



TASO/Brazos Valley Volleyball Officials: Travel Policy

- A.** For all scheduled matches mileage will be charged at the most current rate allowed by the UIL. The rate will be published to the chapter at the beginning of each season as part of the approved chapter Pay Sheet and changed as necessary when new rates are approved.
- B.** Mileage will not be charged when the official resides within 20 miles round trip of the school or in the same community as the match per UIL guidelines.
- C.** Mileage expenses will be charged as follows:
 - 1.** For officials traveling together, one round trip mileage from their home residence or place of employment, which ever is closer to the assignment, will be paid to the official that drives. The mileage may be divided by mutual consent between the two officials on site, not to exceed the total round trip mileage of the official who drove.
 - 2.** For officials traveling in separate vehicles, the round trip mileage of the official traveling the farthest, from their home residence or place of employment, which ever is closer to the assignment, will be divided between the two officials, at their discretion, not to exceed the total round trip mileage of the furthest official.
 - 3.** If officials meet at a neutral site to travel together, each official will be paid one way mileage from their residence or place of employment, which ever is closer to the neutral site. Round trip mileage from the neutral site to the match site will be paid to the official who drives the remainder of the trip.
 - 4.** Officials may forfeit mileage if pay sheets are repeatedly submitted with excessive mileage charges in violation of the spirit and fact of these policies.
 - 5.** The referee for the assigned match, will be responsible for contacting and coordinating the travel plans of the officiating crew for each assigned match on their schedule.
- D.** Under no circumstances should the total mileage charged to a school be greater than the total round trip mileage traveled by the farthest official, from their home residence or place of employment, which ever is closer to the assignment.

TASO/Brazos Valley Volleyball Officials: Scheduling and Fine Policy

- A. Matches will ONLY be assigned by the chapter assigning secretary. Under no circumstances are officials allowed to circumvent this policy or solicit matches from other officials, coaches or schools.
- B. At no time may officials switch assignments as Referee or Umpire unless such case is considered an “on site” medical emergency, with mutual consent of both coaches/schools, or with prior knowledge of the assigning secretary. In such cases contact and notify a member of the executive board immediately.
- C. You, as an official, are entering into a contract agreement with the assigning secretary to fulfill your schedule.
- D. Games will be assigned as stated in Article XI, Section 1, k. of the Constitution & By-Laws.
- E. Saturday tournaments generally follow a set of 11 matches per day. The schedule is as follows:
Morning Set: 6 matches beginning at 8:00 or 9:00 am.
Afternoon Set: 5 matches beginning at 2:00pm, and possibly including the championship brackets.
- F. Once an official has signed their conflict and closed date sheet, the games will be scheduled for those dates within 48 hours. Matches assigned are considered to be your responsibility.
- G. If a match is incorrectly assigned on a closed date or travel conflicts do not allow the official to arrive in the appropriate time, it is then responsibility of the assigning secretary to make the necessary changes without penalty or fine.
- H. If a match has not been assigned on an open date, the official is not required to work, BUT may be called upon to fulfill a vacancy.
- I. Any assigning error that is a chapter assigning error which involves an expense to the official will be reimbursed by the chapter, up to but not greater than, one (1) game fee plus one way travel expenses to each official.
- J. If an official cancels out of an assignment, the rules of game cancellation and subsequent penalties will be assessed by the Assigning Secretary, with notification to President and Treasurer. These penalties will be assessed on a day by day, match per match basis. The guidelines established for a fine/penalty to be assessed will be as follows:
 - 1. A schedule change made after schedules are completed is a \$3 fee.
 - 2. Game cancellation between 24 and 72 hours from match time is a \$10 fee.
 - 3. Game cancellation within 24 hours prior to match time is a \$20 fee.
 - 4. A “no show” fine is \$25 plus the entire match fee for the assigned match. The official must also explain in writing, to the Chapter President, the reason for the no show within 24 hours of the scheduled match.
 - 5. All fines/fees must be received by the chapter Treasurer by the 15th or 30th of the month, whichever comes first immediately following the fine. Failure to pay fines/fees will result in the loss of your schedule and your membership in good standing.
 - 6. **All fines and fees can be appealed “in writing” to the executive board within 10 working days.** Appeals should be sent in writing (email accepted) to the Treasurer and President. The appeals will be voted on at the next regularly scheduled Executive Board meeting. Accepted appeals will be refunded by the Treasurer at the general meeting following that Board meeting.
 - 7. The Assigning Secretary may request approval of the President to withdraw matches from an official that habitually changes their schedule.
 - 8. Collected fees/fines will be split 50% to the Assigning Secretary and 50% to the chapter general fund after adjustments for scheduling errors caused by school changes or cancellations. This payment, if necessary, will be made at the last Board meeting of the season.
 - 9. Unresolved conflicts concerning scheduling will fall under the Constitution Article XIII, Section 8.