

TIP OF TEXAS CHAPTER ASSIGNMENT GUIDELINES FOR COACHES

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- 1. All varsity schedules must be entered in REFTOWN before AUGUST 1st.** (Middle schools should enter as soon as schedules are established by your school district). You may edit and add matches after the date but date and time changes are discouraged. When adding a match close to the match date, notify the assigner so you are certain he knows a match has been added. All coaches should review home and away scheduled match dates and times in REFTOWN so that conflicts and omissions can be corrected BEFORE they happen. When you cancel or delete a match, you MUST confirm the cancellation with assigner Juan Quiroz.
 - 2. Scrimmages:** May be entered in REFTOWN but highly recommended coaches email the assigner the scrimmage date, start time, number of gyms, courts, level of play per gym, and other pertinent information. A form is on the Tip of Texas website (www.tipoftexas.org) , “Coaches Page.”
 - 3.** Schools having a “C” team match must include the match in their REFTOWN schedule. TASO/Chapter officials will be scheduled to officiate the match. Understand, when you add a C team match close to the game date and change the start time, some officials cannot make the earlier start time. Many work and therefore are scheduled for the original match start time, not the earlier time.
 - 4. Varsity coaches please** contact the UIL to scratch an official. The scratched officials will not be assigned to your match.
 - 5.** When a coach scratches an official assigned to their game, it is the scratching coaches’ responsibility to contact the opposing coach and the assigner.
 - 6. The UIL (Section 1204 – e and g - 1 and 2) contains a 4 day scratch rule and game day scratch rule.**
Scratching within 4 days or less of a game: If a coach wishes to scratch an official within 4 days or less of a game date, The coach must submit a written scratch request signed by the appropriate district personnel to the opposing coach and chapter assigner BEFORE an official can be scratched. The scratching school must pay game(s) fee if the scratched official is not assigned to another match on that date.
Same day scratches: Both opposing coaches must agree to the scratching of the official if scratched on game day as per Section 1204. All conditions listed above will apply.
 - 7. Look ahead at your school calendar:** Carefully list game times and dates that will not be changed. Changes result in eliminating quality officials that can not officiate when a game is changed to an earlier start time. If an official is removed from a match due to a date/time change or match cancellation, the school making the change/cancellation is liable for full payment to the official(s) that lost the assignment.
- NOTE:** TASO (Texas Association of Sports Officials) requires ALL officials to pass the state online rules exam with a score of 70 or better, attend the district clinic, attend local training sessions, pass a background check, and satisfy other requirements in order to officiate. Only officials that satisfy ALL requirements will certify for assignments 7th grade thru varsity grade this season.