



TEXAS ASSOCIATION OF SPORTS OFFICIALS
BASEBALL DIVISION



OPERATING PROCEDURES

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Article I: Name, Purpose, and Governance

Section 1 *Name*

- A. This organization shall be known as the TEXAS ASSOCIATION OF SPORTS OFFICIALS - BASEBALL DIVISION, hereinafter referred to as TASO-Baseball, a division of the SOUTHWEST OFFICIALS ASSOCIATION, INC. (SOA), a Texas non-profit corporation, d/b/a TEXAS ASSOCIATION OF SPORTS OFFICIALS, hereinafter referred to as TASO.

Section 2 *Purpose of Organization*

- A. The purpose of this Division shall be to foster and promote high school and junior high school competition in the game of Baseball by:
 - 1. Advancing ideals of good sportsmanship and fair play through qualified officiating in Baseball, and respect for the authority of Baseball officials at junior high and high school levels.
 - 2. Providing educational programs to advance the skills of Baseball officials at all levels of competition.
 - 3. Conducting public information programs that will encourage appreciation for the skill and competence of Baseball officials.
 - 4. Placing special emphasis on developing concepts of good sportsmanship among the youth of the nation, both as competitors and as spectators.
 - 5. Conducting studies and analysis of Baseball rules to identify sources of officiating problems and seek solutions in cooperation with appropriate rule-making bodies.
 - 6. Developing and maintaining a membership consisting of experienced and capable Baseball officials whose integrity is above reproach and who are actively engaged each year in officiating games.
 - 7. Fostering a high standard of ethics, encouraging fair play and sportsmanship, and promoting closer cooperation and better understanding among officials, athletic representatives, coaches, players, and the media.

Section 3 *Purpose of Document*

- A. The purpose of these Operating Procedures (and any accompanying attachments) is to supplement the TASO By-Laws and to provide more specific details and guidelines for conducting TASO-Baseball business by the Division Board, TASO-Baseball Chapters, and the Membership. They further delineate the Division Board's expectations and objectives of the Chapters and Membership in their service to the public and private schools in the State of Texas, to TASO, to the TASO-Baseball Membership and to Baseball Officiating in general.
- B. It is the intent of these operating procedures to provide the TASO-Baseball membership with the methods and procedures utilized in TASO-Baseball operations by the elected officers and board members at both the state and local levels, and by the various appointed committees of the Division Board.
- C. It is further intended that all TASO-Baseball members and Chapters follow these Operating Procedures and that each member have access to a copy throughout the duration of their membership in TASO-Baseball
- D. The Division Board has adopted these Operating Procedures to be effective on the date stated at the conclusion of this document. These procedures may be amended as necessary by a majority vote of the Division Board at their sole discretion. The re-writing of these procedures to reflect amendments during the term of this document is neither required nor prohibited; however, amendments should be noted in the minutes of the board meeting in which the amendment(s) is/are adopted. The current Division Board shall review these TASO-Baseball Operating Procedures, at least once per year, and make any revisions necessary to stay current with the changing state of Texas High School baseball, associated governing bodies, and its membership;

and adopt the newly revised Operating Procedures by a majority vote of the Division Board. Such changes shall become effective immediately unless circumstances dictate otherwise.

Section 4 Governance

- A. The TASO-Baseball Division is overseen and governed by the TASO-Baseball Division Board of Directors (*Division Board*). The Division Board is responsible for establishing the policies and procedures used by the TASO-Baseball Division, its Chapters and Membership.
- B. The TASO-Baseball Division is a part of the TASO organization and is subject to the policies and procedures established by the TASO Board of Directors (TASO Board) including the TASO By-Laws and approved written policies.
- C. Where there is a difference between the TASO-Baseball Operating Procedures or any approved document/policies approved by the Division Board and the TASO By-Laws or any policies approved by the TASO Board, the TASO By-Laws and policies approved by the TASO Board shall take precedence.
- D. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with the TASO By-Laws, policies approved by the TASO Board, Baseball Division Operating Procedures, and any special rules of order the Division may adopt.

Article II: Districts and Chapters

Section 1 Districts

- A. The Baseball Division shall be divided into geographical districts as determined by the Division Board.
- B. Chapters shall be assigned to districts by the Division Board (except for single chapter districts as defined below).
- C. The geographical districts and the single chapter districts shall be reviewed at least every two years at the off-season board meeting in even numbered years. The Division Board may, however, review and make necessary changes to any geographical district or chapter at any time the need arises.
- D. Single Chapter Districts
 - 1. The Division Board shall declare a chapter to be eligible to be a single chapter district if the Chapter has over 125 paid members as of April 15th for two consecutive years. A chapter declared as eligible may apply to the division board for standing as a single-chapter district.
 - 2. The Division Board shall review the membership status of each single chapter district at the off-season board meeting in even numbered years. If a single chapter district has less than 125 paid members for the last two consecutive years, it may lose its status as a single chapter district and be assigned to a district with other chapters in the same geographical area.

Section 2 Chapters

- A. Chapters may be formed with the approval of the Baseball Board in any area in which members meet to discuss rules and mechanics and provide umpire services to TASO-sanctioned baseball games as well as any other umpire services to organized amateur baseball leagues. It is recommended that there be at least 20 members for the formation of the new chapter.
- B. Only one chapter may be established in any county in the state of Texas unless specifically authorized by the Division Board.

Section 3 Formation of New Chapters

- A. The establishment of a new chapter will be considered at a meeting of the Division Board. A new chapter will be considered in an area that fills the requirements to best support TASO-Baseball and the public and/or private school activities in an area.

- B. A request for approval of a new chapter must be submitted to the TASO State Office at least 60 days before the off-season board meeting in order to be reviewed and considered by the Division Board.
 - 1. The TASO State Office will forward copies of the application to the District Director(s) affected by the establishment of the new chapter.
 - 2. The Director(s) will investigate the application, note the impact on the current organization, and make their recommendation to the entire board at the off-season board meeting, at which time a vote on the new chapter request will be taken.
- C. The new chapter should be beneficial to both the schools concerned and the TASO Officials.
- D. New chapters normally will not be approved for a split of a chapter because of in-house political or factional problems.
- E. The following items, at a minimum, must be included with the request to establish a new chapter:
 - 1. By-laws for the chapter that is to be formed that conform to the standards of TASO as determined by the TASO Executive Director and the Division Board;
 - 2. A list of prospective members that will pay state dues if a new chapter is approved, with a recommendation that there be at least 20 prospective members for the new chapter. The list of prospective members of the new chapter must contain the following information for each individual:
 - a. Name,
 - b. Address,
 - c. Telephone numbers (home, work, and/or cell)
 - d. Notation indicating if the individual is a current or past member of the TASO-Baseball Division and the last affiliated TASO-Baseball Chapter of which a member, if any.
 - 3. A list of schools to be serviced by the new chapter that is supported by letters from the athletic director of the schools in question that the school district will support the new chapter and have that new chapter provide umpires for that school district's games;
 - a. The list of schools to be serviced must also show the chapter(s) that currently provides service for each of the schools.
 - 4. A list of officers and directors with addresses, phone numbers, and e-mail addresses (if available) of the new chapter if approved;
 - 5. Any other information or items requested by the Division Board or the TASO Executive Director
- F. New chapters may be approved by a majority vote of the Division Board;
 - 1. If the new chapter is approved, the Board will then assign the new chapter to a District.
- G. New Chapters approved by the Division Board will complete a mandatory three (3) year probation period.
 - 1. At any time during the probationary period, the Division Board may review and make determinations concerning the new formed chapters operations or continuance.
 - 2. At the end of the probationary period the TASO-Baseball Board shall review the status of the chapter and determine if the chapter will be granted full status, remain on probationary status, or be dissolved.
- H. There is no appeal for the decision of the Division Board concerning the formation of a new chapter or any decision concerning a new chapter made by the Division Board during a new chapter's probationary period.
- I. A request for a new chapter that is denied may be requested again after a two-year waiting period.

- J. A newly formed chapter that is dissolved during its probationary period may reapply to create the chapter again after a two-year waiting period from the date of dissolution.

Section 4 *Satellite Chapters*

- A. With the prior approval of the Division Board
 - 1. An existing chapter may form a satellite chapter in any locality where 10 or more members, in good standing, meet to discuss rules and mechanics and provide umpire service to TASO-sanctioned baseball games as well as any other umpire services to organized amateur baseball leagues.
 - a. An existing chapter may petition to become a satellite chapter of another existing chapter.
- B. The Board may take action to create or dissolve satellite chapters, with or without a request from an existing chapter or satellite chapter, if it is in the best interest of TASO Members and Texas High School Baseball.
- C. A satellite chapter should be beneficial to the schools concerned, the parent chapter, and the TASO membership.
- D. The members of a satellite chapter shall be members of the parent chapter and shall be subject to the rules and regulations of the parent chapter and shall pay local dues, if any to the parent chapter.
- E. Officers and members of a satellite chapter shall conform to the By-Laws of the Satellite Chapter and the lawful directions and By-Laws of the Parent Chapter.
 - 1. If there is a conflict between the By-Laws of the Satellite Chapter and the By-Laws of the Parent Chapter, the latter shall prevail.
- F. A satellite chapter shall have a duly elected President, Vice-President, Secretary and Treasurer. With the agreement of the parent chapter, a satellite chapter may have an assigner to assign officials to games for the schools serviced by the satellite chapter.
 - 1. If an assigner is permitted for the satellite chapter, the satellite chapter assigner may assign games as allowed by the By-Laws of the parent chapter and satellite chapter during the regular season.
 - 2. Assignments for playoff games shall only be done by the parent chapter and all members of the satellite chapter who are eligible for playoff assignment shall be assigned by the parent chapter in the same manner as any other member of the parent chapter.
- G. A satellite chapter formed under this section shall fulfill the same responsibilities as that of a regular chapter, but shall remain under the jurisdiction and oversight of the parent chapter.
- H. A satellite chapter may be formed in a county other than the county in which the parent chapter is located.
- I. Only one satellite chapter may be established in any county in the State of Texas unless specifically authorized by the Division Board.

Section 5 *Formation of Satellite Chapters*

- A. The establishment of a satellite chapter shall generally be considered at a meeting of the Division Board, generally at the Off-Season Board meeting.
- B. The chapter making application for the establishment of a satellite chapter shall submit the following information to the Board in order to have their request acted upon.
 - 1. A copy of the proposed amendment to the Chapter By-Laws to allow and establish the satellite chapter.
 - a. The By-Laws shall define the scope of support to the local schools to be serviced by the satellite chapter and the assignment procedures for officials that will be in the parent and satellite chapters (e.g.: Meetings/Training only, Assign Sub-Varsity only, Assign both Varsity and Sub-Varsity, eligibility for assignment from the parent/satellite chapter).

2. A copy of the proposed Satellite Chapter By-Laws.
 - a. The By-Laws shall define the scope of support to the local schools to be serviced by the satellite chapter and the assignment procedures for officials that will be in the parent and satellite chapters (e.g.: Meetings/Training only, Assign Sub-Varsity only, Assign both Varsity and Sub-Varsity, eligibility for assignment by the parent/satellite chapter).
 3. The name of the proposed Satellite Chapter.
 4. A list of the proposed Satellite Chapter's Officers, including names, addresses, home and business telephone numbers, and email addresses.
 5. If the satellite chapter being formed is currently an existing chapter, a copy of the petition to become a chapter satellite that has been approved and signed by that chapter's Board of Directors.
- C. The Vice-President of the parent chapter will be the Parent Chapter Representative and a voting member on the Satellite Chapter's Board of Directors.
- D. The President of the satellite chapter will be the Satellite Chapter Representative and a voting member of the Parent Chapter's Board of Directors.

Section 6 Chapter in Good Standing

- A. Each chapter will conduct its affairs as a TASO Chapter in accordance with the requirements as promulgated and communicated to the chapters by the TASO Board and the Division Board from time to time. Such requirements shall include, but not be limited to:
1. Each chapter shall comply with all regulations and policies of TASO and the TASO-Baseball Division.
 2. Each chapter shall ensure that all members take the rule test either online.
 3. Each chapter shall administer the required training as set forth in these Operating Procedures.
 4. Each chapter shall meet all reporting requirements as set forth by the TASO Board and the Division Board through its Executive Director.
 5. Each chapter shall be represented at the State Meeting in accordance to the guidelines as set forth in these Operating Procedures.

Section 7 Chapter Responsibilities

- A. Membership and Member Records
1. Each chapter shall determine if the application for membership from a member will be accepted.
 - a. Admittance to a chapter is the sole discretion of the Board of Directors of that chapter.
 - b. This right also extends to the development of the chapter's playoff list, as long as it complies with policies established by the Division Board and stated in this document.
 2. Each Chapter shall maintain records for all primary members.
 3. Each Chapter shall report any disciplinary action to all secondary chapters.
 4. Each Chapter shall honor any disciplinary action taken by another chapter unless otherwise specified by the Division Board, the Executive Director of TASO or his designee.
- B. Each Chapter shall coordinate with other chapters in an effort to provide the best service to the chapters, the members and the schools that we service.
- C. Chapters shall have a copy of a current monthly chapter financial report, including bank statements, on file at the chapter level and make it available to the chapter's Board of Directors and Active Members.

- D. Chapters shall maintain financial statements on file at the local chapter level to be reviewed by Division Board and/or the TASO Board upon request.
- E. Each chapter shall obtain proper tax identification numbers and shall be required to keep copies of all tax filings with the IRS on file at the local chapter level to be reviewed by the Division Board and/or the TASO Board upon request.
- F. The President and Secretary of each chapter, or their designee/s, shall be in attendance at the annual state meeting and shall attend all business meetings, the President and Secretaries meeting, the rules clinic, and a District meeting that will be held in conjunction with the business meeting. If the President and Secretary, or their designee/s, do not attend the state meeting for two consecutive years, the chapter may be subject to disciplinary action. Such disciplinary action may include probation, suspension, or dissolution.
- G. Communications from the Executive Director, Division Officers or Division Directors shall be answered promptly with return of information requested or statement of reason why it must be delayed or withheld.

Section 8 Game Assignments

- A. Each Chapter shall have a designated Assigning Authority. This shall be the Chapter Secretary unless the Chapter Board of Directors designates another Assigning Authority, which may be one or more individuals or a committee.
 - 1. If the Chapter Secretary is not the Assigning Authority, then the Assigning Authority shall also be a member of the Chapter's Board of Directors in either a voting or non-voting capacity as specified in the Chapter By-Laws.
 - 2. The assigning authority of each chapter must be an ACTIVE or LIFE member of the TASO-Baseball Division. This requirement ensures that the Assigning Authority, who is a member of the Chapter's Board of Directors, is covered under the TASO Liability Insurance.
- B. All game assignments will be made directly through the chapter's assigning authority. This includes all play-off games, with the exception of the UIL State Tournament games, which are assigned directly by the UIL.
 - 1. Failure to follow this procedure may result in sanctions imposed on officials accepting game assignments from sources other than the chapter's assigning authority.
- C. A chapter assigning authority shall not assign non-TASO officials to any 7th grade through 12th grade game, whether varsity or sub-varsity. Only TASO-Baseball ACTIVE members in good standing may be assigned to 7th grade through 12th grade games, whether varsity or sub-varsity.
- D. Chapters shall be responsible for classifying and ranking the abilities of its members. Game assignments should be commensurate with the member's ability.
- E. Eligibility for Varsity Game Assignments
 - 1. An active member must take and pass (with a minimum score of 80%) an annual rules exam before his/her first varsity game assignment. Failure to meet this requirement will make the member ineligible to officiate a varsity game for the current season.
 - 2. An active member must attend at least one TASO-Baseball approved Rules Clinic prior to the first game of each season. Failure to meet this requirement will deem the member ineligible to officiate a varsity game for the current season.
 - 3. A new member must take and pass (with a minimum score of 80%) an annual rules exam BEFORE he/she may be assigned or officiate a varsity game.
 - 4. A member who reinstates after the start of the season must take and pass with a score of 80% an annual rules exam BEFORE he/she may be assigned or officiate a varsity game.
- F. Playoff Game Assignments
 - 1. Chapters shall follow the policies and procedures set forth in this document concerning assignments for high school playoff games.

Section 9 Game Fees

- A. UIL Games
 - 1. Game Fees and Travel Expenses for officials shall be those as specified by the University Interscholastic League
- B. TAPPS Games
 - 1. Game Fees and Travel Expenses for officials shall be those as established per the agreement between TASO and TAPPS.

Section 10 Chapter By-Laws

- A. Each Chapter is required to establish Chapter By-laws and/or Operating Procedures. A current copy of these documents must be provided to the District Director and the TASO State Office at all times.
 - 1. If changes are made to the Chapter By-Laws and/or Operating Procedures, the District Director and the TASO State Office shall be notified within 10 days of the approval of any such changes and a copy of the amended by-laws or operating procedures shall be sent to the District Director and the TASO State Office.
- B. If there is a conflict between any provisions of the TASO By-Laws or the TASO-Baseball Division Operating Procedures and any provisions of a TASO-Baseball Chapter's by-laws or operating procedures, the former shall prevail.

Section 11 Chapter Meetings

- A. Each chapter shall hold a minimum of five (5) meetings per season for education and business purposes.

Section 12 Chapter Officers

- A. Each chapter shall elect its own Officers and Representatives by majority vote of its members. The names of the Officers and their contact information will be regularly updated and submitted to the District Director and the TASO State Office.
 - 1. Each Chapter shall have a designated Assigning Authority as specified under the "Game Assignments" section above.
- B. Each chapter shall have at least one certified clinician to oversee training for the chapter. A chapter may have more than one certified clinician if they so desire.

Section 13 Rules Exam

- A. Each Chapter is responsible for ensuring that the TASO Baseball Rules Exam is available to each chapter member as specified in this document.

Section 14 Disciplinary Investigations and Actions

- A. A complaint against a member of a chapter for violation of TASO, TASO-Baseball, or Chapter policies or procedures, shall be handled following the procedures outlined in the *TASO Policies and Procedures for Ethics Complaints and Other Violations* to investigate and resolve the complaint.
- B. A complaint against a member of a chapter by a coach or school regarding an official's actions, other than a rules misinterpretation, shall be investigated by the Chapter using its internal procedures as long as the complaint does not involve a violation of TASO, TASO-Baseball, or Chapter policies or procedures. The Chapter will advise the complaining party of the outcome of the investigation.
 - 1. A complaint against a member of a chapter by a coach or school regarding the misapplication of a rule shall be handled in accordance with the *TASO Rules Misapplication Policy*.

Section 15 *Administrative*

- A. The failure of a Chapter to comply with the provisions of the Division Operating Procedures, TASO By-Laws, Policies approved by the Division Board or TASO Board, or who fail to cooperate with the officers and members of the Division Board or the TASO Executive Director in maintaining the purposes of the organization may make its officers and/or members subject to action by the Division Board.
- B. The Division Board may take any actions necessary regarding a Chapter that is on probation or that has successfully completed its probation in order to ensure the integrity of TASO and/or the TASO-Baseball Division. Such actions may range from verbal warnings to dissolution of the Chapter.
- C. If necessary, the Division Board has the authority to supplant the Chapter Board of Directors with management oversight from within TASO or the Division.

Article III: Board of Directors, Officers and Directors

Section 1 *TASO-Baseball Division Board of Directors*

- A. The Division Board shall include a President, Vice-President, Immediate Past President, the Executive Director of TASO or his/her designee, District Directors, and ex-officio, nonvoting members chosen by the Division Board. Ex-officio members may include a representative from the University Interscholastic League, the Texas High School Baseball Coaches Association, and any other individuals appointed by the President with the approval of the Division Board.
- B. The Division Board shall have full power to adopt all regulations to govern its own deliberations.
- C. The Division Board shall have full power to act and pass on all matters of business pertaining to the Division.
- D. Meetings
 - 1. The Division Board shall hold at least one (1) meeting per year prior to the Annual State Meeting.
 - 2. Special meetings shall be called by the President or when requested by a majority of the Division Board.
 - 3. A meeting of the Division Board may be conducted via Teleconference and/or Web Conference and shall be in all respects as valid as though taken with the Division Board assembled.
 - a. Minutes of such meeting shall be recorded, and any action taken by vote shall reflect that it was done in a telephone meeting at which all participants could simultaneously hear each other.
 - b. Any action taken in a meeting held via telephone conference shall be reported by the President at the next regular Division Board meeting.
 - c. The minutes and results of any teleconference meeting shall be attached and reported as an addendum to the minutes of the last Division Board meeting held which has not yet been approved.
 - 4. An electronic (e-mail) vote of the Division Board may be taken and shall be in all respects as valid as though taken with the Division Board assembled.
 - a. A call for an e-mail vote may only be called when two of the three below listed individuals agree an e-mail vote in the best interest of the Baseball Division.
 - 1) President
 - 2) Vice-President
 - 3) TASO Executive Director

- b. The call to vote by e-mail will be sent to voting Division Board members. It may also be sent to Ex-Officio members, other Baseball Division members, or TASO Staff that may have input on the decision.
 - c. The call for an e-mail vote must specify a date and time when the votes become final. Up until that point, a board member may change his/her vote.
 - d. Comments by Division Board members before the voting becomes final is encouraged by using "Reply to All" to e-mail correspondence. This will ensure that everyone on the original distribution list is included on all discussions.
 - e. All votes must be cast by return e-mail, that is, by using "Reply" or "Reply to All" to the original email calling for an e-mail vote.
 - f. At the conclusion of the vote, the Executive Director will tabulate all votes and send a final tally to the original distribution list.
 - g. The minutes of a meeting held via e-mail communication shall consist of a copy of the e-mail transmissions on the subject of the meeting and shall be reported by the President at the next regular Division Board meeting.
 - h. The minutes and results of an email vote shall be attached and reported as an addendum to the minutes of the last Division Board meeting held which has not yet been approved.
- E. A majority of the voting members of the Division Board at a regularly scheduled or called board meeting shall constitute a quorum.
- 1. The voting members of the Division Board are the President, Vice-President, Immediate Past President, TASO Executive Director or his/her designee, and the District Directors.
- F. Proxy Votes
- 1. A voting member of the Division Board who is not able to attend a scheduled or called meeting has the option to designate an individual as his/her proxy for that meeting. The proxy must be executed in writing and identify the designated proxy by name. An individual who is designated as a proxy for a voting member shall sit as a representative of that member for all intents and purposes for the duration of the meeting. A proxy designation will cease at the conclusion of the meeting or until cancelled by the member giving the proxy, whichever comes first.
 - 2. A voting member of the Division Board who is present at a scheduled or called meeting may verbally give his/her proxy to another individual who is also present at the meeting. The verbal proxy shall be recorded in the minutes and shall cease at the conclusion of the meeting or until cancelled by the member giving the proxy, whichever comes first.
- G. Each elected or appointed member of the Division Board must be an Active or Honorary Life member in good standing with the TASO-Baseball Division at the time of election or appointment and during the entire term of office.

Section 2 Officers

- A. The officers of the Division Board are the President, Vice-President, Immediate Past President, and the Executive Director of TASO or his/her designee.
- B. Term of Office
- 1. The term of office for President is two (2) years.
 - a. He/she may be elected to no more than two (2) consecutive terms in office.
 - b. After being out of office for two (2) years, one may be reelected to the office of President.
 - 2. The term of office for Vice-President is two (2) years.
 - a. He/she may be elected to no more than two (2) consecutive terms in office.

- b. After being out of office for two (2) years, one may be reelected to the office of Vice-President.
 - 3. The term of office for Immediate Past President is for a period from the time that he/she left office as President until the current immediate President has left office.
- C. Eligibility for Office
 - 1. To be eligible to serve as President or Vice-President of the TASO-Baseball Board, one must have served at least two (2) years as a voting Director on the TASO-Baseball Board, and shall be a member in good standing.
- D. Duties and Responsibilities
 - 1. President
 - a. The President shall:
 - 1) Preside at all meetings of the Division and the Division Board
 - 2) Appoint committees as needed and serve as an ex-officio member on all committees of the Division
 - 3) Act as liaison between the Division, TASO and other TASO divisions
 - 4) Conduct all negotiations on behalf of the Division with the Executive Director or his/her designee
 - 5) Further the policies adopted by the Division
 - 6) Represent the Division on the TASO Board
 - 7) Perform all duties usually incidental to the office of President or which may be required by the TASO Board, the Division Board, or other provisions of these operating procedures.
 - 2. Vice-President
 - a. The Vice President shall perform all duties usually incidental to the office of Vice President or which may be required by the President, the Division Board, or other provisions of these operating procedures.
 - b. Represent the Division on the TASO Board
 - c. Shall chair all standing committees, but may delegate this authority while maintaining responsibility for the performance of the committees.
 - d. In the absence or disqualification of the President, the Vice President shall assume the responsibilities of the President.
 - 3. Executive Director (or Designee)
 - a. The Executive Director (or Designee) will serve as Secretary/Treasurer of the TASO-Baseball Division and shall:
 - 1) Keep and report the minutes of all Association and Board of Directors meetings;
 - 2) Answer any Association correspondence or refer it to the proper TASO-Baseball officer or chapter;
 - 3) Receive, maintain, and update a current and complete personnel record of all TASO-Baseball members;
 - 4) Receive, record, and deposit into a bank account in the name of TASO-Baseball all dues and fees belonging to the Division and record the payment of expenses authorized by the President and disburse Division funds by means of checks which require the signature of the Treasurer (or designated TASO representative);

- 5) Submit to the Division Board, at least annually, a financial statement of income, expenditures, and account balance; and
 - 6) Serve as an ex-officio member of all committees
4. All officers shall assist and encourage all members to further the interest and objectives of TASO and the Baseball Division.

Section 3 *Directors*

A. One (1) Director shall be elected from each district to represent that district on the Division Board.

B. Term of Office

1. The term of office for District Director is two (2) years.
 - a. He/she may be elected to no more than three (3) consecutive terms in office.
 - b. After being out of office for two (2) years, one may be re-elected to the office of District Director.
2. When single-chapter districts are formed, the District Director shall fulfill the duties of both districts until a Director from the newly formed district is elected

C. Eligibility for Office

1. Only Certified and Approved members with at least 3 years of consecutive membership may hold elected office.

D. Duties and Responsibilities

1. The Director representing a geographical or single-chapter district shall be responsible for promoting regular meetings of officials to discuss rules and mechanics in the district, and shall act as liaison between the Division Board and the chapter(s) the Director represents.
2. All directors shall assist and encourage all members to further the interest and objectives of TASO and the Baseball Division.
3. Each Director shall maintain a District File. This file shall, at the minimum, contain the following items:
 - a. Current copy of the TASO By-Laws
 - b. Current copy of the TASO-Baseball Operating Procedures
 - c. Current copy of TASO Policies including, but not limited to, the following:
 - 1) Code of Ethics
 - 2) Conflict of Interest Policy
 - 3) Solicitation Policy
 - 4) Expense Reimbursement Policy
 - 5) Dues Refund Policy
 - 6) Reinstatement Fee Policy
 - 7) Rule Misapplication Policy
 - 8) Policies and Procedures for Ethical Complaints and other Violations
 - d. TASO Forms including, but not limited to, the following:
 - 1) Ethics Complaint Statement
 - 2) Member Transfer Form
 - 3) Member Proficiency Points Summary
 - 4) Awards Nomination Forms

- 5) Clinic Approval Request
- 6) Clinic Sign-in Sheet
- e. Information for each Chapter in the District including, but not limited to:
 - 1) Roster of each chapter's Board of Directors along with contact information for each (address, phone numbers, and email)
 - 2) Chapter Constitution and/or By-Laws
 - 3) Any problem areas that have been resolved or that are in need of resolution
- f. Financial statements of the TASO-Baseball Division
- g. Copies of all pertinent correspondence
- 4. It is each Director's responsibility to keep records up to date in their District Director's File so when their tenure of office is completed, the new Director will have a complete file of each Chapter in their District.
- 5. When a member has been notified that they have been elected District Director, they should immediately contact their predecessor for a briefing as to their duties and obtain the District File.
- 6. As soon as practical after being elected, contact each chapter President and Secretary and discuss problem areas, etc.
 - a. If there are any problems the Director will assist the chapter in attempting to solve the problems.
- 7. When a Director contacts a chapter, they should remind the officers that dues, records and paperwork are due at a certain time, and these dates are to be kept in order for the TASO office to operate efficiently.
- 8. When the TASO-Baseball Division has scheduled the Division's Annual Meeting, all Directors should notify each Chapter they represent to have the Chapter's President and Secretary, or their designee(s) to attend all business meetings, the President and Secretaries meeting, the rules clinic, and a District meeting that will be held in conjunction with the business meeting.
 - a. On this notification, the District Director will inquire if the chapter(s) has all of their dues, records and recommendations in order and filed with the TASO office. If not, the Director will assist in solving the problem before the annual meeting.
- 9. Each Director will hold annual District Meeting(s) before the playing season starts. These meetings will include TASO & UIL Administrative information, current Rules and Mechanics information. These meetings will be scheduled so that as many members as possible may attend. Directors will report to the members in attendance at each clinic in their district.
- 10. Directors shall visit each chapter a minimum of one time during the season at a regularly scheduled meeting.
 - a. These visits should be shortly after the state meeting or early in the playing season, NOT AT THE END OF THE SEASON.
 - b. These meetings should include an update concerning TASO and the Baseball Division as well as a discussion of TASO ethics, due process, conflicts of interest, incident reporting procedures, and any changes in policies and procedures.
 - c. The Director shall notify the chapter when they will visit. The DIRECTOR should set the date of the visit...NOT the Chapter.
- 11. All Directors should encourage all chapter officers and members to participate in the rules seminars, workshops and clinics to be held.
- 12. When the season is over, notify their chapters of the paper work for which they are responsible and the target dates for completion and submission.

13. Each Director should contact the TASO office during the season and when the season ends to see if any chapter in their area has not complied with all TASO policies and regulations.
 14. When notified that their successor has been elected, contact that member as soon as practical and brief them as to their duties.
 15. Directors are expected to attend all Division Board of Directors Meetings.
- E. Directors may be reimbursed necessary expenses incurred in performing their duties. These expenses shall be filed within thirty (30) days as specified in these Operating Procedures.

Section 4 *Committees*

- A. The President may appoint committees as necessary to further the purposes of the Division and shall serve as an ex-officio member of each committee.
- B. The Executive Director of TASO shall serve as an "ex-officio" member of each committee.
- C. The following committees shall be standing committees of the Division. The President shall appoint the members of each committee:
 1. Awards Committee
 - a. Responsible for, but not limited to:
 - 1) Developing the procedures and guidelines necessary for the solicitation of honorees,
 - 2) Recommendation of recipients, and presentation of awards approved by the Division Board
 2. Operating Procedures Committee:
 - a. Responsible for, but not limited to:
 - 1) Determining the system of classifying officials,
 - 2) Reviewing and proposing revisions to the Division's Operating Procedures,
 - 3) Reviewing and making recommendations on proposed changes submitted for consideration
 3. Education Committee
 - a. Responsible for, but not limited to:
 - 1) Development of mechanics governing the officiating of interscholastic high school baseball in Texas,
 - 2) Developing and approving official training programs for TASO sponsorship, and
 - 3) Implementing a state-wide training program for officials.
 4. Finance Committee
 - a. Responsible for but not limited to:
 - 1) Developing an operating budget for the approval of the Board of Directors,
 - 2) Monitoring income and expenses of the division, and
 - 3) Making recommendations of a fiscal nature to the Division Board.

Section 5 *Election of Officers and Directors*

- A. The President and Vice-President shall be elected by a majority of the votes cast in even numbered years.
- B. District Directors will be elected by a majority of the votes cast as follows:
 1. Directors from even-numbered districts shall be elected in even-numbered years.
 2. Directors from odd-numbered districts shall be elected in odd-numbered years.

- C. Individuals wishing to run for an Officer's or Director's position must notify the TASO Executive Director, in writing, of their intention to seek office in order to be placed on the ballot.
 - 1. All nominations must be received by the TASO State Office by November 1st in order to be considered valid.
 - 2. Nominations may be sent by regular mail (as long as received by November 1st) or by email to the TASO Executive Director.
- D. In any election where there is only one declared candidate, no election will be conducted and the one candidate will be declared the winner.
- E. The election will be held via a secure web-based voting system with voting commencing on or about December 1st. Ballots will be made available to individual members eligible to vote.
 - 1. All TASO members in good standing are eligible to vote in an election for the offices of President and Vice President. Any member who is not in good standing must contact the TASO State Office.
 - 2. TASO members in good standing are eligible to vote in District Director elections in their District. Any member who is not in good standing must contact the TASO State Office.
- F. Voting will end on December 15th. Elections will be won by a majority vote. If a candidate is not selected, a runoff election will be conducted starting within two (2) days of the vote and will be concluded within five (5) days.
- G. The newly elected Officers and District Directors shall take office effective at the conclusion of the TASO Baseball State Meeting immediately following their election or on January 15th of the year immediately following their election if a State Meeting is not conducted.

Section 6 *Removal and Recall of Officers and Directors*

- A. Removal from office
 - 1. If a Officer or Director shall miss, without just cause, more than one regularly scheduled meeting of the Division Board, or shall fail to carry out his/her assigned duties, he/she may be removed from office by majority vote of the Division Board and the office declared vacant.
- B. Recall
 - 1. An Officer or Director may be recalled by a majority vote of the Division Board at a regular or called meeting, with the Director whose recall is requested ineligible to vote.
 - 2. An Officer or Director may be recalled by a two-thirds vote of the membership voting in a recall election.
 - a. A request for a recall election must be filed with the TASO State Office and approved by the Division Board, which approval shall not be wrongfully withheld.
 - b. A sixty-day notice is required before a recall election involving a vote of the membership is conducted.

Section 7 *Filling Vacancies*

- A. If a vacancy occurs in the office of President, the Vice-President shall fill and complete the remaining term of the office of President.
- B. If a vacancy occurs in the office of Vice-President, it shall be filled by a majority vote of the Division Board.
- C. If a vacancy occurs in the office of District Director it shall be filled by a majority vote of the Division Board, with the appointed Director being a member of a chapter in the District in which such vacancy occurs.

Article IV: Annual Meeting

Section 1 *Date of Annual Meeting*

- A. The Division Board shall schedule an Annual Meeting of the TASO-Baseball Division membership each year for purposes of education, conducting the business of the Division, and updating the membership regarding TASO and/or Division operations and issues.
- B. The State Meeting shall be held in January on the weekend prior to the annual conference of the Texas High School Baseball Coaches Association.
- C. If that weekend is on the same weekend as the New Year's holidays, the Division Board shall select a different date in January for the State Meeting.

Section 2 *Location of Annual Meeting*

- A. The Annual Meeting shall be held at a site determined by the TASO Baseball Board.
- B. Any chapter in good standing may make a request and/or presentation to the Division Board to host an Annual Meeting at any regularly scheduled meeting of the Division Board. The Division Board shall consider and make a determination concerning any such request.

Section 3 *Quorum*

- A. One-tenth (1/10th) of the members of the Division at the annual meeting shall constitute a quorum.

Section 4 *Voting*

- A. For a non-record vote, a voice vote is all that is required.
- B. For a vote of record or for an election, votes shall be cast by each chapter as follows:
 - 1. The maximum number of votes cast by any chapter present at the annual baseball meeting shall be five (5), regardless of the number of members in the chapter, provided that at least five (5) members from that chapter are present at the annual meeting.
 - 2. In the event there are less than five (5) members of a chapter present at the annual meeting, that chapter will get the number of votes of members present (e.g.: three members present, the chapter will only get three votes).
 - 3. All votes by a chapter do not have to be the same. The votes can be divided among the candidates in an election or the motion being considered for a vote of record as decided by the chapter representatives present at the meeting.

Article V: Membership

Section 1 *Membership*

- A. Membership Types
 - 1. **Regular Members** must be age 18 years old or older to be considered for membership in the TASO-Baseball Division.
 - 2. **Auxiliary members** must be at least 16 years of age, but not more than 18 years of age, and still be enrolled in high school in order to be considered for membership in the TASO-Baseball Division.
- B. A member in good standing is a member that has submitted all dues and fees as prescribed by the TASO Board, Division Board, and/or Chapter; has submitted all properly executed forms as prescribed by the TASO Board, Division Board and/or Chapter; and is not subject to the provisions of Article II, Section 4 of the TASO By-Laws
 - 1. A member must be in good standing and current on fees/dues with a local chapter of TASO to be a member in good standing with the TASO-Baseball Division for the State of Texas.

2. A member who is not a member in good standing with one chapter, may not transfer to another chapter and thus become a member in good standing with the TASO-Baseball Division without the express approval of the Division Board.
- C. All members of the Baseball Division are subject to the provisions of TASO membership as set forth in the TASO by-laws.
- D. Dual memberships in more than one local chapter within the TASO-Baseball Division are prohibited. A member must be a member of one chapter only. However, if a member is requested to work games for another TASO Chapter or requests to work games in another TASO Chapter, they may do so with the approval of Chapter Board of Directors of both chapters. They will not be required to pay any additional TASO dues to a second chapter in exchange for the privilege of helping out in working games for a chapter other than where their TASO membership dues are paid.
- E. Game Assignments
1. The payment of dues to the local chapter and the state TASO Baseball Division does not guarantee a member any number of game assignments and does not guarantee that the member will be scheduled any games.
 2. A member shall only accept 7th grade through 12th grade game assignments made directly through the chapter's assigning authority. This includes all play-off games, with the exception of the UIL State Tournament games, which are assigned directly by the UIL.
 3. Failure to follow this procedure may result in sanctions imposed on the official(s) accepting 7th grade through 12th grade game assignments from sources other than the chapter's assigning authority.
- F. Contact Information
1. It is the responsibility of each member to keep their contact information updated in the TASO membership database.

Section 2 *TASO Membership Fees*

- A. The membership year shall begin on the first Tuesday in August of each calendar year.
1. Dues paid after the beginning of the membership year may incur a Division/Late Fee charge
- B. The membership fees shall be as follows:
1. 1st year members \$40
 2. 2nd year and thereafter \$65
 3. Auxiliary members \$40
 4. Division /Late Fee \$25
 - a. No late fee or reinstatement fee shall be charged by the Baseball Division to a reinstated member who was not a member in the immediately previous year, regardless of when the reinstatement paperwork and fees are received.
- C. Refund of membership fees
1. Refunds of TASO Membership Fees are subject to the TASO Refund Policy.
 2. Members must request a refund through the TASO website or by contacting the TASO State Office.

Section 3 *Auxiliary Member Program*

- A. Basic Requirements
- a. Must be ages 16 through 18 at the time of application
 - b. Must submit application to the local chapter
 - c. Must pass a criminal background check
 - d. Interview with local chapter board or local training committee

- B. Fees
 - a. TASO membership fee for Auxiliary members shall be equal to those for a 1st year regular member, as established by the TASO Baseball Board.
 - b. Local fees shall be as regulated by each local chapter.
- C. Officiating games
 - a. Auxiliary members shall only be assigned to 9th grade or lower grade games.
 - b. Must be partnered with a qualified member, who is not another Auxiliary member.
 - c. Auxiliary members shall be evaluated monthly for progress.
- D. Uniform
 - a. Shall be as specified in TASO-Baseball Operating Procedures
- E. Training
 - a. Shall be a minimum of 40 hours, which shall include:
 - i. Umpire Mechanics of TASO Baseball
 - ii. Policies and regulations of TASO and TASO Baseball
 - iii. NFHS Baseball Rules
 - iv. On field mechanics and partner communication
 - b. Shall pass the TASO Baseball rules test with a minimum score of 75%
- F. Advancement into full membership
 - a. Final Evaluation of at least “acceptable for this level” in all areas
 - b. Successful completion of at least 2 years in this program before allowing promotion into full membership, unless member has exceeded the maximum age of the program.
 - c. Must meet all of the requirements for Regular Members as specified by TASO and TASO-Baseball.

Section 4 *Member Classification*

- A. Members shall be classified each year as Certified, Approved, or Registered.
 - 1. The Division Board has full authority to change any member's classification whenever, in its opinion, such change is in the best interest of the Division.
- B. At the end of each interscholastic baseball season, each member shall submit a classification form to the chapter secretary. Failure to submit a classification form by February 1st of the following year shall result in the member being classified at Registered.
- C. Chapters shall maintain the classification forms for their records and will submit the ranking of each member for whom they pay membership fees to the TASO state office.
- D. The member shall be classified by accumulating the appropriate number of proficiency units, minimum exam score, and TASO-Baseball years of membership as shown below. If a member does not meet all of the qualifications for a classification, that member shall be ranked at the next lower classification for which the member meets both proficiency points and exam score.

Classification	Last Completed Year Proficiency Units	Last Completed Year Exam Score	TASO Baseball Experience
Certified	75 or greater	80 or above	7 completed years and over
Approved	65 or greater	75 or above	3 to 6 completed years
Registered		70 or above	Less than 3 completed years

E. Proficiency Units

- Proficiency units are earned by the number of years of experience, the prior season's exam score, attendance at the state meeting, attendance at a regional clinic, attendance at a clinic on rule changes and the number of games worked the prior season. Units are earned according to the following charts:

Completed Years of Experience			
YEARS	UNITS	YEARS	UNITS
1	2	6	12
2	4	7	14
3	6	8	16
4	8	9	18
5	10	10+	20

Exam Score			
SCORE	UNITS	SCORE	UNITS
70-74	5	85-89	20
75-79	10	90-94	25
80-84	15	95-100	30

Clinic Attendance	
CLINIC TYPE	UNITS
State Meeting or Regional Clinic (can count ONE only – not both)	15
Chapter Rules Clinic	5

Contests Worked			
Count each contest worked (varsity or sub-varsity)			
CONTESTS	UNITS	CONTESTS	UNITS
1 - 3	10	13 - 16	25
4 - 7	15	17 or more	30
8 - 12	20		

F. Transferring From Another State

- An official who transfers from another state and who meets all TASO qualifications will be assigned a member classification as specified in this document and in accordance with his/her documented record from the state from which transferring.
- Documentation from the previous state association, on their official letterhead, must include the official's grade on the rules examination for the current year (if applicable), verification of rules clinic attendance for the current year (if applicable), number of contests officiated during the previous year and completed years of experience to date.
 - If a transferring member transfers before the start of the interscholastic baseball season and has not yet attended a rules clinic or taken the rules test for the current year, then he/she must do so before they can be assigned varsity games for the current year.

Section 5 Administrative

- A. Members who violate the provisions of the Division Operating Procedures, TASO By-Laws, Policies approved by the Division Board or TASO Board, or who fail to cooperate with the officers and members of the Chapter or Division Board in maintaining the purposes of the organization, may, after due notice and hearing in accordance with the appropriate TASO Policies and Procedures, be subject to disciplinary action up to and including termination of membership.
- B. For due cause, to be determined in accordance with the appropriate TASO Policies and Procedures, a member who has failed or refused to comply with the requirements of the Division Operating Procedures, TASO By-Laws, Policies approved by the Division Board or TASO Board or who has been charged with conduct contrary to the ethical standards of the organization, may be suspended from membership pending a final hearing and decision concerning disciplinary action.
- C. For the failure to comply with established authority, policy, regulation, or Code of Ethics of the Division, delinquency in the payment of dues, assessments, or penalties, or for any other conduct conclusively established to be contrary to the best interests of the Division or conduct which brings or could reasonably be expected to bring discredit upon the Division, a member may be subject to disciplinary action up to and including termination of membership.

Article VI: Uniforms

Section 1 Approved Uniforms

- A. The Division Board shall prescribe a regulation uniform for use of the TASO-Baseball Division members.
 - 1. Members shall be required to wear the regulation uniform when officiating in any interscholastic baseball game assigned through a TASO Chapter or the UIL.
- B. Shirts
 - 1. SEE CHART BELOW FOR ADDITIONAL DETAILS.
 - 2. The default shirt shall be Black with white stripe on collar and sleeves.
 - 3. THE CREW MUST BE UNIFORM IN THE COLOR OF SHIRT WORN
- C. Hats
 - 1. SEE CHART BELOW FOR ADDITIONAL DETAILS.
 - 2. Only fitted hats with approved TASO lettering are permitted. (No adjustable hats)
 - 3. The default hat shall be Black with the approved TASO lettering.
 - 4. TASO lettered hats shall be purchased **ONLY** through a TASO Official Vendor.
 - 5. TASO LETTERED HATS SHALL **ONLY** BE WORN IN TASO-BASEBALL AND UIL ASSIGNED GAMES.
 - 6. THE CREW MUST BE UNIFORM IN THE COLOR and LETTERING OF HAT WORN
- D. Undergarments/Turtlenecks
 - 1. SEE CHART BELOW FOR ADDITIONAL DETAILS.
 - 2. The crew must be uniform in color of visible undergarments worn.
- E. Ball Bags
 - 1. SEE CHART BELOW FOR ADDITIONAL DETAILS.
 - 2. If two bags are worn, both must be of the same color.
 - 3. Ball bags are never to be worn on the bases.
 - 4. The TASO Logo on ball bags is optional

F. Belts

1. Black leather

G. Pants

1. Plate: Grey with belt loops and large enough in legs to fit over shin guards.
2. Base: Grey with belt loops with normally sized legs.
 - a. Plate pants, unless they are specifically designed and sold as "combo" pants, are not to be worn when working the bases.

H. Socks

1. Black

I. Shoes

1. Predominately Black with Black Shoelaces.

J. Patches/Numbers

1. An American flag may be worn on the left sleeve. It shall be centered on the left shoulder and be 1.5" below the shoulder seam.
2. NO OTHER patches or number/s are to be worn without the express approval of the Division Board.

K. Plate Coat

1. Navy or black may be worn when working the plate.
 - a. If a plate coat is worn, the plate umpire will not wear a ball bag.
 - b. If a plate coat is worn, the crew must be uniform in the color of shirts/pullovers worn.

L. Pullover Jackets

1. A navy blue pullover with red and blue trim, or navy pullover with red, white and blue trim, or a black pullover with black and white trim are the authorized pullovers. The described pullovers will be the only ones used.
 - a. The black or navy convertible (full or half-sleeve) pullover jackets are authorized.
2. 2-umpire system
 - a. It is permissible for either the base umpire or the plate umpire to wear or not wear a pullover if the other does.
 - b. If both umpires wear a pullover, they must be uniform in the color and trim of the pullovers worn.
3. 3-umpire or 4-umpire system
 - a. It is permissible for either the plate umpire and/or all base umpires to wear or not wear a pullover.
 - 1) All base umpires must be uniform in either wearing or not wearing a pullover
 - 2) The crew must be uniform in the color and trim of pullovers worn.

M. Inclement Weather Gear

1. All should be black in color.
2. The crew must be uniform in the color of the inclement weather gear worn.

N. Required Equipment

1. Plate Umpire – Protective Gear
 - a. Plate shoes to protect the foot from injury (predominantly black with black shoelaces)
 - b. Shin guards (to be worn on the inside of the pants)
 - c. Protective cup (males only)
 - d. Chest Protector (to be worn inside the shirt or pullover)
 - e. Face Mask

Section 2 Approved Uniforms and Garment Combinations

Shirt	Hat	Under Garment	Ball Bag
Navy (red and white stripe on collar & sleeves)	Navy	Red Navy	Navy Grey
Red (white stripe on collar & sleeves)	Navy	Navy	Navy Grey
Lt. Blue (red/white/blue stripes on collar & sleeves)	Navy	Red Navy	Navy Grey
Lt. Blue - (Pro Blue) (Black collar and black stripe on sleeves)	Navy or Black	Navy Black	Black Navy Grey
Cream (Black stripe on collar & sleeves)	Navy or Black	Black Navy White Cream	Black Navy
Black (white stripe on collar & sleeves)	Black	Black White	Black

Article VII: Awards

Section 1 Distinguished Service Award

- A. The candidate must have been a member of TASO-Baseball for a minimum of 15 years.
- B. The candidate must have served as a chapter, district, or state officer.
- C. The candidate must be recommended by the local chapter of which he/she is a member or the Division Board.

Section 2 Honorary Life Membership

- A. The candidate must have been a member of TASO-Baseball for a minimum of 10 years.
- B. The candidate must have served as a chapter, district, or state officer.
- C. The candidate must be retired from baseball umpiring.

- D. The candidate should have gained prominence as a baseball official in the state.
- E. The candidate must be recommended by the local chapter of which he/she was a member or the Division Board

Section 3 *Roll of Honor*

- A. A TASO-Baseball "Honorary Life Member" who is deceased is automatically moved to the "Roll of Honor" at the first Board meeting following his/her death.
- B. If a candidate has not been selected for the TASO "Honorary Life Member", the candidate must have the following qualifications:
 - 1. The candidate must have been a member of TASO-Baseball for a minimum of 10 years.
 - 2. The candidate must have served as a chapter, district, or state officer.
 - 3. The candidate should have gained prominence as a baseball umpire in the state.
 - 4. The candidate must be recommended by the local chapter of which he/she was a member or the Division Board.
 - 5. Any of the above criteria may be waived by the Division Board to honor a deserving member who is deceased.

Section 4 *Tim Head Memorial Award*

- A. The candidate must be nominated by the Division President or Executive Director
- B. The candidate must have been a member of TASO-Baseball for a minimum 10 years
- C. The candidate must have gained prominence as a baseball umpire in the state.
- D. The candidate must have exhibited a dedication to the promotion of TASO-Baseball in the state.

Section 5 *Jim Luther Award*

- A. The candidate must have been, or currently be, a member of a TASO Baseball Chapter for a minimum of 10 years.
- B. The candidate must have presented themselves as an exceptional member of said chapter.
- C. The candidate must have exhibited a dedication to the promotion of said chapter and TASO Baseball.

Section 6 *Nomination and Selection of Candidates*

- A. Nominations for Distinguished Service Award, Honorary Life Membership, Jim Luther Award, and Roll of Honor may only be submitted by a chapter or the Division Board.
- B. Nominations for the Tim Head Memorial Award may only be submitted by the Division President or the TASO Executive Director.
- C. All nominations shall be on forms approved by the Division Board and supplied by the Executive Director of TASO.
- D. Nominations for Awards are generally considered only at the off-season board meeting.
- E. Submission Dates:
 - 1. For consideration at the off-season Division Board meeting, nominations must be submitted to the Division Board not later than the start of the meeting. Submission of the appropriate forms and required paperwork to a District Director, Division Board Officer, or the TASO Executive Director shall fulfill this requirement.
 - 2. For nominations received after the off-season board meeting but before November 15th, the Division Board may either consider the award by email or teleconference vote or delay the nomination until the next off-season board meeting.

3. Nominations received after November 15th will be considered at the next off-season board meeting unless extenuating circumstances exist as determined by the Division President or the TASO Executive Director.
- F. An Awards Committee shall be appointed by the Division President.
1. The Awards Committee shall review the nominations and make recommendation for approval of candidates to the Division Board.
- G. Approval of Awards must be presented to the TASO Executive Director no later than December 1st.
- H. The awards shall be presented at the next annual meeting or at another time as determined by the Division President or the TASO Executive Director.

Article VIII: Training and Education

Section 1 *Education Committee*

- A. The Education Committee is a standing committee of the Division.
- B. The Education Committee shall oversee training for the Division and shall develop and prepare training presentations for use by the Chapters.
- C. The Education Committee shall seek to develop innovative methodologies for providing up-to-date training for the members of the TASO-Baseball Division.

Section 2 *Chapter Clinicians*

- A. The Division has established a Clinicians program to certify Chapter Clinicians, who will be responsible for overseeing training at the Chapter level.
 1. The Education Committee shall conduct a Clinician Certification Clinic in conjunction with the Annual State Meeting, at least every two (2) years, to certify chapter clinicians.
- B. Each Chapter shall have at least one (1) Certified Clinician who shall be responsible for planning and oversight of Chapter training and education.
 1. It is not necessary that each individual who provides training at the chapter level be a certified clinician. However, the Chapter Clinician is responsible for oversight of all individuals providing training and ensuring that the training requirements and standards of TASO and the Division are followed.

Section 3 *New Members*

- A. Basic Umpire Course
 1. It is the responsibility of every chapter to provide new members with appropriate training that will prepare them to begin their work as an official at the high school level. This training should include a number of topics including rules and umpire mechanics.
 2. The Education Committee shall develop and make available training presentations and materials for use by chapters in providing the Basic Umpire Course.

Section 4 *Existing Members*

- A. Each Chapter should strive to provide training for existing members during the year. Training is a key factor in maintaining and improving the skills of the membership.
- B. It is recommended training take place at every meeting of the chapter.

Section 5 *TASO Rules Exam*

- A. Each Chapter is responsible for ensuring that the TASO Baseball Rules Exam is available to each chapter member.
- B. Members must take the exam prior to the end of the regular season of each year.

1. For VARSITY game assignments, the exam must be taken and passed with a score of at least 80% prior to any varsity game assignment.
- C. Members shall take the exam online through a website designated by TASO. Taking the exam in this manner satisfies the Chapter's requirement under this section for those members.

Section 6 Required Training

- A. Each chapter must, on an annual basis, hold the following training clinics:
 1. Rules Clinic to go over changes in NFHS rules
 - a. Required for those members who did not attend either the Annual State Meeting or a Regional Clinic
 2. 3-Umpire & 4-Umpire Mechanics Clinic
 - a. Required for all members who are eligible for playoff assignment
 - b. Must be given prior to the start of playoff games

Section 7 Umpire Manual

- A. The TASO-Baseball Division has developed a Baseball Umpire Manual for use by its membership.
- B. This manual covers basic mechanics for officiating interscholastic baseball games and is to be used by the membership to ensure consistency in mechanics and in training by all chapters.
- C. While there may be minor deviations from this manual by more experienced officials who have learned more advanced mechanics, it is strongly suggested that these mechanics be the basis for all training and use by chapters and members.
- D. It is especially critical that the mechanics in this manual be used when working the playoffs with members of other chapters when working a "split crew" assignment.

Article IX: Code of Ethics

Section 1 TASO Policy

- A. All members of the TASO-Baseball Division shall comply with Code of Ethical Conduct Policy approved by the TASO Board.

Article X: Investigation of Complaints against Members, Officers or Chapters

Section 1 TASO Policy

- A. All members, officers, and directors (at both the chapter and division level) shall comply with the Policies and Procedures for Ethics Complaints and Other Violation approved by the TASO Board.

Article XI: Solicitation

Section 1 TASO Policy

- A. All members of the TASO-Baseball Division shall comply with Solicitation Policy approved by the TASO Board.

Section 2 Additional Division Requirements

- A. Each chapter who sends any written or email correspondence to a school or school personnel for solicitation purposes shall ensure that the name of the chapter making the solicitation is clearly denoted in the correspondence.
- B. A copy of all correspondence sent to a school or school personnel for solicitation purposes shall be sent to the applicable District Director and the TASO State Office.

Article XII: Travel Reimbursement

Section 1 *TASO Policy*

- A. All members of the Division Board shall comply with the Travel Reimbursement Policy approved by the TASO Board.

Section 2 *Additional Division Requirements*

- A. All requests for reimbursement shall be delivered to the Division President for approval.
- B. After approval, the Division President shall forward the request to the TASO Executive Director for processing.

Article XIII: Playoff Assignments and Procedures

Section 1 *Baseball Playoff Assignment List*

- A. Each TASO-Baseball chapter will determine annually a list of members qualified to work high school sanctioned baseball playoff games.
- B. Copies of the typed Chapter playoff list, listed alphabetically by Classification and signed by the Chapter selection committee members, will be sent to each of the following offices no later than April 15th:
 - 1. UIL Athletic Director for Baseball
 - 2. TASO Executive Director or his/her designee
 - 3. District Director for the District where the chapter is assigned
- C. Assignment for playoff games, whether after direct contact with coaches or through the UIL office, will be made only from umpires on the Playoff Assignment List.

Section 2 *Criteria*

- A. TASO-Baseball members used for UIL-sanctioned or TAPPS baseball playoff games must meet the following requirements:
 - 1. Umpires must be listed as active and in good standing by the TASO state office and be in good standing in dues and membership fees with their local chapter.
 - 2. Umpires must have scored a minimum score of 80% on the rules test for the current season.
 - 3. Umpires must have attended an approved Rules Clinic for the current season.
 - 4. Umpires must have attended at least 70% of their local chapter meetings. (Chapters shall form a committee to determine valid reasons for non-attendance at a chapter meeting).
 - 5. Umpires must have worked a minimum of 10 high school games during the current season.
 - 6. Must have attended a 3 & 4 Mechanics clinic during the current season.
 - 7. Must be classified as either Certified or Approved
 - a. If a Registered member is specifically requested, by name, by a coach of one of the teams involved in a playoff contest, that individual may be assigned to the game with the approval of the chapter playoff committee.
 - 8. Must have attended either the TASO-Baseball State Meeting or an approved TASO-Baseball Regional Clinic as evidenced by the attendance log for those meetings or have completed the online version of the Regional Clinic as evidenced by the log of the online clinic.
 - 9. Chapters shall not impose any other requirements that would supersede the requirements listed above.

Section 3 Procedures

- A. The following procedures will be used to select umpires for all UIL post-season playoff list.
1. Each TASO-Baseball Chapter will have a playoff committee of at least three members to review the qualifications of all Chapter members who wish to be considered for playoff assignments.
 2. The Chapter committee will determine the Chapter members who fully meet the criteria to qualify for assignment as playoff umpires. Members selected must be fully qualified to work any position for the level of playoffs assigned.
 3. The Chapter committee will determine the Chapter members who fully meet the criteria to qualify for assignment as playoff umpires for the UIL State Tournament. Qualifications restrictions such as "bases only" or "2A and below only" will not be accepted.
 4. The list of names of those umpires selected for the UIL State Tournament will be submitted to the required offices no later than by the date requested.
 5. Failure to submit the required list for the UIL State Tournament to both the UIL and TASO office by the date requested will result in that Chapter having no approved playoff umpires for the UIL State Tournament for that season.
 6. The selection list for the UIL State Tournament will include the umpire's name and other information as requested.
 7. Appeals to a chapter's playoff list may be made to the appropriate District Director. Further appeals may be made to the Division President or the TASO Executive Director or his/her designee. Their decision is final.
 8. A local clinic or a district clinic will be conducted prior to the start of the playoff season to review three-umpire/four-umpire mechanics.

Article XIV: Amendments

Section 1 Amending the Operations Procedures

- A. These operating Procedures may be amended at any Division Board meeting by a majority of the votes cast in the affirmative, providing that a copy of the amendments proposed shall have been provided to each board member at least thirty (30) days prior to the meeting at which the vote on the amendment is to be taken.

Section 2 Submission of Proposed Amendments

- A. Members may make suggestions for revisions to these Operating Procedures by submitting the proposal, in writing, to a member of the Division Board for review and consideration. All such submission shall be forwarded to the chair of the Operating Procedures Committee for review and recommendation.
- B. Any member of the Division Board may suggest a revision to these Operating Procedures by submitting the proposal, in writing, to the chair of the Operating Procedures Committee for review and recommendation.

Adopted 8/5/2004 Amended 8/7/2004 Amended August 2005 Amended 12/7/2005 Amended January 2006	Amended August 2007 Amended January 2009 Amended August 2009 Amended 4/28/2010 Amended August 2010	Amended January 2011 Amended August 2011 Amended 1/6/2012 Amended 1/4/13 Amended 11/6/2013	Amended 01/03/2014 Amended 11/15/2014 Amended 11/01/2015 Amended 03/25/2016
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