

**TASO Houston Football Chapter  
Policies and Procedures**

**Policy No. 14**

**Date Approved: March 4, 2019**

**Date Revised:**

**Policy: Scrimmages**

**Purpose: This policy will set the boundaries for scrimmage assignment during spring and fall scrimmages, and for collection of fees from schools. The goal is for Houston TASO Football to cover 100% of intra-squad spring games (1/school), and inter-squad fall scrimmages (up to 2/school) for all schools in our coverage area. Other intra-squad practices will be covered as possible. Note - Intra-squad spring games, inter-squad fall scrimmages, and intra-squad practices are generically referred to as “scrimmages” throughout this document.**

**Procedure:**

- 1. Coaches will request coverage for scrimmages through the chapter’s game assigning software, or directly to the Scrimmage Coordinator (who will enter it into the software system). The Scrimmage Coordinator will review all entries to ensure they have been coded correctly, and will check with coaches and update as needed if issues or problems are detected.**
- 2. The Scrimmage Coordinator will publicize the dates/times that scrimmages will be released to all officials, such that officials will be able to review in the scheduling software which scrimmages are available. Officials may only work scrimmages that are entered into the assigning software – working outside of this system constitutes a potential ethics violation, and will be referred to the chapter Ethics Committee for review.**
- 3. All new crews, and crews that had less than 7 picks during the previous year’s coaches draft, will be allowed to select scrimmages at least 24 hours prior to opening up the assigning system for all crews/officials to select. Coach’s requests will only be honored if it is for a new crew or one with less than 7 picks. Any official contacted by a coach with a request should pass along that information to the Scrimmage Coordinator.**
- 4. Scrimmage selection will be on a first-come, first-served basis using the self-assign feature in the assigning software. Preference is for crew**

coverage, and filling in with individual officials where further openings exist.

5. Intra-squad spring games and inter-squad fall scrimmages may be released/filled prior to releasing intra-squad practice requests. Initial limits on the number of scrimmages allowed may be imposed on crews, as deemed necessary to ensure equitable distribution initially of all intra-squad spring games and/or inter-squad fall scrimmages. The Scrimmage Coordinator will publicize the specific limits and/or process to be used beforehand.
6. If coverage of all intra-squad spring games and inter-squad fall scrimmages cannot be achieved voluntarily, those uncovered scrimmages will be assigned to crews in an equitable manner, and those crews will have responsibility for arranging coverage of the scrimmage. The mechanism for assigning scrimmage coverage will be approved by the Board of Directors.
7. Fall intra-squad practice and inter-squad scrimmage fees will not be charged to a school if coverage is less than 3 officials. Preferred coverage is for a full crew of 7 officials, but more can be used for training and experiential purposes.
8. Complimentary fall scrimmages (no charge in lieu of services from the schools) will be reviewed/approved by the Board of Directors prior to confirmation to the school. The Treasurer and Scrimmage Coordinator will be notified so that accurate invoicing and collections can be made after fall scrimmages have been completed.
9. Crew chiefs will communicate to the Scrimmage Coordinator any fall scrimmage with actual time exceeding 3 hours or split fields as soon as possible upon completion of the scrimmage, such that accurate invoicing may occur.
10. The Scrimmage Coordinator will invoice schools for fall scrimmages as soon as practical after the start of the regular season. The Scrimmage Coordinator will work with the Treasurer to monitor payments, and will follow-up as needed to ensure payment is received from all schools.
11. Schools failing to pay their scrimmage fees will not have future scrimmage requests approved/covered in succeeding years, and will have varsity games Board-assigned after the Coaches Draft. The Treasurer will work closely with the Scrimmage Coordinator to ensure accurate records are kept and passed along from year-to-year, showing those schools still owing scrimmage fees. The Scrimmage Coordinator and/or

**Executive Secretary will communicate as appropriate to schools that are in jeopardy of having subsequent scrimmage requests denied.**

**End of Procedure**

**Approved:** *Alvin White*  
**Alvin White, President**