

TIP OF TEXAS (TOT) CHAPTER ASSIGNMENT POLICY ADDENDUM

1. All varsity-eligible officials are responsible for consistently checking the Zebra-Ware website for **ALL** assignments. The **ALL** assignments (7th grade – varsity) will be posted prior to the assignment date(s).
2. After assignments are posted, the official designated as “referee 1” (R1) is responsible to confirm the match date, time, location with the “referee 2” (R2) no later than 36 hours prior to the match. Note: The R2 may call the R1 if they desire.
3. If the R1 is unable to contact the R2 36 hours prior to the match, the R1 will immediately notify the assigning secretary that successful communication has not taken place. If the R2 has not been contacted by the R1 at least 36 hours prior to the match, the R2 will notify the assigning secretary.
4. **In case of emergency** (any match level) – one example being you are running late to the match -- contact your co-official. Make sure they are aware of your situation. If contact is not made or received by the official at the match, refer to #5. **IMPORTANT NOTE:** All officials should carry a TOT member roster to all matches listing all members, phone numbers, and other valuable information which can be used in an emergency situation.
5. If your co-official has not arrived prior to the 1st match of the **VARSIITY** assignment, you **MUST** notify the TOT assigning secretary by text **BEFORE** the start of the 1st sub-varsity match.
6. A decision to cancel a match will be made **ONLY** by the school administrator in charge. No official is authorized to cancel, postpone, or reschedule a match.
7. If your co-official has not shown up by game time for a 7th, 8th, or 9th grade match, text the **area** assistant assigner before beginning the match, then call the assigner after the match to explain what finally happened.
8. **ONLY** the chapter assigning secretary is authorized to re-assign an official to a regularly scheduled match and/or tournament assignment. Officials are **NOT** authorized to substitute or assign replacement officials.

NOTE: This is an official policy of Tip of Texas (TASO). Anyone not following the policy is subject to fine or sanction (penalty). You may be financially responsible for all expenses incurred – school, transport, meals, security, etc. – if the match must be rescheduled due to your failure to follow this policy.

MY SIGNATURE INDICATES I HAVE READ AND UNDERSTAND THE PRINTED ADDENDUM ABOVE AND AGREE TO FOLLOW THE POLICY DURING THE 2012 SEASON. ALL VARSITY AND SUBVARSITY OFFICIALS: PLEASE SUBMIT THIS SIGNED AND DATED DOCUMENT TO ASSIGNING SECRETARY BEFORE 1ST ASSIGNMENT IS CREATED.

OFFICIAL’S SIGNATURE: _____ **DATE:** _____