

**Texas High School Basketball Officials Association
GREATER SAN ANTONIO CHAPTER**

Policies and Procedures

01.00 General Policies

01.01 UIL Reporting Procedure

- A. All Coaches, players, and/or fan EJECTIONS, severe verbal abuse, and physical abuse must be reported in writing to UIL. This report can also be done on-line under the heading “UIL INCIDENT REPORT” at the UIL website www.uil.utexas.edu. A copy of this report must be submitted to the president or vice-president and copied to the Assigning Secretary of the Greater San Antonio Chapter who will then forward the report to the Executive Chair of the THSBOA. These reports must be done as soon as reasonably possible after the contest, but no later than 12:00 noon of the day following the contest. This report should include your name, chapter, date/time/location of contest, teams/schools involved, brief description of incident or incidents, phone numbers, and other information you deem necessary.
- B. Other common problems such as dressing facilities, security, non-critical administrative issues, players, coaches, administrators, or fans should be reported to chapter president, vice-president, and/or assigning secretary either by phone, email, or in writing no later than 12:00 noon of the day following the contest.
- C. Chapter shall notify Athletic Director and/or Superintendent of the UIL INCIDENT.

02.00 Policies related to Officials

02.01 Eligibility

- A. **Regular Season Play** – Members are required to be a member in good standing and successfully passed the THSBOA Basketball Rules Exam and either the 2 or 3 person Mechanics Exam, with a score of 70% or greater, to be eligible for regular season assignments.
- B. **Post-Season Play** – Members are required to be a member in good standing and successfully passed, with a score of 90% or greater, the THSBOA 3-Person Mechanics Exam and THSBOA Basketball Rules Exam to be eligible for post-season assignments.

02.02 Conduct

- A. Officials shall seek to possess and demonstrate a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating mechanics.
- B. Officials should arrive no less than thirty (30) minutes prior the any assigned game time to ensure sufficient time to inspect the facility and equipment, conduct a pre-game meeting with co-officials and discuss any pertinent information with coaches.
- C. Officials shall not cancel any assignment except in the case of emergency. When it becomes impossible to fulfill any assignment, the official shall notify the chapter assignment secretary in sufficient time that a replacement may be obtained.
- D. Officials assigned as the Referee in any varsity level game shall:
 - a. Notify the home team coach by email the acceptance of the game;
 - b. State your understanding of the game(s) time and location;
 - c. And advise the estimated time of the crew’s arrival at the game facility.
- E. Dress Code:

- a. Officials shall arrive at the game venue dressed appropriate for the game. It is highly recommended that dress for regular season varsity level games consist of dress similar to business professional and for post season games, similar to coat and tie or pant suit/dress.
 - b. Officials shall present him or herself in a uniform that is clean, neat, and conforms to the guidelines for the THSBOA official's manual.
- F. Officials Code of Ethics
- a. Officials shall adhere to the National Federation of State High School Association Officials Code of Ethics as published in the Basketball Officials Manual.

03.00 Policies related to Meetings

03.01 Board Meetings

- A. STC Board Meeting Agenda, along with any pertinent information, handouts, or documents, should be sent out 48 hours in advance of meeting.
 - a. Board meetings should occur at least one per month and more often as needed.
 - b. Meeting Minutes should be sent out 72 hours after GSAC Board Meeting

03.02 General Membership Meetings

- A. Focus will be on EDUCATION at all GSAC General Membership Meetings
- B. A member must attend 1 OF THE 2 RULES CHANGE meetings and a minimum of 2 additional meetings, whether in person or virtual. Virtual meetings will be monitored for involvement and credit. It is highly recommended that each member attends the final scheduled meeting for elections.

04.00 Policies related to Board Members

- A. Each Board Member shall attend at least 2/3rds of its regularly scheduled meetings.
 - a. Failure to meet the minimum attendance policy could subject the member to removal from the Board.
- B. The Chapter's THSBOA representative shall either be appointed by the Chapter's President or be the Chapter's President at his/her discretion.