SFA THSBOA OFFICIALS ASSOCIATION

Policies and Procedures Handbook

Adopted Date October 17, 2025

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**Section I**

Statement from the Board of Directors

The SFA THSBOA Board of Directors has adopted the following Operating Policies and Procedures. These may be revised as necessary by the Board to conform to such needs as may arise. The intent of this document is to provide the membership with the written policies used in the chapter operations and the procedures to administer those policies by the Board of Directors. It further details the Board's expectations and objectives of the membership in the service to the schools, chapter, and to basketball officiating in general. It is the intent of the Board of Directors for all chapter members to have full access to this document.

**Section 2**

Code of Ethics

Every SFA THSBOA member is required to comply with the UIL Code of Ethics and be a member in good standing with SFA THSBOA each year.

1. The official uniform, approved by THSBOA shall be worn.
2. Officials should refrain from partaking in any potentially intoxicating legal or illegal substance within 12 hours prior to their scheduled contest, which compromises the ability of the official to officiate the game or the integrity of the SFA THSBOA
3. No Official shall be seen consuming any of these substances before or after the game while in any article of clothing identifying themselves as an official.
4. Every member's conduct, speech, and actions during or en-route to and from a game shall be above reproach and should always demonstrate the example of sportsmanship, courtesy, self-control, and professionalism.
5. Any SFA THSBOA member shall not act in any way that is detrimental to the best interest of the SFA THSBOA.
6. The official(s) should arrive at a contest site in sufficient time to inspect the facility and equipment, discuss ground rules, and discuss any pertinent information with the coaches.
7. No official shall criticize another official or association in the presence of coaches, players, spectators, or the news media before, during, after the game, or through social media.

H, No official shall fail to honor an officiating contract. When it becomes impossible to fulfill any assignment, the official involved shall notify the appropriate chapter assignment director immediately, so that a replacement official can be obtained.

l. No official shall seek to influence a coach for the purpose of promoting personal officiating opportunities.

1. Every official shall seek to possess and demonstrate a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating mechanics.
2. No official shall falsify records or reports.
3. No official shall engage in scouting activities or engage in conversation with coaches regarding officiating assignments.
4. No official shall accept an assignment that poses a potential conflict of interest from any school district where:
	1. They are employed or serve as a policy-making member of a board or committee.
	2. Have immediate family who are (or have been in previous five years) students, players, or employees. 3. They attended in the previous five years.

**Section 3 SFA THSBOA Website**

TABO, Inc. Board of Directors has made an investment in the chapter website at www.sfathsboa.org This is the starting point for all chapter information. At this site members may access:

1. Bylaws
2. Policies and Procedures
3. Arbiter (www.arbitersports.com)
4. Rules
5. Rules Changes
6. Contact information for the Board of Directors
7. Training and Camp Information
8. Forms

Reports

**Section 4 Internet Access and Email**

Due to the way games are assigned via "The Arbiter" scheduling system, a valid email account and access to the World Wide Web is critical for officials to receive communications from the Assignment Secretary, their co-officials, information from the BOD, and even the schools involved in the contest. All chapter members are responsible for keeping their contact information on the "The Arbiter" up to date including daytime, evening, and cellular phone numbers as well as email addresses and their blocks.

**Section 5 Member in Good Standing**

The SFA THSBOA Board of Directors has the final authority to accept or reject new or transfer members to SFA THSBOA to be a "member in good standing" of SFA THSBOA, the member shall satisfy the requirements set forth in the Bylaws and this handbook by doing each of the following:

1. Attending the required number of meetings set forth herein
2. Paying all required dues by the deadlines set forth herein.
3. Completing and submitting the THSBOA annual examination(s), and by obtaining the required minimum score before the THSBOA established deadline.

 In order to be considered for a post season contest a member must:

1. Be in Good Standing
2. Have officiated a minimum of fifteen (15) SFA THSBOA varsity assignments (not more than five of which were tournament assignments).

**Section 6 SFA THSBOA Attendance Requirements and Guidelines**

1. As part of the requirements for being a member in good standing all SFA THSBOA members must attend 50% of all Chapter Functions during the current season.
2. The SFA THSBOA annual banquet and the UIL training events will not count as a scheduled chapter meeting but will each count as one regular meeting for attendance credit purposes.
3. Social functions will not count for meeting attendance credit.
4. A member can be excused from (and credited for) meeting attendance for the conflicts related to employment, other assigned athletic contests or other special circumstances which must be approved by the BOD.

**Section 7 State and Local Dues**

The State Association (THSBOA) dues are set each year and are currently $90.00 for all returning members. $50.00 for new members. Dues for the following season are due to the State Association (THSBOA) by the due date set by the State Association (THSBOA).

SFA THSBOA (Local) dues are due no later than August 31st . These are assessed as reflected below and may be paid by cash, check, money order or credit card.

1. $125.00 for existing chapter members and transfer members.
2. $50.00 for new Members ( Local).

No Official will be assigned games, other than scrimmage games, until both their State Association (THSBOA) and SFA THSBOA (Local) dues are paid. If approved, any failure to make payment as agreed upon by the official will result in cancelation of all remaining assigned contests. In no event may full payment of dues be extended beyond January 1st of the current season.

Should an official request a refund of dues paid, the following policy will apply:

1. If a member withdraws before the 1 st meeting is held, local dues paid for the upcoming season will be refunded.
2. State Association (THSBOA) dues will only be refunded by contacting the State Association (THSBOA).

**Section 8 Uniform and Appearance Standards**

The uniform worn by members of SFA THSBOA will conform to that specified by THSBOA and the BOD. That uniform generally consists of:

1. Black and White (vertical) striped "V" neck style shirt with side panel (all crew members are required to wear identical shirts).
2. Black Slacks (Beltless)- Slacks made of denim will not be worn.
3. Black Socks
4. Predominately Black Shoes- Shoes will be solid black with the possible exception of a shoe brand name.
5. Black Lanyard
6. Black Plastic Whistle (Fox 40 preferred)
7. Each SFA THSBOA member will ensure that his/her hair (including mustache and beard) is neatly trimmed, shoes are shined, and uniform is neat and clean. H. Street clothes worn to/from game sites must be neat and clean. Patches
	1. To show our support for the U.S. military, all SFA THSBOA members shall have a 2" x 4" American flag on the left sleeve.
	2. The State Association patch will be worn on the right sleeve.

**Section 9 Chapter Scratch Policy**

1. Coaches must use the UIL Basketball Officials Scratch Form. Your request will be submitted to the concerned chapter and to UIL Sports Officials. You will receive an email conformation of your request. Scratches will not be honored, unless applied this way.
2. Each official will be permitted to scratch up to five (5) SFA THSBOA officials. In addition, each official is permitted to scratch five (5) contests sites and teams. Any official, site, or team placed on an officials scratch list can be replaced at any time but must be done no later than one week prior to a contest to be effective for that contest. No first year officials or transfer officials will be permitted to have any scratches.

**Section 10 Assignments**

Only the Assignment Secretary, or the President, may make game assignments. No official shall: Change assignments with another official or request another official to "cover" an assignment for him/her.

1. Accept an assignment from anyone other than the SFA THSBOA assigner.
2. Be allowed to access chapter assignment software (Administrator Arbiter) except the Assignment Secretary, in circumstances stated previously.
3. Violations of this policy will subject all parties involved to discipline by the Ethics Committee.
4. D. Scrimmages
	1. Will be assigned by the Assignment Secretary to members of SFA THSBOA.
	2. Each member will be assigned a number of scrimmages to be determined by the BOD each season in order to fulfill the chapters scrimmage responsibilities.
	3. Scrimmages are scheduled to last three hours however coaches at their  discretion may go longer and agree to pay more for the additional time. Members assigned to a site are expected to complete the entire scrimmage even if it goes longer than originally schedule and at their option, may volunteer for additional assignments.
	4. Assigned scrimmages will be considered a game assignment and are subject to the same attendance requirements as a regular season game.
5. Varsity game assignments will be made by the Assignment Secretary. The official's availability information, the official's scratch list, and the scratch list sent to SFA THSBOA by the coaches through the UIL. Deviations from this list are coordinated with the coaches and/or Athletic Directors of the schools involved and individual officials. Assignments will be made using "The Arbiter" scheduling software that will utilize the members ranking and game ranking as the primary factor in the assignment of games.
6. Junior High assignments will be made by Assignment Secretary. All officials of SFA THSBOA who have the opportunity are expected to support our sub-varsity program. Sub-varsity assignments will also be made using "The Arbiter."
7. The SFA THSBOA President and Assignment Secretary will work together to assign post-season game using the following guidelines:
	1. ALL SFA THSBOA members in good standing shall be eligible for consideration for post-season game assignments.
	2. The UIL requires each chapter to provide the UIL at least listings of officials for possible assignment to regional or state tournaments. The BOD compiles these lists and UIL makes the assignments through the chapter's Assignment Secretary. Those are:
		1. Top twelve (12) 3-Person Crews
		2. 4 Crews for Boys
		3. 4 Crews for Girls
	3. An official is not eligible for post-season assignments and their names will not be provided to the UIL in any of the following circumstances:
		1. Any unpaid fines
		2. Failure to show up for two or more game assignments
		3. The official is otherwise not in good standing with the chapter
		4. \*\* An exception may be granted by the Assignment Secretary and President, if needed, for the first round of boy’s playoffs only.
	4. Unless a member is not in good standing, members specifically requested to officiate a post-season game by a coach will be given priority consideration for that assignment.

H. Removed

  In order to be eligible to officiate in the Regional and/or State Basketball Tournament. An official must meet the following requirements to be included on the chapter list of officials:

* 1. Must be a member in good standing as defined by the guidelines of the SFA THSBOA BOD.
	2. Must have worked a minimum of ten (10) Regular Season Varsity Game Assignments.
	3. Must achieve a minimum score of (90) on the State required exam(s).
	4. No Dual member is allowed on the list.

**Section 11 Assignments from another Chapter or College Assigner**

No member of SFA THSBOA shall accept an officiating assignment for high school interscholastic regular season, post season, or tournament games from another chapter, group, assigner, or coordinator without the express approval of the Assignment Secretary. Members who have dual-membership with another chapter are required to duly inform the SFA THSBOA Assignment Secretary of such status and make appropriate arrangements to avoid scheduling conflicts.

**Section 12 Acceptable Methods of Communication Concerning**

**Assignments**

1. Original assignments will be communicated via email using "The Arbiter" program.
2. For assignment changes and cancellations by the Assignment Secretary to SFA THSBOA members, the use of answering machines, cellular voicemails, texts, and email is acceptable and binding to members so long as the notice is given at least 72 hours prior to the assigned contest.
3. For assignment turn backs by SFA THSBOA members, official notification of the turn back must be by direct contact with the Assignment Secretary via email only (unless there is an emergency within five (5) hours of contest time in which direct voice communication is binding). Notification by any other method is not considered "official notification.." Except as stated above, when questions arise regarding responsibility for errors associated with assignments and an official has not used the official notification method that person shall always be deemed at fault. Communication is not considered to be received unless a positive response is received by the official.

**Section 13 Communication between Officials Prior to Assignments**

1. Each official has the responsibility for contacting his/her assigned co-officials for the purpose of confirming transportation to and from the contest, time, and travel arrangements.
2. The referee should initiate such contact not later than 48 hours prior to the starting time of the first scheduled game.
3. If the referee does not initiate this communication, the rest of the crew is still responsible for communicating.
4. When a change of one official is necessary within 48 hours of the scheduled contest, the replacement official is responsible for initiating contact with the originally assigned officials.
5. When a change of more than one official is necessary within 48 hours of the scheduled game, the procedures stated in "A" (the first sentence above) applies. Failure to make this notification may result in an unfavorable determination of responsibility by the Ethics Committee should a scheduled official fail to show up for an assignment or should there be a conflict regarding mileage.
6. If an official is not at the agreed upon departure site and time, the official who is present should attempt to make contact with late official. If contact is not made, the official must use discretion and depart for the contest site before a time that would make them late. The late official will travel to the contest site,

but will neither seek nor receive any mileage reimbursement unless an emergency caused the late departure.

**Section 14 Mileage Reimbursement Strategy and Reimbursement**

**Policies**

It is the goal of SFA THSBOA to assign officials so that they may travel together to contest sites. This provides the opportunity for basketball rules, mechanics discussions, safety, and financial savings to the school. The SFA THSBOA pay sheet along with the UIL website lists the mileage that officials are authorized to charge each school. It is a chapter policy to schedule officials to schools that are geographically closer to their homes whenever possible. All effort will be made to keep members from assignment that is not financially beneficial to either party. However, due to scheduling/availability some exceptions will be made and can be accepted.

**Section 15 Fees and Fines**

1. Turn back of assignment-lf direct contact with the appropriate Assignment Secretary cannot be made, a voice message MUST be left and CONFIRMED by direct communications from the appropriate Assignment Secretary BEFORE a turn back is confirmed.

1. An official may turn back a maximum of two (2) game assignments as long as more than 48 hours prior to scheduled contest time is given, without penalty. Three (3) or more turn back assignments will result in the reassignment fees as listed below.

* 1. A $15.00 reassignment fee will be assessed for assignments turned back between 24 and 48 hours prior to the scheduled contest.
	2. A $30.00 reassignment fee will be assessed for assignments turned back with less than 24 hours prior to the scheduled contest.
	3. Should a game assignment be turned back as a result of illness, injury, emergency, or special circumstance the BOD may elect to waive the game cancellation fee.
1. Late fine- An official who is late for a regularly scheduled game (defined as not on the court ready to begin play at scheduled starting time) will be suspended for one contest and fined $30.00.
2. Failure to show fine- the fine for failing to show up for an assigned contest when the assignment was made in accordance with member's assignment availability form is $60.00 in addition to a seven-day suspension. Should an official or officials be forced to work an assignment with a missing partner as a result of the co-official not showing up, the calling officials(s) will be paid an additional $30.00 by SFA THSBOA for a sub-varsity contest called alone or $15.00 each for a varsity contest called as a two-person crew. This will be funded from the fine paid by the no-show official. The remaining $30.00 will be deposited in the SFA THSBOA General Fund.
3. Game cancellation- When schools cancel games and SFA THSBOA is notified the Assignment Secretary will make every effort to notify the assigned officials. If a school does not notify SFA THSBOA of the cancellation, the school is responsible for mileage reimbursement to the driving official(s) and the corresponding game fees for each official assigned. If SFA THSBOA fails to notify the officials of a game cancellation or if SFA THSBOA incorrectly assigns officials to a game, which is not on a school's schedule, SFA THSBOA is responsible for mileage reimbursement to the driving official(s).
4. Repeated offense will result in schedule suspensions, fines, probation, and possible expulsion from SFA THSBOA All fines will be issued by the Ethics Committee and all decisions can be appealed to the BOD.

**Section 16 Failure to Show Disciplinary Procedure**

The official who failed to show for an assignment will be notified by telephone and in writing of the fine assessment.

1. The official has fourteen (14) calendar days from the first notification in which to pay the fine to the Treasure.
2. Failure to pay the fine within that period will result in cancellation of any remaining game assignments.
3. An official who fails to show up for a second game assignment in a season shall be shall have all game assignments cancelled and will terminated from the membership of SFA THSBOA.

**Section 17 Signatory Designation**

The Treasurer, or in their absence the President, are the only authorized BOD members authorized to sign check for TABO, Inc. All expenses over $50.00 will require BOD approval prior to being tendered. Should the chapter require petty

cash for change at events, dues, etc. the Treasurer will be responsible for the complete accounting of the cash.

All expenditures and expenses related to chapter operations over $50.00 will be reimbursed (receipts required) upon approval of the BOD. Expenditures and expenses of less than $50.00 may be reimbursed by the Treasurer (or in his/her absence the President), without the BOD prior approval.

**Section 18 SA THSBOA Incident Reports**

Any conflict or confrontation between an Official(s) and any player, substitute, coach, assistant coach, trainer, team physician, cheerleader in uniform, band member in uniform, mascot in uniform, parent, or any other person affiliated with the teams in a contest officiated by SFA THSBOA. officials or between officials will be reported orally to the Assignment Secretary and President within twelve hours of the incident. Other required reporting will be determined based on the initial oral report.

**Section 19 Independent Contractor Policy**

The Assignment Secretary shall be "at will" independent contractors of SFA THSBOA. The term shall run concurrently with the financial fiscal year of the chapter from April 1st to March 31 st each year. All members of SFA THSBOA are independent contractors and SFA THSBOA assumes no liability for any type of "worker's compensation" should a member be injured while serving as an official. Officials are strongly encouraged to have their own medical insurance program and be deemed by a physician to be physically able to participate in the vigorous activity of officiating basketball. The pay for the Assignment Secretary is currently $5,000.00 plus $600.00 for phone expenses.

**Section 20 Committees**

The following are the active committees and their respective memberships:

1. Ethics Committee- The three (3) members Ethics Committee shall be chaired by the Vice-President. Committee members shall be appointed by the Vice-President for a one-year term at the last scheduled chapter meeting of the season. If necessary the BOD may grant an extension to the term in order of the committee to complete current deliberations. Should a member of committee be ineligible to serve due to a conflict of interest, the Vice-President shall appoint a temporary substitute member to replace the committee member in question.

The Ethics Committee will be responsible for adjudicating SFA THSBOA problems (reported in writing) relating to game situations, actions of the coaches, fans, players, co-officials (including tardiness to game assignments, failure to show, dress or conduct violations, or any other breach of SFA THSBOA Policies and Procedures) and any action deemed to be detrimental to the chapter. The committee will review the report and conduct an investigation to determine the facts. An appearance by the official involved may be included in the process. Upon completion of the investigation, the committee will determine a course of action to be taken to determine if any sanctions, fines, or suspensions are appropriate. A report will be made to the BOD no later than the next scheduled board meeting.

1. Finance Committee- Finance Committee shall be chaired by the Treasurer and comprised of a minimum of three (3) additional members at large. Committee members shall be appointed for a one (1) year term by the Treasurer at the last scheduled chapter meeting of the season. The committee will be responsible for reviewing and auditing any chapter income and expenditures pertaining to day to day business operations and also audit any fundraising events or monetary gifts (scholarships) given to make sure those monies are correctly deposited or distributed. The Treasurer will give a committee status report concerning audit findings or suggestions at all scheduled BOD meetings.

**Section 21 Important Dates**

1. First scheduled meeting of the new season:
	1. Present proposed changes to the Bylaws and Policies and Procedures
	2. The Assignment Secretary compensation agreements announced
	3. Post-season assignments report presented to the membership
2. Last scheduled meeting in February:
	1. Attendance report due on all members to determine "in good standing" status for elections.
	2. Nominations of eligible election candidates are taken.
	3. SFA THSBOA membership dues shall be determined by the BOD and announced.
	4. Newly elected BOD will take office at the next scheduled BOD meeting.

 September 1st .

* 1. All chapter meeting dates scheduled and approved by the BOD.
	2. All Executive Committees staffed.
	3. Contract of the Assignment Secretary shall be finalized and effective August 1 st — July 31st of the following year.

**Section 22 Agreement**

The payment of state or local membership dues and/or acceptance of contest assignments constitute agreement to all policies and procedures herein and any future amendments, additions, or changes duly approved by the SFA THSBOA Board of Directors.