



GREATER SAN ANTONIO CHAPTER

Policies and Procedures 2024-25 Season

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1. Professional Conduct

- Officials (defined as active/inactive member(s) and in “Good Standing”) of GSAC shall always exhibit the highest degree of professionalism and avoid situations that give the appearance of unprofessional behavior, conduct or contact (via any media).
- Officials of GSAC shall not officiate at schools at which immediate family members. (i.e., spouses, parents, children) have affiliations (i.e., teach, coach, attend).
- Officials of GSAC shall not officiate at schools at which they teach or from which they are an alumnus of less than five years.

- Officials are responsible to notify their Division Representative and an Assignment Team Member(s) of any changes to their status during the season as soon as possible to allow the Assignment Team Members time to make any changes to game assignments if they determine it to be warranted.
- Officials of GSAC, who are/or were high school coaches must adhere to the following:
 - The official shall not officiate in games, tournaments or playoffs involving the school where the official coaches. This applies to both genders.
 - The official shall not officiate in games, district or regional tournaments or other playoff games involving teams in the same district as the school where the official coaches. This applies only to games involving the applicable gender coached.
 - The official shall not officiate in holiday tournaments in the same bracket, as other teams within the same district as the school where the official coaches. This applies only to games involving the applicable gender coached.
- The Board of Director (referred to as BOD, Executive Board, or Board Members) are held to a higher standard than association members (i.e., officials) because they are in a position of leadership regarding fellow basketball officials, finances, policies, and disciplinary items. These include, but are not limited to:

- **Duty of Care:** Making informed decisions in the best interest of GSAC by attending meetings, reviewing financial statements, and staying informed of all relevant issues regarding GSAC, UIL, and THSBOA.
- **Duty of Loyalty:** Putting the interests of GSAC above personal interests (biases), avoiding conflicts of interest, and disclosing any potential known items.
- **Duty of Obedience:** Ensuring that GSAC complies with its mission, governing documents (By-Laws, Policies and Procedures, and Code of Ethics), and applicable laws and regulations.
- BOD members shall not disclose any GSAC related information unless agreed to and voted upon by all BOD members, to include both the Vice President and President.
- Member “In Good Standing” is defined as a GSAC active/inactive official that:
 - Adheres to the meeting attendance guidelines and testing standards as defined in the GSAC By-Laws and Policies & Procedures.
 - Properly and accurately pays all UIL, THSBOA, and GSAC related fees, fines, and payments.
 - Strictly adheres to the GSAC Code of Ethics – Executive Board may remove an official that consistently does not adhere to standards established to remain in “Good Standing”.

- Dual Membership
 - Officials may join multiple basketball chapters within Texas, however, one (1) chapter must be designated as their primary.
 - IF GSAC is designated as the primary chapter, that official may receive varsity games commensurate with their experience level. However, if GSAC is not the primary, the official will receive varsity level games only (to include post season) on an “as needed” basis. This is determined by the Executive Board and Assignment Secretary.
 - IF all other criteria are met as prescribed within the GSAC By-Laws and Policies and Procedures, the official’s member “in good standing” status is not impacted by their primary chapter choice. However, IF GSAC is not an official’s primary chapter, the official is not eligible to vote on any GSAC related business
 - GSAC will determine if any application for membership from an official will be accepted. Admittance to GSAC is at the sole discretion of the Board of Directors.
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2. GSAC Business Meetings Attendance and Voting

- The number of scheduled business meetings is set by the Executive Board consistent with requirements of the Texas High School Basketball Officials Association (THSBOA) and the University Interscholastic League (UIL). THSBOA and UIL considers such meetings

as local clinics and requires participating associations to hold a minimum of six (6) such meetings/clinics each year (includes in-person or virtual).

- Officials are permitted one (1) unexcused absence from General Membership Meetings. A **\$10.00** fine will be assessed for any unexcused absence in excess of this amount unless: (1) the member is on official business of GSAC; (2) that the member is working games assigned by a recognized Assignment Team Member and that official/referee notifies their GSAC Division Representative and Administrative Secretary in writing, or (3) that official/referee is conducting business related to his/her profession or education, and that member notifies their Division Representative and a recognized Assignment Team Member in writing (an acknowledged email from the recipient is considered sufficient) prior to the missed meeting.
- General Membership Meetings include in-person at the Board-designated locations, virtual, via phone, and other media methods as utilized by the Executive Board, etc.
- Conduct at General Meetings shall always remain professional (within the Code of Ethics). Direct or indirect abuse and/or insults targeting any GSAC member(s) (group), or the Executive Board will not be tolerated. Unless directly requested, member(s) who wishes to speak, ask questions or make comments shall be recognized by their appropriate Division Representative first, then given the speaking floor by a Board Member, Vice President, or President.

- Voting is a right, privilege, and responsibility of every GSAC members. **All** GSAC members “In Good Standing” shall vote to remain eligible for game assignments. Voting actions *during* the current season impacts current year game and post season assignments. End of season voting may impact eligibility to receive game assignments for the *next* basketball season.
 - Note: Member(s)/official(s) may vote to “abstain” or vote “present,” however, all members must submit a vote.
- Voting shall be in-person (to include meetings), via email, text, traditional mail, or GSAC virtual meetings.
 - If voting through a method other than in-person, traditional mail or approved GSAC virtual meeting media, those votes shall be sent to the appropriate Division Representative and the GSAC Vice President and Administrative Secretary (Prove you Voted!)
- An official/member not “In Good Standing” shall NOT vote in any official election.
 - Note: It is the member(s) responsibility to know if they are “In Good Standing;” Division Representative or Executive Board notification should not be required, however, the official will be informed verbally and/or in writing by the chapter.
- GSAC members/officials must meet attendance standards, remedy payments due, and adhere to Code of Ethics to remain “In Good Standing.”

- Only Active Members may vote; an Inactive Member is one who wishes to remain engaged with GSAC and is not required to pay dues.
 - Parliamentarian shall serve by appointment from the BOD can be replaces by a BOD vote at any time and shall not be a voting member or hold any existing office within GSAC.
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3. Assignments

- All VARSITY ELIGIBLE officials who desire to officiate for GSAC shall satisfy the following requirements:
 - Attend a GSAC/THSBOA/UIIL clinic each year.
 - Achieve a minimum score of **80** on the NFHS and/or THSBOA Exam each year.
 - Achieve a minimum score of **90** on the NFHS and/or THSBOA Exam each year to be eligible for Post Season assignments.
 - Achieve a minimum score of **80** on the NFHS and/or THSBOA Mechanics Exams each year (3-person is mandatory; 2-person is recommended)
 - Work a minimum of three (3) GSAC sponsored scholastic scrimmages. The Board and Assignment Team will ensure that an appropriate number of officials are sent to the schools.
 - The responsibility for operational efficiency is on all “assigned” officials to attend for the full duration of the

scrimmage unless coordinated on and approved in advance.

- Scrimmage Waiver Process. There are generally two (2) circumstances that warrant an approved waiver to the scrimmage requirement:
 - Travel to scrimmage sites outside of the 90-mile (one way) UIL mileage calculator radius. In these situations, an official will automatically receive credit for two (2) scrimmages rather than one (1).
 - In cases of emergency and/or emergent situations, a member may be waived from the scrimmage requirement. Examples include, but are not limited to military service, strict work schedule policy, NCAA schedule conflicts, extended work travel, etc.
- The waiver process is straight-forward; member shall identify their specific situation and inform their respective Division Representative at least two weeks in advance. The waiver will be submitted to the Executive Board for approval. The mileage “waiver” is automatic, no form is required, however, the Division Representative should be informed, and the information must be passed to the Executive Board.
- Note: Schools that owe scrimmage fees from previous year(s) will be notified that GSAC will not officiate their current year

games until previous year scrimmage fees are paid. This notice will be sent to all schools.

3.1 Scholastic Assignments

- Once an official is assigned to a division level, a two (2)-year window is provided to perform to expectations. The official shall not be demoted during this two (2)-year grace period.
 - All officials shall be encouraged to participate in ALL GSAC's programs.
 - Varsity officials may work Freshman and/or Junior Varsity contests.
 - Varsity officials shall work a minimum of two (2) Middle School contests as part of the out-reach and "Emerging Officials" mentorship goals of GSAC.
 - Officials should utilize the school and league hotline numbers listed in the Arbiter Directory. If a game is canceled due to weather conditions or other scheduling conflicts, and an official has not been notified and they arrive at the game site, they may receive compensation depending on the circumstances and individual school administration.
 - For Varsity Games, the Lead Referee should contact schools and inform partners.
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4. Test Administration

- An official can work in the new school year based on the previous year's test results. This privilege shall be extended until the receipt of the current year's scores. Should an official receive a non-qualifying score, they shall not be assigned games until a qualifying score is obtained. The Executive Board must approve any exception.
 - An official who does not receive a qualifying score on a test administered by the THSBOA will not be eligible for post-season assignments unless a qualifying score is achieved on the exam prior to the post-season.
 - If an official fails to receive a qualifying score in GSAC, they cannot submit a test score from another board. However, an official's original, qualifying test may be completed in another location in Texas or in another State with the test score being certified by a respective Executive Board Member(s) via mail, email, and/or text.
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5. Fines

- Assignment Team Member(s) and Division Representative (in coordination with the GSAC Treasurer and Executive Board) may fine officials in accordance with established Policies & Procedures.
- Officials may be fined up to the maximum of a game fee for canceling assignments within 48 hours (2 days) of the day of the game. A message left on an answering machine or sent by e-mail without official

acknowledgement is not sufficient and not considered an official turn-back. An assignment has not been turned-back until confirmation is received from an Assignment Team Member and assigned Division Representative. Cancellations should be done as soon as possible. Every attempt shall be made to verbally cancel assignments at least 72 hours prior to game time and at least one week by e-mail (acknowledged by recipient).

- Officials may be fined up to the maximum of two (2) times the game fee for arriving late to games unless they notify their Division Representative and Assignment Team Member of an emergency. Officials are required to arrive at least twenty (**20**) minutes prior to game time for Recreation, Freshman and Middle School assignments; forty-five (**45**) minutes prior to game time for Junior Varsity and Tournaments; and one (**1**) hour prior to game time for Varsity Assignments; and a minimum of one (**1**) hour prior to a Post Season Assignment. However, if traveling more than two hours to a Post Season Assignment, all three (3) officials should arrive at least ninety (90) minutes (**1.5**) hours prior to the contest. Anticipate traffic and other recurring delays both in the regular and post season.
- When an Assignment Team Member(s) receives a call concerning “no partner,” the missing official will automatically be fined for being late unless the official communicated the emergency as prescribed above. It is strongly recommended that you call the Assignment Team (any member) if you anticipate being late to eliminate a replacement being sent. Furthermore, it is the official’s responsibility to notify the

Assignment Team if they are late; failure to do so may result in disciplinary action by the Executive Board.

- Officials may be fined up to the maximum of two times the game fee, if they work less than a complete game or fail to complete an assignment, except due to illness or injury sustained during the game. If a replacement official is sent, at the replacement official's option, the original assigned official may lose the right to the game and fees associated therein, if the replacement official chooses to officiate the game(s). It is strongly recommended that you call the Assignment Team if the game is underway, and you have arrived at the Game Site.
- Officials may be fined up to three times the game fee for a missed assignment with no excused absence or emergency (game officially assigned and accepted.)
- If an official declines or fails to accept a game assignment for which the scheduling program (and/or assignment team) shows the official as available, a \$10.00 penalty fee shall be levied.
- Officials may appeal fine to BOD; providing extenuating circumstance.

6. No Show/Late Arrival

- In the event that a partner does not show for a scheduled game or does not arrive on time, the following actions are advised:

- For a scholastic game, which follows another scholastic game, officials working the first game should remain dressed, ready, and available to work the next game.
- Contact the Assignment Team immediately and inquire as to your partner's status as well as the possibility and time frame for your partner or a possible replacement to arrive.
- In a Varsity contest, if your partner fails to show, explain the situation to the coaches and begin the Varsity game with one of the Junior Varsity officials if the Junior Varsity official is deemed qualified by the Lead Varsity Referee. The Junior Varsity official will be selected at the discretion of the Varsity official. If your partner arrives late, he/she should dress and then replace the Junior Varsity official, as applicable.
- For a tournament games, which follows another recreation game, all efforts should be made for one of the officials working the first game to remain to work the next game.

7. Uniforms and Dress Code

- Scholastic: Black and white, V-neck vertically striped shirt sleeve shirt or mesh shirt is permitted to be worn during scholastic contests.
- Black trousers.
- All black socks.

- Black shoes or predominantly black shoes having white markings (NFHS and/or THSBOA guidelines).
- THSBOA Official's Emblem worn properly on approved shirts.
- THSBOA Official's Emblem is optional for contests not sponsored by the THSBOA.
- Black lanyard and black plastic whistle.
- Approved black jacket with the THSBOA (or GSAC) Emblem positioned over the left side of the chest, the same as the THSBOA patch on the shirt. **APPROVED JACKETS ARE MANDATORY** for officials assigned to scholastic games. Jackets are to be worn while the officials are on the court observing the pre-game activity and warm-up.
- Since GSAC is a public service organization, our goal must be to see that the demeanor and dress of all GSAC officials reflect favorably on this organization. All officials are expected to maintain a neat and clean business-like appearance and shall be suitably attired to and from scholastic contests as detailed below. The only exceptions to this dress code are for arrivals to and from Middle School, and to Freshman contests.
- MEN: Dress or sports slacks, dress shirt, optionally a turtleneck, a collarless dress shirt or polo, dress shoes/boots and socks. No ripped/dirty jeans or sweatpants.
- WOMEN: Dress or sports slacks/skirt/pants, blouse/dress top or polo, and dress shoes/boots. No ripped/dirty jeans or sweatpants.

- **POST SEASON:** At a minimum business casual; **MEN:** Collared shirts and tie (crew leads discretion), dress pants and formal jacket, and dress shoes; **WOMEN:** Dress slacks/skirt, blouse, dress shoes, and optionally a blazer.
 - **EXCEPTION:** If an official is arriving directly from primary work location, some discretion is provided to accommodate (i.e., military uniform, etc.).
 - Failure to adhere to this policy on a recurring basis may result in disciplinary actions.
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8. Tournaments and Post Season

- For an official to be eligible for post-season assignments in a particular program (Girls and Boys Varsity) a minimum of ten (10) district games and at least 18 varsity games officiated by that official during the season must be in the program for which they are eligible to receive post-season assignments.
- Any official rated as “Varsity,” (regardless of assigned division) at the beginning of the scholastic season (start of the Scholastic Program) is eligible for post-season tournament assignments.
- An Alternate official will be assigned, and he/she will be compensated at the Current Alternate Rate for the Regional Semi Finals and Finals at a site normally serviced by GSAC, where GSAC provides the entire crew. The Alternate Rate will be half of the current game fee for each

game that the Alternate attends as the assigned Alternate, as determined by the BOD.

- The GSAC Executive Board in collaboration with Assignment Team Leader is responsible for reviewing all playoff assignments and ensuring that chapter members considered for the playoff pool meet the eligibility criteria set by UIL, THSBOA, and GSAC.
- The GSAC Executive Board shall ensure that every official selected is compliant with THSBOA and GSAC member “in good standing” criteria; by passing a background check, submitting all required forms, staying current with all state and local dues/fees by the invoice date, and avoiding any confirmed ethics violations suspensions or probations for the current season.
- Attend and earn credit for Chapter Meetings as outlined in these GSAC Policies and Procedures.
- Attend the THSBOA Regional Clinic and/or the GSAC Rules Interpretation Meeting in accordance with NFHS, UIL, THSBOA or GSAC requirements. Note: THSBOA Regional Clinic is being developed, or in the approval process. When finalized, will be applicable.
- Official shall meet the exam score (test) and scrimmage requirements as outlined in these GSAC Policies and Procedures.
- Attend one Executive Board approved camp every two (2) years starting with the 2025-2026 season. Attendance at a camp in 2024 is preferred, but mandatory for 2025 to be playoff eligible.

- Note: Eligibility for playoff assignments does not ensure selection. Qualification means the GSAC member joins the pool of officials eligible for playoff assignments. Coaches will be informed whether an official is available for consideration and selection.
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9. Transfers

- The Training and Development Committee will evaluate transfers at a minimum of three (3) scrimmages (can include summer league, camps, etc) and assign a rating/varsity eligibility (and a Division Representative) to them which will be used for that season.
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10. Reimbursement/Game Fees/Dues

- For all scholastic contests to include Middle School, Freshman, Junior Varsity, Varsity, and Playoffs, payment to the officials is usually within 30 days of the game assignment. Payments can be made via Cash, School Check, Arbiter Pay, or Direct Deposit to an official's bank account. An increasing number of schools are going to Arbiter Pay and Direct Deposit so ensure your bank account information is correct.
- No early or partial payments will be made to officials. Financial hardships may be addressed on a case-by-case basis and will be considered confidential. Official(s) should forward requests and

justification to their Division Representatives and the GSAC Vice President for approval.

- Game Travel reimbursement is based on actual driving; Travel to one location shall only be reimbursed once based on the mileage to that school's location (see UIL mileage calculator for accurate charge).
 - To claim mileage twice, an official must be assigned multiple games on different days (or separate locations) and actually drove back to home of residence (origin of travel).
- Officials may be reimbursed for attendance at basketball officiating camps per the following (as funds are available):
 - For one time attendance at the THSBOA/UIL sponsored camp, GSAC will reimburse the member the cost of 50% of the registration fee (prior approval, required), and
 - The official must submit proof of payment and evidence of satisfactory completion.
 - The official must be a current member "In Good Standing" of GSAC at the time reimbursement is requested. Reimbursement for GSAC business will be processed in accordance with Reimbursement Policies.
- Reimbursement/Payment of Playoff/State Tournament
 - Payments (and specific amounts) shall be made within the guidelines of GSAC BOD, THSBOA, and UIL.
 - Mileage payment amongst the crew should be communicated and resolved prior to travel. For example, a crew of three officials

is traveling in one vehicle. The possible solution could be two-thirds of the mileage goes to the driver; the rest is split between the non-driving officials. GSAC does not dictate exactly how mileage payments are split, only that the correct amount is charged on game sheets.

- Payment Milestones:
 - THSBOA New Member Dues: **\$60**
 - THSBOA Existing Member Dues: **\$60** (Before 1 July)
 - THSBOA Existing Member Dues: **\$90** (After 1 July)
 - GSAC Dues: **\$50** (On/Before: 15 October 2024)
 - GSAC Dues: **\$75** (After 15 October 2024)
 - Assignment Fees shall be paid in two increments:
 - Increment 1: **\$50** (Games before 1 January 2025)
 - **Payment Due:** On/Before 15 October 2024)
 - Increment 2: **\$50** (Games after 1 January 2025)
 - **Payment Due:** On/Before 15 December 2024)
 - Increment 1 and 2 may be paid all at once (**\$100**) before 15 October 2024.
 - Associate Members:
 - \$25 GSAC dues
 - \$25 Game fees
 - Associates are limited to a maximum of 15 games per season and should reside outside normal GSAC coverage area (i.e. do not live in the Greater San Antonio local area)

11. Web Page

- GSAC will sponsor a website (present address: “www.gsac.org”) with current information (and documents) supplied by the Interpreter, Commissioners, Secretary, and other officers on an as needed basis.
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