

**TASO Houston Football Chapter
Policies and Procedures**

Policy No. 3

Date Approved: September 2008

Date Revised: March 31, 2020

Policy: Crew Changes

Purpose: This policy sets out a protocol for making changes to the crew that ensures open communication and protects the best interest of the crew member, crew and chapter.

Procedure: A varsity crew is an approved group of seven officials, working together for all varsity games during the regular season and playoffs. Changes in crew composition can occur for a variety of reasons at different times of the year. The policy looks at crew change at three points in time: the end of the season, after crew cards are signed, and during the season.

End of the Season:

- 1. At the end of the season, including playoff games, crew members can elect to switch crews, form crews, or leave crews. Crew chiefs can elect to retain crew members, reposition crew members in the crew, or replace crew members. Professional courtesy is expected in the communication between the crew chief and the crew members as it relates to crew changes.**
- 2. Crew cards are due by April 1 of each year. Crew chiefs are responsible for finalizing the composition of their crews and completing and submitting the crew cards to the Executive Secretary according to the schedule.**
- 3. Crew chiefs must be Division 3 experience level or higher (effective for 2021 season).**
- 4. The Board of Directors reviews the submitted crew cards and approves the crews. The crews are included in the roster book and provided to the coaches for information.**

Permanent Changes After Crew Cards are Approved and During the Season:

- 5. The Board of Directors must be advised in advance by the crew chief of any permanent changes within the crew after crew cards have been approved. Examples:**
 - a. If a crew member requests to leave a crew to join a different crew,**

- b. If a crew member requests to leave a crew and not join a different crew,
- c. If a crew chief wants to remove a crew member who does not want to be removed from the crew,
- d. If a crew chief wants to remove a crew member and the crew member agrees to be removed, or
- e. Any other circumstance regarding a permanent change within a crew.

The request must be documented by the crew chief and crew member and provided to the Executive Secretary. The Executive Secretary will review the circumstances, and will present to the Board of Directors.

- 6. The Board of Directors will review each request, communicate with the parties, investigate when necessary, provides due process, and approve/disapprove the change according to their findings.
- 7. Permanent crew member changes will count toward the crew availability count when making playoff game assignments by the Assigning Committee.

Temporary Changes During the Season:

- 8. Temporary crew replacements, for crew members who must miss a game due to travel, minor injury, family-related issues, work-related scheduling issues, etc. are at the discretion/selection of the crew chief. Replacements must be chapter members in good standing, meeting all requirements to work on-field assignments. They should be reported to the Executive Secretary as soon as possible, once the vacancy is known, and the Executive Secretary will review the circumstances and proposed replacement (or assist in finding a replacement) and document the action in the chapter's game assigning software system. Full Board of Directors approval is not required for temporary replacements.
- 9. If a crew chief must miss an assigned varsity game, the Executive Secretary will contact the coaches involved in the contest, and will determine whether to replace the crew chief or to replace the entire crew for that game.
- 10. All assignments must be entered into the game assignment software system. Working games outside of the assigning software system is considered a potential ethics violation, and will be referred to the Ethics Committee for review/recommendation to the Board of Directors.

End of Procedure

Approved: *Alvin White*
Alvin White, President