

# **AUSTIN CHAPTER TASO**

## **CREW FORMATION POLICY**

Varsity crews for the Austin Chapter Texas Association of Sports Officials (Chapter) will be formed utilizing the rules, procedures, and timelines contained within the Crew Formation Policy. This Policy is in effect beginning with the 2010 season, and is not amendable prior to the conclusion of the season. In subsequent years, it may be necessary to amend the Policy from time to time in order to maintain adherence to the overall goals and objectives of the Chapter. Such amendments will be made utilizing the same procedures as those by which changes to the Chapter Bylaws are allowed.

### **CREW SELECTION COMMITTEE**

The Crew Selection Committee (CSC) will be chaired by the Supervisor of Officials (SOO), and will otherwise consist of the Executive Secretary (ES) and each of the four elected Division Representatives. The purpose of the CSC will be to create crews for each season according to this Crew Formation Policy. The CSC will hold sole authority in this function. Decisions will be made by majority vote. Should the situation arise in which voting is deadlocked regarding a particular crew, the Division 4/5 Representative's vote will be discarded if the situation involves a Class "A" Crew. If the situation involves a Class "B" Crew, the Division 1 Representative's vote will be discarded.

The CSC will meet as prescribed herein, may be called to meet by the SOO, or may meet at the request of a majority of its members. Where not in conflict with this Crew Formation Policy, the CSC will operate under the same rules governing other committees according the Bylaws of the Chapter.

### **TYPES OF CREWS**

- Class "A" Crews are intended to represent the top tier of officials within the Chapter. The selection process should seek to assemble crews having similar competencies such that any Class "A" Crew would be capable working any game at any level. Class "A" Crews will likely be assigned to higher ranked games at 3A, 4A and 5A classifications, but may work at any level required to fulfill the Chapter's needs as determined by the ES or the appropriate assignments Committee. Eligible members include any Division 1, 2 or 3 official meeting all requirements of an Active member in good standing as defined by Chapter Bylaws. First year transfers to the Chapter will be eligible if they meet Active member requirements and are approved by the SOO.
- Class "B" Crews are intended for the development of officials in the Chapter who may gain from the benefits offered by working in a crew but who are not of sufficient proficiency or not otherwise be eligible to work on a Class "A" Crew. Class "B" Crews will likely work Parochial, 1A, 2A or 3A classifications, but may be assigned at such levels appropriate to the overall competency of that crew or as required to fulfill the Chapter's needs as determined by the ES or the appropriate assignments Committee. Eligible members include any Division 2, 3 or 4 official

meeting all requirements of a “member in good standing” as established by the Board of Directors. First year transfers to the Chapter will be eligible if they meet Active member requirements and are approved by the SOO.

### **NUMBER OF CREWS**

The number of crews in any season will be based on a percentage of the varsity games anticipated for that season. The ES will be responsible for completing this calculation each year, and may need to make certain “estimates” in the event that full schedules have not been received prior to the required calculation date. The ES will disclose annually to the Board of Directors the data utilized in calculating the required number of crews for that season, and the number will be communicated to the Chapter.

The number of Class “A” Crews will be equal to but not exceed 70% of the combined average weekly number of 4A and 5A games anticipated for the upcoming season. The number of Class “B” Crews will be equal to but not exceed 50% of the Class “A” Crew total. The combined total number of Class “A” and Class “B” Crews will be known as the “crew count”.

Example: The Chapter had a total of 80 5A games and 86 4A games for the 2009 season. That combined total (166) is then divided by the number of weeks in the season (11), resulting in a calculated “average” of 15.09 games per week. The “average” is then multiplied by 70% to determine the number of Class “A” Crews.  $15.09 \times 70\% = 10.56$ , which should be rounded down to prevent the number from exceeding the 70% threshold. The result is a Class “A” Crew total of 10.

The number of Class “B” Crews is then determined by multiplying the Class “A” total of 10 by 50% and should be rounded down to prevent the number from exceeding the 50% threshold.  $10 \times 50\% = 5.0$ , resulting in a Class “B” Crew total of 5.

The resulting crew count for that year would be 15.

### **SCRATCHES**

Individual members may elect to indicate a preference not to work with one or more specific members (called a “scratch”). In order to be eligible to work on a crew, members may not scratch more than two (2) other members. A scratch of or by an individual official will apply to his or her crew.

### **CONTINUITY**

After each season any crew may submit a “continuity request”, asking to remain together as a crew for the following season. Such requests must be submitted to the SOO in writing (to include email submission) no later than January 31, and must retain the crew in its entirety without substitution of any kind. The SOO will present such requests to CSC at the beginning of the crew formation process for the following season. The CSC will have sole authority to approve or deny continuity requests, provided that

no crew is allowed to continue more than three consecutive seasons. Crews granted continuity will be included in the crew count total, consequently reducing the number of crews being formed by the CSC for that season.

Certain natural continuity may occur which was not requested by the members but rather results from the CSC's normal crew formation process. The CSC will not through its process cause any group of three or more individuals to be assigned to the same crew for more than three consecutive seasons. In addition, an annual limitation will be placed on continuing crews such that total requested and natural continuity occurring in any one year may not exceed 40% of the crew count from the previous season.

**Example:** Five crews submit requests to the SOO prior to the January 31 deadline. A sixth crew submits a request on February 2. The SOO rejects the request from the sixth crew since it is made after the deadline. The SOO then determines that the other five requests are within the limitations prescribed and presents them to the CSC the following May. Assuming the crew count for the immediate past season was 15, the CSC may choose to allow none of the requests, or may choose to allow all five ( $15 \times 40\% = 6$ ). In finalizing the calculated maximum, rounding to the nearest whole number is allowed.

If the CSC elects to allow four of the five requests, it must make certain that not more than two of the other crews formed through its deliberations contain more than two members who worked together on a crew in the previous season.

### **POOL OFFICIALS**

Qualified Pool officials are vital to the success of the Chapter. Members working out of the Pool may be assigned to work as substitutes on CSC established crews during the season in any situation deemed appropriate by the ES. Depending upon the number of games in any given week of the season, there will also likely be multiple game assignments made entirely of Pool officials.

Established crews having any need for a replacement member should notify both the ES and the SOO immediately upon learning of such situation. Where a temporary need for replacement exists, the Referee of the affected crew may request a specific replacement from the Pool. The ES may honor the request, or may select another individual from the Pool at his discretion.

In cases where an extended need for replacement exists, the CSC will consider the circumstances surrounding the need and may choose to allow a permanent replacement, if appropriate. The Referee of the affected crew may request a specific replacement from the Pool, and the CSC may honor this request or select another individual from the Pool at its discretion. The ES will have the authority to make ongoing substitutions as needed until a permanent replacement is named. For the purposes of calculating continuity, any Pool official working six (6) or more games with the same crew during a season will be considered to have been a member of that crew.

## **RULES AND PROCEDURES FOR ANNUAL IMPLEMENTATION**

Step 1: Not later than April 15 all Chapter members will have declared primary and secondary position preferences, a preference to work as a “Crew” or “Pool” official, and any scratch requests. Members will communicate these declarations to the Chapter in a manner determined by the Board of Directors. Such declarations will be allowed to be amended annually beginning at the conclusion of each regular season, but no member-initiated amendment to these declarations will be permitted after 11:59pm on April 15.

Step 2: Beginning April 16, the SOO will compile information regarding members who have declared a preference for crew assignment and who also meet the eligibility requirements for such assignment. This information should include name, Division, scratch requests, and both primary and secondary position preferences. It may also include evaluation data and other information necessary to successfully assess the proficiency level of individual officials. The SOO will be responsible to provide this and any additional information which might be requested by the CSC pertaining to its purpose.

Step 3: Not later than May 15, the ES will make a determination as to the anticipated number of games for the impending season and will determine the number of crews according to the calculation prescribed in this Policy. The calculated crew count and its supporting data will be disclosed to the Board of Directors, and the crew count number will be published to the entire Chapter.

Step 4: The CSC may meet anytime during the months of May and June as necessary to establish crews for the upcoming season. Prior to the first meeting the SOO will ensure that all CSC members have been provided a copy of the Crew Formation Policy and the Foundational Issues document. The CSC will consider continuity requests, position preferences, proficiency levels, and “scratches” in their deliberations.

Step 5: The CSC or their designee(s) will individually notify Chapter members regarding their proposed placement on a crew. Notification may be accomplished through the use of electronic means (excluding “posting” on a web site), by direct phone conversation, or in person. Members will have 48 hours following notification during which to decline participation in the crew for which they have been selected. Any member so declining will be placed into the Pool for that season and the CSC will select a replacement. After the 48 hour period has passed, all crews will be considered final.

Step 6: The final list of Class “A” Crews and Class “B” Crews will be published to the Chapter not later than June 15.