with notification to the official. Assigning that was suspended due to low account balance will be resumed when the account balance reaches \$25.00 or higher.
- C-3. A negative assignor fee balance will result in notification of the official and suspension of all game assignments. Fee payments to bring the balance to at least \$0 will be considered late and the member assessed a \$10 late fee if the fees are not paid within fourteen (14) days of each notification by email and in writing of fees owed. If the fees are not paid within 90 days, the late fee shall be \$30.00. This late fee is to be paid to the Treasurer.

- C-4. Officials shall honor all contracts and official assignments as posted in Arbiter or actively confirmed between the assignor and the official. Any conflicts with assignments should be resolved with the appointed Chapter Assignors. Acceptance of the match by the official must be actively confirmed with the assignor by email, phone conversation, Arbiter decline/accept or self-assign. Arbiter auto-accept does not constitute “active confirmation”. No fee will be imposed for assignments that are not actively confirmed by the official to the assignor, unless matches are repeatedly declined indicating poor calendar maintenance, or failure to sign into arbiter in a timely manner. The official may appeal the re-assignment fees by sending an email or letter to the Board of Directors. In the case of appeal, if the fee is upheld by the Board of Directors, it must be submitted within fourteen (14) days of the board’s decision. Assignors are required to notify the President and Treasurer of all unexcused Turn-backs, No-Shows and Declines as described here-in.
- a. After a member accepts the assignment, an unexcused turn-back of that assignment within 1 week of the match will result in a \$10.00 re-assignment fee and notification of the official. After two such unexcused turn-backs, subsequent turn-backs of this type will result in a \$20.00 re-assignment fee, with notification. Assignors shall be credited \$5.00 of this re-assignment fee.
  - b. An unexcused turn-back of a match less than 24 hours prior to the match will result in a \$15.00 re-assignment fee. After two such unexcused turn-backs, subsequent turn-backs of this type will result in a \$30.00 re-assignment fee. Officials shall be notified of these fees. Assignors shall be credited \$7.50 of this re-assignment fee.
  - c. Failure to show at an actively confirmed assignment without a valid excuse will result in a re-assignment fee equivalent to a single match fee for the highest paid position missed and notification to the official. Additionally, the official must submit a written letter of explanation to the Chapter Board of Directors. The member may be subject to further disciplinary action. If Assignors were notified and able to fill the missing position with another official, the assignors shall be credited \$5.00 of this “re-assignment” fee

d. Unexcused declines after a total of three (3) unexcused declines have occurred during the season shall result in a re-assignment fee of \$2.50 being charged the official for each unexcused decline along with notification. Declines due to actively declining an assigned match, or failing to either accept or decline the match within the arbiter time limit are to be considered unexcused declines, unless a valid excuse has been provided the assignors. Assignors shall be credited \$1.50 of this re-assignment fee.

C-5. Matches will be assigned to those officials who have paid their fees and dues in full, have the necessary minimum balance in their prepaid assignors fee account, have completed the training requirements, passed the NFHS Rules test, have been OCP certified as required, and have submitted a current year application and W9 form. Each member must attend all mandatory chapter meetings, as indicated on the current calendar as required by Article VII, Section 1C of the Chapter Bylaws. Those members who do not meet this meeting attendance requirement will be assessed a \$5.00 missed meeting fee to be deducted from their assignors-fee account. Additional unexcused absences will result in the member becoming a member in Not Good Standing and will be subject to disciplinary action as a result.. A member may write a letter or email of appeal to the Board of Directors. The letter/email must be submitted within seven (7) days of the missed meeting.

C-6. The Chapter dues are \$15 per year, effective until changed. They can only be changed before the start of the season.

- C-7. The assigning fees are set by the Board of Directors after negotiating such with the appointed Chapter assignors. Game officials are not charged assigning fees for scrimmages. If paid assignors are assigning and managing scrimmage assignments, the chapter will pay the single match assignor fee, per official, per scrimmage from the scrimmage fund. The assigning fee will be published on the Chapter website before the start of the soccer season.
- C-8. If a Scrimmage Coordinator is hired by the Board of Directors to manage scrimmage schedules and contracts with the schools, a scrimmage coordination fee may be paid this individual in the amount determined by the Board of Directors. This fee will be paid from the scrimmage fund. If a Scrimmage Coordinator is not appointed by the board, scrimmages will be managed by the assignors.
- C-9. With approval of the Board of Directors, the Chapter may reimburse officers for mileage and lodging expenses to attend the State Meeting as required by the Bylaws.
- C-10. The treasurer shall submit copies of all bank account statements to the Board of Directors on a monthly basis throughout the calendar year.
- C-11. Annual Chapter minimums for on-field and “classroom” training requirements will be set by the Board of Directors. The Board of Directors will establish and communicate the minimum number of scrimmage hours required by registered and certified members at least two (2) weeks prior to scrimmages starting. Participation in scrimmages and pre-season tournaments will count toward “on-field” training hours.

- C-12. A scrimmage credit may be issued at the end of the season to count towards the following season's dues. The funds available will be the scrimmage fees received less assignment, training, assessment costs and necessary funding of the Chapter Treasury. The amount of credit for each official will be determined by calculating the number of scrimmage hours worked. The available funds and the total number of creditable hours will determine the amount of credit issued. While scrimmages and non-scrimmage training hours will count towards training hour's requirements, only sanctioned scrimmage hours assigned by the Chapter will be used to determine the scrimmage credit. The credit will only apply if dues for the following season are received before the date required by TASO-S.
- C-13. Officiating members of the Chapter will be ranked for matches according to a program derived from the TASO Soccer Assignment Policies and Procedures. The chapter shall define a training and Assessment program along with a Director of Training and Assessments to manage the program to promote and rank officiating members. The LEVEL 1-5 ranking system will be used to rank officials. Where Arbiter or a similar assigning program is used to assign officials using ranking criteria, a formula will be used to ensure the Referee, AR1 and AR2 rankings in the program correspond in a meaningful and straightforward manner to the Levels 1-5. This formula or process of converting the Arbiter or similar ranking system to the Level 1-5 system shall be described to the membership, and approved by the Board of Directors. The Board of Directors shall also have the capability to review and approve the match ranking of participating teams as well.
- C-14. Chapter members have a right to know their individual ranking and a published procedure for improving that ranking must be provided through utilization of the Training and Assessment program. A member's rank is privileged information that is available only to the individual, assignors and Board of Directors members. It may also be provided to a UIL representative or TASO-S officer upon request.

- C-15. Only USSF, NISOA or NFHS certified assessors will be used by the Chapter as independent contractors to provide assessments. Assessors will be paid a \$30.00 assessment fee (per match assessed) and a venue mileage fee (equivalent to the current schools mileage fee –per day, per venue) for a requested assessment. If training and assessment funds are available, the Board of Directors shall authorize scrimmage funds be used to pay for assessor mileage fees (both member requested & Chapter requested) and Chapter initiated assessment fees. Members may request an assessment of any pre-season tournament, district or non-district match, however will be required to pay the assessment fee directly to the assessor on the game day unless the Chapter is paying for the assessment. All officials in a match being assessed will be assessed.
- C-16. Registered members shall be placed on matches with certified members to facilitate mentoring and training. All assigned UIL High School District (Varsity) matches shall have at least one certified member officiating.
- C-17. The Secretary will work with the Board of Directors to establish mileage rates that are equivalent or below the rate authorized by the UIL Soccer Manual for next season. Due to the complexity of the mileage system, the schools and the Chapter may agree on a flat rate system that results in mileage charges that are equivalent or below the maximum rate set by the UIL Soccer manual for that Soccer Season. If the school decides to use the State mileage rate, it will be paid to a single official. The mileage will be the lesser of the actual distance travelled or the distance from the official's home to the game site. If one or two additional officials are assigned the match, they shall each be paid the \$10 ridership fee.
- C-18. The Director of Training, working with the Assignors will develop the draft list of Top Ranked Officials on the Regional / State Candidate List. This list will then be submitted to the Board of Directors for approval prior to submission to the UIL by the President. Only Level 1 and 2 officials will be considered.
- C-19. Members that do not take or pass the written test will be suspended from all UIL related assignments and the capability to “self-assign” UIL matches, until they comply with the testing requirements.
- C-20. Members that are not UIL OCP certified will be unable to officiate any UIL matches assigned by the Chapter. Once OCP certified, they will regain the capability to officiate matches, however will not regain the position on matches where they were removed for non-compliance.
- C-21. Members that lose their NFHS badge will be charged a \$5.00 replacement fee when supplied a new badge.

## Game Officials Operating Procedures

- O-1. Assigned referees shall contact their assigned crew at least 24 hours prior to the match to confirm game date, time and site and discuss any uniform or equipment issues. Assistant Referees are to contact the Referee, if they have not been contacted prior to the match. It is recommended that officials arrive at the site 30 minutes prior to game time to conduct a pregame conference with the officiating crew and complete the pay-sheet. The officials shall be in uniform 15 minutes before game time and inspect the field and ball, hold a pregame conference with the timer/score keeper, hold the pregame conference with the head coaches and captions, meet the stadium administrator and start the match on-time.
- O-2. In the event one or more officials arrive late (after game time) the following procedures shall be followed:
- a. Match shall start on time, unless both coaches agree to delay the start
  - b. If a Dual Officiating system was assigned, the game shall start with a single referee.
  - c. If a Diagonal system was assigned, if the Referee is late a Dual Officiating System shall be used, with AR1 becoming the Head Referee, and AR2 becoming the Referee. If an AR is late, the Referee is Head Referee and the AR becomes the Referee.
  - d. If the assigned official arrives prior to the end of the first half, if a single referee system is being used, a switch to the Dual system will occur at a stoppage with the late official becoming Referee. If the Dual system is being used, a switch to the Diagonal system shall occur at a stoppage with the Head Referee becoming Referee, the Referee becoming AR1 and the late official becoming AR2.
  - e. For playoff assignments, the board recommends the following approach with respect to Mileage fees, unless the 3 officials can come to an alternate agreement:
    1. One driver and 2 riders, the split is 50% for driver, 25% per rider
    2. Two drivers and 1 rider, the split is 40% per driver, 20% for rider
    3. Three drivers, the split is 33% per driver
    4. The mileage fee is calculated for the official that is furthest away.

- f. If the assigned official arrives after the 1<sup>st</sup> half has ended they shall not take part as a Referee or AR. However they may, at their own choosing become an unpaid 4<sup>th</sup> official in a uniform matching the other officials. The 2<sup>nd</sup> half shall start in the same officiating system used when the 1<sup>st</sup> half ended.
  - g. The head referee must report position changes and late officials to the Chapter assignor by email, phone call or by using the Arbiter match report.
- O-3. Official uniforms shall consist of black soccer referee shorts or all black pants (in inclement weather), predominately black shoes, black cap with no logo (if worn), black soccer referee socks with white stripes, and a mix of old style or new style USSF uniforms in the priority (for purchase) order of Gold, Red, Blue, Green and Black. It is requested that officials have a minimum of 3 colors available.
- O-4. Match officials may mix old style and new style of USSF uniforms. All crew members must wear the same color uniform and sleeve length. No long sleeve undergarments may be worn under short sleeve uniforms. The head referee determines what color shall be worn, but it must not conflict with team colors. If a combination of shorts and long pants are to be worn, they may only be mixed as follows:
- a. All shorts or all pants
  - b. Referee – shorts, Both ARs – pants
  - c. Referee – pants, Both ARs – shorts
  - d. Dual officials, either both pants or both shorts

## **Capital Area Chapter TASO Soccer Code of Ethics**

- A. The official shall be a member in good standing of his/her Chapter each year.
- B. The official uniform and patches as designated by the Chapter and TASO Soccer Division shall be worn.
- C. No official shall partake of any substance prior to officiating a game/match which would impair his/her physical or mental performance. An official shall not compromise the integrity of the Association while in any article of clothing identifying themselves as an official following a game/match.
- D. Every member's conduct, speech, and actions during or travelling to and from a game/match shall be above reproach and should always demonstrate the example of sportsmanship, courtesy, and self control.
- E. The official should arrive at the game/match with sufficient time to inspect facility and equipment, discuss ground rules, instruct supplementary officials, and discuss any pertinent information with the coaches.
- F. No official shall criticize any other official or any individual association within TASO in the presence of coaches, players, spectators, or the news media before, during, or after a game/match. All criticisms will be made to the official himself/herself, and/or to a member of the Chapter Board of Directors or an appointed Chapter assignor.
- G. No official shall cancel an officiating assignment to accept another more advantageous UIL sanctioned assignment.
- H. No official shall seek to influence a coach for the purpose of promoting personal officiating opportunities.
- I. Officials should neither avoid nor seek out coaches and school authorities after the match. They should transact the necessary match business and move out of the match vicinity without unnecessary delay.
- J. Every official shall seek to possess and demonstrate a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating mechanics.
- K. No official shall solicit games/matches unless he/she is operating as an individual contracting agent in an area without an assigning chapter.
- L. No official shall falsify records or reports for personal gain.
- M. No official shall engage in scouting activities or engage in conversation with coaches regarding officiating assignments.

**END OF DOCUMENT**

**Revision Log:**

Initially Written 11/5/08

Updated 11/21/08

Updated 12/1/08 – Sections 1-15 Ratified by Membership, 16-20 Provisionally active until review Jan 1<sup>st</sup>, 2008. January 1<sup>st</sup> motion approved to delay review until Feb 2<sup>nd</sup> meeting.

Updated 1/30/2009 – Version 1.4 Chapter and Game Official policies split into sections. Additional changes/additions based on Board Meeting Resolutions voted on and Approved

Updated 12/7/2009 –Version 1.5 Game declines, missed meeting sanction changes, late payment changes, scrimmage handling, playoff assignments, top officials list, testing and COPE requirements, Replacement badge fees, assessor mileage fees,

Updated 8/23/2010 – Version 1.6: Added Assignors Fee Account management, updated scrimmage credits section, removed testing/cope by first business meeting requirements